

Lithuanian Style Guide

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1 About this style guide

This style guide is intended for the localization professional working on localized products that run on a Microsoft platform. It's not intended to be a comprehensive coverage of all localization practices, but to highlight areas where Microsoft has specific preferences or deviates from standard practices for Lithuanian localization.

The primary goal of this guide is to help you understand and learn how to address all of the necessary linguistic and stylistic nuances of Lithuanian during the localization of your products and services.

The style guide covers guidelines and recommendations for translating the Microsoft voice into Lithuanian including words, grammatical structures, the needs of the audience, and the intent of the text that are to be considered. Each of these areas is supplemented with samples.

Other language considerations covered in this style guide are accessibility, trademarks, geopolitical concerns and specific software considerations.

We welcome your feedback, questions and concerns regarding the style guide. Please send your feedback via [Microsoft Language Portal](#).

1.1 Recommended style references

Unless this style guide or the [Microsoft Language Portal](#) provides alternative instructions, use the orthography, grammar, and terminology in the following publications:

Normative references

When more than one solution is possible, consult the other topics in this style guide for guidance.

1. <http://www.vlkk.lt/>

Microsoft User interface reference

A helpful reference is the Windows User Experience Interaction Guidelines, available for download at <http://msdn.microsoft.com/en-us/library/windows/desktop/aa511258.aspx>.

2 Microsoft voice

Microsoft's brand personality comes through in our voice and tone—what we say and how we say it. The design of 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 enthusiasts and casual computer users. Although content might be different for different audiences, the principles of Microsoft voice are the same. However, Microsoft voice also means keeping 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 Microsoft voice should extend across Microsoft content for all language locales. For each language, the specific choices in style and tone that produce Microsoft voice are different. The following guidelines are relevant for US English as well as many other languages.

Guidelines

Keep the following guidelines in mind:

- Write short, easy-to-read sentences.
- Avoid passive voice—it's difficult to read and understand quickly.
- Be pleasant and ensure that explanations appear individualized.
- Avoid slang and be careful with colloquialisms—it's acceptable to reassure and connect with customers in a conversational tone, but be professional in doing so.

2.1 Choices that reflect Microsoft voice

Translating Lithuanian in a way that reflects 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 conversation observed in everyday settings as opposed to the formal, technical language that's often used for technical and commercial content.

When you're localizing source text written in 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 Microsoft voice means a more conversational style, literally translating the source text 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 successfully complete the task.

2.1.1 Flexibility

It's important for translators to modify or rewrite translated strings so that they are more appropriate and natural to Lithuanian customers. Try to understand the whole intention of the sentences, paragraphs, and pages, and then rewrite as if you are writing the content yourself. It will make the content more perfect for Lithuanian users. Sometimes, you may need to remove any unnecessary content.

English example	Lithuanian example
Oops! Your phone is set to the wrong date	Deja, jūsų telefone nustatyta netinkama data

2.1.2 Word choice

Terminology

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

Short word forms and everyday words

Microsoft voice text written in US English prefers short, simple words spoken in everyday conversations. In English, shorter words are friendlier and less formal. Short words also save space on screen and are easier to read quickly. Precise, well-chosen words add clarity, but it's important to be intentional about using everyday words that customers are accustomed to.

The following table lists some common words that are used for Microsoft voice in US English.

en-US word	en-US word usage
App	Use <i>app</i> instead of <i>application</i> or <i>program</i> .
Pick, choose	Use <i>pick</i> in more fun, less formal or lightweight situations ("pick a color," not "choose a color") and <i>choose</i> for more formal situations (don't use <i>select</i> unless necessary for the UI).
Drive	For general reference to any drive type (hard drive, CD drive, external hard drive, etc.). Use specific drive type if necessary.
Get	Fine to use as a synonym for "obtain" or "come into possession of" but avoid for other general meanings.
Info	Use in most situations unless "information" better fits the context. Use "info" when you point the reader elsewhere ("for more info, see <link>").
PC	Use for personal computing devices. Use <i>computer</i> for situations about PCs and Macs. Don't switch between <i>PC</i> and <i>computer</i> .
You	Address the user as <i>you</i> , directly or indirectly through the use of first- and second-person pronouns like "you." Avoid third-person references, such as "user," as they sound formal and impersonal. For information on localizing <i>you</i> , see the section Pronouns .

Lithuanian Microsoft voice can be conveyed through similar means by using shortened words or short words used by people in daily conversations, some guidelines are provided in this section. Adhere to approved terminology; don't use different target terms for already established and approved terms.

Some examples of how short words and everyday words are to be used to convey the Lithuanian Microsoft voice.

en-US source term	Lithuanian word	Lithuanian word usage
App	programa	Use shorter term <i>programa</i> instead of longer one <i>taikomoji programa</i> for the translation of <i>app</i> when there is a space limitation.

Website	svetainė	Use shorter and more common form <i>svetainė</i> instead of longer one <i>žiniatinklio svetainė</i> for the translation of website when there is a space limitation or the translation of web already appears in the message.
Learn (how)	sužinokite, (kaip)	Such single-word verb forms should take preference over longer and more official expressions like <i>įgyti žinių</i> unless they are needed in some particular context.

