![Microsoft](Microsoft logo)

Italian Localization Style Guide

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1 Welcome

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

Before you dive in, make sure you understand the key tenants of the [Microsoft voice](#).

2 Microsoft voice

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

Three principles form the foundation of our voice:

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

The Microsoft voice targets a broad set of users from technology professionals and enthusiasts to casual computer users. Although content might be different for different audiences, the principles of the Microsoft voice are the same. However, the Microsoft voice also 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 the Microsoft voice should extend across Microsoft content for all language locales. Each language has specific choices in style and tone that evoke the Microsoft voice in that language.

2.1 Choices that reflect the Microsoft voice

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

The general style should be clear, friendly, and concise. For consumer content, use language that resembles everyday conversation, as opposed to the formal, technical language that's often used in technical and commercial content.

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

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

IMPORTANT: The sample translations in this style guide are **not** meant to be prescriptive samples of terminology. The correct and most updated terminology is in [Microsoft Terminology - Globalization | Microsoft Learn](#).

2.1.1 Flexibility

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

English example	Italian example
Apps, front and center	App in primo piano
Wall-to-wall web	Web a tutto schermo
The next chapter	Il futuro di Windows

2.1.2 Words and phrases to avoid

The Microsoft voice avoids an unnecessarily formal tone.

In order to evoke the Microsoft voice for the Italian-speaking audience, use everyday words instead of formal ones, which may sound less natural.

The suggestions below are only examples. You may change the suggested translations according to the context, but be careful and consider the global audience, which might not be familiar with some slang terms or colloquialisms. When translating, always keep in mind the goals of the Microsoft voice and use the words that people use in less formal situations.

en-US source	Italian word to avoid	Italian word/phrase
reference	fare riferimento a	vedere
want	desiderare	volere
can	essere in grado di	riuscire

Note that the following translations are preferred, but you can safely use the alternatives, especially when using synonyms will help you avoid repetition.

en-US source	Italian preferred translation	Italian alternative translation
use	usare	utilizzare
try	provare	tentare

find	trovare	individuare

2.1.3 Word choice

Terminology

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

Short word forms and everyday words

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

In Italian, the use of short word forms is allowed only for a very limited list of terms that are widely known and well-established, they're unlikely to be misunderstood.

Take care to adhere to approved terminology and not use different target terms for already established and approved terms.

en-US source term	Italian word	Italian word usage
PC	personal computer	PC
cellular phone	telefono cellulare	cellulare
email	messaggio di posta elettronica	e-mail or email
email server	server di posta elettronica	server e-mail or server email
info	informazioni	info
app	applicazione	app

2.1.4 Word-for-word translation

To achieve a fluent translation, avoid word-for-word translation. If text is translated literally without an overall understanding of the paragraph or page, the tone will sound

stiff and unnatural and the result may even be ridiculous. The text may be split into different sentences if that helps to simplify the translated text. You can omit descriptors to make the text snappier.

English text	Correct Italian translation	Incorrect Italian translation
Welcome to gaming for Windows 10	Il parco giochi di Windows 10	Benvenuto nei giochi per Windows 10
Spend time playing the game, not looking for it Have you ever downloaded a new game and then spent more time trying to find it on your PC than you spent looking for the lost treasure or hidden bonus levels? With the Games Explorer in Windows 10, getting started with a game is so easy that even the n00biest of n00bies can do it.	I tuoi giochi preferiti... a portata di mano Ti è mai capitato di scaricare un nuovo gioco e passare più tempo a cercarlo sul tuo PC che a cercare un tesoro nascosto? Con Games Explorer in Windows 10 anche i giocatori più negati possono iniziare a divertirsi in un batter d'occhio!	Passa il tempo a giocare, non a cercare il gioco Hai mai scaricato un nuovo gioco e passato più tempo a cercarlo sul PC che non a cercare il tesoro perduto o un livello bonus nascosto? Con Games Explorer in Windows 10, iniziare a giocare con un gioco è così facile che anche il peggiore tra i peggiori giocatori può farcela.
But before you even peel the plastic off a newly purchased game (or download it from the Games for Windows Marketplace*), you'll already have a solid library of Windows favorites: Hearts, Minesweeper, two kinds of Solitaire.	Ancor prima di scartare un gioco nuovo di zecca (o di averlo scaricato dal marketplace Giochi per Windows*), potrai divertirti con una collezione completa di giochi di Windows, ovvero Hearts, Prato fiorito e due tipi di solitari.	Ma prima di rimuovere la plastica da un gioco appena acquistato (o di scaricalo dal Marketplace di Games for Windows*), hai già una solida libreria di preferiti di Windows: Cuori, Dragamine, due tipi di Solitario.

2.2 Sample Microsoft voice text

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

IMPORTANT: The sample translations in the following sections are **not** meant to be prescriptive samples of terminology. The correct and most updated terminology is in [Microsoft Terminology - Globalization | Microsoft Learn](#).

2.2.1 Focusing on the user action

US English	Italian target	Explanation
The password isn't correct, so try again. Passwords are case-sensitive.	La password non è corretta. Prova di nuovo ricordando che nelle password devi specificare correttamente maiuscole e minuscole.	The user has entered an incorrect password, so provide the user with a short and friendly message that lets them know that they need to try again.
This product key didn't work. Check it and try again.	Il codice Product Key non funziona. Verifica di averlo inserito correttamente e riprova.	The user has entered an incorrect product key. The message casually and politely asks the user to check it and try again.
All ready to go	Ora tutto è pronto per iniziare	A casual and short message informs the user that setup has completed and the system is ready to be used.
Would you like to continue?	Vuoi continuare?	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.	Dai al tuo PC il nome che preferisci. Se vuoi cambiare il colore dello sfondo, disattiva il contrasto elevato nelle impostazioni del PC.	Address the user directly, using the second person pronoun, to help the user take the necessary action.

2.2.2 Explanatory text and providing support

US English	Italian 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.	Gli aggiornamenti sono stati installati ma per farli funzionare devi riavviare il programma di installazione di Windows 10. Dopo il riavvio, riprenderemo da dove eravamo rimasti.	The language is natural, the way people talk. In this case, the voice is reassuring, letting the user know that we're doing the work. The use of "we" gives the text a personal, human tone.
If you restart now, you and any other people using this PC could lose unsaved work.	Se riavvii adesso, tu e tutti gli altri utenti che stanno usando questo PC potreste perdere i dati non salvati.	The 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.	Dopo che avrai corretto le proprietà non valide o mancanti, questo documento verrà automaticamente spostato nella raccolta e nella cartella corrette.	The text is informative and clearly and directly tells the user what action will be taken.
Something bad happened! Unable to locate downloaded files to create your bootable USB flash drive.	C'è un problema. Non trovo i file scaricati per creare l'unità flash USB di avvio.	Short, simple sentences tell the user what happened.

