French (France) Localization Style Guide

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1 Welcome

Welcome to the *Microsoft Localization Style Guide* for French. This guide will help you understand how to localize French content in a way that best reflects the Microsoft voice.

Before you dive in:

- Make sure you understand the key tenants of the [Microsoft voice](#).
- Familiarize yourself with the recommended [style references](#) in French.

1.1 Reference material

Unless this style guide or [Microsoft Terminology - Globalization | Microsoft Learn](#) provides alternative instructions, use the orthography, grammar, and terminology in the following publications.

Normative references

Adhere to these normative references. When more than one solution is possible, consult the other topics in this style guide for guidance.

1. Le Trésor de la Langue Française Informatisé (http://atilf.atilf.fr/)
2. Le Petit Robert, ROBERT, Paul, Paris : Dictionnaire Le Robert (https://www.lerobert.com/)
3. Le Petit Larousse, Éditions Larousse (https://www.larousse.fr/)
4. Le bon usage, GREVISSE, Maurice, Paris-Gembloux : Duculot

Informative references

These sources may provide supplementary and background information.

1. Termium (http://www.btb.termiumplus.gc.ca/tpv2alpha/alpha-fra.html?lang=fra)
2. Le Grand Dictionnaire Terminologique (http://www.granddictionnaire.com)
3. Le Dictionnaire de l'Informatique, Microsoft Press. Paris

2 Microsoft voice

Microsoft's brand personality comes through in our voice and tone—what we say and how we say it. The voice used across Microsoft products, services, and experiences hinges on crisp simplicity.

Three principles form the foundation of our voice:

- **Warm and relaxed:** We're natural. Less formal, more grounded in honest conversations. Occasionally, we're fun. (We know when to celebrate.)
- **Crisp and clear:** We're to the point. We write for scanning first, reading second. We make it simple above all.
- **Ready to lend a hand:** We show customers we're on their side. We anticipate their real needs and offer great information at just the right time.

The Microsoft voice targets a broad set of users from technology professionals and enthusiasts to casual computer users. Although content might be different for different audiences, the principles of the Microsoft voice are the same. However, the Microsoft voice also requires us to keep the audience in mind. Choose the right words for the audience: use technical terms for technical audiences, but for consumers use common words and phrases instead.

These key elements of the Microsoft voice should extend across Microsoft content for all language locales. Each language has specific choices in style and tone that evoke the Microsoft voice in that language.

2.1 Choices that reflect the Microsoft voice

Translating French in a way that reflects the Microsoft voice means choosing words and grammatical structures that reflect the same style as the source text. It also means considering the needs of the audience and the intent of the text.

The general style should be clear, friendly, and concise. Use language that resembles everyday conversation, rather than the formal, technical language that's often used in technical and commercial content.

When you're localizing source text written in the Microsoft voice, **feel free to choose words that aren't standard translations** if you think that's the best way to stay true to the intent of the source text.

Because the Microsoft voice has a conversational style, translating the source text literally may produce target text that's not relevant to customers. To guide your translation, consider the intent of the text and what the customer needs to know to complete the task.

2.1.1 Flexibility

It's important for translators to modify or rewrite translated strings so that they are appropriate and sound natural to French customers. To do so, try to understand the whole intention of the sentences, paragraphs, and pages, and then rewrite just like you're writing the content yourself. Sometimes, you need to remove unnecessary content.

English example	French example
Teams: Full view in Teams	Teams: affichage normal
Microsoft Teams is for everyone	Microsoft Teams convient à tous les profils d'utilisateur

2.1.2 Word choice

Terminology

Microsoft standard and product-specific terminology must always be used. Many glossaries can help you find the right terms. Be sure to refer to those glossaries

whenever there are variants of a term (for example, *e-mail* or *email, WiFi* or *Wi-Fi* or *WIFI*). Also, note that terminology isn't always consistent across all products and that some products don't use the Microsoft standard terminology.

Use terminology from [Microsoft language resources](#) where applicable, for example key terms, technical terms, and product names.

Short word forms and everyday words

Writing US English text in the Microsoft voice means using the short, simple words spoken in everyday conversations. In English, shorter words are generally friendlier and less formal. Short words also save space on-screen and are easy to read quickly. Precise, well-chosen words aid clarity, but it's important to use everyday words that customers are familiar with.

In French, full forms are preferred, and the use of shortened words is an exception.

The following table contains some of the shortened words used in en-US and fr-FR. (This isn't a complete list.)

US English word	US English usage	French word usage
App	Use *app* instead of *application* or *program*.	Don't use "app" in French even if it's used in the source. Use "**application**" instead. This is the approved translation. Note that when used in the source string and if space is limited, the short form "appli" is acceptable.
Info	Use in most situations unless *information* better fits the context. Use *info* when you point the reader elsewhere ("for more info, see <link>").	Try to avoid using "infos" in running text and use the full form instead ("**informations**" or "**information**"). Note that when used in the source string and if space is limited, the short form is acceptable. Use "infos" in the context of data such as contact

		information, personal details, and more info.
PC	Use for personal computing devices. Use *computer* to refer to PCs and the Mac.	Use "**PC**" as it's used in the source text. This is the approved translation.
Sync		Don't use "sync" or "synchro," even if it's used in the source, and use the full form instead: **synchroniser** or **synchronisation.**

Everyday words

For the French Microsoft voice, everyday words will also be used to convey the meaning in a concise and direct way.

The target audience is often reluctant to read and understand long text, especially when it contains obscure words. So, the French Microsoft voice uses simple and short words to convey the meaning in an easy-to-read way.

The following table contains some formal terms and their simpler alternatives. (This isn't a complete list.)

French existing term	French Microsoft voice term
invariablement	toujours
il est (fort) probable que	sans doute, probablement
pléthore	trop, beaucoup (excès is less used, and depends on context)
diminution	baisse
afin de, dans le but de	pour
avoir la possibilité de, avoir l'opportunité de	pouvoir
réaliser	faire, effectuer

requérir, exiger	demander, nécessiter
faire une recommandation	recommander, conseiller

2.1.3 Word-for-word translation

To achieve a fluent translation, avoid word-for-word translation. If text is translated literally without an overall understanding of the paragraph or page, the tone will sound stiff and unnatural and the result may even be ridiculous. That's why it's paramount to check the source text in the live pages so that you don't just translate a list of strings without context. The text may be split into different sentences if that helps to simplify the translation. Sometimes you can omit descriptors to make the text snappier.

English text	Incorrect French translation	Correct French translation
Connected with the Cloud	Connexion au Cloud	Cloud : la vie 100 % connectée
Take files with you	Emmenez les fichiers avec vous	Vos fichiers toujours avec vous
The efficient way to do email	Une façon efficace d'échanger des messages	Outlook, bien plus qu'une adresse de messagerie
We'll keep stepping up security	Nous continuerons à renforcer la sécurité	Une boîte mail toujours plus sécurisée
A more secure web	Un web plus sécurisé	Un web plus sûr
Connected to your people	Connexion à vos contacts	Restez en contact avec vos proches

2.1.4 Words and phrases to avoid

The Microsoft voice avoids an unnecessarily formal tone. To write successfully in the French Microsoft voice, avoid the following words and phrases because they have a formal tone. Equivalent words that are more appropriate for the Microsoft voice are provided.