2.1.3 Word-to-word translation

For a more fluent translation, avoid word-to-word translation. If words are translated directly without overall understanding of the paragraph or the page, the content will not be natural and may even appear ridiculous, and our customers will not come again. Strict word-to-word translation makes the tone stiff and unnatural. Split the text into different sentences, if necessary, to simplify. Omit descriptors to make the text snappier.

English text	Correct Lithuanian translation	Incorrect Lithuanian translation
System Restore in Windows 10 can prevent hours of troubleshooting headaches after a crash.	Sistemoje „Windows 10“ naudodami atkūrimo funkciją galite išvengti bemiegių naktų stengdamiesi pašalinti gedimus.	Sistemoje „Windows 10“ naudojama sistemos atkūrimo funkcija išsaugo valandas, kurios būtų skiriamos gedimams skaudama galva šalinti.
Personalized custom dictionaries help with the recognition of specialized vocabulary (like medical and technical terms), and text prediction speeds up the input process to make your note-taking really fly.	Tinkinti pasirinktiniai žodynai padeda atpažinti specializuotą terminiją (pvz., medicinos arba techninius terminus), o teksto numatymo funkcija pagreitina įvesties procesą, kad užsirašyti galėtumėte kosminiu greičiu.	Tinkinti pasirinktiniai žodynai padeda atpažinti specializuotą terminiją (pvz., medicinos arba techninius terminus), o teksto numatymo funkcija pagreitina įvesties procesą, kad užsirašinėjimas būtų kaip skrydis.

2.1.4 Words and phrases to avoid

Microsoft voice avoids an unnecessarily formal tone. The following table lists US English words that add formality without adding meaning, along with more common equivalents.

en-US word/phrase to avoid	Preferred en-US word/phrase
Achieve	Do
As well as	Also, too
Attempt	Try
Configure	Set up
Encounter	Meet
Execute	Run
Halt	Stop
Have an opportunity	Can
However	But
Give/provide guidance, give/provide information	Help
In addition	Also
In conjunction with	With
Locate	Find
Make a recommendation	Recommend
Modify	Change
Navigate	Go
Obtain	Get
Perform	Do
Purchase	Buy
Refer to	See
Resolve	Fix
Subsequent	Next
Suitable	Works well
Terminate	End
Toggle	Switch
Utilize	Use

The following table lists US English words, words or phrases to avoid in Lithuanian, and recommended equivalent words or phrases that convey the Lithuanian Microsoft voice. Note these are only sample words/phrases and it does not mean that none of them should ever be used—be flexible and always take the context into account.

en-US source	Lithuanian word to avoid	Lithuanian word/phrase
Also	taip pat	ir, irgi
Decide	priimti sprendimą	nuspręsti
Help	suteikti pagalbą	padėti

2.2 Sample Microsoft voice text

The source and target phrase samples in the following sections illustrate the intent of the Microsoft voice.

2.2.1 Address the user to take action

US English	Lithuanian target	Explanation
The password isn't correct, so please try again. Passwords are case-sensitive.	Slaptažodis neteisingas. Pabandykite dar kartą. Slaptažodyje skiriamos didžiosios ir mažosios raidės.	The user has entered an incorrect password so provide the user with a short and friendly message with the action to try again.
This product key didn't work. Please check it and try again.	Šis produkto kodas neveikia. Patikrinkite ir bandykite dar kartą.	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	Viskas paruošta	Casual and short message to inform user that setup has completed, ready to start using the system.
Would you like to continue?	Ar norite tęsti?	Use of the second person pronoun "you" 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.	Pavadinkite savo kompiuterį, koku tik norite vardu. Jei norite pakeisti fono spalvą, parametrų dalyje išjunkite didelį kontrastingumą.	Address the user directly using second person pronoun to take the necessary action.

2.2.2 Promote a feature

US English	Lithuanian 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.	Piešiamasis slaptažodis – naujas būdas apsaugoti kompiuterį su jutikliniu ekranu. Norint susikurti unikalų slaptažodį, tereikia pasirinkti piešinį ir norimą gestų derinį.	Promoting a specific feature with the use of em-dash to emphasize the specific requirements to enable the feature which in this situation is picture password.
Let apps give you personalized content based on your PC’s location, name, account picture, and other domain info.	Programėlės pagal kompiuterio vietą, vardą, abonemento paveikslėlį ir kitą domeno informaciją gali teikti jūsų asmeniniams poreikiams pritaikytą turinį.	Promoting the use of apps. Depending on the context of the string you can add familiarity to the text by using everyday words for example, PC.

2.2.3 Provide how-to guidelines

US English	Lithuanian target	Explanation
To go back and save your work, click Cancel and finish what you need to.	Norėdami grįžti atgal ir įrašyti darbą, spustelėkite Atšaukti ir atlikite reikiamus veiksmus.	Short and clear action using the second person pronoun.
To confirm your current picture password, just watch the replay and trace the example gestures shown on your picture.	Norėdami patvirtinti esamą piešiamąjį slaptažodį, dar kartą pažiūrėkite įrašą ir įsidėmėkite piešinyje matomus gestų pavyzdžius.	Voice is simple and natural. The user isn’t overloaded with information; we tell them only what they need to know to make a decision.