2.2.3 Promoting a feature

US English	Italian 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.	La password grafica è un nuovo modo per proteggere il tuo PC touchscreen. Puoi scegliere un'immagine e i gesti da	**Promoting a specific feature** To promote the picture password feature, the text lists the requirements needed to enable the feature. The parenthetical

US English	Italian target	Explanation
	usare per creare una password solo tua.	statement clarifies and emphasizes the requirements.
Let apps give you personalized content based on your PC's location, name, account picture, and other domain info.	Consenti alle app di fornirti contenuto personalizzato in base alla posizione e al nome del tuo PC, all'immagine dell'account e ad altre info relative al dominio.	**Promoting the use of apps** Depending on the context, everyday words, such as "PC," can help make the text sound familiar and friendly.

2.2.4 Providing how-to guidelines

US English	Italian target	Explanation
To go back and save your work, click Cancel and finish what you need to.	Per tornare indietro e salvare il lavoro, fai clic su Annulla e finisci quello che desideri.	The second-person pronoun and short, clear direction help the user understand what to do next.
To confirm your current picture password, just watch the replay and trace the example gestures shown on your picture.	Per confermare la tua password grafica corrente, guarda la riproduzione e ripeti sull'immagine i gesti di esempio mostrati.	The tone is simple and natural. The user isn't overloaded with information; we tell them only what they need to know to make a decision.
It's time to enter the product key. When you connect to the internet, we'll activate Windows for you.	A questo punto devi inserire il codice Product Key. Non appena ti connetterai a Internet, attiveremo Windows.	The second-person pronoun and direct, natural language clearly tell the user about the product key.

3 Inclusive language

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

General guidelines

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

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

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

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

Don't use profane or derogatory terms.

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

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

Note: If source does not comply with these guidelines, please raise a query.

Use this	Not this	Use this	Not this
English examples		Target examples	
subordinate	slave	subordinato	schiavo

perimeter network	demilitarized zone (DMZ)	rete perimetrale	zona demilitarizzata
electorate	voters	corpo elettorale	votanti
expert	guru	persona esperta	guru
colleagues; everyone; all	guys; ladies and gentlemen	personale; organico; forza lavoro; team	signore e signori; gente
teacher		docente	maestra o maestro

3.1 Avoid gender bias

When using gender-inclusive language in Italian, consider the following:

- Italian nouns can be either masculine or feminine. Overextended masculine plural is by definition gender-biased because it defaults neutrality to masculine gender. Ideally, when possible, it should be avoided when there are other alternatives to convey gender neutrality.
- Binary representations of gender should be avoided when possible: not every person identifies as either female or male. Prefer *persone* (people) to *uomini* e *donne* (men and women).
- Gender-neutral alternatives and strategies are not necessary for expressing generic roles and functions. Examples: il fornitore, l'operatore, il gestore, il rivenditore.
- Certain masculine singular nouns mentioned in User Interface should be considered as generic roles and gender-neutral alternatives are not necessary.
  Examples: l'amministratore, l'organizzatore.

The following strategies are recommended for achieving gender-inclusive language.

1. Give visibility to feminine gender

- Use both genders when referring to a group of people including both sexes, especially in general or introductory statements. Example: i ragazzi e le ragazze…, uno o una dei nostri esperti, i lavoratori e le lavoratrici della filiera produttiva. This is important in contexts traditionally associated to male groups where we want to avoid reinforcing social stereotypes. Example: gli sviluppatori e le sviluppatrici.
- Use the feminine form for professions and roles, as needed. Examples: deputata, avvocata, soldata or soldatessa, sindaca, medica, ministra, ingegnera, notaia, etc.

2. Hide both genders and avoid binary representations

- Use gender-neutral nouns. Examples: persona, essere umano.
- Use collective nouns. Examples: personale, corpo docente, direzione, dirigenza, etc.
- Use relative and indefinite pronouns. Examples: chi insegna, chi studia, chi utilizza, etc.
- Rephrase as needed. Examples: Benvenuto > Ti diamo il benvenuto, Sei sempre aggiornato > Hai sempre gli ultimi aggiornamenti
- Use passive form. Example: Gli studenti possono iscriversi online > L'iscrizione può essere fatta online.
- Use impersonal form. Example: Gli iscritti al webinar possono… > Chi si iscrive al webinar può…

3. Use overextended masculine plural

- When the previous two strategies would result in poor readability (due to too many repetitions of both masculine and feminine variants), excessive length in User Interface, or ambiguity (due to use of collective nouns or alternative phrasing), the overextended masculine plural is recommended.

Use this	Not this	Use this	Not this	
English examples		**Italian examples**		
A user with the appropriate rights can set other users' passwords.	If the user has the appropriate rights, he can set other users' passwords.	Se l'utente dispone delle autorizzazioni appropriate, può impostare le password per altre persone.	Se un utente dispone delle autorizzazioni appropriate, egli può impostare le password per	*L'utente* is gender-neutral vs. *un utente* is masculine
Developers need access to servers in their development environments, but they don't need access to the servers in Azure.	A developer needs access to servers in his development environment, but he doesn't need access to the servers in Azure.	Gli sviluppatori devono avere accesso al proprio ambiente di sviluppo, ma non ai server in Azure.	Uno sviluppatore deve avere accesso al suo ambiente di sviluppo, ma non ai server in Azure.	Alternatively, gli sviluppatori e le sviluppatrici would work too but not in a long document, with many repetitions of "developers."

When the author opens the document ….	When the author opens her document ….	Quando l'utente che ha creato il documento, lo apre..	Quando un utente apre il suo documento…	*Un utente* is masculine vs. *l'utente* is gender-neutral

Avoid gender-biased phrasing

- Do not use female article before women's last names: Example: la Meloni.
- Do not use signorina (miss) to address a woman (there is not equivalent for men),

Limit use of binary gender option with forward slash to forms

- Use of binary gender option with forward slash should be limited to forms. Example: Firma del/della richiedente.
- Do not use forward slash with suffixes because it negatively affects readability. Example: ragazzo/a.

Do not use symbols * or ə

- Symbols such as asterisk (benvenut*, tutt*) or the schwa (benvenutə, tuttə) are not currently used in Microsoft content to represent gender neutrality.

When you're writing about a real person, use the pronouns that the person prefers, whenever applicable. Please note that, in Italian, in most cases the pronouns refer to the objects and not the people that carry actions. For the general use of pronouns in Italian, refer to [Pronouns](#).

