

Slovenian Localization Style Guide

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1 Welcome



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

Before you dive in:

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

1.1 Reference material

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

Normative references

These normative sources must be adhered to. Any deviation from them automatically fails a string in most cases. When more than one solution is possible, consult the other topics in this style guide for guidance.

1. SAZU, Slovenski pravopis, Ljubljana, ZRC, 2001 or later editions
2. SAZU, Slovar slovenskega knjižnega jezika, DZS, 1997 or later editions
3. Toporišič, Jože, Enciklopedija slovenskega jezika, Ljubljana, Cankarjeva založba, 1992
4. Žagar, France, Slovenska slovnica in jezikovna vadnica, Maribor, Obzorja Maribor, 1996

Informative references

These sources are meant to provide supplementary information, background, comparison, etc.

1. Batagelj, Vladimir et. al., Leksikon računalništva in informatike, Ljubljana, Pasadena, 2002
2. <http://www.islovar.org>
3. <http://www.termania.net/>
4. <http://www.gigafida.net/>

2 Microsoft voice

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

Three principles form the foundation of our voice:

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

The Microsoft voice targets a broad set of users from technology 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 also extend across Microsoft content for all language locales. For each language, the specific choices in style and tone that produce Microsoft voice are different.

2.1 Choices that reflect Microsoft voice

Translating Slovenian 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 is often used for technical and commercial content.

When you are 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 is not relevant to customers. To guide your translation, consider the intent of the text and what the customer needs to know to successfully complete the task.

2.1.1 Flexibility

It's important for translators to modify or re-write translated strings so that they are more appropriate and natural to Slovenian customers. To do so, try to understand the whole intention of the sentences, paragraphs, and pages, and then re-write just like you are writing the contents yourselves. It will make the content more perfect for Slovenian users. Sometimes, you may need to remove any unnecessary contents

| English example | Slovenian example |
|--|--|
| With fast processing speed, you have all the performance you need. | Zaradi visoke hitrosti obdelave imate na voljo vso zmogljivost, ki jo potrebujete. |

| | |
|---------------------------|--------------------------|
| Take the show on the road | Z vami na poti |
| Two peas in a pod | Izdelana drug za drugega |

2.1.2 Words and phrases to avoid

Microsoft voice avoids an unnecessarily formal tone. **Use everyday words** when you can, and avoid words you wouldn't use in everyday conversation. Imagine you're looking over a friend's shoulder and explaining how to accomplish the task.

| Source | Do | Don't | Comment |
|---|---|--|---|
| Follow these steps to change your password. | Če želite spremeniti geslo, upoštevajte ta navodila. | Uporabite ta postopek, če želite spremeniti geslo. | Avoid literal translations that do not sound natural. |
| Word can't complete this action because too many files are open. | Word ne more dokončati tega dejanja, ker je odprtih preveč datotek. | Postopka ni bilo mogoče dokončati. | Be personal, avoid using too technical language. |
| Another common reason for the add-on to be letting us down is that it doesn't work in your browser. | Še en pogost razlog za to, da nas dodatek pusti na cedilu, je, da ne deluje v vašem brskalniku. | Med pogostimi razlogi za težave z dodatkom, je tudi nedelovanje dodatka v brskalniku, ki ga uporabljate. | Use everyday words. |

Use short, plain words as much as possible. Shorter words are more conversational, save space on screen, and are easier to scan.

| Source | Do | Don't |
|--|--|---|
| This section also shows you... | V tem razdelku najdete tudi ... | Poleg tega so v tem razdelku prikazani tudi ... |
| Select the data you want to use to create the chart. | Izberite podatke za ustvarjanje grafikona. | Izberite podatke, ki jih želite uporabiti za ustvarjanje grafikona. |

2.1.3 Word choice

Terminology

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

Short word forms and everyday words

Microsoft voice text written in US English prefers 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 is important to be intentional about using everyday words that customers are accustomed to.

To a large extent **this section does not apply to sl-SI**, since words are not shortened as in English (for example "app" for "application" or "info" for "information" cannot be differentiated in Slovenian and they should be translated equally. Nevertheless, **the usage of short, plain words is recommended** to the greatest extent possible. Shorter words are more conversational, save space on screen, and are easier to scan.