2.2.4 Explanatory text and support

US English	Lithuanian target	Explanation
The updates are installed, but Windows 10 Setup needs to restart for them to work. After it restarts, we’ll keep going from where we left off.	Naujinimai įdiegti, bet jie ims veikti tik iš naujo paleidus „Windows 10“ sąranką. Paleidus iš naujo, veikla bus tęsiama nuo ten, kur buvo baigta.	The language is natural, the way people talk. In this case voice is reassuring, letting the user know that we’re doing the work. Use of "we" provides a more personal feel.

If you restart now, you and any other people using this PC could lose unsaved work.	Jei dabar paleisite iš naujo, tiek jūs, tiek kiti šiuo kompiuteriu besinaudojantys asmenys gali prarasti neįrašytą darbą.	Voice 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.	Šis dokumentas bus automatiškai perkeltas į tinkamą biblioteką ir aplanką, kai pataisysite netinkamas ar praleistas ypatybes.	Voice talks to the user informatively and directly on the action that will be taken.
Something bad happened! Unable to locate downloaded files to create your bootable USB flash drive.	Kažkas ne taip! Nepavyksta rasti atsisiųstų failų ir sukurti įkraunančiosios USB „flash“ atmintinės.	Without complexity and using short sentences inform the user what has happened.

3 Language-specific standards

Information about Lithuanian-specific standards, such as phone number formats, date formats, currency formats, and measurement units are available from the [GoGlobal Developer Center](#).

3.1 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.

3.1.1 Abbreviations

Common abbreviations

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

1. The inflection can be removed.

Example: (+) failas – fail.

2. Some vowels can be removed.

Example: (+) skaitykite – sk.

List of common abbreviations can be found in <http://www.vlkk.lt/lit/nutarimai/rasyba/sutrumpinimai.html>). Some of them provided below:

Expression	Acceptable abbreviation
pavyzdžiui	pvz.
paveikslėlis	pav.
puslapis	psl.
kita	kt.
žiūrėk, žiūrėti	žr.

3.1.2 Acronyms

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

It's a common rule that Lithuanian acronyms are not separated by full stops, for example U.S.A. should be translated as JAV.

Localized acronyms

Obviously, there is a large number of well-established national abbreviations, in which case there is no need to include the US abbreviation in the localized text.

Examples: IT, UTB, OS

In some cases, a full name is more relevant than an acronym.

Example:

en-US source	Lithuanian target
ISP	internetu paslaugų teikėjas

Unlocalized acronyms

If the Lithuanian equivalent of a US acronym does not exist or is seldom used, several approaches can be taken depending on the context:

Generic and commonly used US acronyms should not be localized, if no local equivalent or a national acronym would mean little, such acronym does not need to be localized.

Examples: (+) ISDAN, (+) LAN.

If a US acronym is less widely used and is not explained in the original, it's advisable to localize it fully and leave the original acronym in brackets.

Example: (+) Informacijos teisių valdymas (IRM).

It might sometimes be useful to use a modifier before a US acronym and/or include a full name in English.

Example: (+) identifikacinis raktas PID (Trial Product Identification Key).

3.1.3 Adjectives

In Lithuanian, handle adjectives in the following manner.

Generally, adjectives and participles have to be used in the masculine. Note that titles of dialog boxes are not grammatically connected to the options that follow afterwards. Therefore, even if the title name is a feminine noun, the adjectives in the options should be masculine. The names of colors have to be feminine (as the word "color" is of the feminine gender in Lithuanian). When possible, choose such form of a pronoun or adjective, which could refer to both masculine and feminine.

Example:

en-US source	Lithuanian target
Save all.	Įrašyti viską.

Possessive adjectives

The frequent use of possessives is a feature of English language. However, in Lithuanian, the use of possessive pronouns is much less frequent than in English, thus if they don't carry any particular meaning, omit them.

3.1.4 Articles

General considerations

Watch out not to use articles with the product name. This should generally be avoided and only be done when improving language quality. This is due to legal reasons, which do force us to use the exact, trademarked product name to avoid legal issues.

Unlocalized feature names

Microsoft product names and non-translated feature names are used without definite or indefinite articles in the English language. We treat them in this way: they should be put in quotation marks a) if they are not highlighted in some other way (for example, they are not in bold, italics or capitals) or b) if there are no instructions to the contrary.

Example:

en-US source	Lithuanian target
Business Contact Manager	„Business Contact Manager“

Localized feature names

Translated feature names are handled in the following way: dealing with the feature names depends on the instructions given by the client. If they are to be translated, a list with confirmed translation should be provided. If they should not be translated, follow the rules for unlocalized feature names.

Example:

en-US source	Lithuanian target
Macro Manager	Makrokomandų tvarkytuvė

3.1.5 Capitalization

In Lithuanian, the first letter of the sentence is capitalized. After a colon the sentence (if it's a normal sentence, not a list of items) should continue with a lower case.

In Lithuanian, like in English, proper names (i.e., names of programs, modules, wizards) are capitalized. If the localizable software item is a phrase, capitalize only the first word. However, in trademarks (for example, Microsoft Windows), every word should be capitalized.