English	Use this	Not this
You cannot set %1 as organizer because he/she does not have e-mail address.	Non è possibile impostare %1 come organizzatore perché non ha un indirizzo e-mail.	Non è possibile impostare %1 come organizzatore perché lei/lui non ha un indirizzo e-mail.
Activity cannot be assigned to employee %1 because she is not presented in dispatch board	Non è possibile assegnare l'attività a %1 perché non è presente nel prospetto interventi	Non è possibile assegnare l'attività al dipendente %1 perché quest'ultimo non è incluso nel prospetto interventi

Use gender-neutral alternatives for common terms and idioms

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

Use this	Not this	Comments
Target examples		
persona della strada	uomo della strada	This is a very common Italian expression for the English "common man."
a misura umana	a misura d'uomo	This is a very common Italian expression for the English "on a human/man scale."
genere umano, umanità, essere umano, essere vivente	uomo	
popolazioni primitive	uomo primitivo	Primitive populations/primitive man in EN
fatto a mano	fatto dall'uomo	
diritti umani	diritti dell'uomo	Human rights/man rights in EN

Note: Gender-neutral language should be used in new products and content going forward, but it's acceptable that we don't update all existing or legacy material.

3.2 Accessibility

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

Focus on people, not disabilities. Don't use words that imply pity, such as *colpito/a or affetto/a da or persona con*. The preferred option is not to mention a disability unless it's relevant.

Use this	Not this	Use this	Not this
English examples		**Italian examples**	
person with a disability	handicapped	persona con disabilità, persona disabile, persone con disabilità	handicappato, portatore di handicap, diversamente abile, diversabile, anormale, invalido, i disabili
person without a disability	normal person; healthy person	persona non disabile, persona senza disabilità	normoabile, abile, normodotato

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

Use this	Not this	Use this	Not this
English examples		**Italian examples**	
Select	Click/Tap	Selezionare	Fare clic/Toccare
Enter/Type		Inserire	Digitare

Avoid phrasing that takes certain abilities for granted. Use neutral phrasing that describes what happens (not the ability).

English	Use this	Not this
A message appears.	Appare un messaggio.	Si vede un messaggio.
The system plays an alert.	Il sistema emette un avviso.	Si sente un avviso.

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

3.3 Resources

[Guidelines for use of gender in administrative language](#)

4 Language-specific standards

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

4.1 Grammar, syntax, and orthographic standards

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

4.1.1 Abbreviations

Common abbreviations

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

Use standardized abbreviations that are commonly used in the local culture, in the industry, or in the market and that are documented by Microsoft reference material or other authoritative references.

Use general criteria for shortening words, such as:

- Omit at least two letters.
- Truncate a word so that it ends with a consonant and place a period after it.
- When a word contains a double consonant, truncate it at the second one and place a period after it.
  Examples: Abbreviazione > Abbreviaz. - Visualizzazione > Visualizz. - Geografia > Geogr.

Note: Avoid abbreviations whenever possible.

List of common abbreviations:

Expression	Acceptable abbreviation
articolo	art.
circa	ca.
confronta	cfr.
centimetro	cm

Expression	Acceptable abbreviation
eccetera	ecc.
grammo	g
gigabyte	GB
gigahertz	GHz
ora	h
kilobit	Kb
kilobyte	KB
kilobit	Kbit
chilogrammo	kg
chilometro	km
metro	m
megabyte	MB
megabit	Mb
megabit	Mbit
megahertz	MHz
minute	min
millimetro	mm
numero	n.
Nota	NB
pagina	p.
pagine	pp.
pica	pi

Expression	Acceptable abbreviation
secondo	s
allegato	all.
appendice	app.
capitolo	cap.
paragrafo	par.
sezione	sez.

4.1.2 Acronyms

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

As a general rule, because several acronyms don't have an official equivalent in Italian, localizers should refer to [Microsoft Terminology - Globalization | Microsoft Learn](). Request explanation and approval if the meaning of an acronym isn't clear or you're unsure whether an acronym should be left in English, translated, or omitted and replaced with the spelled-out form.

Note the following general guidelines.

The gender and number of the acronym are determined by the gender and number of the translation for the governing noun of the extended form.

Example:

API (Application Programming Interface) is used in the feminine in Italian because the translation of "interface" ("interfaccia") is feminine.

To choose the appropriate article to use in front of an acronym, take into account the gender (as explained above) and the euphonic effect.

Example:

The API
L'API

For added clarity, and when the exact meaning of the governing noun of the acronym is known, you can use the translation of the defining noun of the acronym in front of it.

Example:

The API
L'interfaccia API

Localized acronyms

If an Italian translation for the acronym exists (which implies that the spelled-out form of the term is translated as well), use the Italian acronym and add the spelled-out term in parenthesis for the first occurrence. Follow the source text to determine when the acronym, the full term, or both should be repeated in the subsequent occurrences.

Example:

en-US source	Italian target
EU (European Union)	UE (Unione Europea)

Unlocalized acronyms

If an Italian equivalent of the English acronym doesn't exist, and the spelled-out term is an untranslatable string, use the English acronym and add the full English term in parenthesis for the first occurrence. Follow the source text to determine when the acronym, the full term, or both should be repeated in the subsequent occurrences.

Example:

en-US source	Italian target
API	API (Application Programming Interface)

If an Italian equivalent of the English acronym doesn't exist, but the spelled-out term is translatable, use the English acronym and add both the full English term and the full Italian term, separated by a comma in parenthesis.

Example:

en-US source	Italian target
ANSI	(American National Standards Institute, Istituto americano per gli standard nazionali)

For the subsequent occurrences, follow the source text to determine when the acronym, the spelled-out term, or both should be repeated. Whenever the full term is required, use just the Italian translation and not the English term.

4.1.3 Adjectives

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

Qualifying adjectives

The qualifying adjective is the most common type of adjective used in Italian. Its use substantially differs from English because it can occur before or after the noun it refers to. Depending on where the qualifying adjective is placed, the meaning can be slightly different. The rule of thumb is that the qualifying adjective follows the noun when it's used to distinguish the object from other objects.

en-US source	Italian target
This product includes innovative features.	Questo prodotto include funzionalità innovative.

In this case, the qualifying adjective implies that several features are available, but a few of them distinguish themselves because they are "innovative."
If the qualifying adjective occurs before the noun, it simply refers to a quality of the object without creating an effect of contrast with other possible qualities.

en-US source	Italian target
The innovative features of this product can help users to improve productivity.	Le innovative funzionalità di questo prodotto possono aiutare gli utenti ad aumentare la produttività.

Possessive adjectives

The frequent use of possessives is a feature of English language. However in Italian, possessive adjectives should be usually omitted, except in special marketing-oriented texts or websites, where addressing the customer in a direct and colloquial style is a requirement.

en-US source	Italian target
Publisher cannot wrap your text around the image.	Non è possibile adattare il testo attorno all'immagine.

