

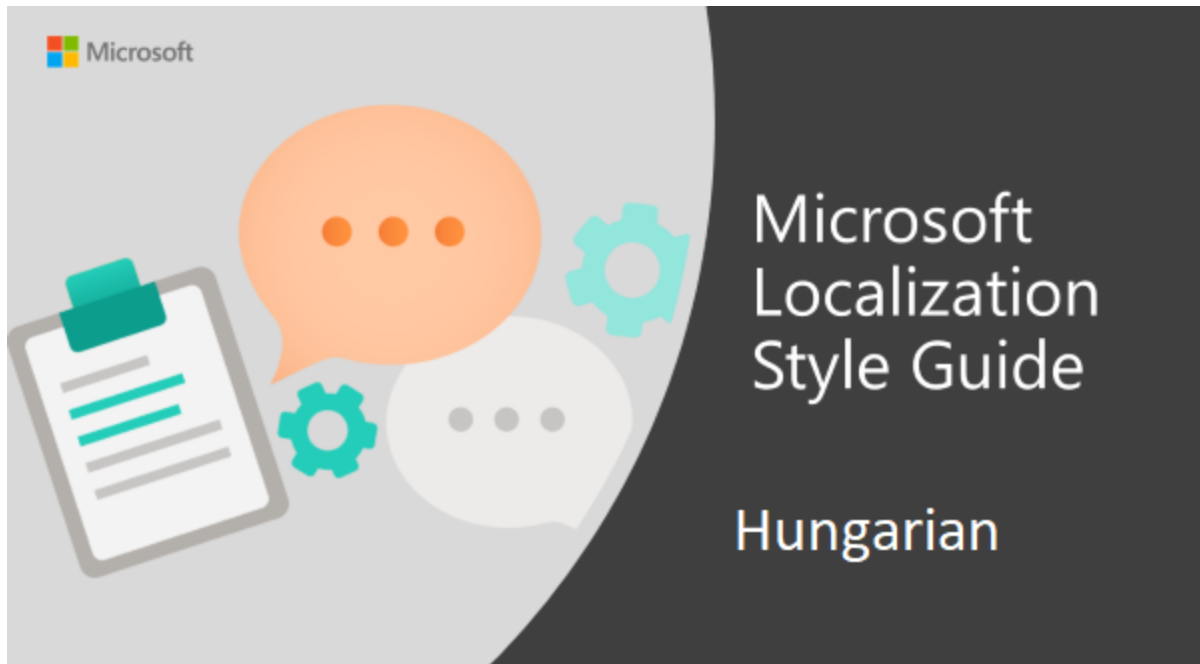
Hungarian Localization Style Guide

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1 Welcome



Welcome to the *Microsoft Localization Style Guide* for Hungarian. This guide will help you understand how to localize Hungarian 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 Hungarian.

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. *A magyar helyesírás szabályai*, Akadémiai Kiadó, Budapest, latest edition (currently the 12th): This is the official collection of the rules of Hungarian grammar issued by the Hungarian Scientific Academy, plus it contains a limited number of basic Hungarian words. Online edition available at <http://helyesiras.mta.hu/helyesiras/default/akh12> (rules only).
2. *Helyesírás*, Osiris Kiadó, Budapest, 2005: This is an extended version of the previous book. It discusses several cases that are not or just marginally covered by the previous publication, plus it contains an expansive dictionary of more than 200,000 words.
3. For special questions not covered by the above publications (for example, the latest geographical names, new issues not yet covered), contact the *Linguistic Institute of the Hungarian Scientific Academy* or the relevant organization (for example, the *Hungarian Committee on Geographical Names*, the *Ministry of Foreign Affairs*).

Informative references

The website <https://e-nyelv.hu/>, maintained by linguistic experts, deals with current grammar issues and provides answers for the public. In cases where the normative references don't answer the question, these experts can be contacted.

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. The following guidelines are relevant for US English and for many other languages.

Guidelines

Keep the following guidelines in mind:

- Write short, easy-to-read sentences.
- Avoid the passive voice—it's difficult to read and understand quickly.
- Be pleasant. Make sure that explanations seem like they're specific to the user's situation and are as easy to read as possible.
- Avoid slang and be careful with colloquialisms. It's OK to reassure and connect with customers in a conversational tone, but be professional in doing so.
- Find the balance between broad and dry, technical language.
- Try to use natural, simple, personal wording.
- Use the written form of everyday language because it sounds a bit more formal and professional.
- Decline product names (except ones that are marked with the trademark [™] symbol) wherever you can and it's appropriate to do so (**Skype-ban, Lynckel, Office-t**). You can also decline the names of websites and webpages (office.com-ról, microsoft.com-ot stb.).
- Instead of expletives (érdekében, segítségével) try to use suffixes, when this sounds more natural (for example, **Az eszköztár segítségével -> Az eszköztárral**).
- Also try to avoid stuffy language when there's a more natural-sounding alternative: **Amennyiben -> Ha; Hibát ejt > Hibázik**.
- Instead of long and heavy noun phrases, consider breaking them up and using clauses (verbal structures). Example: To avoid opening the file in the client program: **A fájl ügyfélalkalmazásban történő megnyitásának elkerülése érdekében -> Ha el szeretné kerülni, hogy a fájl ügyfélalkalmazásban nyíljon meg**.
- However, be careful with clauses, and don't use multiple subordinate clauses in one sentence. Either break up the long sentence, or use noun phrases with verb phrases instead where that's convenient and sounds more natural.
- Instead of lots of short sentences that can affect comprehension, try to compose fewer, but longer sentences having clauses. Don't overdo it, though. The overall goal is readability.
- Be careful with variety in word choice. Don't use redundant words, and apply synonyms where possible.
- Don't use too many emphatic pronouns. Replace them with nonemphatic ones when appropriate, or find other solutions to avoid them (for example, **Nyissa meg a**

jelentéseket, és módosítsa azokat -> Nyissa meg a jelentéseket, és módosítsa őket / Nyissa meg és módosítsa a jelentéseket; Lépjen a bekezdésbe, és jelölje ki annak első szavát -> Lépjen a bekezdésbe, és jelölje ki az első szavát).

- Be specific when the source text is specific. For example, **This web site cannot be opened: A webhely nem nyitható meg -> Ez a webhely nem nyitható meg.**
- When you translate elements that contain placeholders, make the phrasing as natural as you can.
- Be careful with translating **add**: when it refers to the standard **Add** button or command, or when we know **to what** we are adding something, it's OK to use **hozzáad(ás)**. But when it's used without a target or as a synonym for **put**, you can use **felvesz**, felvétel, or **elhelyez**, respectively. For example: **Adjon hozzá egy partnert -> Vegyen fel egy partnert.** You can occasionally use other solutions, such as **Adjon hozzá formázást a bekezdéshez -> Formázza a bekezdést.**
- Instead of **professzionális**, use **profi** for the translation of **professional**, if necessary. Or, if it's appropriate, translate it with a synonym.

2.1 Choices that reflect Microsoft voice

Translating Hungarian 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 Hungarian 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	Hungarian example
Outlook. A great way to share lots of photos in a single message.	Az Outlook-kal egyszerűen oszthat meg sok fényképet egyetlen üzenetben.
It's just as easy to send files for collaboration. Outlook uses OneDrive to help you collaborate with other people on the same file.	Ugyanilyen egyszerűen küldhet fájlokat közös munkavégzésre. Az Outlook a OneDrive-ra támaszkodva nyújt segítséget az egyazon fájlra végzett közös munkához.