2.1.4 Word-to-word translation

To be more fluent translation, word-to-word translation should be avoided. If they are translated directly without overall understanding of the paragraph or the page, the contents will not be natural and even ridiculous. And our customers will not come again. Strict word-to-word translation would make the tone stiff and unnatural. The text may be split into different sentences if necessary, simplified. You can omit descriptors to make the text snappier:

| English text | Correct Slovenian translation | Incorrect Slovenian translation |
|--|---|--|
| The IdeaCentre's breakthrough 10-point multitouch interface ensures pinpoint accuracy and gives this all-in-one incredible responsive power. | Zaradi izjemno natančnega novega vmesnika, ki omogoča 10-prstni dotik, je večfunkcijski računalnik IdeaCentre neverjetno odziven. | Novi vmesnik računalnika IdeaCentre, ki podpira 10-prstni dotik, zagotavlja izredno natančnost in daje temu večfunkcijskemu računalniku izredno odzivno moč. |

| | | |
|---|---|---|
| The swipe, tap, and multitouch experience gives "hands-on" a whole new meaning. | Drsanje, tapkanje in večprstni dotik dajejo izrazu »ročno delo« povsem nov pomen. | Izkušnja drsanja, tapkanja in večkratnega dotika daje izrazu »delo z rokami« nov pomen. |
|---|---|---|

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 | Slovenian | Explanation |
|---|---|--|
| The password isn't correct, so try again. Passwords are case-sensitive. | Geslo ni pravilno. Poskusite znova. Pri vnosu gesla uporabite velike in male črke. | 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. Check it and try again. | Ta ključ izdelka ne deluje. Preverite ga in poskusite znova. | 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 | Vse je pripravljeno za začetek. | Casual and short message to inform user that setup has completed, ready to start using the system. |
| Would you like to continue? | Želite nadaljevati? | Use of the second person plural verb form 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. | Poljubno poimenujte svoj računalnik. Če želite spremeniti barvo ozadja, v možnosti »Nastavitve« izklopite visokokontrastni način. | Address the user directly using second person pronoun to take the necessary action. |

2.2.2 Explanatory text and providing support

| US English | Slovenian | Explanation |
|--|--|---|
| The updates are installed, but Windows 11 Setup needs to restart for them to work. After it restarts, we'll keep going from where we left off. | Posodobitve so nameščene, vendar morate znova zagnati namestitveni program za Windows 11, da bi posodobitve delovale. Ko se program znova zažene, bomo lahko nadaljevali tam, kjer ste nehali. | 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. | Če takoj znova zaženete računalnik, lahko vsi, ki uporabljajo ta računalnik, izgubijo dokumente, ki niso shranjeni. | 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. | Ko popravite nepravilne lastnosti ali jih dodate, če manjkajo, bo ta dokument samodejno prenesen v ustrezno knjižnico in mapo. | 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. | Slaba novica – sistem ne najde prenesenih datotek, ki jih lahko uporabite za ustvarjanje svojega zagonskega pogona USB. | Without complexity and using short sentences inform the user what has happened. |

2.2.3 Promoting a feature

| US English | Slovenian | 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. | Slikovno geslo je nov način zaščite vašega računalnika z zaslonom na dotik. Izberite sliko in poteze, ki jih uporabite | Promoting a specific feature with the use of em-dash to emphasis the specific requirements to enable the feature which |

| | | |
|---|---|---|
| | zanj, ter tako ustvarite svoje enolično geslo. | in this case is picture password. |
| Let apps give you personalized content based on your PC's location, name, account picture, and other domain info. | Omogočite programom, da prikažejo prilagojeno vsebino glede na lokacijo računalnika, ime, sliko računa in druge podatke o domeni. | Promoting the use of apps. Depending on the context of the string we can add some more familiarity to the text by using everyday words for e.g. PC. |

2.2.4 Providing how-to guidelines

| US English | Slovenian | Explanation |
|---|---|---|
| To go back and save your work, click Cancel and finish what you need to. | Če se želite vrniti nazaj in shraniti svoje delo, kliknite »Prekliči« in dokončajte, kar je treba. | Short and clear action using second person pronoun. |
| To confirm your current picture password, just watch the replay and trace the example gestures shown on your picture. | Če želite potrditi svoje trenutno slikovno geslo, si oglejte posnetek in sledite primerom potez na sliki. | 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. |
| It's time to enter the product key. When you connect to the Internet, we'll activate Windows for you. | Zdaj je treba vnesti ključ izdelka. Ko boste vzpostavili povezavo z internetom, bomo aktivirali vaš sistem Windows. | Speak to the user directly and naturally using second person pronoun "you" on clear actions to enter 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.

3.1 General guidelines

Comply with local language laws.

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

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

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

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

Don't use profane or derogatory terms.

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

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

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

| Use this | Not this | Use this | Not this |
|-------------------------|--------------------------|------------------------|--------------------------------|
| English examples | | Target examples | |
| perimeter network | demilitarized zone (DMZ) | nadzirano podomrežje | demilitarizirano območje (DMZ) |
| expert | guru | strokovnjak | guru |

| | | | |
|------------------------------|----------------------------|-----------------------------------|------------------------------------|
| colleagues; everyone; all | guys; ladies and gentlemen | kolektiv; skupina; vsakdo; vsi | fantje in punce; gospe in gospodje |
| parent | mother or father | starš | mati ali oče |

3.2 Avoid gender bias

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

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

| Use this | Not this | Comments |
|--------------------------------|------------------------------|---|
| Target examples | | |
| prodajno osebje | prodajalec/prodajalka | Neutral form replaces individual masculine or feminine forms |
| prijateljski krog | krog prijateljev/prijateljic | Adjective form refers to the whole group of individuals, but not to subgroup of male/female individuals |
| vodja; vodstvena oseba | vodstveni delavec/delavka | Replaces individual masculine or feminine forms |
| policija; policijsko osebje | policisti/policistke | General term that omits the notion of gender |

When presenting generalization, use plural noun forms (for example, *ljudje, osebje, osebe, ki študirajo, etc.*).

