Microsoft

Macedonian Style Guide

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Table of Contents

1 About this style guide 4
1.1 Recommended style reference 4
2 Microsoft voice 5
2.1 Choices that reflect Microsoft voice 6
2.1.1 Word choice 6
2.1.2 Words and phrases to avoid 8
2.2 Sample Microsoft voice text 9
2.2.1 Address the user to take action 9
2.2.2 Promote a feature 10
2.2.3 Provide how-to guidelines 11
2.2.4 Explanatory text and support 11
3 Language-specific standards 12
3.1 Grammar, syntax and orthographic standards 12
3.1.1 Abbreviations 12
3.1.2 Acronyms 13
3.1.3 Adjectives 14
3.1.4 Articles 14
3.1.5 Capitalization 16
3.1.6 Compounds 17
3.1.7 Conjunctions 17
3.1.8 Gender 18
3.1.9 Localizing colloquialism, idioms, and metaphors 18
3.1.10 Nouns 19
3.1.11 Numbers 20
3.1.12 Prepositions 21
3.1.13 Pronouns 22
3.1.14 Punctuation 22
3.1.15 Sentence fragments 26
3.1.16 Split infinitive 26

3.1.17 Symbols & nonbreaking spaces 26
3.1.18 Verbs 27
4 Localization considerations 27
4.1 Accessibility 28
4.2 Applications, products, and features 29
4.3 Trademarks 29
4.4 Geopolitical concerns 29
4.5 Software considerations 30
4.5.1 Error messages 30
4.5.2 Keys 32
4.5.3 Keyboard shortcuts/access keys 34
4.5.4 Arrow keys 35
4.5.5 Numeric keypad 36
4.5.6 Shortcut keys 36
4.5.7 English pronunciation 40

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 Macedonian 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 Macedonian during the localization of your products and services.

The style guide covers guidelines and recommendations for translating the Microsoft voice into Macedonian 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 reference

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. Поимник на македонски зборови од областа на информатичката технологија, Министерство за информатичко општество, 2009
2. Толковен речник на македонскиот јазик, гл. ред.: Конески Кирил, ред. Велковска Снежана, Конески Кирил, Цветковски Живко, Институт за македонски јазик „Крсте Мисирков", том I (А-Ж) Скопје 2003, том II (З-К) Скопје 2005, том III (Л-О) Скопје 2006, том IV (П) Скопје. 2008
3. Правопис на македонскиот литературен јазик. ред. Видоески, Б. и др., Скопје: Просветно дело, 1999

4. Правопис на македонскиот литературен јазик, ред. Димитровски Тодор, Просветно дело, Скопје 1998
5. Мургоски, Зозе. Речник на македонскиот јазик. Скопје: авт. изд., 2006
6. Конески, Блаже. Граматика на македонскиот литературен јазик. Скопје: Култура, 1982
7. Конески, Кирил, Правописен речник на македонскиот литературен јазик. Скопје: Просветно дело, 1999
8. Мургоски, Зозе. Голем англиско-македонски речник. Скопје: авт. изд., 2004
9. Мургоски, Зозе. Голем македонско-англиски речник. Скопје: авт. изд., 2006
10. Конески Кирил, Зборообразувањето во современиот македонски јазик, Скопје, 2003
11. Минова-Ѓуркова Лилјана, Стилистика на современиот македонски јазик, Скопје 2003
12. Минова-Ѓуркова Лилјана, Синтакса на македонскиот стандарден јазик, Скопје 2003

Microsoft User interface reference

A helpful reference is the Windows User Experience Interaction Guidelines.

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 Macedonian 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 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 *app* instead of *application* or *program*.
Pick, choose	Use *pick* in more fun, less formal or lightweight situations ("pick a color," not "choose a color") and *choose* for more formal situations (don't use *select* 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 *computer* for situations about PCs and Macs. Don't switch between *PC* and *computer*.
You	Address the user as *you*, 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 *you*, see the section Pronouns.

This is how short words and everyday words should be used to convey the Macedonian Microsoft voice.

en-US source term	mk-MK word	mk-MK word usage
Start	Стартува	Вклучува
Play	Репродуцира	Пушта
Show	Прикажи	Покажи

2.1.2 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*

For Macedonian Microsoft voice avoid using formal words and expressions listed in the table. Use less formal variants provided below.

en-US source	Macedonian word to avoid	Macedonian word/phrase
Should	Потребно е	Треба
Find	Лоцира	Наоѓа
According to	Во согласност со	Согласно