In English software, additional short text in brackets often starts with a capital letter. In the Lithuanian localized software, when the short text in brackets is not a full sentence, it should start with a small letter.

The same language style in table column and row headings should be maintained throughout the software. Column and row headings should start with a capital letter and usually have no punctuation marks at the end.

When table items are complete sentences, each of them starts with a capital letter and ends with a period.

3.1.6 Compounds

Compounds should be understandable and clear to the user. Avoid overly long or complex compounds. Keep in mind that unintuitive compounds can cause intelligibility and usability issues.

3.1.7 Conjunctions

For en-US Microsoft voice, conjunctions can help convey a conversational tone. Starting a sentence with a conjunction can be used to convey an informal tone and style.

In general, conjunctions at the beginning of the sentence is not a common practice in Lithuanian. For those specific cases when conjunctions are used, no particular differences between the classic and Microsoft voice to be mentioned. Always stick to the general grammar rules and stylistic recommendations.

It's worth mentioning that two synonymous conjunctions *bet* and *tačiau* is slightly different: it's recommended to use *tačiau* at the beginning of the sentence while *bet* is more appropriate to be used in the middle of the sentence, after a comma. Yet again, the rule applies in spite of the style of the text.

3.1.8 Gender

In the passive voice, when the object is not indicated, use the participles of the neutral gender.

Example:

en-US source	Lithuanian target
Modified	Modifikuota

Generally, adjectives and participles have to be used in the masculine. Note that titles of dialog boxes are not grammatically connected to the options that follow afterwards.

Therefore, even if the title name is a feminine noun, the adjectives in the options should be masculine. When possible, choose such form of a pronoun or adjective, which could refer to both masculine and feminine.

Example: (+) Įrašyti viską

3.1.9 Localizing colloquialism, idioms, and metaphors

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

Choose from these options to express the intent of the source text appropriately.

- Don't attempt to replace the source colloquialism with a Lithuanian colloquialism that fits the same meaning of the particular context unless it's a perfect and natural fit for that context.
- Translate the *intended* meaning of the colloquialism in the source text (not the literal translation of the original colloquialism in the source text), 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.

en-US source	Lithuanian target
Business anywhere	Dirbkite iš bet kur

3.1.10 Modifiers

In localized Lithuanian text you often need to add modifiers (descriptors) before the Lithuanian names of keys, objects, menus, commands, dialog box elements, icons, etc. as well as acronyms, even if they are not included in the English text.

Note that only the modifier is declined; the names of the objects, menus, commands, dialog box elements, icons, etc. have to be used exactly the way they are used in the user interface.

Note: the modifier goes before the name modified not vice versa.

Before using a modifier, always check what a particular name or abbreviation refers to. It's advisable to consult to the Microsoft Trademark List or other reference materials.

Example:

en-US source	Lithuanian target
Click Save.	Spustelėkite mygtuką Įrašyti.

3.1.11 Nouns

General considerations

In Lithuanian, the titles of dialogue boxes should normally be nouns or nominal phrases (transform the command verbs into nouns with the suffixes - ymas, -imas, -tis, etc.) except for adjectives and questions that are translated as adjectives and questions. Note that for the consistency reasons, in the translated names of menu titles, a noun might be added to the translated English adjective.

Example:

en-US source	Lithuanian target
General	Bendroji informacija

Inflection

Lithuanian nouns are inflected for case and number by suffixation. The inflections concern two numbers (singular and plural) and six cases (Nominative, Genitive, Dative, Accusative, Instrumental, and Locative). In cases when some forms should be used for other forms only endings are added in brackets.

Example:

en-US source	Lithuanian target
Pictures	Paveikslėliai (-ių)

3.1.12 Pronouns

Always use the 2nd person plural (jūs) to address the user. Normally, the pronoun „jūs“ itself will not be needed, but if used, write it in the lower case. In Lithuanian, the use of possessive pronouns is much less frequent than in English, thus if they don't carry any particular meaning, omit them.

Example:

en-US source	Lithuanian target
Insert your disk.	Įdėkite diskelį.

3.1.13 Punctuation

General punctuation rules are available in the [Recommended style references](#) section.

Bulleted lists

General punctuation rules are available in the [Recommended style references](#) section.

Comma

General punctuation rules are available in the [Recommended style references](#) section.

Colon

General punctuation rules are available in the [Recommended style references](#) section.

Dashes and hyphens

Three different dash characters are used in English:

Hyphen

The hyphen is used between two words to create one-word compound. It should be replaced by the nonbreaking hyphen in printed documentation and online Help files. Also, hyphen is used for date, last names.

Example:

US English	Lithuanian target	Comment
02/09/2014	2014-09-02	Date format.

En dash

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

Example:

US English	Lithuanian target
3 – 4 + 6	3 – 4 + 6

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.

Example:

US English	Lithuanian target	Comment
700–800 USD	700–800 USD	A range.

Em dash

The em dash should only be used to emphasize an isolated element or introduce an element that's not essential to the meaning conveyed by the sentence. Em dash is not used for Lithuanian language.

Ellipses (suspension points)

The use of ellipses is only allowed in callouts and other units of text which consist of more than one element.