Don't use gendered pronouns (*ona, nje, on, njega, etc.*) in generic references. Instead:

- Rewrite to use the second or third person (*vi or oni; formal tone or impersonal forms (i.e., se ustanovi, treba je ustanoviti, etc.)*).
- Rewrite the sentence to have a plural noun and pronoun.

- Use articles instead of a pronoun (for example, *ta/omenjeni/navedeni dokument* instead of *njegov/njen dokument*).
- Refer to a person's role (*zaposlena oseba* or *stranka*, for example).
- Use *oseba*.

The following table contains strings and sentences that were translated taking those gender-neutral principles into account.

| Use this | Not this | Use this | Not this |
|--|---|--|---|
| English examples | | Target 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. | Uporabniki z ustreznimi pravicami lahko nastavijo gesla drugih uporabnikov. | Če ima uporabnik ustrezne pravice, lahko nastavi gesla drugih uporabnikov. |
| 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. | Razvijalci potrebujejo dostop do strežnikov v svojih razvijalskih okoljih, ni pa jim treba dostopati do strežnikov v storitvi Azure. | Razvijalec potrebuje dostop do strežnikov v svojih razvijalskih okoljih, ni pa mu treba dostopati do strežnikov v storitvi Azure. |
| When the author opens the document | When the author opens her document | Avtorjem se ob odprtju (tega) dokumenta ... | Avtorici se ob odprtju njenega dokumenta ... |
| To call someone, select the person's name, select Make a phone call, and then choose the number you'd like to dial. | To call someone, select his name, select Make a phone call, and then select his number. | Če želite koga poklicati, izberite ime osebe, izberite možnost »Opravi telefonski klic«, nato pa izberite želeno številko. | Če želite koga poklicati, izberite njegovo/njeno ime, izberite možnost »Opravi telefonski klic«, nato pa izberite njegovo/njeno številko. |

When you're writing about a real person, use the pronouns that the person prefers, whether it's *on*, *ona*, *on_a*, or another pronoun. It's OK to use gendered pronouns (like *on*, *ona*, *njegov*, and *njen*) when you're writing about real people who use those pronouns themselves.

3.3 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 *prizadet zaradi* or *boleha za*. The preferred option is not to mention a disability unless it's relevant.

The following table contains examples that illustrate people-first language.

| Use this | Not this | Use this | Not this |
|-----------------------------|-------------------------------|---|--------------------------------------|
| English examples | | Target examples | |
| person with a disability | handicapped | invalid; oseba z invalidnostjo; invalidna oseba | hendikepirana oseba; prizadeta oseba |
| person without a disability | normal person; healthy person | oseba brez invalidnosti | normalna oseba; zdrava oseba |

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.

The table that follows contains an example employing a verb that can apply to all input methods and devices.

| Use this | Not this | Use this | Not this |
|------------------------|----------|-----------------------|----------|
| English example | | Target example | |
| Select | Click | Izberite | Kliknite |

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

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

4 Language-specific standards

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

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

Use the common abbreviations listed below. Note, however, that extensive use of abbreviations is not recommended. Don't abbreviate any words that may not be immediately recognizable to a user. Use abbreviations only when this is necessary for technical reasons that might prevent normal functioning of localized products. When in doubt, spell out.

In compound abbreviations such as "t. i." always use non-breaking space (CTRL+SHIFT+spacebar).

If, for technical reasons, the non-breaking space cannot be used (e.g. in Help files) the space in such abbreviations may be left out to prevent one part of the abbreviations moving to the beginning of next line.

List of common abbreviations:

| Expression | Acceptable abbreviation |
|---------------|-------------------------|
| na primer | npr. |
| in tako dalje | itd. |
| število | št. |
| angleško | angl. |

| Expression | Acceptable abbreviation |
|---------------------------|-------------------------|
| slovensko | slov. |
| oziroma | oz. |
| tako imenovani | t. i. |
| to je | tj. |
| gospod, gospa, gospodična | g., ga., gdč. |

Don't abbreviate such words as product names.

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) or HTML (Hypertext Markup Language).

They can be declined in Slovenian or used with a modifier.