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	mk-MK target	Explanation
The password isn't correct, so please try again. Passwords are case-sensitive.	Лозинката не е точна, затоа обидете се повторно. Кај лозинките важни се малите и големите букви.	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.	Клучот на производот не работи. Проверете го и обидете се повторно.	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	Сè е подготвено	Casual and short message to inform user that setup has completed, ready to start using the system.
Would you like to continue?	Сакате ли да продолжите?	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.	Дајте му го на својот PC името што го сакате. Доколку сакате да ја смените бојата на заднината, исклучете го високиот контраст во параметрите на PC.	Address the user directly using the second person pronoun to take the necessary action. "PC" is Windows-specific terminology but компјутер is also used

2.2.2 Promote a feature

US English	mk-MK 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.	Лозинката со слика е нов начин за заштита на PC со екран на допир. Вие ја избирате сликата – и гестовите што се користат со неа – за да создадете лозинка што е единствено ваша.	Promoting a specific feature with the use of em-dash to emphasis 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.	Дозволете апликациите да ви даваат персонализирани содржини врз основа на локацијата, името, сликата на сметката и други информации од доменот на PC.	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	mk-MK target	Explanation
To go back and save your work, click Cancel and finish what you need to.	За да се вратите и да ја зачувате својата работа, кликнете Откажи и завршете го потребното.	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.	За потврда на тековната лозинка со слика, само гледајте го повторното пуштање и следете ги гестовите прикажани на сликата.	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	mk-MK 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.	Инсталирани се ажурирањата, но Инсталацијата на Windows 10 треба да се престартува за тие да работат. По рестартирањето, ќе продолжиме од каде што застанавме.	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.	Доколку се рестартира сега, вие и сите други што го користат овој компјутер може да ја изгубите незачуваната работа.	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.	Документот автоматски ќе се премести во точната библиотека и папка откако ќе ги коригирате својствата што се неважечки или недостасуваат.	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.	Се случи нешто лошо! Не може да се лоцираат преземените датотеки за да се создаде УСБ-меморија за подигнување.	Without complexity and using short sentences inform the user what has happened.

3 Language-specific standards

Information about Macedonian-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. Abbreviate using the first letter of the word;
2. Abbreviate using the first syllable of the word;
3. Abbreviate to the first vowel or consonant of the word.

List of common abbreviations:

Expression	Acceptable abbreviation
пример	пр.
господин	г.
година	г. or год.
женски род	ж.р.
машки род	м.р.
наша ера	н.е.
страница	стр.
то ест	т.е.
број	бр.

и така натаму	итн.
и друго	и др.
и слично	и сл.
улица	ул.

Don’t abbreviate внес. Don’t abbreviate anything that might not be immediately recognizable to a user.

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).

Localized acronyms

There are a few acronyms already consolidated in Macedonian language as common nouns, therefore they follow the rules applicable to nouns, as in "модем," "кодек," "ласер."

Note: National working group that has drafted Glossary of Macedonian terms from the sphere of information technology adopted the rule for transcription of Latin acronyms with Cyrillic letters except the acronyms that do contain letters W, Q, X, Y. Refer to the Glossary of Macedonian terms from the sphere of information technology for the list of adopted and approved acronyms.

Examples:

en-US source	mk-MK target
RAM	РАМ
ROM	РОМ
OS	ОС
DPI	ДПИ
IP	ИП

Unlocalized acronyms

Acronyms that do contain letters W, Q, X, Y are not localized in Macedonian.

Examples:

en-US source	mk-MK target
WPA	WPA
QC	QC
XML	XML

3.1.3 Adjectives

In Macedonian, handle adjectives should be handled manner.

The adjective is grammatically dependent on the noun and should have the same grammatical characteristic as the noun it's used with, which means that the adjective should agree in gender and number with the noun (for example, serious error—сериозна грешка). All plural adjectives in Macedonian end in "и" (for example, serious errors—сериозни грешки). Adjectives can be used with articles (for example, сериозните).

Possessive adjectives

The frequent use of possessives is a feature of English language. However, in Macedonian, possessive adjectives are handled in the following way: Possessive adjectives are frequently used in Macedonian language, too. Yet, in localization process, try to omit using possessive adjectives and use articles instead.

en-US source	mk-MK target
Open your document.	Отворете го документот. (**never**: Отворете го вашиот документ.)

3.1.4 Articles

General considerations

Articles in Macedonian are frequently used. Articles should be used with a definite object in the sentence. Articles are not used with proper names.

en-US source	mk-MK target
File already exists The file already exists This file already exists	Датотеката веќе постои

Unlocalized feature names

Microsoft product names and non-translated feature names are used without definite or indefinite articles in the English language. The same applies for Macedonian language.

Example:

en-US source	mk-MK target
Open Word.	Отворете Word.

Localized feature names

Translated feature names are handled in the following way: Translated feature names are used as regular words.