French old word/phrase	French new word/phrase
avoir la possibilité de, avoir l'opportunité de	pouvoir
requérir	demander
faire une recommandation	recommander, conseiller
nécessiter	devoir
Impossible de…	When the source text uses forms such as "We were unable to" or "We could not," try to avoid using impersonal forms such as "impossible de." Instead, match the source, and use forms such as "Nous n'avons pas pu."

In general, avoid words that you wouldn't say to someone when speaking to them in person. Avoid using impersonal forms like "*on*," or expressions such as "*il y a*," "*il faut,*" or "*c'est.*"

2.2 Sample Microsoft voice text
The following sections have examples of source and target phrases that illustrate the intent of the Microsoft voice.

2.2.1 Focusing on the user action

To make choices and next steps obvious for the user, focus on the action that the user needs to take.

US English	French target	Explanation
The password isn't correct, so try again. Passwords are case-sensitive.	Le mot de passe est incorrect, réessayez. Les mots de passe respectent la casse.	The user has entered an incorrect password, so provide the user with a short and friendly message that lets them know that they need to try again.

US English	French target	Explanation
This product key didn't work. Check it and try again.	Cette clé de produit ne fonctionne pas. Vérifiez-la et recommencez.	The user has entered an incorrect product key. The message casually and politely asks the user to check it and try again.
All ready to go	Tout est prêt.	A casual and short message informs the user that setup has completed and the system is ready to be used.
Give your PC a name—any name you want. If you want to change the background color, turn high contrast off in PC settings.	Donnez un nom à votre PC (celui que vous voulez). Pour modifier la couleur d'arrière-plan, désactivez le contraste élevé dans les paramètres du PC.	Address the user directly, using the second person, to help the user take the necessary action.

2.2.2 Explanatory text and providing support

US English	French target	Explanation
The updates are installed, but Windows Setup needs to restart for them to work. After it restarts, we'll keep going from where we left off.	Les mises à jour sont installées, mais le programme d'installation de Windows doit redémarrer pour qu'elles puissent fonctionner. Une fois le redémarrage effectué, l'installation pourra reprendre.	The language is natural, the way people talk. In this case, the tone is reassuring, letting the user know that we're doing the work.
If you restart now, you and any other people using this PC could lose unsaved work.	Si vous redémarrez le PC maintenant, vous et les autres personnes en train d'utiliser ce PC risquez de perdre le travail non enregistré.	The tone is clear and natural, informing the user what will happen if this action is taken.

US English	French target	Explanation
This document will be automatically moved to the right library and folder after you correct invalid or missing properties.	Ce document sera automatiquement déplacé vers la bibliothèque et le dossier appropriés dès que vous aurez corrigé les propriétés non valides ou manquantes.	The text is informative and clearly and directly tells the user what will happen.
Something bad happened! Unable to locate downloaded files to create your bootable USB flash drive.	Il y a eu un problème : impossible de trouver les fichiers téléchargés pour créer votre lecteur flash USB de démarrage.	Short, simple sentences inform the user what has happened.

2.2.3 Promoting a feature

US English	French target	Explanation
Picture password is a new way to help you protect your touchscreen PC. You choose the picture—and the gestures you use with it—to create a password that's uniquely yours.	Le mot de passe image est une nouvelle méthode de protection de votre PC à écran tactile. Vous choisissez l'image (ainsi que les mouvements nécessaires à sa réalisation) pour créer un mot de passe réellement personnalisé.	**Promoting a specific feature** To promote the picture password feature, the text lists the requirements needed to enable the feature. The parenthetical statement clarifies and emphasizes the requirements.
Let apps give you personalized content based on your PC's location, name, account picture, and other domain info.	Permettre aux applications de vous donner du contenu personnalisé en fonction de l'emplacement, du nom et de l'avatar de compte de votre PC, ainsi que d'autres informations de domaine.	**Promoting the use of apps** Depending on the context, commonly used abbreviations (such as "PC") can help make the text sound familiar and friendly.

2.2.4 Providing how-to guidelines

US English	French target	Explanation
To go back and save your work, click Cancel, and finish what you need to.	Pour revenir en arrière et enregistrer votre travail, cliquez sur Annuler et terminez vos tâches.	The second-person pronoun and short, clear direction help the user understand what to do next.
To confirm your current picture password, just watch the replay, and trace the example gestures shown on your picture.	Pour confirmer votre mot de passe image actuel, regardez simplement la relecture de la séquence enregistrée et tracez les exemples de mouvements indiqués sur votre image.	The tone is simple and natural. The user isn't overloaded with information; we tell them only what they need to know to make a decision.
It's time to enter the product key. It should be on the box that Windows came in or in an email that shows you bought Windows. When you connect to the internet, we'll activate Windows for you.	Il est temps d'entrer la clé de produit (Product Key). Elle figure sur le coffret contenant Windows ou dans un courrier électronique prouvant que vous avez acheté Windows. Quand vous vous connecterez à Internet, nous activerons Windows pour vous.	The second-person pronoun "vous" and direct, natural language clearly tell the user about the product key.

3 Inclusive language

Microsoft technology reaches every part of the globe, so it's critical that all our communications are inclusive and diverse. These guidelines provide examples on how to use inclusive language and avoid habits that may unintentionally lead to marginalization, offense, misrepresentation, or the perpetuation of stereotypes.

General guidelines

Comply with local language laws.

Use plain language. Use straightforward, concrete, and familiar words. Plain and accessible language will help people of all learning levels and abilities. Some examples include using a two-syllable word over a three-syllable word or several clear words instead of one complicated term or concept.

Be mindful when you refer to various parts of the world. If you name cities, countries, or regions in examples, make sure they're not politically disputed. In examples that refer to several regions, use equivalent references—for example, don't mix countries with states or continents.

In text and images, represent diverse perspectives and circumstances. Depict a variety of people from all walks of life participating fully in activities. Show people in a wide variety of professions, educational settings, locales, and economic settings.

Don't generalize or stereotype people by region, culture, age, or gender, not even if the stereotype is positive. For example, when representing job roles, choose names that reflect a variety of gender identities and cultural backgrounds.

Don't use profane or derogatory terms.

Don't use slang that could be considered cultural appropriation.

Don't use terms that may carry unconscious racial bias or terms associated with military actions, politics, or controversial historical events and eras.

Use this	Not this	Use this	Not this
English examples		**French examples**	
primary/subordinate	master/slave	principal/secondaire	maître/esclave
expert	guru	expert; spécialiste	gourou
colleagues; everyone; all	guys; ladies and gentlemen	collègues, tout le monde	mesdames et messieurs
parent	mother or father	Parent(s), parente(s)	père ou mère (avoid using when possible)

3.1 Avoid gender bias

Use gender-neutral alternatives for common terms. Avoid the use of compounds containing gender-specific terms (*homme*, *femme*, etc.).

The table below contains examples of gender-biased words or compounds that should be avoided in French and the alternative that should be used to promote gender-inclusivity.

Use this	Not this
French examples	
êtres humains, humanité	Hommes
effectif, personnel, main-d'œuvre	hommes
individu	bonhomme
plongeur	homme-grenouille

When presenting generalization, use epicene wording and terms (to be determined on a case-by-case basis), like "élève", "membre", "fonctionnaire", etc.

- You can also use inclusive formulations such as "la direction" to avoid "les directeurs et les directrices".

- When referring to **job titles**, do not hesitate to feminize them such as "auteure/autrice" when referring to a real person.