Localized acronyms

Example:

| en-US source | sl-SI target |
|--------------|-----------------------|
| PIN | kodi PIN, PIN-u |
| RAM | pomnilnika RAM, RAM-a |

4.1.3 Adjectives

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

Adjectives have two forms: **definite form** (določna oblika) and **indefinite form** (nedoločna oblika). The difference is only visible in the 1st and 4th cases of masculine

gender (1. in 4. sklon pri moškem spolu - e.g., izbran pogon vs. izbrani pogon). Some adjectives only appear in either definite or indefinite form, but not both.

1. Adjectives in indefinite form describe a quality or a characteristic of the noun they modify. They answer the question "What kind?" (Kakšen?).

- Nominal phrases premodified by the indefinite article a/an are normally translated with the indefinite form of the adjective: an invalid parameter - neveljaven parameter.

2. Adjectives in the definite form distinguish the noun they modify from other nouns and describe an already known quality or characteristic. They answer the question "Which one?" (Kateri?).

- Nominal phrases premodified by the definite article "the" are normally translated with the definite form of the adjective.
- The definite form is always used after demonstrative and possessive pronouns (kazalni in svojilni zaimki) and the pronoun »ves« (*Ta formatirani seznam, Naš klicni center, Ves omrežni promet*). Note that after the pronoun »vsak« the indefinite form is used (*Vsak nov odsek*).
- The definite form is also used when the noun is sufficiently defined by other sentence elements, such as a relative clause (oziralni stavek) or a qualifier (prilastek – e.g., Stehnizirani svet, ki nas obdaja; Mali kolektiv piranske zavarovalnice).

Some examples of common errors:

| English | Slovenian—incorrect |
|---|---|
| Unpartitioned space on this computer | Nerazdeljen prostor v računalniku. |
| Hard disk | Trd disk |
| 3D Combo Chart | 3D lomljen grafikon |
| Manual Exposure Control | Ročen nadzor osvetlitve |
| Disable 16 color brush cache | Omogoči predpomnilnik za 16 barven čopič |
| Unbalanced parenthesis | Neuravnovešen oklepaj |
| Make Outlook Express the default program for: | Outlook Express naj bo privzet program za: |

| | |
|-------------------------------|---|
| Disk space available: | Nezaseden prostor na disku: |
| Use specified custom profile: | Uporabi naveden profil po meri: |
| Use default remote gateway | Uporabi privzet oddaljeni prehod |
| Restart | Ponoven zagon |

Possessive adjectives

The frequent use of possessives is a feature of English language. However, in Slovenian, possessive adjectives should for the most part be omitted. Literal duplication of these from English in Slovenian texts is considered poor style.

4.1.4 Capitalization

In English, it is a general practice to capitalize all words in titles and names, e.g., Style Guide. In Slovenian, only the first word and proper names within the title are capitalized, e.g., Slogovni vodnik, Združene države Amerike.

Do not use capitalization in the middle of the name for check boxes, radio buttons, commands or options when the name contains other option, check box or radio button names, e.g. Organiziraj priljubljene (Not: Organiziraj Priljubljene).

Use capitalization in cases when you are referring to proper nouns like names of programs, modules etc., (e.g., Opens a Microsoft Word document—Odpri dokument programa Microsoft Word.)

Note: Wizard names in the middle of sentences are not capitalized, e.g., Dobrodošli v čarovniku za vzpostavljanje povezave z internetom.

In English additional short text in brackets often starts with the capital letter, e.g., "The updated software (Recommended)". In Slovenian localized software, when the short text in brackets is not a full sentence it should be lower case, e.g., "Posodobljena programska oprema (priporočeno)."

Table column and row titles should follow the same language style throughout the software. Column and row titles should start with capital letters and usually should not end with any punctuation marks.

When the table items are complete sentences, each of them starts with a capital letter and ends with a period. When table items are not complete sentences, they may start with either a small or capital letter and do not end with a period. However, the style applied must be consistent throughout the column, i.e., start with either small or capital letter.

There are four approved patterns of localizing program/applet/component names:

- Capitalize when standing at the beginning of a sentence and not preceded by the word Microsoft (e.g., Organizator, Kalkulator etc.)
- Lowercase when standing at the beginning of a sentence and preceded by the word Microsoft (e.g., Microsoftov organizator, Microsoftova lupa etc.)
- Lower-case when standing in the middle of a sentence and preceded by the word Microsoft. (e.g., Z Microsoftovim organizatorjem lahko ...)
- Lower-case when standing in the middle of a sentence and not preceded by the word Microsoft (Copy to clipboard—Kopiraj v odložišče.)

National holidays—Except at the beginning of a sentence or when derived from a personal name, holidays are NOT capitalized: božič, valentinovo, jom kipur, roš hašana, hanuka, kurban bajram, eid-al-fitr ...

4.1.5 Compounds

Generally, compounds should be understandable and clear to the user. Overly long or complex compounds should be avoided. Keep in mind that unintuitive compounds are ultimately an intelligibility and usability issue.

4.1.6 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 the following options to express the intent of the source text appropriately.