Examples:

en-US source	mk-MK target
Quick Access Toolbar	Алатник за брз пристап
Administrative tools contain tools for system administrators and advanced users.	Администраторските алатки содржат алатки за администратори на системот и напредни корисници.

Articles for English borrowed terms

When faced with an English loan word previously used in Microsoft products, 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

the Macedonian language? The borrowed words follow the norm of Macedonian language and can be used with articles.
- Analogy: Is there an equivalent Macedonian 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.

Check the Microsoft Language Portal to confirm the user of a new loan word and its proper article to avoid inconsistencies.

Examples:

en-US source	mk-MK target
The server	Серверот
The administrator	Администраторот

3.1.5 Capitalization

In Macedonian, capitalization is used very sparingly therefore capitalize only when you have to.

What to capitalize?

Names of user interface elements (commands, menus, dialog box titles), program names, etc. Only the first word is capitalized, for example, **Кадар на екранот.**
In addition, you should capitalize nouns or noun equivalents denoting a person, institution, city, state, newspaper.

Don’t capitalize

Names of week days, months, languages, etc. are not capitalized. For example, четврток, март, македонски јазик.

Note: Capitalization of source term doesn't necessarily mean that this term has to be capitalized in Macedonian.

Here are some frequently occurring cases when you should not capitalize in Macedonian:

Rule	Example
The word "web" is not capitalized	веб-страница
Contrary to English names of days, months, languages are not capitalized	четврток, март, македонски јазик
In names consisting of several word only the first one is capitalized	Вкрстена референца
The word "Internet" is not capitalized	интернет-протокол

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.

Compounding is a word formation strategy that's used in Macedonian language. Elements of the compounds involve qualifiers of a main term. The qualifiers can be adjectives, proper nouns, nouns and verbal qualifiers. In terms of orthography, each morpheme of the compound can be spelled as a separate word, jointly, or delimited by hyphens.

Examples:

en-US source	mk-MK target
Metadata	Метаподатоци
Web browser	Веб-прелистувач
Internet Protocol	Интернет-протокол

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.

If the Macedonian Microsoft voice can be conveyed through the use of conjunctions, then this section is applicable. In the Macedonian Microsoft voice, use conjunctions which reflect a tone that's conversational, personal and clear in meaning, especially ones

that are related to IT terminology in everyday language. If possible, start the sentence with a conjunction to convey an informal style.

en-US source text	mk-MK old use of conjunctions	mk-MK new use of conjunctions
When you rename the file...	Кога ќе ја преименувате датотеката...	Со преименување на датотеката...
The web-site you're trying to reach...	Веб-локацијата на којашто се обидувате да дојдете...	Веб-локацијата до којашто се обидувате да пристапите...
We're having difficulties locating this page.	Имаме тешкотии да ја најдеме таа страница.	Имаме тешкотии со наоѓање на страницата.

3.1.8 Gender

Macedonian language distinguishes gender. Using masculine is common in Macedonian, although you should try to avoid using masculine or feminine gender when referring to the user. Avoid combination of both genders since it's not a common case in Macedonian language.

Example:

en-US source	mk-MK target
<User name> likes your...	На корисникот <User name> му се допаѓа...

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 Macedonian 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	mk-MK target
This is a no-brainer.	Ова е едноставно.

3.1.10 Nouns

General considerations

Nouns denote creatures, things, terms, phenomena. Nouns in English text should be translated with nouns in Macedonian. You should strive to use Macedonian words instead of borrowed words. Yet, there are borrowed words that have been used for a long time and are already firmly integrated in Macedonian language. These words follow the norm of Macedonian language.

Examples:

en-US source	mk-MK target
client	клиент
administrator	администратор

Inflection

Nouns in Macedonian language inflect for number and articles.

Examples:

en-US source	mk-MK target
client	клиентот
administrator	администраторот

Plural formation

Macedonian nouns form plural with inflections. Regular plural is most commonly used in localization process. Masculine and feminine nouns form plural by adding "-и" after the noun. Neuter nouns form plural by adding "-а" and seldom by adding "-и" after the noun.

Examples:

en-US source	mk-MK target
pages	страници
person	лица

3.1.11 Numbers

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

Cardinal

The numbers from 1-10 are written by letters, all other number above 10 may be written both by letters and by numbers. There is no dependency related to the denotation of the living being.

The numbers 1 and 2 only (one and two) are gender dependant, so for "one," we have: masc. singular—еден, plural—едни; fem. singular—една, plural—едни; neut. singular—едно, plural—едни;

for "two": masc.—два; fem.—две; neut.—две;

All the others keep the same form independently.