Don't use gendered pronouns (*elle, il, etc.*) in generic references. Instead:

- Rewrite to use the third person of singular or the first person of plural (*nous or on*).
- Rewrite to use epicene wording.
- Rewrite the sentence to have a plural noun and pronoun.
- Use articles instead of a pronoun (for example, *le document* instead of *son document*).
- Refer to a person's role (*personnel, clientèle* for example).
- Use *personne* or *individu.*

Use this	Not this	Use this	Not this
English examples		**French examples**	
A user with the appropriate rights can set other users' passwords.	If the user has the appropriate rights, he can set other users' passwords.	Les utilisateurs disposant des droits appropriés peuvent définir les mots de passe des autres utilisateurs.	Si l'utilisateur dispose des droits appropriés, il peut définir les mots de passe des autres utilisateurs.
Developers need access to servers in their development environments, but they don't need access to the servers in Azure.	A developer needs access to servers in his development environment, but he doesn't need access to the servers in Azure.	Les développeurs doivent avoir accès aux serveurs dans leurs environnements de développement, mais n'ont pas besoin d'avoir accès aux serveurs dans Azure.	Un développeur doit avoir accès aux serveurs dans son environnement de développement, mais il n'a pas besoin d'avoir accès aux serveurs dans Azure.
When the author opens the document ….	When the author opens her document ….	Lorsque la personne qui a créé le document ouvre celui-ci …	Lorsque l'auteur ouvre le document…

When you're writing about a real person, use the pronouns that the person prefers, whether it's *il, elle, iel* or another pronoun. It's OK to use gendered pronouns (like *il, elle*) when you're writing about real people who use those pronouns themselves.

In case you need to use both feminine and masculine nouns and pronouns to emphasize the fact that both genders are concerned or when addressing a mixed group, include them in alphabetical order.

Examples: Bonjour à tous et à toutes

Note: Gender-neutral language should be used in new products and content going forward, but it's acceptable that we don't update all existing or legacy material. It is up to each product team to decide the best approach for legacy content.

3.2 Accessibility

Microsoft devices and services empower everyone, including people with disabilities, to do the activities they value most.

Focus on people, not disabilities. Don't use words that imply pity, such as *touché par* or *souffrant de.* The preferred option is not to mention a disability unless it's relevant.

Use this	Not this	Use this	Not this
English examples		**French examples**	
person with a disability	handicapped	personne en situation de handicap/ personne handicapée	un handicapé, une handicapée
person without a disability	normal person; healthy person	personne ne présentant pas de handicap, personne valide	personne normale, personne en bonne santé

Use generic verbs that apply to all input methods and devices. In procedures and instructions, avoid verbs that don't make sense with alternative input methods used for accessibility.

Use this	Not this	Use this	Not this
English examples		**French examples**	
Select	Click	Sélectionnez	Cliquez

Keep paragraphs short and sentence structure simple—aim for one verb per sentence. Read text aloud and imagine it spoken by a screen reader.

Spell out words like *et, plus,* and *environ.* Screen readers can misread text that uses special characters like the ampersand (&), plus sign (+), and tilde (~).

3.3 Resources

The [Guide pratique pour une communication publique sans stereotype de sexe](#) ("Practical guide to gender-neutral public communication") edited by the HCE ("High Council for Equality between Women and Men", an official French institution) should be used as a key reference.

4 Language-specific standards

This part of the style guide contains information and guidelines specific to French.

4.1 Grammar, syntax, and orthographic standards

This section includes information on how to apply the general language and syntax rules to Microsoft products, online content, and documentation.

4.1.1 Abbreviations

Common abbreviations

You might need to abbreviate some words in the UI (mainly button and option names) due to lack of space. This can be done in the following ways:

- Regular abbreviations shorten a word by three or more letters and end with periods (see below for exceptions). Abbreviate only after a consonant or cluster of consonants.

Example: supplement > suppl.

- Plural abbreviations don't take an "s" in French.

Example: des URL, 200 Mo

List of common abbreviations:

Expression	Acceptable abbreviation
premier, première	1er, 1^{re}
deuxième, troisième	2e, 3^e
article	art.
reportez-vous à	cf.
Chapitre	chap.
Et caetera	etc.

Exemple	ex.
gigaoctet	Go
heure	h
kilohertz	kHz
Madame	Mme
Mademoiselle	Mlle
Monsieur	M.
million	Mio
minute	min
numéro	n°
référence numéro	réf. n°

Note: If a sentence ends with an abbreviation that has its own period, there is no additional end-of-sentence period.

4.1.2 Acronyms

Acronyms are words made up of the initial letters of major parts of a compound term. Some well-known examples are WYSIWYG (What You See Is What You Get), DNS (Domain Name Server), and HTML (Hypertext Markup Language).

Write acronyms in capital letters, without periods or spaces. Acronyms don't agree in number. In French, don't capitalize the spelled-out term beyond the first substantive. When the acronym can be pronounced and serves as a proper name, it's all right to write it in lowercase with an initial capital (for example, Unesco, Opep). Some acronyms, having become common nouns, are treated as such (for example, ovni, laser).

Localized acronyms

When acronyms are localized, which doesn't happen often, they take the gender of the first substantive.

Examples:

US English source	French target
DTP	la PAO (Publication assistée par ordinateur)
DBMS	le SGBD (Système de gestion de base de données)

Unlocalized acronyms

If an acronym must remain in English throughout the text, the first time it occurs, write its full name in French in normal style, followed in parentheses by the acronym and its full spelling in English in italics, when applicable.

Example:

Si cette application gère l´échange dynamique de données (DDE, Dynamic Data Exchange) ou la liaison et l´incorporation d´objets (OLE, Object Linking and Embedding), vous pouvez également y coller avec liaison un document graphique. Les abonnements et le DDE ne sont disponibles que si vous utilisez la version 7.0.

4.1.3   Adjectives

In French, adjectives can take masculine or feminine and singular or plural forms, depending on the word they modify. Adjectives are commonly placed after the noun. Be careful not to use too many adjectives in a row.

Possessive adjectives

The frequent use of possessives is common in English. However, in French, possessive adjectives should be avoided whenever possible. Definite forms are preferred.

English example	French example
Contact **your** administrator	Contactez **l'**administrateur

4.1.4 Articles

General considerations

Definite articles are used far more often in French than in English. Avoid indefinite articles whenever possible.

Unlocalized feature names

Microsoft product names and feature names that aren't translated are used without definite or indefinite articles in English. We treat them in this way in French as well.

Example:

US English source	French target
Download Microsoft Office	Télécharger Microsoft Office

Localized feature names

Translated feature names are handled like any French name—that is, with the appropriate article.

Example:

US English source	French target
What is the difference between a Microsoft Gift Card and an Xbox Gift Card?	Quelle est la différence entre une carte cadeau Microsoft et une carte cadeau Xbox ?

4.1.5 Capitalization

The English language tends to use capital letters more often than French does. As a general rule, in French, only proper nouns and the first word of a sentence have to be capitalized. There are just a few exceptions (for example, legal terms in a contract).

4.1.6 Compounds

Generally, compounds should be understandable and clear to the user. Avoid overly long or complex compounds. Keep in mind that compounds that are hard to understand diminish usability.