2.1.2 Word choice

Terminology

Use approved 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 the everyday words that customers are familiar with.

In Hungarian, it's not as important to use short sentences and short words to improve readability. In general, simple words are significantly longer than in English. Also, the shorter forms of IT terms are usually rather slangy and should be avoided. As an exception, see the following:

en-US source term	Hungarian word	Hungarian word usage
PC	gép	Can be used instead of the rather long word "számítógép" for brevity and simplicity.

2.1.3 Words and phrases to avoid

The Microsoft voice avoids an unnecessarily formal tone. Compiling a list of words to avoid in Hungarian would be too restrictive, especially because Hungarian is less tolerant of word repetition than English is. Translators should use common sense to avoid overly formal or complicated words (see the examples below), but there are very few phrases that are outright prohibited.

en-US source	Hungarian word to avoid	Hungarian word/phrase
is carried out	végrehajtásra kerül	végrehajtották, a rendszer végrehajtja
like	kíván	szeret
attempt	megkísérel	megpróbál, próbálkozik
want	akar	szeret

2.1.4 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, unnatural, even ridiculous. The result may even drive customers away. The text may be split into different sentences if that helps to simplify the translated text. You can omit descriptors to make the text snappier.

English text	Correct Hungarian translation	Incorrect Hungarian translation
iOS is a popular platform for creating apps that are touch first, fun, and engaging.	Az iOS népszerű platform szórakoztató és lebilincselő érintésvezérléses alkalmazások létrehozására.	Az iOS egy népszerű platform olyan alkalmazások létrehozására, amelyek elsősre megérintik, szórakoztatják és lebilincselik a felhasználókat.
See Guidelines and checklist for sharing content for more info about which apps	Az Útmutatások és feladatlista a tartalom megosztásához című részben olvashat arról, hogy mely	Ha további tájékoztatásra van szüksége arról, hogy melyik alkalmazások jelentenek nagyszerű megosztási célhelyeket, tekintse meg az Útmutatások és

make great share targets.	alkalmazások használhatók jól megosztási célhelyként.	feladatlista a tartalom megosztásához című részt.
Users swipe down on the object to select and the app bar shows up automatically with contextually relevant commands.	Az objektumok lefelé pöccintéssel jelölhetők ki. Ilyenkor az alkalmazásáv automatikusan megjelenik az adott környezetnek megfelelő parancsokkal.	A felhasználók lefelé rápöccintenek egy objektumra a kiválasztásához, és az alkalmazásáv automatikusan megjelenik az adott környezetnek megfelelő parancsokkal.

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	hu-HU target	Explanation
The password isn't correct, so try again. Passwords are case-sensitive.	A jelszó helytelen, kérjük próbálkozzon újra. A jelszavakban különböznek a kis- és nagybetűk.	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.
This product key didn't work. Check it and try again.	Ez a termékkulcs nem működik. Kérjük, ellenőrizze, hogy jól írta-e be, és próbálkozzon újra.	The user has entered incorrect product key. The message casually and politely asks the user to check it and try again.
All ready to go	Minden készen áll	A casual and short message informs the user that setup has completed and the system is ready to be used.

Would you like to continue?	<i>Folytatja?</i>	The second-person pronoun "you" is used to politely ask the user if they would like to continue.
Give your PC a name—any name you want. If you want to change the background color, turn high contrast off in PC settings.	<i>Adjon egy tetszőleges nevet gépének. A háttérszín módosításához a Gépházban kapcsolja ki a kontrasztos megjelenítést.</i>	Address the user directly, using the second-person pronoun, to help the user take the necessary action.

2.2.2 Explanatory text and providing support

US English	hu-HU 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.	<i>A frissítések telepítése kész, de a Windows telepítőnek újra kell indulnia ahhoz, hogy azok működjenek. Az újraindulás után ott folytatjuk, ahol abbahagytuk.</i>	The language is natural, the way people talk. The voice is reassuring, letting the user know that we're doing the work. The use of "we" provides a personal, human touch.
If you restart now, you and any other people using this PC could lose unsaved work.	<i>Ha most újraindítja a gépet, saját nem mentett munkái, és a számítógépet jelenleg használó többi felhasználó nem mentett munkái is elveszhetnek.</i>	The tone is clear and natural, informing the user what will happen if this action is taken.
This document will be automatically moved to the right library and folder after you correct invalid or missing properties.	<i>A dokumentum automatikusan a megfelelő könyvtárba és mappába kerül, amint Ön kijavította az érvénytelen</i>	The text is informative and clearly and directly tells the user what action will be taken.

	<i>vagy hiányzó tulajdonságokat.</i>	
Something bad happened! Unable to locate downloaded files to create your bootable USB flash drive.	<i>Hiba történt! Nem találjuk a letöltött fájlokat, amelyek a rendszerindító USB flash meghajtó elkészítéséhez kellenek.</i>	Short, simple sentences inform the user what has happened.

2.2.3 Promoting a feature

US English	hu-HU 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.	<i>A képjelszó az érintőképernyős számítógépek védelmének új módja: választania kell egy képet, meg kell adnia néhány kézmozdulatot, és máris kész a teljesen egyedi jelszava.</i>	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.	<i>Személyre szabott tartalom engedélyezése az alkalmazásoknak a gép helye, neve, a fiókkép és egyéb tartományi adatok alapján.</i>	Promoting the use of apps Depending on the context, commonly used words (such as "PC"), can help make the text sound familiar and friendly.

2.2.4 Providing how-to guidelines

US English	hu-HU target	Explanation
To go back and save your work, click Cancel and finish what you need to.	<i>Ha vissza szeretne lépni, vagy menteni szeretné a munkáját, kattintson a Mégse gombra.</i>	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.	<i>A jelenlegi képjelszó megerősítéséhez kövesse a visszajátszást, és rajzolja rá a jelzett kézmozdulatokat a képre.</i>	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. When you connect to the internet, we'll activate Windows for you.	<i>Most meg kell adnia a termékkulcsot. Aktiváljuk a Windows operációs rendszert, amint csatlakozik az internetre</i>	The second-person pronoun "you" 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.

The following table contains examples of preferred and recommended language to convey inclusivity, as well as terms and expressions that should not be used.

Use this	Not this	Use this	Not this
English examples		Target examples	
primary/subordinate	master/slave	felettes/beosztott	mester/szolga
expert	guru	szakértő	guru
colleagues; everyone; all	guys; ladies and gentlemen	kollégák; mindenki	srácok; hölgyek és urak
parent	mother or father	szülő	anya vagy apa

3.1 Avoid gender bias

Use gender-neutral alternatives for common terms. Avoid the use of compounds containing gender-specific terms.

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

Use this	Not this	Comments
Target examples		
főnök	főnöknő	Avoid the emphasis on someone being a woman, use gender-neutral forms instead.
kolléga	kolléganő	

When presenting generalization, use plural noun forms (for example, *emberek, személyek, diákok*, etc.).

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.

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 *szenvet (valamiben)*. The preferred option is not to mention a disability unless it's relevant.