Ordinal

The forming of the ordinal numerals depends on the gender of the numeral. To form the ordinal numerals, we add -ти (m.), -та (f.), -то (n.) to the basic numeral. Exception to this rule are the ordinal numerals "first," "second" and "third" (први, втори and трети). If the basic word ends on the letter t ("т") and we add the suffixes for ordinal numerals, then a double t is generally produced (петти, деветти etc.). For the ordinal numerals seventh (седми) and eighth (осми), we reduce some of the letters of the basic number, for example: осум > осми (eighth), седум > седми (seventh). Here is an example of this for the numbers three and five: 3—трет (thirth), трета (thirth), трето (thirth); 5—петти (fifth), петта (fifth), петто (fifth). Note that the ordinal numbers can also be written in numerals (not only letters), and when this is the case, the numeral is followed by a full stop. For example, the equivalent of third—3rd into Macedonian would be "3." (3. Македонска бригада, 5. роденден etc.)

Regarding collective numbers (when they are used to refer to a multitude of people, per se), the collective form of the numbers 2, 3, and 4, are written with the suffix -(и)ца: двајца, тројца, четворица. The collective forms for numbers 5 and above the following exceptions are true: the suffix is -(м)ина, and the forms are: петина, шесмина, седуммина, осуммина (these two have a double m), деветмина, десетмина, единаесетмина etc. Collective numbers are written in letters only. If their form is written with the definite article, the following changes occur to their forms: двајцата, тројцата, петтемина, шестемина, деветтемина, единаесеттемина etc. (double t is again inserted for the numbers ending in t). The collective form of numbers is just one sub-form of the multiplicative numbers which also include the forms used for approximation: два-три, пет-шест, седум-осум etc. The forms for ten and a hundred are written with the suffix -ина: десетина, педесетина, стотина etc. Note that the following numbers are also considered multiplicative forms: двојно, тројно, четворно. The forms for five and above are written with the suffix -кратно: петкратно, шесткратно, деветкратно etc. Another way is this: еднаш, два пати, три пати etc.

3.1.12 Prepositions

Be aware of proper preposition use in translations. Many translators, influenced by the English language, omit them or change the word order.

For the Microsoft voice, use of prepositions is another way to help convey a casual or conversational tone. Starting or ending a sentence with a preposition is acceptable practice in conveying Microsoft voice.

Being an analytic language, Macedonian makes extensive use prepositions, and often for the sake of saving valuable space and sometimes clarity, the translator should explore the possibility of avoiding excessive use of prepositions, but not at all cost.

Source text expression	mk-MK expression	Comment
Page Layout	Распоред на страницата	The literal translation without the preposition "Распоред страницата" sounds awkward and is not correct
Navigation pane	Окно за навигација	

3.1.13 Pronouns

Pronouns "вие," "вам," "ваш," "вашиот" usually are not capitalized. For example, they should not be capitalized in documentation, software or materials, addressed to users in general. They are capitalized in private and business letters addressed to specific people.

In English "you/your" is used more often than in Macedonian. Try to avoid forms "вие," "вам," "ваш," "вашиот" etc. whenever possible. Instead use neutral structures, passive voice or articles.

Examples:

en-US source	mk-MK target
Do you want to save the current messages?	Дали сакате да ги зачувате тековните пораки?
Use your mouse to draw circles on the page.	Користете го глушецот за да нацртате кругови.
You can't select any names now.	Не може да изберете имиња сега.

3.1.14 Punctuation

Follow the basic rules for the use of punctuation marks in Macedonian.

Comma

Use coma to separate parts of the compound sentence. Comma should be used to separate all items in enumeration (for example, Може да пресметувате, да правите графикони, да внесувате функции и многу други работи) and when describing consecutive actions (Отворете го документот, внесете го текстот, зачувајте ги промените и затворете го).

Comma is also used as the decimal separator in Macedonian language (5,25 см). After a comma, don't capitalize the following word.

Colon

Use colons after an expression that includes enumeration. Also, you can use a colon in lists. After a colon, don't capitalize the following word, unless this is used in letter salutations or enumerations that consist of full sentences. Refer to normative sources for more information on this.

Example:

US English	mk-MK target
Here you can find folders, files, notes, and calendars.	Тука може да најдете: папки, датотеки, белешки и календари.

Dashes and hyphens

Three different dash characters are used in English:

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. The same applies for Macedonian. A hyphen is also used without spaces in ordinal numbers.

Examples:

US English	mk-MK target
web-site	веб-локација
17th	17-ти

En dash

The en dash is used usually with spaces before and after. It separates words in a sentence and has a grammatical function.