Indefinite adjectives: any

The translation of the adjective "any" into Italian may raise problems. When you translate "any," consider not only grammar rules, but also the context.

As a general rule, "any" may be used as follows:

1. To refer to one specific object in a group of objects sharing certain features, which is chosen for a reason:
   Example: Open any file that you want to edit = Aprire un [qualsiasi] file da [che si desidera] modificare
2. To refer to a whole set of objects in order to explain a common characteristic:
   Example: You can drag any items = È possibile trascinare qualsiasi elemento [that is, all of the items can be dragged]
3. To indicate a choice among alternatives:
   Example: Perform any of the following steps = Effettuare uno o più dei passaggi seguenti
4. To refer to all of the objects of a group:
   Example: Select any files you want to delete = Selezionare [tutti] i file che si desidera eliminare
5. In negative sentences:
   Example: Cannot find any user = Non è possibile trovare alcun utente = Non è possibile trovare utenti

General considerations

Special attention should be paid in using the determinative article in Italian when translating terms that include plural English nouns. Refer to the following example:

… a software problem, such as a problem with drivers or files, which is preventing the system from starting.
CORRECT: …un problema software relativo ad esempio a driver o file (that is, the problem can be due to one or more than one driver or file)
NOT CORRECT: …un problema software relativo ad esempio ai driver o ai file (that is, the problem is due to all of the drivers and files)

Unlocalized feature names

Microsoft product names and feature names that aren't translated are used without definite or indefinite articles in Italian, even when such articles are used in English.

Example:

en-US source	Italian target
To use this application, you will need to install the .NET Framework.	Per utilizzare questa applicazione, è necessario installare .NET Framework.
This document can be edited using Microsoft Word.	Questo documento può essere modificato con Microsoft Word.

Localized feature names

Translated feature names are used with articles when they refer to a physical object.

Example:

en-US source	Italian target
Calculator	La Calcolatrice
Notepad	Il Blocco note

If the translated feature name refers to an abstract concept, the article isn't used.

Example:

en-US source	Italian target
File Explorer	Esplora file
Remote Access	Accesso remoto

Translated wizard names are an exception: they require the article.

Example:

en-US source	Italian target
Run the Setup Wizard.	Eseguire l'Installazione guidata.
To create a template, use the Template Wizard.	Per creare un modello, utilizzare la Creazione guidata modello.

Articles for terms borrowed from English

To choose the appropriate article for an English loan word that has been used in Microsoft products before, consider the following options:

- Motivation: Does the English word have any formally motivated features that would allow a straightforward integration into the noun class system of the Italian language?
- Analogy: Is there an equivalent Italian term whose article could be used?
- Frequency: Is the term used in other technical documentation? If so, what article is used most often?

The internet may be a helpful reference here.

Always consult [Microsoft Terminology - Globalization | Microsoft Learn](#) to confirm the use of a new loan word and its proper article to avoid inconsistencies, and refer to the following general guidelines.

For foreign words, the article that would occur before an Italian word beginning with the same sound should be used:

Example:

en-US source	Italian target
The widget	Il widget

In determining which article to use, the leading *h* is usually ignored in Italian.

Example:

en-US source	Italian target
The host	L'host (That is, the article that would be used before an Italian word beginning with "o")

In determining which article to use, the letter *w* is considered a consonant.

Example:

en-US source	Italian target
The Web	Il Web
The swapping	Lo swapping

There are no specific rules to establish the gender of foreign words. They are often used in the masculine, but words recalling feminine Italian words usually agree in the feminine.

Example:

en-US source	Italian target
Password	La password (The word "password" recalls the Italian "parola.")

These guidelines don't apply to all cases. Often, the choice of article is determined by how the word is commonly used by native speakers and in authoritative sources of reference.

4.1.5 Capitalization

In most cases, English conventions related to capitalization are not applicable to Italian. Refer to the guidelines described below.

- In titles and headings, only the first character of the first word should have a capital letter.

Example:

en-US source	Italian target
Setting up Printer's Options	Impostazione delle opzioni della stampante

- The names of days, months, currencies, languages, and nationalities begin with a lowercase letter.

Examples:

en-US source	Italian target
Monday	lunedì
June	giugno
US Dollar	1 dollaro statunitense
The user speaks Italian	L'utente parla italiano
My mother is Polish	Mia madre è polacca

- UI items begin with a capital letter. In UI items that consist of multiple words, only the first character of the first word is a capital letter.

Examples:

en-US source	Italian target
The File menu	Il menu File
Edit Movie	Modifica filmato

- In UI items made up of two alternative commands separated by a slash (/), both commands begin with a capital letter.

Examples:

en-US source	Italian target
Import/Export Files	Importa/Esporta file
Show/Hide Grid	Mostra/Nascondi griglia

- The names of keyboard keys should be written in all capital letters.

Examples:

en-US source	Italian target
Enter	INVIO
Shift Lock	BLOC MAIUSC

- Legal documents, such as agreements, licenses, and statements, may include entire paragraphs in uppercase letters, or they might capitalize common nouns. These conventions in the source document may have legal implications and should be retained in the target text.

Examples:

en-US source	Italian target
YOU AGREE TO BE BOUND BY THE TERMS OF THIS EULA BY INSTALLING, COPYING, OR USING THE SOFTWARE. IF YOU DO NOT AGREE, DO NOT INSTALL, COPY, OR USE THE SOFTWARE; YOU MAY	INSTALLANDO, DUPLICANDO O ALTRIMENTI UTILIZZANDO IL SOFTWARE, L'UTENTE ACCETTA DI ESSERE VINCOLATO DALLE CONDIZIONI DEL PRESENTE CONTRATTO. QUALORA L'UTENTE NON ACCETTI LE CONDIZIONI DEL PRESENTE

RETURN IT TO YOUR PLACE OF PURCHASE FOR A FULL REFUND, IF APPLICABLE.	CONTRATTO, ALLORA NON POTRÀ INSTALLARE, DUPLICARE O UTILIZZARE IL SOFTWARE E DOVRÀ RESTITUIRLO PRONTAMENTE AL RIVENDITORE. IN TALE IPOTESI, QUALORA AL MOMENTO DELL'ACQUISTO IL RIVENDITORE ABBIA EMESSO FATTURA, L'UTENTE POTRÀ OTTENERE IL RIMBORSO DEL PREZZO.

1.1 Installation and use. You may:
 	
    (a) install and use a copy of the Software on one personal computer or other device;
	1.1 Installazione e Utilizzo. L'utente potrà:
	
	    (a) installare e utilizzare una copia del Software su di un singolo computer o altro dispositivo;

4.1.6 Conjunctions

Writing in the Microsoft voice in English uses conjunctions to make the text sound friendly and conversational. For example, starting a sentence with a conjunction can convey an informal tone and style.