Use this	Not this	Use this	Not this
English examples		Target examples	
person with a disability	handicapped	fogyatékossgal élő személy; mozgáskorlátozott személy	fogyatékos; rokkant
person without a disability	normal person; healthy person	ép (fejlődésű) személy	normális személy, egészséges személy

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		Target examples	
Select	Click	Válassza ki	Kattintson rá

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 *és*, *plusz*, and *körülbelül (kb.)*. Screen readers can misread text that uses special characters like the ampersand (&), plus sign (+), and tilde (~).

4 Language-specific standards

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

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 the names of buttons and options) due to lack of space. This can be done in the following ways.

Typically, UI elements shouldn't be abbreviated when it's necessary to save space. However, try to avoid unreasonably long translations, especially on buttons and menus. If you need to abbreviate some words because of lack of space, observe the following rules:

- If a less known abbreviation is used, its meaning should also be supplied in parentheses on the first occurrence.
- Never start a sentence with an abbreviation.

- If an established abbreviation exists for a word or phrase, use it. The most common and familiar abbreviations are in the table below. Using them probably won't hinder readability.
- If the original is a single word, or a compound, the abbreviation should be spelled in one word, and followed by a period—for example, "*pl.*"
- If the original consists of separate words, the letters of the abbreviation representing the first letters of these words should be separated from each other by periods, but no spaces—for example, *s.k.* (*saját kezűleg*).
- If any parts of the original are capitalized, that capitalization is usually retained in the abbreviation, too, as in *Bp.*

List of common abbreviations:

Expression	Acceptable abbreviation
ált.	általános
Bp.	Budapest
bp-i	budapesti
bt.	betéti társaság
c.	című
db	darab
de.	délelőtt
dr.	doktor
du.	délután
em.	emelet
évf.	évfolyam
fej.	fejezet
ford.	fordította
Ft	forint

Expression	Acceptable abbreviation
i. e.	időszámításunk előtt(i)
i. sz.	időszámításunk szerint(i)
ill.	illetve
ker.	kerület
kft.	korlátolt felelősségű társaság
krt.	körút
köv.	következő
l.	lásd
ld.	lásd
o.	oldal
old.	oldal
pl.	például
stb.	s a többi
sz.	számú
sz.	század
szerk.	szerkesztette, szerkesztő(ség)
Szt.	szent
tel.	telefon
ti.	tudniillik
u.	utca
ún.	úgynevezett

Expression	Acceptable abbreviation
vö.	vesd össze!

Hungarian equivalents for the most frequently used abbreviations in English:

English	Hungarian
AM	de.
PM	du.
etc.	stb.
i.e.	azaz
s.	l.
e.g.	pl.
MB	MB
KB	KB

Date and time abbreviations

These are the weekdays, starting with Monday (which is considered the first day of the week). The capitalization shown here can be different, depending on the graphical style of the design.

Day	Abbreviation
hétfő	h.
kedd	k.
szerda	sze.
csütörtök	cs.
péntek	p.

Day	Abbreviation
szombat	SZO.
vasárnap	v.

List of months:

Month	Abbreviation
január	jan.
feburár	febr.
március	márc.
április	ápr.
május	máj.
június	jún.
július	júl.
augusztus	aug.
szeptember	szept.
október	okt.
november	nov.
december	dec.

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).

In [Microsoft Terminology - Globalization | Microsoft Learn](#), both the acronym and the spelled-out version are provided. It's up to the localizer to decide which version to use

in a given situation. However, when an acronym is mentioned first in a translation, the localizer has to describe its meaning. To do this, after the acronym, the full term in English and a translation should be inserted in parentheses.

English	Hungarian
Object Linking Embedding (OLE)	OLE (Object Linking and Embedding – objektumcsatolás és beágyazás)

These acronyms should always be spelled with capital letters, without spaces and periods.

Note that acronyms created from Hungarian common names have different spelling rules, which are detailed in *“A magyar helyesírás szabályai.”*

Localized acronyms

Localized acronyms are rare in IT texts. If they do occur, standard Hungarian language rules apply.

Provide a translation for the words on the first mention in the text (or in the most appropriate section, such as the section where a feature is described), followed by the original phrase, and the abbreviation that will later be used in parentheses.

Example:

English	Hungarian
DAO	adatelérési objektumok (Data Access Object, DAO)

Unlocalized acronyms

Most acronyms are created from proper names, which can't be localized (such as IBM, BSA, and USA).

Other IT-related acronyms in the US English source text consist of common nouns. These are used as feature or product names, the names of standards and protocols, and similar terminology. Because these are widespread in our language, they shouldn't be localized, either (for example, URL, FAT, MIDI, and RAM). We also retain their capitalization.

When adding endings to these acronyms, the choice of ending should be based on the pronunciation of the word.

4.1.3 Adjectives

In Hungarian, adjectives should be handled in the following manner.

Prefixed verbal adjectives and “nem”

When the Hungarian prefixed verbal adjective is preceded by the word “nem,” it’s a common mistake not to alter the word order of the prefix and the adjective, although correct Hungarian requires it:

English	Correct Hungarian	Incorrect Hungarian
The message cannot be sent	Az üzenet nem küldhető el	Az üzenet nem elküldhető
The location cannot be determined	A hely nem határozható meg	A hely nem meghatározható

Possessive adjectives

Possessives are used frequently in English. However, in Hungarian, possessive adjectives should be avoided if possible. Optimize the use of possessives to achieve a more personal tone (**készülék** -> **készüléke**).

English	Hungarian translation
My Contacts	Saját névjegyek
My Alerts	Saját riasztások
My Videos	Saját videók
If your computer does not support DirectX...	Ha a számítógépe nem támogatja a DirectX-et...
Your system has the following components:	A rendszer a következő összetevőket tartalmazza:

The pattern above should be followed in translations, with the exception of *My Computer*, which should always be translated as *Sajátgép*.

4.1.4 Articles

The use of articles is considerably different in English and Hungarian. English often requires articles when Hungarian doesn't, and vice versa. It often happens that when English uses some kind of article (definite or indefinite), Hungarian must use a different article or a different number. Beware of the following cases:

English uses an indefinite article, but Hungarian should use plural with no article:

English	Correct Hungarian translation	Incorrect Hungarian translation
Copying a File (section title)	Fájl másolása	Egy fájl másolása
Creating a shortcut is a simple task	A parancsikonok létrehozása egyszerű feladat	Egy parancsikon létrehozása egy egyszerű feladat

English usually doesn't use articles in front of proper nouns, while Hungarian must use a definite article:

English	Correct Hungarian translation	Incorrect Hungarian translation
Using Outlook	Az Outlook használata	Outlook használata
Windows is a registered trademark of Microsoft Corporation	A Windows a Microsoft Corporation bejegyzett védjegye	Windows a Microsoft Corporation bejegyzett védjegye

There are cases when English uses the plural with no article, while Hungarian must use a definite article:

English	Correct Hungarian translation	Incorrect Hungarian translation
Working with wizards	Munka a varázslókkal	Munka varázslókkal

Definite articles should precede all definite object and function names, but not object and function types.

A „minLocalRequestFreeThreads” értéke nem haladhatja meg a „minFreeThreads” értékét.
Az inicializálás sikertelen, mert a CategoryName hiányzik.
SystemCommand típusú objektumok nem támogatják az ablakkezelést.
MemberInfo csak illesztőfelület metódusa lehet.