Example:

US English	mk-MK target
Your Favorites—Calendar and Notes	Вашите омилени – календарот и белешките

The en dash is also used in number ranges, such as those specifying page numbers.

Example:

US English	mk-MK target	Comment
Page 30–35	Страница 30 – 35	Always use space before and after the en-dash

Em dash

The em dash is not used in Macedonian.

Ellipses (suspension points)

Make sure you remove all spaces before the ellipsis sign, even when this is used in source text. Some command names appear in the menu followed by the ellipsis sign to indicate that when pressing it, a dialog window will open. The same convention applies in Macedonian.

Examples:

US English	mk-MK target
Save as…	Зачувај како...
Open…	Отвори...

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

- Never use tree dots instead of ellipses.
- Make sure you remove all spaces before the ellipsis sign.

Example:

US English	mk-MK target	Comment
Open…	Отвори...	Отвори... (incorrect)

Period

Use period to mark the end of a declarative sentence. After a period, the following word is always capitalized, unless this period is used in an abbreviation. Use period after some abbreviations. Abbreviations that refer to measures are not followed by a period, same as the acronyms. If a sentence ends with an abbreviation (which is followed by a period), don't add a full stop.

Example:

US English	mk-MK target	Comment
Last version issued 2010.	Последната верзија е објавена во 2010 год.	Don't add a full stop after the abbreviation. Next sentence should start with a capital letter.

Quotation marks

Quotation marks are used when referring to titles, or when trying to emphasize something.

In US source strings, you may find software references surrounded by English quotation marks. This should be the same in Macedonian. Follow the basic rules for the use of quotation marks in Macedonian. Note that curly quotation marks are used in Macedonian—opening curly quotation mark („) and closing curly quotation mark (“). Punctuation mark following the word in quotation marks stands outside the quotation marks in Macedonian.

Example:

US English	mk_MK target
See the "How to" section.	Погледнете во делот „Упатства“.

Parentheses

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

The same applies to Macedonian. The placement of a full stop with the parentheses depends on what they refer to: if they enclose a part of the sentence, the full stop is placed outside the closing bracket; if they enclose the full sentence, the full stop is placed inside the parentheses.

Examples:

US English	mk-MK target
Click next to continue (you may need to enter the product key).	Кликнете следно за да продолжите (можеби ќе треба да го внесете клучот за производот).
Click next to continue. (You may need to enter the product key.)	Кликнете следно за да продолжите. (Можеби ќе треба да го внесете клучот за производот.)

3.1.15 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.

In the Macedonian Microsoft voice, in order to avoid wordy phrases and instead create engaging ones, make them shorter. To achieve that replace words like "you, your, this, that" with a definite article to the noun to which they refer. Avoid using dated words which are rarely or never mentioned in the IT context.

US English source text	mk-MK long form	mk-MK sentence fragment
Use the following steps.	Следете ги следниве чекори.	Еве како.
Your account is closed.	Вашата сметка е затворена.	Сметката е затворена.
The requested item was not found.	Ставката што се бараше не беше најдена.	Бараната ставка не е најдена.

3.1.16 Split infinitive

Split infinitive in English language is denoted by an adverb between the two parts of full infinitive.

Split infinitive in Macedonian is translated by "да-конструкција" following the adverb.

Examples:

US English	mk-MK target
To carefully read the instructions	Внимателно да се прочитаат упатствата
We need user to quickly press the button.	Корисникот треба брзо да го притисне копчето.

3.1.17 Symbols & nonbreaking spaces

Use a nonbreaking space (CTRL+SHIFT+SPACEBAR) in any abbreviation.

If nonbreaking spaces can't be used (in Help files, for example) it's also acceptable to write these abbreviations without a space to avoid having one letter move to the beginning of the next line.

Example:

US English	mk-MK target
etc.	и др.

3.1.18 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 Macedonian, Microsoft voice can be conveyed similarly through the use of verb tense. Although passive voice of the present simple tense should be avoided where possible, it can make a sentence shorter so it can be used if necessary, as in the example. Use the gerund to make phrases shorter.

US English source text	mk-MK use of verb tense	Comments
%1 was added to this conversation.	%1 е додаден на разговорот.	Translated with the use of present tense.
Removes all suggestions that were added to the suggestions list.	Ги отстранува сите зборови што се додадени во списокот со предлози.	Translated with the use of present tense.
There was a problem creating your account.	Има проблем со создавање на сметката.	Translated with the use of present tense.

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 Macedonian, 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.

Accuracy: As a rule, all English text needs to be translated. In some cases, though, text can be omitted or added; there should be a specific reason for that and you might need to check it with project team. The translated text should correctly reflect product functionality.