Be careful when using plural forms for compounds. Always check your dictionary if you're in doubt about the use of the hyphen or which word in the compound to make plural. You can also refer to the following guidelines:

1. When two nouns are in apposition, both nouns must be plural.

Examples:

des lettres types
des fenêtres parentes/des fenêtres enfants
des applications clientes
des fichiers sources/des fichiers cibles

2. If the two nouns are complements, only the first one is plural:

Examples:

des serveurs passerelle
des tables système
des imprimantes couleur
des raccourcis clavier
des fichiers système
des fichiers texte
des connexions réseau
des installations réseau

4.1.7 Conjunctions

Writing in the Microsoft voice in English uses conjunctions to make the text sound friendly and conversational.

Keeping that in mind, use them moderately in technical content in French. For example, start a sentence with a conjunction to convey an informal tone and style.

Some specific French conjunctions are better than others at conveying a conversational tone. Some conjunctions are a bit too formal and should be avoided. Here are some examples:

French old use of conjunctions	French new use of conjunctions
de même que	comme
lors de	durant/pendant
auquel cas	<nothing> *avoid using this conjunction*
lorsque/une fois que	quand
de sorte que/de (telle) façon que	pour, afin de
sitôt que	dès que
par conséquent/d'où	ainsi
parce que/vu que/ à cause de	car
jusqu'au moment où	jusqu'à ce que
en dépit de	malgré
sauf que	sauf si
si jamais	si
après que/maintenant que	une fois…, une fois que
sans ça/sans cela	sinon

4.1.8 Gender

When addressing users, always use the masculine gender.

Example:

US English source	French target
You are **connected** to the internet.	Vous êtes **connecté** à Internet.

When the subject of a sentence is a product, a brand, or similar item, avoid using a specific gender.

US English source	French source
Benefits for Microsoft?	(+) Quels seraient les avantages pour Microsoft ? (-) Quels avantages Microsoft pourrait-elle en tirer ?

For information on how inclusive language should be applied in Microsoft products, see [Avoid gender bias](#).

4.1.9 Localizing colloquialism, idioms, and metaphors

The Microsoft voice allows for the use of culture-centric colloquialisms, idioms, and metaphors (collectively referred to as "colloquialism").

To express the intent of the source text appropriately, choose from the following options:

- Don't attempt to replace the source colloquialism with a French colloquialism that means the same thing unless the French colloquialism is a perfect and natural fit for that context.
- Translate the *intended meaning* of the colloquialism in the source text (as opposed to literally translating the colloquialism), but only if the colloquialism's meaning is an integral part of the text that can't be omitted.
- If the colloquialism can be omitted without affecting the meaning of the text, omit it.

US English source	French target
We've hit a snag…	*Not casual, and no slang:* Nous avons rencontré un problème…

Uploads are limited to 100 MB. Got something smaller?	Les téléchargements étant limités à 100 Mo, merci d'utiliser une taille de fichier plus petite.
Bummer…	*Delete. Don't translate.*
Working on it… Bear with us. **Note**: This generic string is displayed when there is something happening on SharePoint that takes longer than a second. It could be any operation, so there may be no additional context.	Cette tâche est presque terminée… | Nous avons bientôt terminé… Merci de patienter.
Warm up your fingers—it's time to enter the product key.	Entrez maintenant la clé de produit.
Drum roll…	Fin de l'installation
Yay! The wait is over.	Vous pouvez passer à l'étape suivante.

4.1.10 Nouns

General considerations

The French language tends to use noun forms more often than in the English language.

Example:

US English source	French target
How to use Microsoft Office	**Utilisation** de Microsoft Office

Plural forms

- Unlike in English, adjectives in French can take plural forms, according to the noun they're related to.
- Be careful when dealing with compounds: there is no strict rule about their plural form. Check your dictionary if in doubt. See examples in the Compounds section.

- The plural form of acronyms and brand names don't end in –*s* (for example, des PC, des iPad).
- Avoid plural forms within parentheses. Use "le ou les périphériques" instead of "le(s) périphérique(s)." An exception is in UI, where plural forms in parentheses are acceptable when space is limited.

4.1.11 Number

This topic includes guidelines for when to use numerals (the
symbol that represents a number, for example, *1, 2, 3,* and *234*) and when to spell out numbers (for example, *one, two, three,* and *two hundred thirty-four*).

The general rule for French is to spell out cardinal numbers from zero to nine unless you're expressing numbers as numbers.

For example, use "La mise à niveau vers la version 10.1 prendra cinq à dix minutes," but "Le temps de chargement est estimé à 11 secondes."

4.1.12 Prepositions

Be careful to use prepositions correctly in the translated text. Many translators, influenced by the English source text, omit them or change the word order.

Preposition use is another consideration when trying to achieve a casual and conversational tone. In the Microsoft voice, starting or ending a sentence with a preposition is acceptable.

Source text expression	French expression	Comment
Due to...	En raison de...	Using "Dû à" at the beginning of a sentence is incorrect.
Specific to	Propre à/Spécifique de	"Spécifique à" is incorrect.
Log in/Log out	Se connecter/Se déconnecter	Pay special attention to prepositions like "in" and "out" and "to" and "from." A misreading can lead to the translation saying the opposite of the intended meaning.

4.1.13 Pronouns

When addressing users, avoid using "on" and always use the masculine singular form of "vous."

Example:

US English source	French target
Do you want to delete this file?	Voulez-vous supprimer ce fichier ?

4.1.14 Punctuation

Punctuation plays a supportive role in the Microsoft voice; it isn't a substitute for good word choice.

In French, avoid using some punctuation, and follow these basic rules:

- Don't use semicolons. Two short sentences are easier to read.
- When the source text includes exclamation points, don't automatically carry them over to the translated text. Use stronger words instead.
- Question marks? As with exclamation points, use them judiciously. They work well when a link is phrased as a customer question.
- Parentheses are good for text that you want to deliver in "a noticeable whisper."
- An en dash (not em dash) adds fluid emphasis—and it's more casual than a colon.

An em dash is used to demarcate an isolated element or to introduce an item that's not essential to the meaning of the sentence. In French, it's recommended that you replace the em dash with a period, comma, or parentheses.

Apostrophe

Follow the rules below whenever applicable:

- Check the type of apostrophes by viewing the translation files in a large font size.
- Use curly apostrophes [0146] < ' > in general.
- Use straight apostrophes when instructed to do so by the developer or SPM.

Bulleted lists

Bulleted items in a list will follow the common style guide rules for punctuation.

If the bulleted items are complete sentences, each begins with a capital letter and ends with a period.

Example 1:

Vous pouvez obtenir plus d´informations dans les chapitres suivants de cette deuxième partie.

- Le chapitre 6 traite des lettres types.
- Le chapitre 7 traite des étiquettes et autres documents à fusionner.

If the bulleted items continue an introductory clause, each begins with a capital letter and ends with no final punctuation.

Example 2:

Vous avez le choix entre les options suivantes :

- Alignement contre la marge gauche
- Alignement contre la marge droite
- Centrage entre les deux marges

Example 3:

Avant d'ouvrir un autre fichier, vous pouvez :

- Enregistrer le premier fichier et le fermer
- Fermer le premier fichier sans l'enregistrer
- Ne pas fermer le premier fichier

Also, the bulleted items in a given list should have a consistent structure whether the English text is consistent or not. For example, use only nouns (see Example 2), only infinitives (see Example 3), or only sentences (see Example 1).

Comma

In a series consisting of three or more elements with similar grammatical function, separate the elements with commas. When one of the conjunctions *et, ou,* or *ni* joins the last two elements in a series, don't use a comma before the conjunction.
Example: (+) Le chapitre 5 traite des fichiers, dossiers et répertoires.