- Do not attempt to replace the source colloquialism with a Slovenian colloquialism that fits the same meaning of the particular context unless it 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 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 | sl-SI target |
|--------------|--------------|
| done | opravljeno |

4.1.7 Numbers

This topic includes guidelines when to use numerals (symbol that represents a number. e.g., 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.

In general, it is considered good style to write numbers from 0 to 12 as words. However, this approach is context-dependent. In texts where there are a lot of numbers involved (for example, specifications) or where space is limited (for example UI), it makes more sense to write numbers as numerals.

Also, the Slovenian rules for separating thousands and decimals are exactly the opposite to the English rules. Thousands are separated by a period, decimals by a comma, i.e., 12.345,67.

4.1.8 Prepositions

Pay attention to the correct use of the preposition in translations. Influenced by the English language, many translators omit them or change the word order - they should not be translated literally.

- Most prepositions have several Slovenian counterparts, thus the preposition “on” for instance can correspond to Slovenian *na, ob, v, pri ...*
- In some cases, prepositions are not preserved in the translation: *Follow the instructions in this wizard - Sledite navodilom čarovnika.*
- **IMPORTANT:** As opposed to English, Slovenian requires that in transitive verbs the object immediately follows the preposition: *Place the caption next to or below the image – Napis postavite zraven slike ali pod njo* (Not: ... *zraven ali pod sliko*)

Some standard translations are listed below:

- **In**—normally corresponds to Slovenian »v«. The exception is »in a pile«—»na kupu«
- **At**—corresponds to Slovenian »pri, na, ob, s/z«.
- **Under**—corresponds to Slovenian »pod« but also »s/z, v, po, v skladu z, ...«. Avoid direct translation
- **On**—can be part of a phrasal verb (e.g., turn on) or preposition corresponding to »na« or »v«

| English | Slovenian | Comment |
|---------------------|--------------------------|---|
| At least | Vsaj | |
| At most | Največ | |
| At once | Hkrati | <i>Not: istočasno</i> |
| At the same time | Hkrati | <i>Not: istočasno</i> |
| At a later time | Pozneje | |
| At a time | Naenkrat / ne ... hkrati | Only one document can be inserted at a time— Naenkrat lahko... |
| At any time | Kadarkoli | <i>Not stressed also: kadar koli</i> |
| At another time | Drugič | |
| At a specific time | Ob določeni/navedeni uri | |
| At the time when... | Ko... | <i>Most often not: V trenutku, ko</i> |
| At run time | Med izvajanjem | |
| At the moment | Trenutno | |
| At a kiosk | V kiosku | |
| At this location | Na tem mestu | |
| At insertion point | Na mestu vstavljanja | |
| At the top | Na vrhu or Zgoraj | |
| At the bottom | Na dnu or Spodaj | |

| | | |
|------------------|------------------|--|
| At the end | Na koncu | |
| At the beginning | Na začetku | |
| At Open | Ob odpiranju | |
| At Startup | Ob zagonu | |
| Hyphenate at | Deli pri | |
| Separate at | Loči pri | |
| Start at | Začni pri / z | |
| End at | Končaj pri / z | |
| Error at | Napaka pri | |
| Kern at | Spodsekaj pri | |
| Indent at | Zamik pri / na | |
| Cross at | Sekaj pri | |
| Align at | Poravnati pri/na | |

On—Corresponds to Slovenian na, ob, v:

| English | Slovenian | Comment |
|------------------------|-----------------------------------|---------|
| on | vklopljen | |
| turn on | vklopiti | |
| on a program | v programu | |
| on an operating system | v operacijskem sistemu | |
| on Windows 11 | v operacijskem sistemu Windows 11 | |
| on clipboard | v odložišču | |

| | | |
|----------------------|---------------------------------|---|
| click (on) something | klikniti nekaj | Do not use: klikniti na |
| help on | pomoč o... | Do not use: pomoč v zvezi z |
| tip on | namig o | |
| | | |
| on a menu | v meniju | |
| on a toolbar | v orodni vrstici | |
| on a status bar | v vrstici stanja | |
| on the ruler | na ravnilu | |
| on a control | v kontrolniku | |
| on a tab | na zavihku | |
| on a button | na gumbu | |
| on the web | v spletu | Not: na spletu A corresponding preposition is »iz« for instance »iz orodne vrstice«, »iz interneta« (not »z interneta«.) |
| on a web page | na spletni strani | |
| on a network | v omrežju | |
| on the internet | v internetu | <i>Not:</i> na internetu |
| on the net | v omrežju | <i>Not:</i> na omrežju |
| log on to network | vzpostaviti povezavo z omrežjem | |
| on a device | v napravi | |
| on a drive | na pogonu | |
| on a disk | na disku | |
| on a memory card | na pomnilniški kartici | |

| | | |
|----------------------|------------------------|---------------------------------------|
| on the screen | na zaslonu | |
| on a server | v strežniku | |
| on the keypad | na tipkovnici | |
| on machine | v računalniku | |
| on computer | v računalniku | |
| on cell/mobile phone | v prenosnem telefonu | E.g., Page a friend on his cell phone |
| on a range | v obsegu | |
| on top | na vrhu | |
| on install | ob namestitvi | |
| on load | ob nalaganju | |
| on the fly | brez vnovičnega zagona | |
| on save | ob shranjevanju | |
| on copy | ob kopiranju | |
| on paste | ob lepljenju | |
| on close | ob zapiranju | |
| on exit | ob izhodu | |
| on first use | ob prvi uporabi | |