Unlocalized feature names

Microsoft product names and feature names that aren't translated are used without definite or indefinite articles in English. In Hungarian translations, the definite article should be used. The allophone to be used is determined by the initial sound of the product or feature name following it, according to the standard grammar rules of the Hungarian language.

Example:

English	Correct Hungarian translation
Wait while Windows configures Office.	Kis türelmet, a Windows az Office konfigurálását végzi.

Localized feature names

Translated feature names are handled in the same way as unlocalized feature names: a definite article should be used.

Articles for terms borrowed from English

When you encounter an English loanword that's been used in Microsoft products before, consider the following options:

- **Motivation:** Does the English word have any formally motivated features that would allow a straightforward integration into the noun class system of Hungarian language? The allophone of the article before the loanword to be used is determined by the first sound of the word. The allophones of the case endings are determined by the vowels of the word (vowel harmony).
- **Analogy:** Is there an equivalent Hungarian term whose article could be used?
- **Frequency:** Is the term used in other technical documentation? If so, what article is used most often?

The internet may be a helpful reference here.

Always consult [Microsoft Terminology - Globalization | Microsoft Learn](#) to confirm which article to use with a new loanword, to avoid inconsistencies.

Example:

English	Hungarian
Turn on HTML rendering for this message.	A HTML üzenetmegjelenítés bekapcsolása.

4.1.5 Capitalization

In English, it's common to capitalize the first letters of the words in titles, names, and similar text. However, in Hungarian, different rules apply.

Product names

All standalone product names should be capitalized. If they consist of several words, all the words are capitalized (Irodai Kiszolgálócsomag).

However, when translating the names of localized services, we treat them as common nouns and make them lowercase. Some examples include távtároló (Remote Storage), távtárolási szolgáltatás (Remote Storage service), médiatár (Clip Organizer). However, when these names appear with the word *Microsoft* preceding them, they should be capitalized. Microsoft Kereső (Microsoft Search Companion).

Declination gives a friendlier and more fluent tone to the text, so add suffixes to product names, also.

English	Hungarian translation
How do you want to use Word?	Hogyan szeretné használni a Wordöt?

We treat most other software elements as common nouns as well, like *súgó* (Help), *vágólap* (Clipboard), or *telepítő* (Setup).

Note that process names like “*telepítés*” are never capitalized.

UI elements

The first letter of UI elements (such as buttons, dialog titles, and check boxes) should be capitalized if the English source text is capitalized. However, unlike in English, the rest of the words shouldn't be capitalized.

English	Hungarian translation
Remote Control Properties (dialog title)	Távvezérlés tulajdonságai
Save (button name)	Mentés
Rules and Alerts... (button name)	Szabályok és értesítések...

Reference to UI elements

The easiest way to refer to UI elements (such as buttons, check boxes, dialog boxes, and tabs) in Help or in explanatory text is by their label. Whenever you reference UI elements in such text, copy the capitalization shown in the UI, including the first capital letter.

English	Hungarian translation
Click Next to continue or Cancel to exit. (dialog box title)	A folytatáshoz kattintson a Tovább, vagy a kilépéshez a Mégse gombra
You must first close the Customize dialog box.	Először zárja be a Testreszabás párbeszédpanelt.

Terms that also have an acronym form

In English, it's common for all the words of a term to be capitalized if the term also has an acronym form. However, in Hungarian, the term shouldn't be capitalized at all.

English	Hungarian translation
User Interface Privilege Isolation (capitalized because of an existing acronym form: UIPI)	felhasználói felület jogelszigetelése

Titles

In English, often all the words of a document, page, or section title are capitalized. In Hungarian, this capitalization is an error. We capitalize only the first word of the title.

English	Hungarian translation
Help and Support (page title)	Súgó és támogatás
More Information (section title)	További információk

Internet, web

To keep up with language trends and changes in the Hungarian dictionary, don't capitalize *internet* and *web*. These words are now treated like common nouns. This greatly affects their spelling, too. Any compound words they appear in should be written as one word unless the other item is itself a compound or is treated like one.

So the correct spelling of such compounds is the following:

internet
internetbeállítások
internet-hozzáférés
internetszolgáltató
web

webhely
webszolgáltatás
weblap

System accounts

Common system accounts are also spelled lowercase. The main reason for this is that the user can change the name of the account, but the account's function (and security ID, obviously) remain the same. For example:

- The Administrator account should be referred to in Hungarian as „*rendszergazdafiók*.”
- The System Administrator should be referred to as „*rendszergazda*,” always lowercase (regardless of the US English capitalization in the particular string)
- The guest account is „*vendégfiók*.”

View names

View names can be divided into two categories. Either they describe how they actually appear, or they have a fanciful name.

In the first case, they're treated like common names and they're lowercase. However, when the name is translated with a suffixed noun and thus spelled separately from the word “*nézet*”, it must be capitalized. Fanciful names are also capitalized.

English	Hungarian translation
File and folder view reentrancy	Újbóli belépés fájl- és mappanézetbe
When you display files in Details view, you can click them by clicking column headings.	Ha a fájlokat Részletek nézetben jeleníti meg, az oszlopnevekre kattintva rendezheti őket.
Vertical ruler (Print view only)	Függőleges vonalzó (csak nyomtatási nézetben)

Terms separated by a slash (/)

When two terms are separated by a slash in a Hungarian product, only the first item should be capitalized. This is contrary to the US English practice.

English	Hungarian translation
Forms/Reports	Űrlapok/jelentések
Tables/Queries	Táblák/lekérdezések
Send/Receive	Küldés/fogadás
Search/Replace	Keresés/csere

Holidays

In everyday use (for example, greeting cards) holiday names are usually capitalized, probably for reasons of sentiment and tradition. However, according to the spelling rules, all words and expressions denoting holidays, special occasions, and historic events should be written lowercase (Rule **144**). All translations must follow this rule.

március tizenötödike
május elseje
karácsony
a honfoglalás
a bécsi kongresszus
a francia forradalom
anyák napja
mindenszentek
húsvét
a mohácsi vész
a szabadságharc
szilveszter

4.1.6 Compounds

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

Basic rules

One of the most problematic areas of Hungarian grammar is the spelling of compound words.

1. The most important rule is this: if there's an implicit relationship between the words of a phrase that could be explained only by additional words, phrases, or suffixes, the phrase is considered a compound word and must be written as such (in one word, or connected with a hyphen, as detailed later).

For example, "magyar tanár" isn't considered a compound word if it means a teacher whose nationality is Hungarian because there's no need to further "expand" or explain this phrase. But "magyartanár" forms a compound word if it means a teacher who teaches the Hungarian language because the full, explanatory form of the phrase would be: "magyar nyelvet tanító tanár." This is called "a meaning-condensing compound." The following are all examples of this kind of compound words, with interpretations:

Compound word	Interpretation (resolution)
vámvizsgálat	vámnál történő vizsgálat
csigalépcső	csigához hasonló lépcső
hamutálca	hamut tartó tálca
toronyóra	toronyban elhelyezett óra
párbeszédpanel	párbeszédre módot nyújtó panel
olvasószemüveg	olvasáshoz használt szemüveg

2. After using the above method to determine whether a phrase forms a compound word, there are two possibilities for the spelling: writing the phrase in one word or dividing it with a hyphen. The correct solution is determined by the following rules:

2.a If the compound word consists of two words, it must be written in one word, without a hyphen, regardless of its length:

alkalmazáskiterjesztés
óraszinkronizálás
energiamegmaradás

2.b If the compound word consists of more than two words, but fewer than seven syllables, it must also be written in one word, without a hyphen:

adatbázisindex
órajelszinkron
webhelycím

The only exception is when a suffix is added that modifies the part of speech. In this case, the suffix itself is treated as a syllable. Adding a suffix (except for the ending "i," which doesn't count) makes the word longer than six syllables, so it also has to be hyphenated.