However, beginning a sentence with a conjunction isn't common in Italian, especially in written language, but that technique can be used for emphasis. Also, some conjunctions are considered more formal than others, which sound simpler and more familiar.

Italian old use of conjunctions	Italian new use of conjunctions
Windows include queste nuove funzionalità e molto altro ancora.	Windows include queste nuove funzionalità. E non è tutto.
affinché	per
allorquando	quando
benché	nonostante
ogniqualvolta	ogni volta che

4.1.7 Gender

Variable parts of speech in Italian are articles, nouns, pronouns, adjectives, and verbs. Each noun in Italian has a gender, and it can be masculine or feminine. The neuter gender doesn't exist in Italian. In general, all variable parts of speech should agree in gender (and number) with the noun that they refer to. When one adjective, verb, or other part of speech refers to multiple nouns with different genders, the masculine gender is used.

Example:

en-US source	Italian target
New documents and dimensions	Nuovi documenti e dimensioni

Note the following exception:

A few words that derive from neuter Latin words require the agreement in the masculine even though the grammatical gender appears to be feminine.

en-US source	Italian target
Something went wrong	Qualcosa è andato storto

Sometimes changing the gender (and number) of a noun changes its meaning. For information about this subject, refer to the [Nouns](#) section.

Note: For information regarding gender neutrality on Microsoft products, see [Avoid gender bias](#).

4.1.8 Localizing colloquialism, idioms, and metaphors

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

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

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

4.1.9 Nouns

General considerations

Inflection

The only inflections for nouns are gender and number. Gender isn't determined by the meaning, except for proper nouns. However, proper nouns don't have inflection for number.

Example:

en-US source	Italian target
A beautiful home	Una bella casa
Francis	Francesco (masculine) Francesca (feminine)

Sometimes, the feminine gender of a noun in the plural denotes the literal meaning, and the masculine denotes a figurative meaning.

Example:

Le braccia = the arms
I bracci = the inlets

In Italian, nouns can also be "altered" in order to express shades of meaning.

Examples:

Libro = book > Libretto = a small book > Libraccio = a bad book
Tavolo = table > tavolino = a small table

Alterations are usually reserved for informal and colloquial speech and should be strictly avoided in documents and software. Use adjectives or paraphrase instead.

Example:

en-US source	Italian target
A big book	Un libro di grandi dimensioni Un grande libro (avoid using "un librone")

Plural formation

Gender	Singular	Plural
Masculine	-o	-i
Feminine	-a	-e
Masculine/Feminine	-e	-i
Masculine	-a	-i

The plural form of nouns ending with an accented vowel is the same as the singular form.

Example:

en-US source	Italian target
The city	La città
The cities	Le città

The plural form of foreign words is the same as the singular form.

en-US source	Italian target
Files have been deleted.	I file sono stati eliminati.

Note that when the plural form the same as the singular form, articles, adjectives, verbs, and other modifiers agree in the plural, denoting the actual number of the invariable noun.

Sometimes, the masculine plural acts as a count noun, while the feminine plural acts as a mass noun.

Example:

Due cervelli = two brains
Le cervella = the cerebral matter

4.1.10 Prepositions

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

Even though in most cases the literal translation of the English preposition is appropriate in Italian, in some contexts a different preposition should be used.

English expression	Italian expression	Comment
Save on the disk	Salvare su disco	Literal translation of the preposition "on" is correct.
Select the Open command on the File menu	Scegliere il comando Apri dal menu File	In this case, the preposition "on" should be translated using the preposition "da."
Click the button	Fare clic sul pulsante	English doesn't use a preposition after the verb "to click." However, a preposition is required in Italian.
Insert the image into the document	Inserire l'immagine nel documento	The literal translation of the preposition "into" is correct.
He is from Milan	È di Milano	When the preposition "from" denotes where something or someone belongs, it should
Review data from the database	Verificare i dati del database	

English expression	Italian expression	Comment
		be translated using the preposition "di."
This query retrieves specific data from the database	Questa query recupera dati specifici dal/del database	In this case, both prepositions "del" and "dal" are acceptable in Italian because of the verb "recuperare" and because "specific" data are involved.

4.1.11 Pronouns

Besides the standard grammar rules regarding the use of pronouns, localizers who are translating software or documentation should take into account the following guidelines.

Pronoun use in English, especially in technical content, is far more redundant than Italian. When translating from English into Italian, fewer pronouns should be used in the target to ensure a fluent translation. Note, however, that this shouldn't affect accuracy. When translating very technical and complex strings, make sure it's clear which noun each pronoun refers to.

Example:

en-US source	Italian target
To delete a file from your computer, select the file from the right pane and click Delete.	Per eliminare un file dal computer, selezionarlo nel riquadro a destra e fare clic su Elimina.

4.1.12 Punctuation

General punctuation rules in Italian may be substantially different from English.

Never insert a space before punctuation. Always use a single space after punctuation.

Example:

US English	Italian target
This folder contains music files, video clips, and Word documents. Select a file.	Questa cartella contiene file musicali, clip video e documenti di Word. Selezionare un file.

Comma

Although the use of commas in Italian is somewhat subjective and may depend on personal taste, there are a few general guidelines.

Never use a comma to separate the subject from the verb in a sentence.

Example:

US English	Italian target	Comment
The file has been removed	Il file è stato rimosso	Don't use "Il file, è stato rimosso"

Avoid using a comma before the conjunctions "e," "o," and "oppure" unless they introduce an aside.

Example:

US English	Italian target
Assign permissions to users, or groups	Assegna autorizzazioni a utenti o gruppi

Avoid using commas after introductory phrases that orient the user.

Example:

US English	Italian target
In the Find dialog, click Options	Nella finestra di dialogo Trova fare clic su Opzioni

Colon

Colons can be used to introduce a list, a procedure, a note, and similar types of text.

The word that follows a colon on the same line should begin with a lowercase letter. Exceptions are some types of document titles and headings.

Example:

US English	Italian target
NOTE: To open a file, click Open	NOTA: per aprire un file, fare clic su Apri
Step 1: Creating a template	Passaggio 1: Creazione di un modello

When a term follows a colon but is placed on another line, it should start with a capital letter.

Example:

US English	Italian target
NOTE: To open a file, click Open	NOTA: Per aprire un file, fare clic su Apri

Don't overuse colons within sentences. Use commas or semicolons wherever possible.

Example:

US English	Italian target
Databases are made up of several objects: tables, queries, reports, and so on.	I database sono costituiti da diversi oggetti: tabelle, query, report e così via. I database sono costituiti da diversi oggetti, ad esempio tabelle, query, report e così via. (*preferred*)

Dashes and hyphens

Three different dash characters are used in English: hyphens, en dashes, and em dashes.