Under—The preposition "under" should not be automatically translated as "pod." This is the most frequent meaning but is wrong in many contexts. Consider the examples below and remember to use common sense and a general feel for language when translating this preposition.

| English | Slovenian |
|-----------------------------|-------------------------------|
| Save under a different name | Shrani z drugim imenom |

| | |
|------------------------------|---|
| Maximum extent under law | V največji meri, ki jo omogoča zakon |
| Under current legislation | Po veljavni zakonodaji/ Skladno z veljavno zakonodajo |
| Under the File menu | V meniju »Datoteka« |
| Under Microsoft Windows 11 | V sistemu Microsoft Windows 11 |
| Value under HK_LOCAL_Machine | Vrednost v HK_LOCAL_MACHINE |
| Run under safe mode | Izvajati v varnem načinu |
| Under normal conditions | V normalnih pogojih |

4.1.9 Pronouns

Excessive use of possessive pronouns should be avoided. Two common mistakes include using a pronoun where in Slovenian it is not needed, i.e. "She shook her head"—»Stresla je s svojo glavo«, and using the wrong pronoun "She shook her head"—»Stresla je z njeno glavo«. In most cases the pronoun "your" should be left out; in others the form "svoj" or "vaš", depending on context, should be used.

Example:

| en-US source | sl-SI target | Comment |
|---|---|--|
| Turn on your computer. | Vklopite računalnik. | »Svoj« can be left out and »vaš« is incorrect. |
| Close your document. | Zaprite dokument. | Leave out »Svoj« if there is no possibility for confusion. |
| First, save your document, then you can close the one on remote server. | Najprej shranite svoj dokument, nato pa lahko zaprete tistega v oddaljenem strežniku. | |

4.1.10 Punctuation

Bulleted lists

Three different approaches are used regarding bulleted lists.

1. If the bullet text is short, it is common to start it in lowercase and end it with a comma or a semi-colon, where the last bullet ends with a period. Example:

Danes sem:

- vstal,
- pojedel zajtrk,
- božal psa.

2. If the bullet text is short, it is also acceptable to start it in lowercase and use no ending punctuation. Example:

Danes sem:

- vstal
- pojedel zajtrk
- božal psa

3. If the bullet text is long (i.e., a sentence or a meaningful unit), it is common to start it in uppercase and end it with a period. Example:

Danes sem:

- Vstal, pojedel zajtrk in božal psa.
- Šel v službo in obiskal prijatelja.
- Poklical prijatelja.

Comma

For detailed rules on the use of commas refer to Slovenski pravopis – Pravila. Examples of the most common difficulties in Microsoft translations are listed below:

The word »Prosimo« is separated from the rest of the text by a comma.

US English

Slovenian

| | |
|-------------|--------------------|
| Please wait | Prosimo, počakajte |
|-------------|--------------------|

Unless joined by a co-coordinating conjunction (priredni veznik), two syntactical units, each containing a finite verbal form (osebna glagolska oblika), are separated by commas.

| US English | Incorrect | Comment |
|--|---|---------------------------|
| You can't use a date format in a different language than the slide master. | Datumska oblika ne more biti v drugačnem jeziku kot je matrica diapozitiva. | <i>Comma before »kot«</i> |
| Select the applications for which you want to save/restore settings | Izberite programe za katere želite shraniti ali obnoviti nastavitve | <i>Comma before »za«</i> |

A comma is placed before the co-ordinate conjunction (priredni veznik: in, pa, ter ...), if it is required by the dependent clause.

| US English | Incorrect | Comment |
|---|--|---|
| Verify that you have entered all required information, and try again | Preverite, ali ste vnesli vse zahtevane informacije in poskusite znova | <i>Comma before »in«</i> |
| ... based on the certificates it is configured to issue as well as the security permissions | zasnovano na potrdilih, za izdajo katerih je nastavljen in na varnostnih dovoljenjih | <i>Comma before »in«</i> because <i>»za izdajo katerih«</i> is a dependent clause that has to be separated from the main clause |

Non-finite clauses (polstavki) are separated from the main clauses when realized by a participle (deležnik), a noun or an adjective.