Term without suffix	Term with suffix
háttérvilágítás	háttér-világítású
webhelyhozzáférés	webhelyhozzáférési

2.c If the compound word consists of more than two words and at least seven syllables, it must be written in one word with a hyphen. The purpose of the hyphen is to aid readability, so place it in the most meaningful place. Also note that a two-syllable verbal particle should be treated as a separate element of compounds. This is why *internet-hozzáférés* should be hyphenated.

adatbázis-tervezés
óraszinkron-generálás
jogosultság-ellenőrzés

Another frequent situation is when a two-word phrase doesn't form a compound word itself, for example, "antik bútor" or "hideg víz." But when a third word is added to the phrase, it does form a compound word because of the previously mentioned rule. That is, "(antik bútor)+(bolt)" or "(hideg víz)+(csap)" forms a compound word because the expanded phrase would be "antik bútort áruló bolt" or "hideg vizet szolgáltató csap." The phrase becomes a compound word and must be written with a hyphen: "antikbútor-bolt" or "hidegvíz-csap." In this case, the number of syllables doesn't matter: the hyphen must always be used regardless of the length.

Some more examples:

Base phrase	Compound word
házi feladat	házifeladat-készítés
hajlított bútor	hajlítottbútor-gyár
beépülő modul	beépülőmodul-letöltés

However, this kind of word composition can easily lead to very long, overly complicated, and artificial-sounding words. Although the words are grammatically correct, they should be avoided if possible. Instead, you can resolve the compound with its original meaning, for example, "a házi feladat elkészítése," "hajlított bútorokat készítő gyár," or "beépülő modulok letöltése." However, that approach isn't always possible or reasonable because of complicated suffixing or other considerations. It is up to the localizer to judge which method to use.

When compounds consist of multiple words where the prefix is already hyphenated, the resulting compound should also be hyphenated. (See Rule **140** of the Hungarian Academy's publication for more details.) This rule also applies to the following terms:

e-mail-cím
e-mail-kapcsolat

e-mail-fiók

e-mail-beállítások

Other cases

If the unmarked compound contains a trademark, a subordinated product or feature name, or any other proper noun (all of which should be capitalized), the resulting compound should always be hyphenated.

Windows-verzió

Cscript-hiba

Outlook-fiók

Windows-alkalmazás

If one of the items of the compound is a subordinated proper noun that's written as more than one word, we still use a hyphen, attached to the second word.

Media Guide-lap

Windows Media-adatfolyam

An exception to this rule is when the first part of the compound expression is a proper noun (brand name) and the second part is of an explanatory nature, so that there's no genitive relation between the two parts.

Word szövegszerkesztő

HP nyomtató

Compounds composed of a product name + file or product name + filetype (such as document, worksheet, or presentation) are a borderline case. Both the separate and the hyphenated versions are grammatically acceptable. But in Microsoft content, we hyphenate such structures:

Excel-fájl
Word-fájl
PowerPoint-bemutató

Also note that adding a suffix to a compound that's spelled separately usually doesn't cause it to be spelled as one word. See Rule **105** for more details:

teljes képernyős nézet

Acronyms

When forming compounds with acronyms, they should always be hyphenated.

XML-deklaráció

Service and protocol names are never hyphenated.

DHCP szolgáltatás
DNS szolgáltatás
TCP/IP protokoll
DLC protokoll

Compounds with the words “kiszolgáló” and “ügyfél” are usually subordinated, and therefore must be hyphenated:

DNS-ügyfél
DNS-kiszolgáló

4.1.7 Conjunctions

Beginning sentences with conjunctions like “de” or “és” does sound conversational and informal in Hungarian. But this approach should be used rarely because it tends to make text sound fragmented. Still, it can be used to split overly long sentences into two or more.

en-US source text	hu-HU classic use of conjunctions	hu-HU modern use of conjunctions
Or, click here.	Másik lehetőségként kattintson ide.	Vagy kattintson ide.
And it also serves as a web browser.	A felsoroltakon kívül a program webböngészőként is használható.	És internetezni is lehet vele.

4.1.8 Localizing colloquialism, idioms, and metaphors

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

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

- **Preferred:** Translate the *intended meaning* of the colloquialism in the source text (as opposed to literally translating the actual colloquialism in the source text).
- **Acceptable, but not preferred:** Replace the colloquialism in the source text with a Hungarian colloquialism that means the same thing in that context.
- **Acceptable, but not preferred:** Translate everything in the source text except the colloquialism. Omit any references to the colloquialism in the translation.

4.1.9 Nouns

The spelling of compound nouns can be problematic. See the [Compounds](#) section for more information.

Inflection

Standard rules of the Hungarian language apply. The allophones of the inflections are determined by the way the word is pronounced.

Plural formation

Standard rules of the Hungarian language apply.

4.1.10 Numbers

This topic includes guidelines for when to use numerals (the symbols that represent 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*).

In Hungarian, numerals are normally used, not the spelled-out forms. There's no specific rule that requires us to spell out the number, and we rarely do.

Although there's no definite rule, numbers are usually spelled out in these situations:

- 1) In prose, when the number is short and easy to pronounce
- 2) When a suffix is added to the number, or the number is used in combination with another word (for example, "tízféle," "kéthetente," and "hatvan után").

Numbers that are longer and more difficult to pronounce, or those that describe time, a sum of money, or a scientific value, are usually shown in numerals.

4.1.11 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.

A preposition can be translated in many ways.

Examples:

US English expression	Hungarian expression	Comment
2 std dev below Average	2 szórással az átlag alatt	Preposition translated using a Hungarian postposition.
Across Worksheets...	Több munkalpra...	Preposition translated using the Hungarian case system.
Only Amounts Above	Csak előlötti összegek	Here the string is followed by the noun phrase that the preposition modifies. It isn't possible to use a postposition, so in the translation, we must include a cataphoric reference.

A few uses of prepositions have become standardized:

Source text expression	Hungarian expression	Comment
Compatible with	Kompatibilis a következővel:	
Click (on) something	Kattintson a(z) ... elemre/parancsra/gombra	
in the toolbar	az eszköztáron	
on the tab	a lapon	
on the menu	a menüben	
on the internet	az interneten	Important: In Hungarian, "internet" isn't capitalized.
on a website	egy webhelyen	Note the difference between these terms.
on a webpage	egy weblapon	
For information on ... see ...	További információt a(z) ...ról a következő címen/témakörben/webhelyen talál:	The latter solution is preferred when the target is included in the segment to be localized.