Hyphen

The hyphen is used to divide words between syllables, to link parts of a compound word, and to divide two concepts in a title or heading. The hyphen shouldn't be used in Italian to enclose asides within a sentence (use commas instead) or to introduce a list (use a colon, comma, or semicolon instead).

Example:

US English	Italian target
Databases—Essential Concepts	Database - Concetti essenziali
This function is used for pre-processing.	Questa funzione viene utilizzata per la pre-elaborazione.
The current account—the account used by the current user to log in—belongs to the local Administrators group.	L'account corrente, ovvero quello utilizzato dall'utente corrente per l'accesso, appartiene al gruppo Administrators locale.

En dash

The en dash is used as a minus sign, usually with no spaces after.

Example:

US English	Italian target
The temperature is - 20°	La temperatura è di -20°

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

Example:

US English	Italian target
Tab value out of range (0-1)	Valore di tabulazione fuori misura (0-1)

Em dash

Don't use the em dash in Italian. Instead, replace it with a hyphen.

Example:

US English	Italian target
Word Templates—Folder	Modelli di Word - Cartella

Ellipsis (suspension points)

Ellipses can be used in software to indicate that an operation is in progress (adding the expression "in corso"). When they appear in a UI command, they indicate that clicking that command presents further options to choose from. In software progress messages and UI options, ellipses that appear in the source text should be retained in the target text. But they should be removed in documentation or other contexts that refer to a message or an option that includes an ellipsis.

Example:

US English	Italian target
Wait. Removing files from your computer...	Attendere. Rimozione dei file dal computer in corso...
Save as...	Salva con nome...
If you want to save a copy of your file, click Save as... from the File menu...	Se si desidera salvare una copia del file, scegliere Salva con nome dal menu File.

Period

A period is used to end a paragraph or a sentence in a paragraph and for abbreviated words. When it's used in an abbreviation the last letter of the word before the period should be a consonant and the first letter of the subsequent word should be lowercase.

Example:

US English	Italian target
E-mail Settings	Impostaz. e-mail

Quotation mark

Quotation marks are used when quoting sentences from other sources exactly or to surround he titles of documents and publications. They shouldn't be used to emphasize a word or phrase; instead, use italic formatting. Avoid single quotation marks. In general, because of the technical implications of using single and double quotation marks in software and in documents based on markup and programming languages, following the English source is acceptable.

Punctuation should always be placed outside quotes.

Example:

US English	Italian target
Microsoft Word gives you the best word processing features available, plus the mouse support and "shortcuts" that get you to those features quickly and easily.	Microsoft Word offre le più sofisticate ed avanzate caratteristiche di elaborazione testi. Il mouse e *i tasti di scelta rapida* consentono di eseguire ogni operazione in modo semplice e veloce.
Microsoft Word offre le più sofisticate ed avanzate caratteristiche di elaborazione testi. Il mouse e *i tasti di scelta rapida* consentono di eseguire ogni operazione in modo semplice e veloce.	Per informazioni dettagliate, vedere "Creazione di un modello".

Parentheses

In English and Italian, there is no space between the parentheses and the text inside them. In Italian, parentheses should be used only when they are absolutely required. In particular, avoid using parentheses to enclose asides in sentences.

Example:

US English	Italian target
The current file (owned by the administrator) cannot be moved.	Il file corrente, di proprietà dell'amministratore, non può essere spostato.

Never use parentheses to enclose a standalone sentence after a period.

Example:

US English	Italian target	Comment
You can open several file formats. (The application supports more than 100 file extensions)	È possibile aprire diversi formati di file (l'applicazione supporta più di 100 estensioni di file) OR È possibile aprire diversi formati di file. L'applicazione supporta più di 100 estensioni di file.	Don't use "È possibile aprire diversi formati di file. (L'applicazione supporta più di 100 estensioni di file)"

Punctuation should always be placed outside parentheses.

4.1.13 Sentence fragments

The Microsoft voice allows the use of sentence fragments to help convey a conversational tone.

The Microsoft voice in Italian also allows the use of sentence fragments, especially in newspapers or in newscasts (for example, "Buono anche l'andamento delle vendite").

In the following contexts, however, avoid using sentence fragments. On rare occasions, you may want to emphasize a message or improve readability by using fragments instead of full sentences. In this case, make sure that the fragment fits the context and that no relevant information gets lost.

Italian long form	Italian sentence fragment
È inoltre possibile creare più account. A tale scopo, eseguire i passaggi seguenti.	Puoi anche creare più account. Ecco come.
Di seguito sono disponibili alcuni dettagli.	Di seguito, alcuni dettagli.

Di seguito sono disponibili alcuni esempi.	Di seguito, alcuni esempi.

4.1.14 Subjunctive

There are no special guidelines regarding the subjunctive mood in localization. Standard grammar rules apply. Note that in oral, informal speech, the subjunctive tends to be replaced with the indicative. This is a grammar error, however, which should be avoided in written language.

Example:

US English	Italian target	Comment
I would be happy if you came to my party.	Sarei contento se venissi alla mia festa.	Do not use "Sarei contento se vieni alla mia festa"

4.1.15 Symbols and nonbreaking spaces

Don't include a space between a symbol, such as a copyright or trademark symbol, and the noun that it refers to.

Example:

US English	Italian target	Comment
Microsoft® is a registered trademark of Microsoft Corporation	Microsoft® è un marchio registrato di Microsoft Corporation	Don't use "Microsoft ® è un marchio registrato di Microsoft Corporation"

Nonbreaking spaces are used to keep strings that must appear on a single line from wrapping to a second line. Although in Italian, this requirement is less important than in English, it's advisable to use nonbreaking spaces in the translated text the way that they're used in the source text.

4.1.16 Verbs

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

In the Italian translation, use verbs and verb tenses as they're used in the source text. Use different tenses only to avoid ungrammatical or illogical text.

Messages that include forms such as "to be –ing" or "to be about to do something" (which are frequently used to warn the user about a situation), can be translated with the active form.

Italian classic use of verb tense	Italian modern use of verb tense
Il documento verrà rimosso. Continuare?	Stai per rimuovere il documento. Vuoi continuare?

5 Localization considerations

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

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

5.1 Accessibility

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

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

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

5.2 Applications, products, and features

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

Version numbers

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

Translation of version strings

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

Version strings that contain copyright information should always be translated.

Example:

US English	Italian target
© 2024 Microsoft Corporation. All rights reserved.	Refer to [Microsoft Terminology - Globalization	Microsoft Learn](#) to check the correct translations for "All rights reserved" and "Microsoft Corporation."