Examples:

- A. Atverkite langą...
- B. ...tada du kartus spustelėkite reikiamą piktogramą.

No punctuation marks are needed at the end of menu titles or command names. However, if the command leads to a corresponding dialog box, use ellipsis (x...).

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

It's advised not to leave space between sentence and ellipsis in Lithuanian. See the examples above.

Period

Irrespective of the punctuation of option buttons and radio buttons in English, option buttons and radio buttons in Lithuanian never end with a period. When table items are complete sentences, each of them starts with a capital letter and ends with a period. Periods are used at the end of sentences in status bar messages, if they are full sentences. Lithuanian error messages (except questions) always finish with the period. Irrespective of the punctuation of ToolTips in English, those in Lithuanian never end with a period.

Example:

US English	Lithuanian target	Comment
Save and close a segment.	Įrašyti ir uždaryti segmentą	It's a tooltip.

Quotation marks

Quotation marks are used when referring to non-translatable items.

In US source strings, you may find software references surrounded by English quotation marks.

In Lithuanian quotation marks („x“) are not used around the names of software items.

Example:

US English	Lithuanian target
Click Save.	Spustelėkite Įrašyti.

Parentheses

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

The same in Lithuanian.

Example:

US English	Lithuanian target
(item)	(elementas)

3.1.14 Sentence fragments

For the Microsoft voice, use of sentence fragments helps convey a conversational tone. They are used whenever possible as they are short and to the point.

It's well known that each sentence can have more than one correct translation. Even though some expressions/sentence fragments mean the same, they are not always interchangeable. Usually longer and more complex sentences are used in official style while modern language leans to be more concise and straight to the point. Examples in the table below specify what shorter and more down-to-earth sentence fragments could be used in Lithuanian Microsoft voice. The main rule: avoid padding and drowning the user in the sea of words.

US English source text	Lithuanian long form	Lithuanian sentence fragment
Here's how ...	Toliau nurodoma, kaip...	Štai kaip...
For more information, please see...	Norėdami gauti daugiau informacijos, žr. ...	Daugiau informacijos rasite ... Daugiau informacijos žr. ...

3.1.15 Verbs

For US English Microsoft voice, verb tense helps to convey the clarity of Microsoft voice. Simple tenses are used. The easiest tense to understand is the simple present, like we use in this guide. Avoid future tense unless you're describing something that will really happen in the future and the simple present tense is inapplicable. Use simple past tense when you describe events that have already happened.

In Lithuanian, verbal phrases are more common and more natural than nominal phrases. So where possible, try to use verbal phrases instead of nominal ones.

US English source text	Lithuanian use of verb tense	Comments
Installing	Diegiama	Continuous operations are usually expressed in English with a gerund, which should be translated into Lithuanian as passive voice (present tense) participle of neutral gender.
	Ruošiamasi diegti	Nominal phrase, not Ruošiamasi diegimui

4 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 Lithuanian, using idiomatic syntax and terminology, while at the same time maintaining a high level of terminological consistency, so as to guarantee the maximum user experience and usability for our customers.

This document contains set of guidelines, which should be applied when localizing English software into Lithuanian.

In order to ensure that you're using current terminology and phrases, always look for the translations on the [Microsoft Language Portal](#) and other approved glossaries or EDBs. Consistent use of Microsoft approved terminology in all localized products is one of the major factors in achieving required quality of the localized products.

4.1 Accessibility

Accessibility options and programs are designed to 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.

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

4.2 Applications, products, and features

Product and application names 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's in fact translatable and not protected in any way. This information needs to be obtained [here](#).

Version numbers

Version numbers always contain a period (for example, Version 4.2). Note the following punctuation examples of "Version x.x":

US English	Lithuanian target
Version 9.1	9.1 versija

Version numbers are usually also a part of version strings, but technically they are not the same.

4.3 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 [here](#).

4.4 Geopolitical concerns

Part of the cultural adaptation of the US-product to a specific market is the resolution of geopolitical issues. While the US-product is designed and developed with neutrality and a global audience in mind, the localized product should respond to the particular situation that applies within the target country/region.

Sensitive issues or issues that might potentially be offensive to the users in the target country/region may occur in any of the following:

- Maps
- Flags
- Country/region, city and language names
- Art and graphics
- Cultural content, such as encyclopedia content and other text where historical or political references are present

Some issues are easy to verify and resolve. The localizer should have the most current information available. Maps and other graphical representations of countries/regions should be checked for accuracy and existing political restrictions. Country/region, city, and language names change on a regular basis and should be checked, even if previously approved.

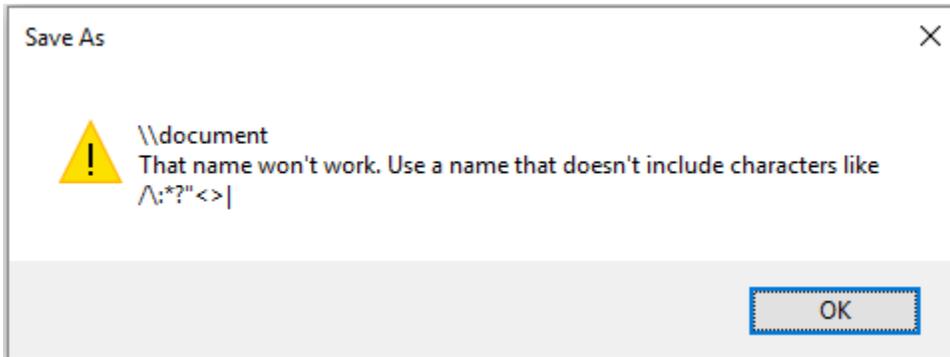
A thorough understanding of the culture of the target market is required for checking the appropriateness of cultural content, clip art and other visual representations of religious symbols, and body and hand gestures.