In the phrase »tako da«, a comma before »tako« denotes a consequence or result of action, whereas before »da« it denotes a process i.e., a manner of action or the way of doing something.

| US English | Slovenian | Comment |
|---|---|---------------------------------|
| To return to the location of your last edit, press SHIFT+F5 | Na mesto zadnjega urejanja se vrnete tako, da pritisnete tipki SHIFT+F5 | <i>(kako?) ... tako, da ...</i> |

| | | |
|---|---|--|
| | | <i>Manner of action</i> |
| Although you have closed the program window, the program will continue to run in the taskbar (near the clock) so that you can receive alerts and instant messages | Čeprav ste zaprli okno programa, se bo program še naprej izvajal v opravljeni vrstici (zraven ure), tako da boste lahko prejeli opozorila in neposredna sporočila | <i>(posledica) ... , tako da ... State or Result</i> |

No comma even if sentence subject is a long and complex nominal phrase.

| US English | Incorrect | Comment |
|--|--|-------------------------------------|
| For more information on digitally signed drivers see ... | Za dodatne informacije o digitalno podpisanih gonilnikih, v sorodnih temah preberite | <i>No comma before »v sorodnih«</i> |
| Before editing registry make a ... | Pred spreminjanjem registra, naredite ... | <i>No comma before »naredite«</i> |

Dependent clause is separated on both sides from the main clause:

| US English | Incorrect | Comment |
|---|---|--------------------------------|
| The supported Clipboard formats for reports are | Oblike zapisov, ki jih podpira odložišče so: obogateno besedilo | <i>Missing comma before so</i> |

| US English | Incorrect | Comment |
|-----------------------------------|--|--|
| So even if the CA publishes a new | Tudi, če overovitelj potrdila objavi nov ... | <i>No comma after tudi</i> |
| Buttons available | Gumbi, na voljo | <i>Either: Gumbi, ki so na voljo or Gumbi na voljo</i> |

Colon

General Slovenian grammar rules apply (see references at beginning of style guide).

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. In all cases where technical problems could arise due to the use of en-dash, it is allowed to use the hyphen instead.

Example:

| US English | Slovenian |
|------------|---------------|
| TV | TV-sprejemnik |
| 3D View | 3D-pogled |

En dash

The en dash is used as a minus sign (space before numeral: 10 – 2), for negative values (no space before numeral, e.g. –17 °C).

Example:

| US English | Slovenian | Comment |
|------------|-----------|--|
| 10 – 2 | 10 – 2 | Space before numeral. |
| –17°C | –17 °C | No space before numeral, space before degree symbol. |

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

Example:

| US English | Slovenian |
|------------|-------------|
| Pages 8–21 | Strani 8–21 |

Em dash

Not used in Slovenian.

Ellipses (suspension points)

Must always be preceded by a space in Slovenian.

Example:

| US English | Slovenian | Comment |
|------------|---------------|---------|
| Loading... | Nalaganje ... | |

Period

General Slovenian punctuation rules apply (see references at beginning of style guide).

Quotation marks

In Slovenian double angle quotation marks »« (ALT +175, 174) are used in all instances in localized Software.

Help and documentation uses bold formatting as a counterpart to SW quotation marks. Quotation marks are used, however, in help and documentation when this is required by general rules (See *Pravopis, Pravila*, pp. 59-60).

Double or single upper or lower quotation marks (" , '), single angle quotation marks or curly quotation marks (" "), should not be used.

Use quotation marks in the following cases:

- Menu commands (*v meniju »Datoteka« kliknite »Shrani«*)
- Button names (*v orodni vrstici »Standard« kliknete gumb »Shrani«*)
- Dialog Titles (*spremenite mesto na kartici »Shrani« v pogovornem oknu »Možnosti«*)
- Tabs (*see above*)
- Toolbar names
- Options
- Folder names
- Fields (*Mapa »%1!hs!«, navedena v polju »Izhodi \x010De« ni veljavna.*)
- Action Argument Names (*Argument »Ime obrazca« ste pustili prazen*)
- Property Names (*Obrazec je samo za branje, ker ni nastavljena lastnost »Enolična tabela«.*)
- Property Values (*Ustrezno ponastavite vrednost na »Ni zaklepanja« ali »Urejan zapis«.*)
- Expressions (*Operator Is lahko uporabite samo v izrazu z »Nič« ali »Ni Nič«.*)
- Groups (*V skupini »Skrbniki« mora obstajati vsaj en uporabnik.*)

- In all cases when the translation without quotations would appear strange in a sentence, standing out as if not part of the remaining text, and when there is no other way to identify this odd text;
- A word in a sentence that is capitalized and is not a proper name or anything else for which Slovenian grammar rules require capitalization;
- A sentence or phrase that appears to have no connection with other parts of the sentence until the user realizes it is a quoted text from a dialog window.
- Use quotation marks whenever they are present in source text. US single upper quotation marks (') translate into double angle quotation marks in Slovenian (e.g. *Access to the resource '%1!.1023ls!' has been disallowed. - Dostop do sredstva »%1!.1023ls!« ni bil dovoljen.*). The same is true of US double upper quotation marks (e.g. *The protocol "%1!.1023ws!" does not have a registered program. - S protokolom »%1!.1023ws!« ni povezan noben registriran program.*)

Do not use quotation marks in the following cases:

- English text within Slovenian text
- Loan words
- Acronyms

Parentheses

In English, there is no space between the parentheses and the text inside them. The same applies for Slovenian.