If the elements don't have the same grammatical function, a comma precedes *et, ou,* or *ni.*
Example: (+) J'ai acheté un ordinateur, et un système d'exploitation y était déjà installé.

Use commas to set off explanatory clauses and appositives.
Example: (+) Vous devez ouvrir le fichier principal, c'est-à-dire le premier de la liste.

Colon

Use colons to introduce lists and explanations. You can use a colon at the end of an introductory phrase even if it isn't a complete sentence.

Don't capitalize the word following a colon unless (1) the colon is at the end of a heading, (2) the text following the colon is a complete quotation.

Example:

(+) Vous avez ouvert deux fichiers : le fichier source et le fichier cible.
(+) Microsoft déclare : « Le succès est au rendez-vous ! ».

Don't use colons to introduce only one idea.

Example:

US English	French target
Click on: File	(+) Cliquez sur Fichier. (-) Cliquez sur : Fichier.

Dashes and hyphens

Three different dash characters are used in English.

Hyphen

The hyphen (*trait d'union*) is used to divide words between syllables, to link parts of a compound word, and to connect the parts of an inverted or imperative verb form.

Example: des fonctionnalités-clés, voulez-vous...

When a hyphenated compound should not be divided between lines, use a nonbreaking hyphen (CTRL+SHIFT+HYPHEN). Both parts of the compound will be kept together on the same line.

En dash

The en dash (*tiret demi-cadratin*, ANSI 0150) is used as a minus sign, usually with spaces before and after.

Example: Salaire – 1 000 = 2 000

The en dash is also used in number ranges, such as those specifying page numbers. No spaces are used around the en dash in this case.

Em dash

The em dash (*tiret cadratin*, ANSI 0151) should be used only to set off an isolated element or introduce an element that isn't essential to the meaning conveyed by the sentence. In most cases where the English uses dashes, the French can use commas, colons, or parentheses.

Example:

US English	French target
Each table in your database should store facts about a single subject—about customers, for example, or products.	Chacune des tables de votre base de données devrait se limiter à un seul sujet, tel que clients ou produits, par exemple.
Bold—Applies bold formatting.	Gras : met le texte en gras.

However, in very long sentences, the em dash can be used in French for a better look and feel: *Le mot de passe image est une nouvelle méthode de protection de votre PC à écran tactile. Vous choisissez l'image — ainsi que les mouvements nécessaires à sa realisation — pour créer un mot de passe réellement personnalisé.*

Ellipsis (suspension points)

In printed documents, don't use three periods for an ellipsis. Instead use the ellipsis character … (ANSI 0133).

Keep in mind the following when using ellipses/suspension points:

- When indicating an omitted word, use spaces before and after the ellipsis:
  Example: Je vous présente Monsieur … qui est agent secret.

- When indicating an omitted string of words, enclose the ellipsis in square brackets:
  Example: Il n'est pas nécessaire de lire tous les chapitres, […] pour comprendre le système.

- At the beginning of a sentence, use one space before the first word:
  Example: … PowerPoint aura tout fait pour vous.

- At the end of a word within a sentence with no words deleted (rare in documentation, more common in tutorials and callouts), there's no space before the points, one space after:
  Example: Cliquez maintenant sur Suivant…
  … pour voir la suite de l'exercice.

- At the end of a sentence or paragraph, they also serve as the final period:
  Example: Dans la leçon suivante, vous apprendrez à fusionner. Ce sera pour un autre jour…

- Don't use suspension points after the word "etc."

Period

Insert only one space after a period.

Use a period in all complete sentences—that is, sentences with a conjugated verb. Don't use a period in a software text string without a conjugated verb.

Example:

US English	French target
Deleting files.	Suppression de fichiers

Note that when a complete sentence is between parentheses, quotation marks, or brackets, the period is placed inside. If only part of the sentence is between parentheses or quotation marks, the period is placed outside.

Example:

Le document s'imprime à l'envers. (Ne le sauvegardez pas.) Le fichier est sauvegardé dans le format ASCII (ou le format par défaut).

Quotation mark

Quotation marks are used when referring to chapters, sections, and topics.

Normally, use the French quotation marks (« », guillemets ouvrants and fermants) in both software and documentation. Don't use French quotation marks (« », guillemets ouvrants and fermants) in developer software (for example, Visual Studio), but they can be used in the other products (for example, Azure).

Nonbreaking spaces (CTRL+SHIFT+SPACEBAR or Alt+0160) should be used between the chevrons and the quoted text. Punctuation marks that don't belong to the quoted text are always placed outside the quotation marks in French. (This isn't always the case in English.)

Example:
(+) Pour plus d'informations sur les états, voir le chapitre 7, « États, bilans et rapports », dans lequel vous trouverez tous les détails nécessaires.
(+) Pour plus d'informations, voir le chapitre 2, « Notions de base de l'application ».

English quotation marks will be used in the following cases only:

1. When needed to match software functionality, for example, in code.
2. In developer documentation and software (for example, Visual Studio) as per SPM request.
3. For nested quotations—that is, a quotation within a quotation—use English double quotation marks (''...'').

Example:
Les caractères valides incluent [a-zA-Z0-9 .(){}-_""''$%@~!^#/].
<STRONG><FONT <%=DEF_FONT%> id="" size=2>
Utiliser les informations d'identification suivantes :</FONT></STRONG>
Le commandant poursuit alors : « Je n'irai pas jusqu'à vous promettre comme Churchill

''du sang, de la sueur et des larmes'', mais je dois vous convier plutôt à l'effort qu'à la facilité. »

In US English source strings, you may find references to the product UI surrounded by English quotation marks. Don't copy this usage. In French, just remove the quotation marks.

Example:

US English	French target
Click the "Delete" button to delete the selected item.	Cliquez sur le bouton Supprimer pour supprimer l'élément sélectionné.

Parentheses

In English as in French, there is no space between the parentheses and the text inside them.

Nonbreaking space

Remember that in French, a nonbreaking space is required before the following punctuation: ; ! : ?

Also use nonbreaking spaces in the following instances:

- Between *chapitre* or *annexe* and its number or letter
- As a thousand separator
- Between a unit of measure or currency and the number that goes with it
- Between any items that should not be divided onto separate lines
- Before the "%" sign

Example:

(+) Chapitre 1 : Installation (nbsp before "1" and before ":")
(+) 5 000 € (nbsp after "5" and before "€")

Note: Nonbreaking spaces sometimes cause problems in the generation of the final documents. Nonbreaking spaces should not be in online help and documentation live content.

Semicolon

English tends to use semicolons more often than French does. Most of the time, a comma will suffice in French.

Use them only for long enumerations, and to separate two independent propositions.

Symbols

Whenever there is a symbol in English, keep it in French, particularly when dealing with statements.

Example: Tapez un signe moins (–) après la parenthèse.

4.1.15 Split infinitive

Be careful not to translate split infinitives literally. You can use periphrases or explicit verbs to express the meaning of split infinitives.

Example:

US English	French target
We expect our output to more than double this year.	Cette année, nos résultats devraient doubler, au minimum.

4.1.16 Subjunctive

Subjunctive constructions in French are quite complicated. Avoid using them as much as possible. Use the active voice and the indicative or imperative mood instead. Sentences will be clearer this way.