	További információt a(z) ...ról a(z) ... címen/témakörben/webhelyen talál.	
--	--	--

4.1.12 Pronouns

Personal pronouns

When the English text refers to the user as *you*, avoid using a pronoun in the translation if possible. If not, use **the polite third-person singular imperative, declarative, or inquisitive mood ("önözés")**. An exception is made for certain audiences, such as children.

Possessive pronouns

Possessive pronouns are used far less frequently in Hungarian than in US English. Use them if it's necessary to convey ownership or if it makes the text sound more user-friendly.

US English	Hungarian
Turn on your computer.	Kapcsolja be a számítógépét.
Your subscription expires soon.	Előfizetése hamarosan lejár.

4.1.13 Punctuation

The Hungarian rules of punctuation are considerably different from those of English. The Hungarian punctuation rules are described in "A Magyar helyesírás szabályai" in detail. This page focuses on the rules that cause the most problems.

Comma

A comma should be used between elements of the sentence that have the same grammatical category, such as in lists of items and between the clauses of a sentence.

If there is a conjunction— "és," "vagy," or "meg"—between the items in a list, the comma preceding the conjunction is omitted. However, there should always be a comma in front of "illetve" and "valamint," even if these words also mean "és" or "vagy." If the last item in the list is the word "stb." ("etc."), the comma preceding it should be omitted because the abbreviation "stb." contains the conjunction "és."

Programok telepítése és törlése

Programok telepítése, illetve törlése

Név, jelszó, tanúsítvány stb. bekérése
--

If two words form a conjunction, like in "azért hogy" or "anélkül hogy," don't place a comma before the second item, unless the first item is part of the first clause of the sentence.

Ha üresen hagyja a jelszót, akkor minden felhasználó be tud jelentkezni rendszergazdaként, anélkül hogy jelszót adna meg.

Ellenőrizze, hogy létezik-e, és hogy hozzáfér-e.
--

There must always be a comma between clauses.

A súgó nem tud egy másik makrót futtatni, amíg az első makró fut.

A következő beállításokat kézzel vigye át, miután a varázsló elkészült:

When using conjunctions in pairs ("akár-akár" or "vagy-vagy"), a comma should always precede the second occurrence.

Megakadályozza, hogy a felhasználók akár közvetlenül, akár egy forgalomirányító kiszolgálón keresztül megváltoztassák a hívások kezdeményezésének módját.

In the "több mint" structure, a comma isn't always necessary. It's required when the meaning is comparative, but it should be omitted when the meaning is the opposite of "majdnem" (almost).

Az USB-hubok nem működnek, ha a gyökérpottól több mint 5 hub távolságra vannak.
A kiírt erőforrásból kért mennyiség több, mint a maximum.

Colon

If the sentence starts with an introductory phrase, it must be followed by a colon. If the colon is followed by one or more complete sentences, they must be capitalized.

Example:

English	Hungarian
Note: if you have a Local Area Network, you should consult your network administrator.	Megjegyzés: Ha helyi hálózatot használ, vegye fel a kapcsolatot a rendszergazdával.

In English user assistance text, such introductory words are often followed by three spaces (and no colon). The translation should follow the above rule regardless of the style used in the English source text.

English	Hungarian
Note...: if you have a Local Area Network, you should consult your network administrator.	Megjegyzés: Ha helyi hálózatot használ, vegye fel a kapcsolatot a rendszergazdával.

Dashes and hyphens

The rule of thumb is that Hungarian dashes and hyphens should be used in both UI and UA. If that's technically impossible (for example, in the Windows Vista UI), localizers should use the English hyphen.

Three different dash characters are used in English: the hyphen, the en dash, and the em dash.

Hyphen

The hyphen 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.

See the [Compounds](#) section of this guide and the relevant parts of "*A magyar helyesírás szabályai*" for more information.

En dash

The en dash is used as a minus sign, usually with a space before and after.

For details, consult the relevant parts of "*A magyar helyesírás szabályai*."

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

Em dash

Don't use the em dash in Hungarian.

Ellipsis (suspension points)

Hungarian translations can use the ellipsis whenever the English source text does. The only thing to keep in mind is that in the Hungarian translation, there should be no space before the ellipsis.

Example:

English	Hungarian
Trying to connect ...	Csatlakozás kezdeményezése...

Period

In general, use periods as they're used in the English sentence. According to the Rules of Hungarian Grammar, the exclamation point must be used after each imperative

sentence. However, we deviate from this rule in most cases. UA and UI texts contain a lot of imperative sentences (for instructions and procedures). Placing an exclamation point after almost every sentence could make the text sound unnatural and even "aggressive." Therefore, we follow the English style, and we place periods after simple imperative sentences:

Enter the file name.	Adja meg a fájl nevét.
Do not show this message again.	Ne jelenjen meg többé ez az üzenet.

However, we can (and should) use exclamation points after imperative sentences that are especially important, because they warn the user of serious consequences, safety or health issues, fatal loss of data, and similar situations. These sentences usually have exclamation points in the English text, too.

Never touch the inner parts of the printer when it is turned on!	Soha ne érintse meg a nyomtató belső részeit, amikor az be van kapcsolva!
If you turn off the computer now, your data will be lost!	Ha most kikapcsolja a számítógépet, az adatai elvesznek!

Another issue is that the English source text uses periods differently. In general, adhere to Hungarian grammatical rules. That is, use the period at the end of a complete sentence, but omit it after an incomplete sentence (if the sentence doesn't contain both a subject and a predicate), regardless of how the period is used in the English source text.

Quotation marks

The US English source strings might put English quotation marks (" ") around software references. Hungarian translations should use the Hungarian version of quotation marks („ ”).

Here are the ASCII codes for language quotation marks.

Code	Character
Alt+0132	„

Alt+0148	"
----------	---

When straight quotation marks are applied in the source text, don't just replace only the initial straight quote with a Hungarian curly quote and leave the final straight quote. Both quotes need to be replaced with their Hungarian counterparts.

Parentheses

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

The same is true for Hungarian.

4.1.14 Symbols and nonbreaking spaces

Use nonbreaking spaces where there is a block of text that shouldn't be separated by a line break. Typical examples are phone numbers and product names. You might also use a nonbreaking space between a number and its unit of measure (15 GB), or as a thousandths separator (100 000).

To insert a nonbreaking space, you can usually use the Ctrl+Shift+Space or left Alt + 0160.

Note that " " is shown here for clarity. It's often enough to use the CAT tool's appropriate shortcut instead of the text code " ".

Ampersand (&)

For the ampersand symbol - always translate "&" as "and" when it refers to running text. Do not keep "&" in the target, unless it is part of a tag, placeholder, shortcut or other type of code.

4.1.15 Verbs

Continuous operations are usually expressed in English with a gerund, which should be translated into Hungarian using the simple present tense. The continuity is usually not expressed explicitly in the Hungarian translations, although when it's necessary to do so for clarity, we can use translations such as "...folyamatban van" or "...épp (most)...."

Example:

English	Hungarian
Not Responding	Nem válaszol
Trying to connect ...	Csatlakozás kezdeményezése...
File is being saved	A fájl mentése folyamatban van...
We are searching for your text.	Épp (most) keressük a kifejezést.
Cannot find the computer that you are trying to reach.	Nem található az elérni kívánt számítógép.