5.3 Copilot predefined prompts

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

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

Best practices for the localization of Copilot predefined prompts

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

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

Source prompt	Target prompt
List ideas for a fun remote team building event	Crea un elenco di idee per un divertente evento di team building a distanza

What are the goals and topics from the meeting? Format each section with a bolded heading, a bulleted list, and bolded names	Quali sono gli obiettivi e gli argomenti della riunione? Formatta ogni sezione con un titolo in grassetto, un elenco puntato e nomi in grassetto
Propose a new introduction to <entity type='file'>file</entity>	Proponi una nuova introduzione per <entity type='file'>file</entity>
What were the open issues from <entity type='meeting'>meeting</entity>?	Quali sono state le questioni non risolte nella <entity type='meeting'>riunione</entity>?
Give me ideas for icebreaker activities for a new team	Suggerisci idee per alcune attività interattive per far conoscere i membri di un nuovo team
Create a list of <placeholder>color names inspired by the ocean</placeholder>	Crea un elenco di <placeholder>nomi di colori ispirati al mare</placeholder>

5.4 Software considerations

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

5.4.1 Arrow keys

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

In the Italian translation of the arrow key names, the word denoting the arrow's direction should be capitalized and follow the word "freccia."

Example:

English key name	Italian key name
Up arrow	freccia SU
Down arrow	freccia GIÙ

English key name	Italian key name
Right arrow	freccia DESTRA
Left arrow	freccia SINISTRA

5.4.2 Error messages

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

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

English term	Correct Italian translation
The password isn't correct, so try again. Passwords are case-sensitive.	La password non è corretta. Prova di nuovo ricordando che nelle password devi specificare correttamente maiuscole e minuscole.
Not enough memory to process this command.	Memoria insufficiente per elaborare il comando.

Italian style in error messages

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

In US-English error messages, the names of products, features, and devices are often the subject of the sentence. In Italian, this kind of personalization should be avoided. Therefore, if the context makes it obvious which product the message refers to, the product name can be omitted. However, in complex products such as operating systems, where several components run simultaneously and could be the cause of an error, use the following pattern:

[ProductName]: [message translated in the impersonal form]

Examples:

English	Translation
Word cannot open this document	Non è possibile aprire il documento
Data Protection Manager could not copy the files to the selected location	Data Protection Manager: non è possibile copiare i file nel percorso selezionato

Sometimes, however personalization is necessary to make sure important information is included in the error message.

Example:

English	Translation
The driver cannot recognize the specified command	Il driver non riconosce il comando specificato
RASMXS.DLL cannot load RASSER.DLL	RASMXS.DLL non riesce a caricare RASSER.DLL

Sometimes, you can also use the simple present tense of the governing verb, omitting the verb "potere" (can).

Examples:

English	Translation
The device you are trying to record from cannot recognize the current file format.	Il dispositivo da cui stai tentando di registrare non riconosce il formato di file corrente.

Whenever possible, the verb "to be" is omitted in error messages.

Example:

English	Translation
The function is not supported	Funzione non supportata

An error number was specified that is not defined in the system	Numero di errore specificato non definito nel sistema
An invalid parameter was passed to a system function	Parametro non valido passato a una funzione di sistema

Standard phrases in error messages

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

Examples:

English	Translation	Example	Comment
Cannot … Could not …	Non è possibile	Files cannot be saved Non è possibile salvare i file	The translation "impossibile" should be avoided
Failed to … Failure of …	Non è possibile	Failed to save the files Non è possibile salvare i file	The translation "impossibile" should be avoided
Cannot find … Could not find … Unable to find … Unable to locate …	Non è possibile trovare	Cannot find the requested document Non è possibile trovare il documento richiesto	
Not enough memory Insufficient memory There is not enough memory There is not enough memory available	Memoria insufficiente Memoria non sufficiente	Not enough memory to load the program Memoria insufficiente per caricare il programma	

... is not available ... is unavailable	non disponibile	Document is not available Documento non disponibile	

Error messages containing placeholders

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

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

Examples of error messages containing placeholders:

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

When you translate sentences that contain placeholders, remember that the items that will replace the placeholder must agree in gender and number with the surrounding words. Sometimes, translation must be kept very generic in order to limit the risk of grammar errors, especially when placeholders are used for nouns that have different genders and numbers.

Example:

English	Translation
%s is not granted access	Accesso non consentito a %s
%s cannot be used	Non è possibile utilizzare %s
%s has not been installed due to an internal error	Installazione di %s non riuscita a causa di un errore interno

5.4.3 Keyboard shortcuts

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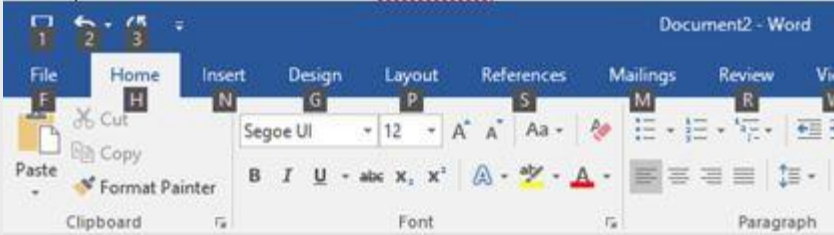
 For example, the following menu options:

New
Cancel
Options

Keyboard shortcuts special options	Usage: Is it allowed?	Notes
"Slim characters," such as *I, l, t, r*, and *f* can be used as keyboard shortcuts	Yes	
Characters with downstrokes, such as *g, j, y, p* and *q* can be used as keyboard shortcuts	Yes	Use only if no other character is available, and try to avoid the character *g*
Extended characters can be used as keyboard shortcuts	No	
An additional letter, appearing between brackets after the item name, can be used as a keyboard shortcut	No	
A number, appearing between brackets after the item name, can be used as a keyboard shortcut	No	
A punctuation sign, appearing between brackets after the item name, can be used as a keyboard shortcut	No	
Duplicate keyboard shortcuts are allowed when no other character is available	Yes	This solution should be used only for less common options.

No keyboard shortcut is assigned when no more characters are available (minor options only)	No	

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

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

Additional notes

When assigning access keys, choose the most significant letters, generally the first character of the command name, for the most important commands in a specific context, for example, File, Nuovo. Use the remaining letters for the remaining items, possibly using characters as close to the beginning of the command name as possible.

Access key consistency should be kept throughout a product and within a product family; Office and Windows should be used as reference.