4.5 Software considerations

This section refers to all menus, menu items, commands, buttons, check boxes, and other UI elements that should be consistently translated in the localized product.

4.5.1 Error messages

Here is an example:



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 restarting the computer.

Considering the underlying principles of Microsoft voice, translators are encouraged to apply them to ensure target translation is more natural, empathetic and not robot-like.

English term	Correct Lithuanian translation
Oops, that can't be blank...	Būtina užpildyti
Not enough memory to process this command.	Nepakanka atminties šiai komandai įvykdyti.

Lithuanian style in error messages

Use consistent terminology and language style in the localized error messages, and not just translate them as they appear in the US product.

In translating error messages, obvious length constraints should be taken into account and the sentence structure should be as concentrated and compressed as possible, thus redundant pronouns, prefixes, etc. should be avoided.

Error messages should always end with a full stop/question mark even though this rule is not observed in English.

Standard phrases in error messages

When translating usual phrases, standardize. Note that sometimes the US uses different forms to express the same thing.

In a number of cases different synonymous English phrases might have the same equivalents in Lithuanian, or, the same phrase might be translated differently depending on the context.

These phrases commonly occur in error messages. When you translate them, try to use the provided target phrases. However, feel free to use other ways to express the source meaning if they work better in the context.

Examples:

English	Translation	Example	Comment
Can't ... Could notnegalima (...negali...) Nepavyko...	Can't create the file (+) Failo sukurti negalima Setup can't read file. (+) Sąranka negali perskaityti failo Could not access network location (+) Nepavyko pasiekti norimos tinklo vietos.	In certain cases, „negali“, etc. might be omitted, and another verb can be used in the negative form
Failed to ... Failure of nepavyko	Failed to delete [2]. (+) [2] panaikinti nepavyko. Failure of installation. (+) Diegimo procesas nepavyko.	Emphasis should fall on word „nepavyko“, therefore this word should be written at the end of the message.
Can't find ... Could not find ... Unable to find ... Unable to locaterasti nepavyko (nejmanoma) ...rasti nepavyko	Can't/could not find the file (+) Failo rasti nepavyko (nejmanoma). Unable to find the document	Emphasis should fall on word „nepavyko/nejma noma“, therefore this word should be written at the

	(nejmanoma) ...vietos rasti nepavyko (nejmanoma)	(+) Dokumento rasti nepavyko. Unable to locate document (+) Dokumento vietos rasti nepavyko.	end of the message.
Not enough memory Insufficient memory There is not enough memory There is not enough memory available	Atminties nepakanka.	n/a	Emphasis should fall on word „nepakanka“, therefore this word should be written at the end of the message.
... is not available ... is unavailable	...negalimas (-a) ...nėra ...nepasiekiamas (-a)	This command is not available (+) Ši komanda negalima. This functionality is not available (+) Šios funkcijos nėra. The specified path is unavailable. (+) Nurodytas kelias nepasiekiamas	Emphasis should fall on word „negalimas, nėra“ or „nepasiekiamas“, therefore these words should be written at the end of the message.

Error messages containing placeholders

When localizing error messages containing placeholders, try to anticipate 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.

Examples:

%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."

Note that word order should be considered too.

It's recommended to shorten words that come with the numbers that are provided as placeholders.

Examples:

en-US source	Lithuanian target
%u days remaining	Liko %u d.
0 participants	Dalyvių: 0

Pay more attention to strings with placeholders, where placeholder could be replaced by a variable in nominative (default form). It's recommended to add a modifier or use quotation marks, colon, brackets or n-dash to separate placeholder from the rest of the sentence.

Example:

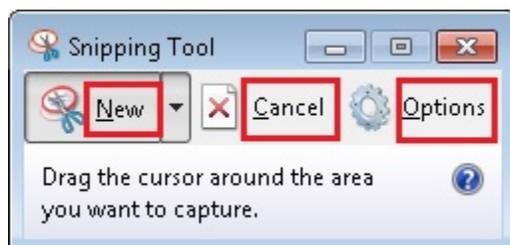
en-US source	Lithuanian target	Comment
Your {doctype} is ready.	(-) Jūsų {doctype} parengtas. (+) Jūsų dokumentas, kurio tipas {doctype}, parengtas. OR (+) Jūsų dokumentas ({doctype}) parengtas.	According to the instructions the placeholder will be replaced with app specific type of document (skaičiuoklė, pateiktis, dokumentas) and grammatical agreement issues will appear. Therefore the appropriate modifier should be added.

4.5.2 Keys

In English, references to key names, like arrow keys, function keys and numeric keys, appear in normal text (not in small caps). This is relevant to Lithuanian language too.