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 Hungarian, using idiomatic syntax and terminology, while it maintains 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 greater exposure of screen elements. Some accessible products and services aren't available in Hungarian-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.

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.

US English	Hungarian target
Version 4.2.1	4.2.1-es verzió
Version 5.0	5.0-s verzió

Translation of version strings

The names of products, features, and components 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	Hungarian target
© 2022 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. Use an informal tone of voice and form of address when translating Copilot predefined prompts.
- **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.
- **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	Sorolj fel ötleteket egy szórakoztató, távolból elvégezhető csapatépítési eseményhez

What are the goals and topics from the meeting? Format each section with a bolded heading, a bulleted list, and bolded names	Mik az értekezlet céljai és témái? Az egyes szakaszokat félkövér címsorral, listajeles listával és félkövér nevekkel formázd
Propose a new introduction to <entity type='file'>file</entity>	Ajánlj új bevezetést a <entity type='file'>fájlhoz</entity>
What were the open issues from <entity type='meeting'>meeting</entity>?	Mik voltak a megoldatlan problémák az <entity type='meeting'>értekezletről</entity>?
Give me ideas for icebreaker activities for a new team	Adj ötleteket jégtörő tevékenységekhez egy új csapat számára
Create a list of <placeholder>color names inspired by the ocean</placeholder>	Hozd létre a következők listáját: <placeholder>az óceán által ihletett színnevek</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.

General guidelines

- Clarity and simplicity are the key considerations.
- Be as short as possible. Avoid unnecessary words.
- Keep in mind that different devices, sizes, and formats are used, and UI should fit all of them.
- Try to achieve cross-platform consistency in products used on different platforms, including the desktop, mobile, and cloud.

Every principle in the following sections may have an exception, based on the product, the specific experience, and the customer. Interpret the guidelines in the way that results in the best experience for the customer.

5.5.1 Arrow keys

The arrow keys move the input focus among the controls within a group. Pressing the right arrow key moves the input focus to the next control in tab order, whereas pressing the left arrow moves the input focus to the previous control. Home, End, Up, and Down also have their expected behavior within a group. Users can't navigate out of a control group using arrow keys.

5.5.2 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 Hungarian translation
That can't be blank...	Ne hagyja üresen ezt a mezőt.
Not enough memory to process this command.	Nincs elég memóriaterület a parancs feldolgozásához.

Hungarian style in error messages

It's important to use consistent terminology and language style in the localized error messages. Don't just translate them as they appear in the US English product. (For example, "Oops" is too informal in Hungarian.)

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.

Examples:

English	Translation	Example	Comment
Cannot ... Could not ...	nem ...-ható/hető nem lehet ...	A fájl nem nyitható meg A következőt nem lehet megnyitni:	
Failed to ... Failure of ...	sikertelen nem sikerült	A parancs indítása sikertelen.	
Cannot find ... Could not find ... Unable to find ... Unable to locate ...	nem található	Az attribútum nem található.	
Not enough memory Insufficient memory There is not enough memory There is not enough memory available	Nincs elég memória Nincs elegendő memória Kevés a memória Nincs elég memória Nem elég a rendelkezésre álló memória.	Nincs elég memória	
... is not available ... is unavailable	nem áll rendelkezésre nem érhető el	Egy szükséges erőforrás nem áll rendelkezésre. Az ügyfél kapcsolatának bontása, ha ez az URL nem érhető el.	Error messages often contain the word "unavailable." It can have several correct translations like "nem érhető el," "nem használható" or "nem áll rendelkezésre".

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."

5.5.3 Keyboard shortcuts

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

Examples:

New (Új)

Cancel (Törlés)

Options (Beállítások)

All standardized keyboard shortcuts can be found in the terminology database and should be used as often as possible. If there is no standardized keyboard shortcut in the terminology database, use the keyboard shortcut used in Windows. This is to ensure consistency among *all* Microsoft products to the greatest possible extent. This especially applies to the products included in the Microsoft Office products.

Sometimes you need to find a new keyboard shortcut. Use the guidelines below to help you decide which characters to use. Start with step number 1 and go through the list step by step until you have found a key that's available for use.

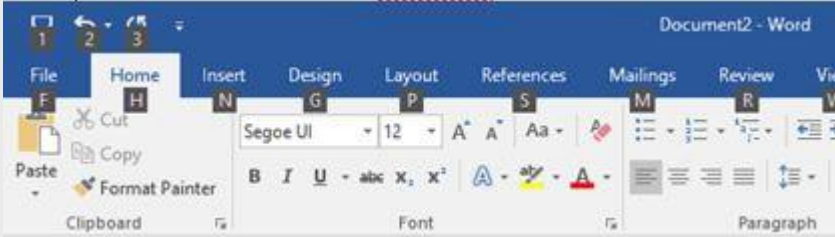
1. Use the first character in the string (command, menu, or label)—**Fájl**
2. In a string that contains more than one word, use the first character of one of the other words—for example, **Eszközök a weben**
3. In compound words, use the first character of the second word element, or third, and so on—for example, **Korrektúra**beállítások
4. Use the last character of the word—for example, **Nyelv**
5. Use a "wide" character such as "m"—for example, **Téma**

6. Use full-width characters (such as k, n, v, and c)
7. Your next choice should be a "slim" character (i, l, t, or f)
8. Then a "hanging" character (such as j, g, p, or y)
9. Extended characters (such as á, é, ó, or ú)
10. Use duplicate keyboard shortcuts only if no other character is available

Keyboard shortcuts special options	Usage: Is it allowed?	Notes
"Slim characters", such as l, l, t, r, f can be used as keyboard shortcuts	yes	Only when no characters listed above are available.
Characters with downstrokes, such as g, j, y, p and q can be used as keyboard shortcuts	yes	Only when no characters listed above are available.
Extended characters can be used as keyboard shortcut	yes	Only when no characters listed above are available.
An additional letter, appearing between brackets after item name, can be used as keyboard shortcut	no	
A number, appearing between brackets after item name, can be used as keyboard shortcut	no	
A punctuation sign, appearing between brackets after item name, can be used as keyboard shortcut	no	
Duplicate keyboard shortcuts are allowed when no other character is available	yes	Only when no characters listed above are available.

Keyboard shortcuts special options	Usage: Is it allowed?	Notes
No keyboard shortcut is assigned when no more characters are available (minor options only)	no	

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	<p>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.</p>
key tip	<p>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</p> 
shortcut key	<p>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.</p>

5.5.4 Keys

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

Key names

English key name	Hungarian key name
Alt	Alt
Backspace	Backspace
Break	Break
Caps lock	Caps Lock
Ctrl	Control
Delete	Delete
Down arrow	Lefelé mutató nyíl
End	End
Enter	Enter
Esc	Esc
Home	Home
Insert	Insert
Left arrow	Balra mutató nyíl
Num lock	Num Lock
Page down	Page Down
Page up	Page Up
Pause	Pause

English key name	Hungarian key name
Right arrow	Jobbra mutató nyíl
Scroll lock	Scroll Lock
Shift	Shift
Spacebar	Szóköz billentyű
Tab	Tab
Up arrow	Felfelé mutató nyíl
Windows key	Windows billentyű
Print screen	Print Screen
Menu key	Menü billentyű

5.5.5 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.