Example:

US English	French target
Click here **so that you can view** this page.	Cliquez ici **pour visualiser** cette page

English sentence structures that cannot be used in French

Anacoluthon

This is when the structure of a sentence is broken in such a way that the sentence begins with one subject and unexpectedly ends with another. In standard French, it is considered a grammar mistake. However, it's more common in English. So the translator will have to adjust the structure in French.

US English source phrase	French phrase
Install the latest Skype version on your computer. Once installed, the user will have access to the newly added features.	Veuillez installer la dernière version de Skype sur votre ordinateur. Une fois cette dernière installée, l'utilisateur peut accéder aux nouvelles fonctions. (Note that we had to introduce a subject in the second sentence to show the past participle is not related to the second subject, "l'utilisateur.")

According to/Depending on

A common mistake is also translating "according to/depending on" as "selon" at the beginning of a sentence and keeping the same sentence structure as the English source text in the rest of the sentence. In French, when a sentence is introduced by "selon," the reader expects at least two choices.

US English source phrase	Incorrect French phrase	Correct French phrase
According to/depending on your user rights, you might be able to access those files	Selon vos droits d'accès, vous pouvez accéder à ces fichiers	Si vous disposez des droits d'accès adéquats, vous pourrez accéder à ces fichiers If you want to keep "selon," you could say, "Selon vos droits d'accès, vous pouvez accéder ou non à ces fichiers." But the first solution flows better.

4.1.18 Verbs

The US English source text uses simple verb tenses to support the clarity of the Microsoft voice. The easiest tense to understand is the simple present, like we use in this guide. Avoid the future tense unless you're describing something that really will happen in the future and the simple present tense isn't accurate.

Use the simple past tense (*passé composé*) when you describe events that have already happened, and only use complex tenses (for example, *plus-que-parfait* or *futur antérieur*) when they're required by basic grammar rules.

Avoid using tenses that can sound formal, such as *passé simple* and past subjunctive tenses. Use the verb tenses you would use in normal conversation, while applying the basic rules of *concordance des temps*.

5 Localization considerations

Localization means that the translated text needs to be adapted to the local language, customs, and standards.

The language in Microsoft products should have the "look and feel" of a product originally written in French, using idiomatic syntax and terminology, yet it should maintain a high level of terminological consistency, so as to guarantee the maximum user experience and usability for our customers.

5.1 Accessibility

Accessibility options and programs make the computer usable by people with cognitive, hearing, physical, or visual disabilities.

Hardware and software components engage a flexible, customizable user interface, alternative input and output methods, and a greater exposure of screen elements. Some accessible products and services aren't available in French-speaking markets. If you have questions about the availability of a specific accessibility product or service, double-check with the appropriate resources.

General accessibility information can be found at https://www.microsoft.com/en-us/accessibility/.

5.2 Applications, products, and features

The names of applications and products are often trademarked or may be trademarked in the future and are therefore rarely translated. Occasionally, feature names are trademarked, too (for example, IntelliSense). Before translating any application, product, or feature name, verify that it can in fact be translated and it isn't protected in any way.

In the names of apps that ship to France, any part of the name that is "informational" in nature must be translated into French, based on legal guidance to ensure compliance with the French Language Law. This would generally include designations like "Camera" in titles such as "Windows Camera." In no instance should something that we claim as a trademark be localized.

Version numbers

Version numbers always contain a period (for example, *Version 4.2*). Version numbers are usually also a part of version strings, but technically they aren't the same.

Translation of version strings

Product, feature, and component names are often located in the so-called "version strings" as they appear in the software.

Version strings that contain copyright information should always be translated.

Example:

US English	French target
© 2024 Microsoft Corporation. All rights reserved.	Refer to Microsoft Terminology - Globalization | Microsoft Learn to check the correct translations for "All rights reserved" and "Microsoft Corporation."

5.3 Copilot predefined prompts

Copilot prompts are the instructions or questions you use to tell Copilot what you want it to do. You can ask Copilot to create or edit content, ask questions, summarize information, and catch up on things.

Across various Microsoft products, you will find an array of predefined prompts designed to guide users in creating, learning, and using Microsoft Copilot.

Best practices for the localization of Copilot predefined prompts

Copilot prompts are functional. It is crucial that the translations for Copilot predefined prompts are accurate, consistent, concise, natural, and use the appropriate tone of voice. Please remember that the quality of these translations can significantly influence Copilot responses or outcomes.

- **Be clear and specific**: English prompts are generally questions or requests starting with an action verb. Make sure the target prompts are natural questions or requests. Avoid using vague language. Use clear and specific phrases or keywords.
- **Keep it conversational**: Be consistent with Microsoft Voice principles. Use simple and natural language when translating prompts. Avoid adopting a tone that resembles a machine. Always use the second person singular when the user is addressing the AI.
- **Be polite and professional:** Use kind and respectful language, as this helps foster collaboration and improves the AI's responsiveness and performance. Don't use slang and jargon.
- **Use quotation marks**: This helps Copilot know what to write, modify, or replace for the user. Use chevrons (« »), with non-breaking spaces between the chevrons and the word surrounded by these chevrons.
- **Pay attention to punctuation, grammar, and capitalization**: Clear communication helps collaboration between Copilot and the user.
- **Pay attention to the placement of entity tokens**: An entity token is a placeholder that is used to trigger a pop-up menu in the UI to let customers choose an entity, such as a file, contact, meeting, so that the prompt uses specific data from the specified entity. As with any other placeholder, an entity token is not localizable, and the position of the entity token should make sense in the target text syntax.
- **Entity token localization exception:** Some prompts may be a display text (i.e., an example) and, in such cases, the entity token needs to be translated. Read the Dev comment carefully.
  Exception example:
  Source string: List key points from [file]
  DevComment=Translate [file]

- **Be consistent**: Some English prompts are remarkably similar. Make sure to translate them consistently.

Source prompt	Target prompt
List ideas for a fun remote team building event	Donne-moi des idées pour un événement de team building à distance amusant
What are the goals and topics from the meeting? Format each section with a bolded heading, a bulleted list, and bolded names	Quels sont les objectifs et les sujets de la réunion ? Mets en forme chaque section avec un titre en gras, une liste à puces et des noms en gras.
Propose a new introduction to <entity type='file'>file</entity>	Propose une nouvelle introduction pour le <entity type='file'>fichier</entity>
What were the open issues from <entity type='meeting'>meeting</entity>?	Quels étaient les problèmes en suspens dans la <entity type='meeting'>réunion</entity> ?
Give me ideas for icebreaker activities for a new team	Donne-moi des idées d'activités pour briser la glace pour une nouvelle équipe
Create a list of <placeholder>color names inspired by the ocean</placeholder>	Crée une liste de <placeholder>noms de couleurs inspirés de l'océan</placeholder>

5.4 Trademarks

Trademarked names and the name Microsoft Corporation shouldn't be localized unless local laws require translation and an approved translated form of the trademark is available. A list of Microsoft trademarks is available for your reference at the following location: https://www.microsoft.com/en-us/legal/intellectualproperty/trademarks.

5.5 Software considerations

This section provides guidelines for the localization of UI elements.

5.5.1 Error messages

Error messages are messages sent by the system or a program, informing the user of an error that must be corrected in order for the program to keep running. The messages can prompt the user to take action or inform the user of an error that requires rebooting the computer.

When translating error messages, translators are encouraged to apply the [Microsoft voice principles](#) to help ensure that the target translation is natural sounding, empathetic, and not robot-like.