Localization: Localization means that the translated text needs to be adapted to the to the local language, customs and localization standards. For example, in many cases you would need to use Macedonian names rather than English, for example, Edward—Петар, New York—Скопје. Don't translate every word, but use the style that's natural for Macedonian.

Example:

In the message "Please, press any key" not every word needs to be translated, like "Ве молиме, притиснете некое копче"; recommended translation is "Притиснете некое копче".

Consistency: Ensure that all terminology is used consistently both within one component and across different components (software, help, documentation). In most cases terminology needs to be consistent also across different products. Moreover, use consistent style and register and translate similar phrases consistently.

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 http://www.microsoft.com/enable/education/.

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 from the MS team.

Those product names that are very well localizable or contain a well localizable part are usually localized. Always check their translation on Microsoft Language Portal.

Preposition "for" is always translated in product names, unless the whole product name (including "for") is trademarked or copyrighted. Example: "Word for Windows" is "Word за Windows".

Version numbers

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

US English	mk-MK target
Version x.x	Верзија x.x

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.

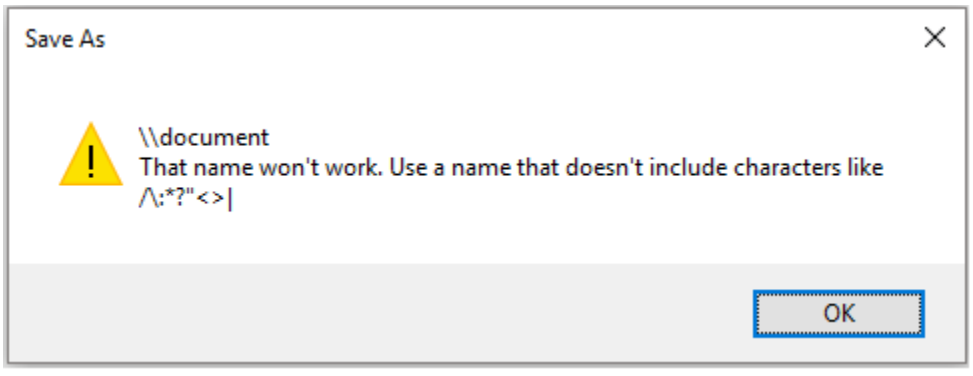
A thorough understanding of the culture of the target market is required for checking the appropriateness of cultural content, clip art and other visual representations of religious symbols, and body and hand gestures.

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 Macedonian translation
Oops, that can't be blank...	Ох, тоа не може да биде празно...
Not enough memory to process this command.	Нема доволно простор за да се обработи наредбата.

Macedonian 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.

Many error messages in English end with exclamation marks, but usually they should not be used in Macedonian. You should decide whether exclamation mark is appropriate in Macedonian translation in each particular case.

Standard phrases in error messages

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
Can’t ... Could not ...	Не може ...	Не може да се вчита...
Failed to ... Failure of ...	Не успеа ...	Не успеа создавањето...
Can’t find ... Could not find ... Unable to find ... Unable to locate ...	Не може да се најде ...	Не може да се најдат двигатели за овој уред.

Not enough memory Insufficient memory There is not enough memory There is not enough memory available	Нема доволно меморија	Нема доволно меморија за да се изврши оваа задача.
... is not available ... is unavailable	... не е достапно	Локацијата не е достапна.

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, see 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".

You should always take into consideration whether the word following the placeholder is in singular or in plural form in order to achieve agreement in gender and number.

4.5.2 Keys

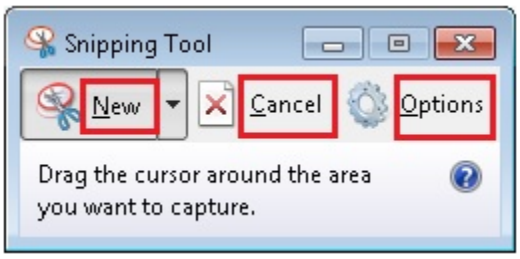
In English, references to key names, like arrow keys, function keys and numeric keys, appear in normal text (not in small caps). The same applies to Macedonian.

English key name	Macedonian key name
Alt	Alt
Backspace	Backspace
Break	Break

English key name	Macedonian key name
Caps Lock	Caps Lock
Ctrl	Control
Delete	Delete
Down Arrow	Стрелка за долу
End	End
Enter	Enter
Esc	Esc
Home	Home
Insert	Insert
Left Arrow	Стрелка за лево
Num Lock	Num Lock
Page Down	Page Down
Page Up	Page Up
Pause	Pause
Right Arrow	Стрелка за десно
Scroll Lock	Scroll Lock
Shift	Shift
Spacebar	Копче за празно место
Tab	Tab
Up Arrow	Стрелка за горе
Windows key	Windows копче
PrtSc	Print screen
Menu key	Копче за мени

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 (also known as access keys) that allow you to run commands, perform tasks, etc., more quickly.