4.5.3 Keyboard shortcuts

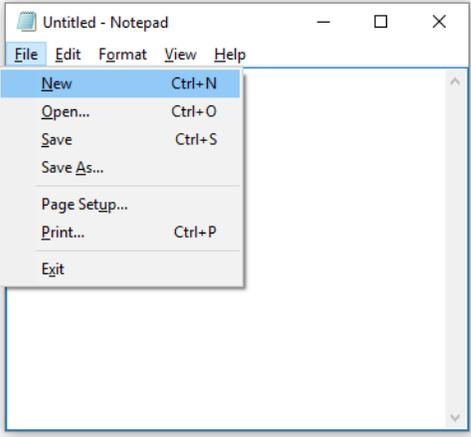
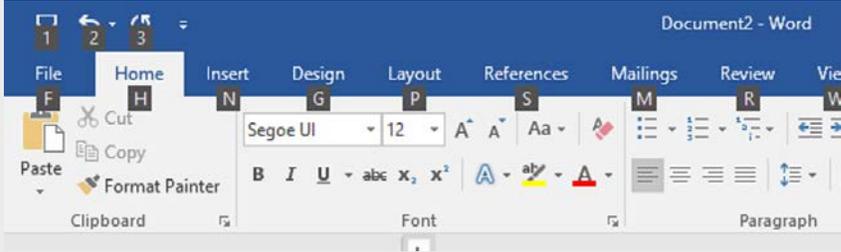
Sometimes, there are underlined or highlighted letters in menu options, commands or dialog boxes. These letters refer to keyboard shortcuts, which help the user to perform tasks more quickly.



Keyboard shortcuts special options	Usage: is it allowed?	Notes
"Slim characters," such as I, l, t, r, f can be used as keyboard shortcuts	yes	Only when no other characters are available.
Characters with downstrokes, such as g, j, y, p and q can be used as keyboard shortcuts	yes	Only when no other characters are available.
Extended characters can be used as keyboard shortcuts	yes	Only if these characters have no downstrokes.
An additional letter, appearing between brackets after item name, can be used as a keyboard shortcut	yes	Only when no other characters are available.
A number, appearing between brackets after item name, can be used as a keyboard shortcut	yes	Only when no other characters are available.
A punctuation sign, appearing between brackets after item name, can be used as a keyboard shortcut	yes	Only when no other characters are available.
Duplicate keyboard shortcuts are allowed when no other character is available	no	n/a
No keyboard shortcut is assigned when no more characters are available (minor options only)	yes	n/a

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.</p> <p>Example: F in Alt+F</p> <p>Example in UI localization: H&ome</p>

	 <p>In keyboard shortcuts, most access keys are used with the Alt key.</p>
<p>key tip</p>	<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.</p> <p>Example: In UI localization Home`H</p> 
<p>shortcut key</p>	<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.</p> <p>Example: Ctrl+N, Ctrl+V</p> <p>In keyboard shortcuts, most shortcut keys are used with the Ctrl key.</p> <p>Ctrl+letter combinations and function keys (F1 through F12) are usually the best choices for shortcut keys.</p>

4.5.4 Arrow keys

The arrow keys move input focus among the controls within a group. Pressing the right arrow key moves input focus to the next control in tab order, whereas pressing the left arrow moves 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.

4.5.5 Numeric keypad

Avoid distinguishing numeric keypad keys from the other keys, unless it's required by a given application. If it's not obvious which keys need to be pressed, provide necessary explanations.

4.5.6 Shortcut keys

Shortcut keys are keystrokes or combinations of keystrokes that perform defined functions in a software application. Shortcut keys replace menu commands and are sometimes given next to the command they represent. While access keys can be used only when available on the screen, shortcut keys can be used even when they are not accessible on the screen.

Standard shortcut keys

US command	US English shortcut key	Lithuanian command	Lithuanian shortcut key
General Windows shortcut keys			
Help window	F1	Žinyno langas	F1
Context-sensitive Help	Shift+F1	Kontekstinių paaiškinimų žinynas	Shift+F1
Display pop-up menu	Shift+F10	Rodyti kontekstinį meniu	Shift+F10
Cancel	Esc	Atšaukti	Esc
Activate\Deactivate menu bar mode	F10	Aktyvinti / išjungti meniu juostos režimą	F10
Switch to the next primary application	Alt+Tab	Perjungti į kitą pirminę programą	Alt+Tab
Display next window	Alt+Esc	Rodyti kitą langą	Alt+Esc
Display pop-up menu for the window	Alt+Spacebar	Rodyti kito lango kontekstinį meniu	Alt+Spacebar
Display pop-up menu for the active child window	Alt+-	Rodyti aktyvaus antrinio lango kontekstinį meniu	Alt+-