English term	Correct French translation
The password isn't correct, so try again. Passwords are case-sensitive.	Le mot de passe est incorrect, réessayez. Les mots de passe respectent la casse.
Not enough memory to process this command.	Mémoire insuffisante pour traiter cette commande.

French style in error messages

It's important to use consistent terminology and language style in the localized error messages. Don't just translate error messages as they appear in the US product.

Always use a period after an error message whether it's a sentence with a conjugated verb or a sentence without a conjugated verb.
Exception: In strings that end with a placeholder, follow the US punctuation if you don't know what the placeholder will be replaced with at runtime.

Try to avoid parentheses as much as possible.

Standard phrases in error messages

The phrases below commonly occur in error messages. When you translate them, try to use the target phrases provided. However, feel free to use other ways to express the source meaning if they work better in the context. When translating standard phrases, standardize. Note that sometimes the US English source text uses various phrases to express the same thing. Use the simplest translation.

Examples:

English	Translation	Example	Comment
Cannot … Could not …	Impossible de…	Impossible de télécharger le fichier.	Avoid « Le fichier ne peut pas être téléchargé. »
Failed to … Failure of …	Échec de	Échec du téléchargement du fichier.	Avoid « Le téléchargement du fichier a échoué. »
Cannot find … Could not find … Unable to find … Unable to locate …	…introuvable	Fichier introuvable.	Avoid « Impossible de trouver le fichier. »
Not enough memory Insufficient memory There is not enough memory There is not enough memory available	Mémoire insuffisante	Mémoire insuffisante.	Avoid « Pas assez de mémoire disponible. »
… is not available … is unavailable	n'est pas disponible	Le fichier n'est pas disponible.	Avoid « Le fichier est indisponible. »

Error messages containing placeholders

When you localize error messages that contain placeholders, try to find out what will replace the placeholder. This is necessary for the sentence to be grammatically correct when the placeholder is replaced with a word or phrase. Note that the letters used in placeholders convey a specific meaning. See the examples below:

%d, %ld, %u, and %lu means <number>
%c means <letter>
%s means <string>

Examples of error messages containing placeholders:

"Checking Web %1!d! of %2!d!" means "Checking Web <number> of <number>."
"INI file "%1!-.200s!" section" means "INI file "<string>" section."

5.5.2 Keyboard shortcuts

Sometimes, there are underlined or highlighted letters in menu options, commands, and dialog boxes. These letters refer to keyboard shortcuts, which help the user to perform tasks more quickly.
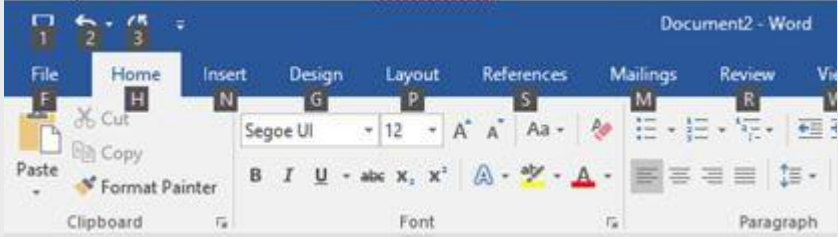
Examples:
New
Cancel
Options

Keyboard shortcuts special options	Usage: Is it allowed?	Notes
"Slim characters," such as I, l, t, r, and f can be used as keyboard shortcuts.	Yes	None
Characters with downstrokes, such as g, j, y, p, and q can be used as keyboard shortcuts.	Yes	Avoid setting keyboard shortcuts on letters with downstrokes like q and g. Only use them if no other letter is available.
Extended characters can be used as keyboard shortcuts.	Yes	Avoid setting keyboard shortcuts on letters with accents like é, é, ë, ê, à, â, and î. Only use them if no other letter is available.
An additional letter, appearing between brackets after the item name, can be used as a keyboard shortcut.	Yes	None
A number, appearing between brackets after the item name, can be used as a keyboard shortcut.	Yes	None
A punctuation mark, appearing between brackets after the item name, can be used as a keyboard shortcut.	Yes	None

Duplicate keyboard shortcuts are allowed when no other character is available.	Yes	This may need to be checked with the SPM.
No keyboard shortcut is assigned when no more characters are available (minor options only).	Yes	This may need to be checked with the SPM.

Content writers usually just refer to "keyboard shortcuts" in content for a general audience. In localization, however, we distinguish the following terms.

Term	Usage
access key	A subtype of keyboard shortcut. A letter or number that the user types to access UI controls that have text labels. Access keys are assigned to top-level controls so that the user can use the keyboard to move through the UI quickly. Example: F in Alt+F Example in UI localization: H&ome In keyboard shortcuts, most access keys are used with the Alt key.
key tip	The letter or number that appears in the ribbon when the Alt key is pressed. In UI localization, the key tip is the last character present in the strings after the "`" character. Example: In UI localization Home`H
shortcut key	A subtype of keyboard shortcut. A key that the user types to perform a common action without having to go through the UI. Shortcut keys are not available for every command. Example: Ctrl+N, Ctrl+V In keyboard shortcuts, most shortcut keys are used with the Ctrl key. Ctrl+letter combinations and function keys (F1 through F12) are usually the best choices for shortcut keys.

Additional note: We recommend allowing duplicate keyboard shortcuts to avoid accessibility issues. However, Microsoft teams may need to double-check duplication issues with local subsidiaries.

5.5.3 Keys

In English, references to key names, like arrow keys, function keys, and numeric keys, appear in normal text and sentence-style capitalization (not in small caps).

Key names

English key name	French key name
Alt	Alt
Backspace	Retour arrière
Break	Attn
Caps lock	Verr maj
Ctrl	Control
Delete	Suppr
Down arrow	Bas
End	Fin
Enter	Entrée
Esc	Échap
Home	Origine
Insert	Inser
Left arrow	Gauche
Num lock	Verr Num
Page down	Pg suiv

English key name	French key name
Page up	Pg préc
Pause	Pause
Right arrow	Droite
Scroll lock	Arrêt défil
Shift	Maj
Spacebar	Barre d'espace
Tab	Tab
Up arrow	Haut
Windows key	Touche Windows
Print screen	Impr. Écran
Menu key	Touche de menu

5.5.4 Numeric keypad

Avoid distinguishing keys on the numeric keypad from other keys, unless it's required because the software makes that distinction. If it isn't obvious which keys the user needs to press, provide the necessary explanation.

5.5.5 Shortcut keys

Shortcut keys are keystrokes or combinations of keystrokes that are used to perform defined functions in an app. Shortcut keys replace menu commands and are sometimes given next to the command that they represent. Access keys can be used only when they're available on the screen, whereas shortcut keys can be used even when they aren't accessible on the screen.