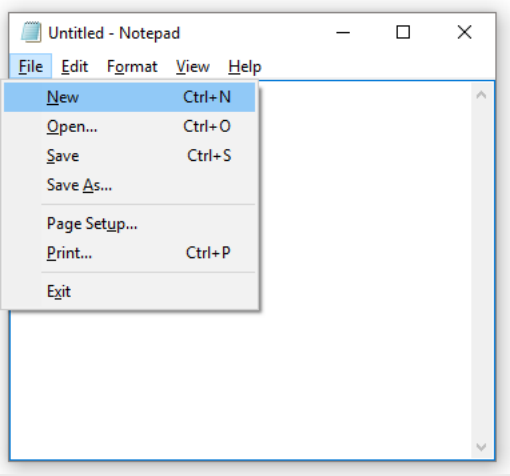


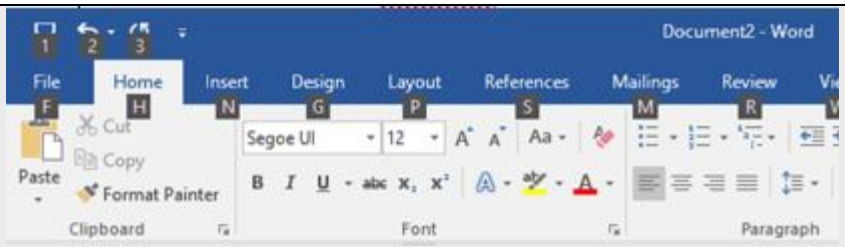
Currently keyboard shortcuts are often assigned automatically by a special tool, so be sure to ask your manager whether you need to pay attention to keyboard shortcuts or not.

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	Slim characters are allowed, though they are not recommended because they might be hard to see
Characters with downstrokes, such as g, j, y, p and q can be used as keyboard shortcuts	yes	Characters with downstrokes are allowed, though they are not recommended because they might be hard to see. A keyboard shortcut can be assigned to these characters if there are no other options (i.e. all other characters have keyboard shortcuts assigned to them)
Extended characters can be used as keyboard shortcuts	no	
An additional letter, appearing between brackets after item name, can be used as a keyboard shortcut	yes	
A number, appearing between brackets after item name, can be used as a keyboard shortcut	yes	
A punctuation sign, appearing	yes	

between brackets after item name, can be used as a keyboard shortcut		
Duplicate keyboard shortcuts are allowed when no other character is available	no	
No keyboard shortcut is assigned when no more characters are available (minor options only)	yes	

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

Term	Usage
access key	A subtype of keyboard shortcut. A letter or number that the user types to access UI controls that have text labels. Access keys are assigned to top-level controls so that the user can use the keyboard to move through the UI quickly. Example: F in Alt+F Example in UI localization: H&ome  In keyboard shortcuts, most access keys are used with the Alt key.
key tip	The letter or number that appears in the ribbon when the Alt key is pressed. In UI localization, the key tip is the last character present in the strings after the "`" character. Example: In UI localization Home`H

	
shortcut key	A subtype of keyboard shortcut. A key that the user types to perform a common action without having to go through the UI. Shortcut keys are not available for every command. Example: Ctrl+N, Ctrl+V In keyboard shortcuts, most shortcut keys are used with the Ctrl key. Ctrl+letter combinations and function keys (F1 through F12) are usually the best choices for shortcut keys.

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	Macedonian command	Macedonian shortcut key
General Windows shortcut keys			
Help window	F1	Помош	F1
Context-sensitive Help	Shift+F1	Контекстуална помош	Shift+F1
Display pop-up menu	Shift+F10	Прикажи скок-мени	Shift+F10
Cancel	Esc	Откажи	Esc
Activate\Deactivate menu bar mode	F10	Активирај/деактивирај режим на лента со менија	F10
Switch to the next primary application	Alt+Tab	Префрли се на следната примарна апликација	Alt+Tab
Display next window	Alt+Esc	Прикажи го следниот прозорец	Alt+Esc
Display pop-up menu for the window	Alt+Spacebar	Прикажи скок-мени за прозорецот	Alt+Spacebar
Display pop-up menu for the active child window	Alt+-	Прикажи скок-мени за активниот подреден прозорец	Alt+-
Display property sheet for current selection	Alt+Enter	Прикажи го листот со својства за тековниот избор	Alt+Enter
Close active application window	Alt+F4	Затвори го прозорецот на активната апликација	Alt+F4
Switch to next window within (modeless-compliant) application	Alt+F6	Префрли се на следниот прозорец во апликацијата	Alt+F6
Capture active window image to the Clipboard	Alt+Prnt Scrn	Сними ја сликата на активниот прозорец во Складот	Alt+Prnt Scrn