5.5.6 Shortcut keys

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

Standard shortcut keys

US command	US English shortcut key	Hungarian command	Hungarian shortcut key
General Windows shortcut keys			
Help window	F1	Súgó	F1
Context-sensitive Help	Shift+F1	Környezetfüggő súgó	Shift+F1
Display pop-up menu	Shift+F10	Helyi menü megjelenítése	Shift+F10
Cancel	Esc	Mégse	Esc
Activate/deactivate menu bar mode	F10	Menüsor mód engedélyezése / letiltása	F10
Switch to the next primary application	Alt+Tab	Váltás a következő futó alkalmazásra	Alt+Tab
Display next window	Alt+Esc	Következő ablak megjelenítése	Alt+Esc
Display pop-up menu for the window	Alt+Spacebar	Az aktív ablak helyi menüjének megjelenítése	Alt+Spacebar
Display pop-up menu for the active child window	Alt+-	Az aktív gyermekablak helyi menüjének megjelenítése	Alt+-
Display property sheet for current selection	Alt+Enter	Az aktuális kijelölés tulajdonságpaneljének megjelenítése	Alt+Enter
Close active application window	Alt+F4	Aktív alkalmazásablak bezárása	Alt+F4
Switch to next window within (modeless-compliant) application	Alt+F6	Váltás a következő ablakra az alkalmazáson belül	Alt+F6

US command	US English shortcut key	Hungarian command	Hungarian shortcut key
Capture active window image to the clipboard	Alt+PrntScrn	Aktív ablak képének rögzítése a Vágólapra	Alt+PrntScrn
Capture desktop image to the clipboard	PrntScrn	Képernyőkép rögzítése a Vágólapra	PrntScrn
Access Start button in taskbar	Ctrl+Esc	A tálca Start gombjának elérése	Ctrl+Esc
Display next child window	Ctrl+F6	Következő gyermekablak megjelenítése	Ctrl+F6
Display next tabbed pane	Ctrl+Tab	Következő lapfül megjelenítése	Ctrl+Tab
Launch Task Manager and system initialization	Ctrl+Shift+Esc	Feladatkezelő	Ctrl+Shift+Esc
File menu			
File New	Ctrl+N	Új	Ctrl+N
File Open	Ctrl+O	Megnyitás	Ctrl+O
File Close	Ctrl+F4	Bezárás	Ctrl+W or CTRL+F4
File Save	Ctrl+S	Mentés	Ctrl+S
File Save as	F12	Mentés másként	Alt + F2
File Print Preview	Ctrl+F2	Nyomtatási előnézet	-
File Print	Ctrl+P	Nyomtatás	Ctrl+P
File Exit	Alt+F4	Kilépés	Alt+F4

US command	US English shortcut key	Hungarian command	Hungarian shortcut key
Edit menu			
Edit Undo	Ctrl+Z	Visszavonás	Ctrl+Z
Edit Repeat	Ctrl+Y	Ismétlés	Ctrl+Y
Edit Cut	Ctrl+X	Kivágás	Ctrl+X
Edit Copy	Ctrl+C	Másolás	Ctrl+C
Edit Paste	Ctrl+V	Beillesztés	Ctrl+V
Edit Delete	Ctrl+Backspace	Törlés	Ctrl+Backspace
Edit Select All	Ctrl+A	Az összes kijelölése	Ctrl+A
Edit Find	Ctrl+F	Keresés	Ctrl+F
Edit Replace	Ctrl+H	Csere	Ctrl+H
Edit Go To	Ctrl+G	Ugrás	Ctrl + G
Help menu			
Help	F1	Súgó	F1
Font format			
Italic	Ctrl+I	Dőlt	Ctrl+I
Bold	Ctrl+B	Félkövér	Ctrl+B
Underlined/word underline	Ctrl+U	Aláhúzott	Ctrl+U
Large caps	Ctrl+Shift+A	Nagybetűk	Ctrl+Shift+A
Small caps	Ctrl+Shift+K	Kiskapitális	Ctrl+Shift+K
Paragraph format			

US command	US English shortcut key	Hungarian command	Hungarian shortcut key
Centered	Ctrl+E	Középre	Ctrl+E
Left aligned	Ctrl+L	Balra igazított	Ctrl+L
Right aligned	Ctrl+R	Jobbra igazított	Ctrl+R
Justified	Ctrl+J	Sorkizárt	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 English pronunciation

Generally speaking, English terms and product names that aren't localized in 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 some common term (such as "server"), the local pronunciation should be used. Moreover, pronunciation can be adapted to the Hungarian phonetic system if the original pronunciation sounds very awkward in Hungarian.

Declined product names should be pronounced the way they are in English, but with the Hungarian suffixes.

- **Microsoft** must be pronounced the English way: májkroszof.
- **Office-szal** must be pronounced as: ofisszal.
- **Wordöt** must be pronounced as: wördöt.

If numbers are involved, pronounce them as Hungarian words.

Example	Phonetics	Comment
SecurID	szekjuör aj dí	
Release Pack	rilíz pek	
Digest	dájdzseszt	
Microsoft Windows Server 2022	májkroszof vindouz szerver 2022	Numbers are pronounced the way they are in Hungarian. <i>Microsoft</i> is pronounced the way it is in English.
Outlook Web Access	autluk veb ökszesz	
Exchange Server	ixcséindzs szerver	
Program Files	prougrem fájlz	
SecurNAT	szekjuör net	
ECHO_REQUEST	ekhou ríkveszt	
proxy	praxi	
.NET	dat net	.NET is considered a product name; don't say /pont net/.
Skype	szkáj 	Foreign names are usually pronounced the way they are in their source language.

Acronyms and abbreviations

True acronyms are pronounced like real words, generally when the combination of consonants and vowels makes that possible. Acronyms should be pronounced the way they are in Hungarian.

Example	Phonetics
RADIUS	rádiusz
RAS	ras
ISA	isa
LAN	lan
WAN	van
WAP	vap
MAPI	mapi
POP	pop

Other abbreviations are pronounced letter by letter. They should be pronounced the way they are in Hungarian.

Example	Phonetics	Comment
ICMP	í cé em pé	
URL	u er el	
TCP/IP	té cé pé í pé	
HTTP	há té té pé	
XML	iksz em el	
HTML	há té em el	
SQL	es kú el	
OWA	ó vé á	
Exceptions		

IIS	áj aj esz	Considered a product name, to be pronounced the way it is in English
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URLs

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

Pronounce "www" as "vé vé vé."

The "dot" should be omitted, but it can also be read aloud. If you read it aloud, pronounce it the Hungarian way, as "pont."

Example	Phonetics
http://www.microsoft.com	vé vé vé pont májkroszoft pont kom

Punctuation marks

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

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

The em dash (—) is rarely used.

Special characters

Pronounce special characters such as / \ ~ < > + - using the Hungarian translations provided in [Microsoft Terminology - Globalization | Microsoft Learn](#).

For example, > will be pronounced "*nagyobb*"

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.

5.6.3 Video voice checklist

Topic and script

- Apply the following Microsoft voice principles:
 - Single intent
 - Clarity
 - Everyday language
 - Friendliness
 - 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
 - Smooth, easily trackable pointer motions
 - Judicious use of callouts
- Appropriate use of motion graphics, branding-approved visuals, or both

Ending

- Recaps are unnecessary