Standard shortcut keys

US English command	US English shortcut key	French command	French shortcut key
General Windows shortcut keys			
Help window	F1	Afficher la fenêtre d'aide	F1
Context-sensitive Help	Shift+F1	Aide contextuelle	Maj+F1
Display pop-up menu	Shift+F10	Afficher le menu contextuel	Maj+F10
Cancel	Esc	Annuler	Échap
Activate/deactivate menu bar mode	F10	Activer/Désactiver l'accès au menu	Alt
Switch to the next primary application	Alt+Tab	Basculer vers l'application ouverte suivante	Alt+Tab
Display next window	Alt+Esc	Afficher la fenêtre d'application suivante	Alt+Échap
Display pop-up menu for the window	Alt+Spacebar	Afficher le menu système de la fenêtre de l'application	Alt+Espace
Display pop-up menu for the active child window	Alt+-	Afficher le menu système de la fenêtre enfant active	Alt+-
Display property sheet for current selection	Alt+Enter	Appliquer la dernière commande utilisée à la sélection actuelle	Alt+Entrée
Close active application window	Alt+F4	Quitter la fenêtre de l'application active	Alt+F4
Switch to the next window within (modeless-compliant) application	Alt+F6	Basculer vers la fenêtre suivante au sein de l'application	Alt+F6

Capture active window image to the clipboard	Alt+Prnt Scrn	Capturer la fenêtre de l'application active dans le Presse-Papiers	Alt+Impr.écran
Capture desktop image to the clipboard	Prnt Scrn	Capturer le bureau dans le Presse-Papiers	Impr.écran
Access Start button in taskbar	Ctrl+Esc	Accéder au bouton Démarrer dans la barre de tâches	Ctrl+Échap
Display next child window	Ctrl+F6	Afficher la fenêtre enfant suivante	Ctrl+F6
Display next tabbed pane	Ctrl+Tab	Afficher l'onglet suivant	Ctrl+Tab
Launch Task Manager and system initialization	Ctrl+Shift+Esc	Exécuter le Gestionnaire des tâches et initialiser le système	Ctrl+Maj+Suppr
File menu			
File New	Ctrl+N	Fichier Nouveau	Ctrl+N
File Open	Ctrl+O	Fichier Ouvrir	Ctrl+O
File Close	Ctrl+F4	Fichier Fermer	Ctrl+F4
File Save	Ctrl+S	Fichier Enregistrer	Ctrl+S
File Save as	F12	Fichier Enregistrer sous	F12
File Print Preview	Ctrl+F2	Fichier Aperçu avant impression	Ctrl+F2
File Print	Ctrl+P	Fichier Imprimer	Ctrl+P
File Exit	Alt+F4	Fichier Quitter	Alt+F4
Edit menu			
Edit Undo	Ctrl+Z	Edition Annuler	Ctrl+Z
Edit Repeat	Ctrl+Y	Edition Répéter	Ctrl+Y

Edit Cut	Ctrl+X	Edition Couper	Ctrl+X
Edit Copy	Ctrl+C	Edition Copier	Ctrl+C
Edit Paste	Ctrl+V	Edition Coller	Ctrl+V
Edit Delete	Ctrl+Backspace	Edition Effacer	Suppr
Edit Select All	Ctrl+A	Edition Sélectionner tout	Ctrl+A
Edit Find	Ctrl+F	Edition Rechercher	Ctrl+F
Edit Replace	Ctrl+H	Edition Remplacer	Ctrl+H
Edit Go To	Ctrl+G	Edition Atteindre	Ctrl+B
Help menu			
Help	F1	Aide	F1
Font format			
Italic	Ctrl+I	Italique	Ctrl+I
Bold	Ctrl+B	Gras	Ctrl+G
Underlined/word underline	Ctrl+U	Souligné/Mot souligné	Ctrl+U
Large caps	Ctrl+Shift+A	Majuscules	Ctrl+Maj+A
Small caps	Ctrl+Shift+K	Petites majuscules	Ctrl+Maj+K
Paragraph format			
Centered	Ctrl+E	Centré	Ctrl+E
Left aligned	Ctrl+L	Aligné à gauche	Ctrl+Maj+G
Right aligned	Ctrl+R	Aligné à droite	Ctrl+Maj+D
Justified	Ctrl+J	Justifié	Ctrl+J

5.6 Voice video considerations

A video that successfully conveys the Microsoft voice has these qualities:

- It addresses only one topic (one customer problem).
- It's brief.
- It has high-quality audio.
- Its visuals add to and complement the information.
- It uses the right language variant, dialect, and accent in the voice-over.

Successful techniques for voicing video content

- Focus on the intent. Show the best way to achieve the most common task, and stick to it.
- Show empathy. Understand and acknowledge the viewer's situation.
- Use SEO (search engine optimization). Include search phrases in the title, description, and headers so that people can easily find the topic.
- Talk to the customer as if they're next to you, watching you explain the content.
- Record a scratch audio file. Use it to check for length, pace, and clarity.

5.6.1 Pronunciation of English terms and acronyms

General rules

Generally speaking, English terms and product names that are left unlocalized in the target material should be pronounced as English words. For instance, *Microsoft* must be pronounced the way it is in English. However, if your language has an established pronunciation for a common term (such as "server"), the local pronunciation should be used. Moreover, pronunciation can be adapted to the French phonetic system if the original pronunciation sounds very awkward in French.

If numbers are involved, pronounce them in French. For example, *Windows 10 is pronounced Ouindôze dix.*

Example	Phonetics	Comment
SecurID	[sɪˈkjuər aɪ diː]	
.NET	[dot net]	Don't say "point net"; this is considered a product name
Skype	[skaip]	English names are usually pronounced the way they are in English in French CA

Acronyms and abbreviations

Acronyms are pronounced like real words, adapted to the French pronunciation.

Example	Phonetics	Comment
RADIUS	radiusse	
RAS	raze	
ISA	iza	Don't say "aïza"
LAN	lanne	
WAN	ouane	
WAP	ouape	
MAPI	mapi	
POP	pop	Pronounce the final "p," as in "pape"

Other abbreviations are pronounced letter by letter.

Example	Phonetics	Comment
ICMP	i cé aime pé	
IP	i pé	
TCP/IP	té cé pé i pé	
XML	ix aime elle	
HTML	hache té aime elle	
OWA	o doublevé a	
SQL	esse q elle	

URLs

"http://" should be left out; the rest of the URL should be read.

"www" should be pronounced as "double vé double vé double vé."

The "dot" should be omitted, but can also be read aloud. If read aloud, it must be pronounced the French way, as "point."

Example	Phonetics
http://www.microsoft.com/france	double vé double vé double vé point microsoft point com barre oblique france

Punctuation marks

Most punctuation marks (such as ? ! : ; ,) are naturally implied by the speaker's tone of voice.

En dashes (–) are used to emphasize an isolated element. An en dash should be pronounced the way a comma is, that is, as a short pause.

Special characters

Pronounce special characters such as / \ ˘ < > + - using the French translations approved in Microsoft Terminology - Globalization | Microsoft Learn.

5.6.2   Tone

Use a tone that's appropriate for the text and target audience. For example, an informal, playful, and inspiring tone may be used for most Microsoft products and games, while a more formal, informative, and factual tone is appropriate in technical content.

Always check with your Microsoft Product Group contact to confirm the appropriate tone and level of formality.

5.6.3   Video voice checklist
Topic and script

- Apply the following Microsoft voice principles:

- o Single intent
- o Clarity
- o Everyday language
- o Friendliness
- o Relatable context

Title

- Includes the intent
- Includes keywords for search

Intro: 10 seconds to set up the issue

- Put the problem into a relatable context.

Action and sound

- Keep something happening, both visually and audibly, *but* ...
- ... maintain an appropriate pace.
- Synchronize visuals with the voice-over.
- Alternate between first and second person if that sounds more natural.
- Repeat major points if that's appropriate.

Visuals

- The eye is guided through the procedure
  - o Smooth, easily trackable pointer motions
  - o Judicious use of callouts
- Appropriate use of motion graphics, branding-approved visuals, or both

Ending

- Recaps are unnecessary