US command	US English shortcut key	Macedonian command	Macedonian shortcut key
Capture desktop image to the Clipboard	Prnt Scrn	Сними ја сликата на работната површина во Складот	Prnt Scrn
Access Start button in taskbar	Ctrl+Esc	Пристапи до копчето Старт на лентата со задачи	Ctrl+Esc
Display next child window	Ctrl+F6	Прикажи го следниот подреден прозорец	Ctrl+F6
Display next tabbed pane	Ctrl+Tab	Прикажи го следното окно со картички	Ctrl+Tab
Launch Task Manager and system initialization	Ctrl+Shift+Esc	Стартувај го Управникот со задачи и активирај го системот	Ctrl+Shift+Esc
File menu			
File New	Ctrl+N	Датотека Ново	Ctrl+N
File Open	Ctrl+O	Датотека Отвори	Ctrl+O
File Close	Ctrl+F4	Датотека Затвори	Ctrl+F4
File Save	Ctrl+S	Датотека Зачувај	Ctrl+S
File Save as	F12	Датотека Зачувај како	F12
File Print Preview	Ctrl+F2	Датотека Преглед пред печатење	Ctrl+F2
File Print	Ctrl+P	Датотека Печати	Ctrl+P
File Exit	Alt+F4	Датотека Излези	Alt+F4
Edit menu			
Edit Undo	Ctrl+Z	Уреди Врати	Ctrl+Z
Edit Repeat	Ctrl+Y	Уреди Повтори	Ctrl+Y

US command	US English shortcut key	Macedonian command	Macedonian shortcut key
Edit Cut	Ctrl+X	Уреди Отсечи	Ctrl+X
Edit Copy	Ctrl+C	Уреди Копирај	Ctrl+C
Edit Paste	Ctrl+V	Уреди Залепи	Ctrl+V
Edit Delete	Ctrl+Backspace	Уреди Избриши	Ctrl+Backspace
Edit Select All	Ctrl+A	Уреди Избери сѐ	Ctrl+A
Edit Find	Ctrl+F	Уреди Најди	Ctrl+F
Edit Replace	Ctrl+H	Уреди Замени	Ctrl+H
Edit Go To	Ctrl+G	Уреди Оди до	Ctrl+G
Help menu			
Help	F1	Помош	F1
Font format			
Italic	Ctrl+I	Италик	Ctrl+I
Bold	Ctrl+B	Болд	Ctrl+B
Underlined\Word underline	Ctrl+U	Подвлечено	Ctrl+U
Large caps	Ctrl+Shift+A	Големи букви	Ctrl+Shift+A
Small caps	Ctrl+Shift+K	Смалени големи букви	Ctrl+Shift+K
Paragraph format			
Centered	Ctrl+E	Порамнет во центар	Ctrl+E
Left aligned	Ctrl+L	Порамнет од лево	Ctrl+L
Right aligned	Ctrl+R	Порамнет од десно	Ctrl+R
Justified	Ctrl+J	Порамнет	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. However, if your language has an established pronunciation for a common term (such as "server"), use the local pronunciation. Pronunciation can be adapted to the Macedonian phonetic system if the original pronunciation sounds very awkward in Macedonian.

For more information on pronunciation of English terms, see the Macedonian Orthography Book.

Example	Phonetics	Comment
SecurID	[sɪ'kjuər aɪ di:]	Should be pronounced as "секјур ај ди"
.NET	[dot net]	Should be pronounced as "дот нет"
Skype	[skajp]	Product names are always pronounced the way there are pronounced in the source language

Acronyms and abbreviations

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

In Macedonian the same rules apply for pronunciation of different groups of words.

Example	Comment
RADIUS	радиус
RAS	рас
ISA	иса
LAN	лан
WAN	ван
WAP	вап
MAPI	мапи

POP	поп
OWA	ова

Other abbreviations are pronounced letter by letter.

Example	Comment
ICMP	и-ц-м-п
IP	и-п
TCP/IP	т-ц-п/и-п
XML	икс-ем-ел
HTML	ха-те-ем-ел
URL	у-р-л
SQL	ес-ку-ел

URLS

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

"www" should be pronounced as "дупло ве дупло ве дупло ве."

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

Example	Comment
http://www.microsoft.com	дупло ве дупло ве дупло ве точка мајкрософт точка ком

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 / \ ˇ < > + - using the approved Macedonian translations.

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