US command	US English shortcut key	Lithuanian command	Lithuanian shortcut key
Display property sheet for current selection	Alt+Enter	Rodyti dabartinio pasirinkimo ypatybių lapą	Alt+Enter
Close active application window	Alt+F4	Uždaryti aktyvios programos langą	Alt+F4
Switch to next window within (modeless-compliant) application	Alt+F6	Perjungti kitą tos pačios (be režimo) programos langą	Alt+F6
Capture active window image to the Clipboard	Alt+Prnt Scrn	Įrašyti aktyvaus lango vaizdą mainų srityje	Alt+Prnt Scrn
Capture desktop image to the Clipboard	Prnt Scrn	Įrašyti darbalaukio vaizdą mainų srityje	Prnt Scrn
Access Start button in taskbar	Ctrl+Esc	Pasiekti mygtuką Pradėti užduočių juostoje	Ctrl+Esc
Display next child window	Ctrl+F6	Rodyti kitą antrinį langą	Ctrl+F6
Display next tabbed pane	Ctrl+Tab	Rodyti kitą skirtuko sritį	Ctrl+Tab
Launch Task Manager and system initialization	Ctrl+Shift+Esc	Paleisti užduočių tvarkytuvą ir sistemos inicijavimą	Ctrl+Shift+Esc
File menu			
File New	Ctrl+N	Failas, Naujas	Ctrl+N
File Open	Ctrl+O	Failas, Atidaryti	Ctrl+O
File Close	Ctrl+F4	Failas, Uždaryti	Ctrl+F4
File Save	Ctrl+S	Failas, Įrašyti	Ctrl+S
File Save as	F12	Failas, Įrašyti kaip	F12
File Print Preview	Ctrl+F2	Failas, Spaudinio peržiūra	Ctrl+F2
File Print	Ctrl+P	Failas, Spausdinti	Ctrl+P
File Exit	Alt+F4	Failas, Išėiti	Alt+F4

US command	US English shortcut key	Lithuanian command	Lithuanian shortcut key
Edit menu			
Edit Undo	Ctrl+Z	Redaguoti, Anuliuoti	Ctrl+Z
Edit Repeat	Ctrl+Y	Redaguoti, Kartoti	Ctrl+Y
Edit Cut	Ctrl+X	Redaguoti, Iškirpti	Ctrl+X
Edit Copy	Ctrl+C	Redaguoti, Kopijuoti	Ctrl+C
Edit Paste	Ctrl+V	Redaguoti, Įklijuoti	Ctrl+V
Edit Delete	Ctrl+Backspace	Redaguoti, Naikinti	Ctrl+Backspace
Edit Select All	Ctrl+A	Redaguoti, Žymėti viską	Ctrl+A
Edit Find	Ctrl+F	Redaguoti, Rasti	Ctrl+F
Edit Replace	Ctrl+H	Redaguoti, Keisti	Ctrl+H
Edit Go To	Ctrl+G	Redaguoti, Eiti į	Ctrl+G
Help menu			
Help	F1	Žinynas	F1
Font format			
Italic	Ctrl+I	Pasvirasis	Ctrl+I
Bold	Ctrl+B	Paryškintasis	Ctrl+B
Underlined\Word underline	Ctrl+U	Pabrauktasis	Ctrl+U
Large caps	Ctrl+Shift+A	Didžiosios raidės	Ctrl+Shift+A
Small caps	Ctrl+Shift+K	Mažosios raidės	Ctrl+Shift+K
Paragraph format			
Centered	Ctrl+E	Centruoti	Ctrl+E
Left aligned	Ctrl+L	Lygiuoti kairėje	Ctrl+L
Right aligned	Ctrl+R	Lygiuoti dešinėje	Ctrl+R
Justified	Ctrl+J	Abipusė lygiuotė	Ctrl+J

4.5.7 English pronunciation

General rules

Generally speaking, English terms and product names left unlocalized in target material should be pronounced the English way. For instance, “Microsoft” must be pronounced the English way.

Example	Phonetics	Comment
SecurID	[sɪ'kjuər aɪ di:]	
.NET	[dot net]	
Skype	[skaip]	Product names are generally pronounced the way they are pronounced in the source language, but in everyday spoken language Lithuanian case endings could be added.

Acronyms and abbreviations

Acronyms are pronounced like real words, adapted to the local pronunciation:

Example	Phonetics
RADIUS	[radijus]
RAS	[ras]
ISA	[isa]
LAN	[lan]
WAN	[van]
WAP	[vap]
MAPI	[mapi]
POP	[pop]
URL	[url]

Other abbreviations are pronounced letter by letter.

Example	Phonetics
ICMP	[i cè mè pè]
IP	[i pè]
TCP/IP	[tè cè pè / i pè]
XML	[iks em el]
HTML	[haš tè mè el]
OWA	[o dvinguba vè a]
SQL	[es ku el]

URLS

"http://" should be omitted; the rest of the URL should be read entirely.

"www" should be pronounced as trys dvingubos vè.

The "dot" should be omitted, but can also be read out. If you read it out, then it must be pronounced the Lithuanian way, as taškas.

Example	Phonetics
http://www.microsoft.com/lt	[trys dvingubos vè taškas maikrosoft taškas kom pasvirasis brūkšnys el tè]

Punctuation marks

Most punctuation marks are naturally implied by the sound of voice, for example, ? ! : ; ,

En dash (–) are used to emphasize an isolated element. It should be pronounced as a comma, i.e. as a short pause.

Special characters

- Pronounce special characters such as / \ ~ < > + - using the Lithuanian approved translations.

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