5.4.4 Keys

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

English key name	Italian key name
Alt	ALT
Backspace	BACKSPACE
Break	BREAK
Caps lock	BLOC MAIUSC
Ctrl	CTRL
Delete	CANC
Down arrow	FRECCIA GIÙ
End	FINE
Enter	INVIO
Esc	ESC
Home	HOME
Insert	INSERT
Left arrow	FRECCIA SINISTRA
Num lock	BLOC NUM
Page down	PGGIÙ
Page up	PGSU
Pause	PAUSA
Right arrow	FRECCIA DESTRA

English key name	Italian key name
Scroll lock	BLOC SCORR
Shift	MAIUSC
Spacebar	BARRA SPAZIATRICE
Tab	TAB
Up arrow	FRECCIA SU
Windows key	TASTO WINDOWS
Print screen	STAMP
Menu key	TASTO DI MENU

5.4.5 Numeric keypad

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

5.4.6 Shortcut keys

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

Standard shortcut keys

US English command	US English shortcut key	Italian command	Italian shortcut key
General Windows shortcut keys			
Help window	F1	Finestra della Guida	F1

US English command	US English shortcut key	Italian command	Italian shortcut key
Context-sensitive Help	Shift+F1	Guida sensibile al contesto	MAIUSC+F1
Display pop-up menu	Shift+F10	Visualizza menu a comparsa	MAIUSC+F10
Cancel	Esc	Annulla	ESC
Activate/deactivate menu bar mode	F10	Attiva/Disattiva modalità barra dei menu	F10
Switch to the next primary application	Alt+Tab	Passa alla successiva applicazione principale	ALT+TAB
Display next window	Alt+Esc	Visualizza finestra successiva	ALT+ESC
Display pop-up menu for the window	Alt+Spacebar	Visualizza menu a comparsa della finestra	ALT+BARRA SPAZIATRICE
Display pop-up menu for the active child window	Alt+-	Visualizza menu a comparsa per la finestra figlio attiva	ALT+-
Display property sheet for current selection	Alt+Enter	Visualizza la finestra delle proprietà dell'elemento selezionato	ALT+INVIO
Close active application window	Alt+F4	Chiudi la finestra dell'applicazione attiva	ALT+F4
Switch to next window within (modeless-compliant) application	Alt+F6	Passa alla finestra successiva nell'applicazione (compatibile non modale)	ALT+F6

US English command	US English shortcut key	Italian command	Italian shortcut key
Capture active window image to the clipboard	Alt+Prnt Scrn	Acquisisci l'immagine della finestra attiva negli Appunti	ALT+STAMP
Capture desktop image to the clipboard	Prnt Scrn	Acquisici l'immagine del desktop negli Appunti	STAMP
Access Start button in taskbar	Ctrl+Esc	Accedi al pulsante Start sulla barra delle applicazioni	CTRL+ESC
Display next child window	Ctrl+F6	Visualizza la successiva finestra figlio	CTRL+F6
Display next tabbed pane	Ctrl+Tab	Visualizza il successivo riquadro a schede	CTRL+TAB
Launch Task Manager and system initialization	Ctrl+Shift+Esc	Avvia Gestione attività e l'inizializzazione del sistema	CTRL+MAIUSC+ESC
File menu			
File New	Ctrl+N	Nuovo	CTRL+N
File Open	Ctrl+O	Apri	CTRL+F12
File Close	Ctrl+F4	Chiudi	CTRL+F4
File Save	Ctrl+S	Salva	CTRL+S
File Save as	F12	Salva con nome	F12
File Print Preview	Ctrl+F2	Anteprima di stampa	CTRL+F2
File Print	Ctrl+P	Stampa	CTRL+P
File Exit	Alt+F4	Esci	ALT+F4

US English command	US English shortcut key	Italian command	Italian shortcut key
Edit menu			
Edit Undo	Ctrl+Z	Annulla	CTRL+Z
Edit Repeat	Ctrl+Y	Ripeti	CTRL+Y
Edit Cut	Ctrl+X	Taglia	CTRL+X
Edit Copy	Ctrl+C	Copia	CTRL+C
Edit Paste	Ctrl+V	Incolla	CTRL+V
Edit Delete	Ctrl+Backspace	Elimina	CTRL+BACKSPACE
Edit Select All	Ctrl+A	Seleziona tutto	CTRL+A (in Office System 2007-2010 CTRL+5 (Tn))
Edit Find	Ctrl+F	Trova	CTRL+T
Edit Replace	Ctrl+H	Sostituisci	CTRL+H
Edit Go To	Ctrl+G	Vai a	CTRL+B
Help menu			
Help	F1	?	F1
Font format			
Italic	Ctrl+I	Corsivo	CTRL+I
Bold	Ctrl+B	Grassetto	CTRL+G
Underlined/word underline	Ctrl+U	Sottolineato	CTRL+S
Large caps	Ctrl+Shift+A	Maiuscole	CTRL+MAIUSC+A
Small caps	Ctrl+Shift+K	Maiuscoletto	CTRL+MAIUSC+K

US English command	US English shortcut key	Italian command	Italian shortcut key
Paragraph format			
Centered	Ctrl+E	Allineato al centro	CTRL+A
Left aligned	Ctrl+L	Allineato a sinistra	CTRL+T
Right aligned	Ctrl+R	Allineato a destra	CTRL+R
Justified	Ctrl+J	Giustificato	CTRL+F

5.5 Trademarks

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

5.6 Voice video considerations

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

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

Successful techniques for voicing video content

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

5.6.1   English pronunciation

General rules

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

Example	Phonetics	Comment
SecurID	[sɪˈkjuər aɪ diː]	
.NET	[dot net]	
Skype	[skaip]	It's read as English word but of course with a more Italian pronunciation

Acronyms and abbreviations

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

Example	Italian pronunciation
RADIUS	RADIUS
RAS	RAS
ISA	ISA
LAN	LAN
WAN	WAN
WAP	WAP
MAPI	MAPI
POP	POP

URL	URL

Other abbreviations are pronounced letter by letter.

Example	Italian pronunciation
ICMP	I-CI-EMME-PI
IP	I-PI
TCP/IP	TI-CI-PI/I-PI
XML	ICS-EMME-ELLE
HTML	ACCA-TI-EMME-ELLE
OWA	O-DOPPIA VU-A
SQL	ESSE-Q-ELLE

URLs

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

"www" should be pronounced as VU-VU-VU.

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

Example	Italian pronunciation
http://www.microsoft.com	VU-VU-VU PUNTO MICROSOFT PUNTO COM

Punctuation marks

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

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

Special characters

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

5.6.2 Tone

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

5.6.3 Video voice checklist

Topic and script

- Apply the following Microsoft voice principles:
    - Single intent
    - Clarity
    - Everyday language
    - Friendliness
    - Relatable context

Title

- Includes the intent
- Includes keywords for search

Intro: 10 seconds to set up the issue

- Put the problem into a relatable context.

Action and sound

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

Visuals

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

Ending

- Recaps are unnecessary