Example:

| US English | Slovenian |
|---------------|---------------|
| (Recommended) | (priporočeno) |

4.1.11 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.

Slovenian Microsoft voice also uses standard sentence fragments to keep a consistent way of representing similar source phrases, while keeping the sentences brief and maintaining the attributes of Microsoft voice.

Sentence fragments (i.e., fragments without a verb, a noun etc.) in Slovenian can be used to shorten the message and to convey a more relaxed tone.

| US English source text | Slovenian long form | Slovenian sentence fragment |
|-------------------------------------|--|--|
| Use the following steps | Upoštevajte spodnja navodila | <i>in sicer tako. Or Preberite, kako:</i> |
| For more information, visit <link>. | Če želite več informacij, obiščite spletno mesto <link>. | Za več informacij obiščite spletno mesto <link>. |

4.1.12 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 are 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.

For Slovenian Microsoft voice, present tense is the easiest to understand. It is recommended that you use the present tense as often as possible and use the past and the future tense only if you want to stress that something happened in the past or in the future, which means that when the source text uses another tense (future or past), the Slovenian translation may also follow, using the same other tense if more appropriate.

| en-US source text | si-SI classic use of verb tense | si-SI modern use of verb tense |
|--|---|--|
| After you are finished installing the tool, the icon will appear on your desktop. ["are finished" is in present perfect tense] | Ko končate nameščanje orodja, se bo na namizju prikazala ikona. | Ko končate nameščanje orodja, se na namizju prikaže ikona. |
| Files couldn't be found. | Datoteke ni bilo mogoče najti. | Datoteke ni mogoče najti. |

4.1.13 Symbols

Ampersand (&)

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

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 Slovenian, 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.

5.1 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. Some accessible products and services may not be available in Slovenian-speaking markets. 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

Application/product names are often trademarked or may be trademarked in the future and are therefore rarely translated. Occasionally, feature names are trademarked, too (e.g., IntelliSense).

It is recommended that non-localized product names are not to be declined. A qualifier should thus be used in front of all such non-localized product names to avoid direct

declination of the product name (declination is moved to the qualifier). Several examples of the old and new approaches are listed below.

| US English | Old Slovenian | New Slovenian |
|---------------------------|---------------------------------------|---|
| Microsoft Office document | Microsoft Officeov dokument | dokument zbirke Microsoft Office |
| Excel spreadsheet | Excelova preglednica | preglednica programa Excel |
| Open the email in Outlook | E-poštno sporočilo odprite v Outlooku | E-poštno sporočilo odprite v programu Outlook |

Note: A qualifier needs to be used only if the product name would otherwise need to be declined. It should be omitted *in all other cases*.

Version numbers

Version numbers always contain a period (e.g., Version 4.2). Note the following punctuation examples of "Version x.x".

Version numbers are usually also a part of version strings, but technically they are not 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 | Slovenian |
|--|---|
| © 2022 Microsoft Corporation. All rights reserved. | Refer to Microsoft Terminology - Globalization Microsoft Learn to check the correct translations "All rights reserved" and "Microsoft Corporation". |

5.3 Copilot predefined prompts

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

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

Best practices for the localization of Copilot predefined prompts

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

- **Be clear and specific:** English prompts are generally questions or requests starting with an action verb. Make sure the target prompts are natural questions or requests. Avoid using vague language. Use clear and specific phrases or keywords.
- **Keep it conversational:** Be consistent with Microsoft Voice principles. Use simple and natural language when translating prompts. Avoid adopting a tone that resembles a machine. Use an informal tone of voice and form of address when translating Copilot predefined prompts.
- **Be polite and professional:** Use kind and respectful language, as this helps foster collaboration and improves the AI's responsiveness and performance. Don't use slang and jargon.
- **Use quotation marks:** This helps Copilot know what to write, modify, or replace for the user.
- **Pay attention to punctuation, grammar, and capitalization:** Clear communication helps collaboration between Copilot and the user.
- **Pay attention to the placement of entity tokens:** An entity token is a placeholder that is used to trigger a pop-up menu in the UI to let customers choose an entity, such as a file, contact, meeting, so that the prompt uses specific data from the specified entity. As with any other placeholder, an entity token is not localizable, and the position of the entity token should make sense in the target text syntax.

Entity token localization exception: Some prompts may be a display text (i.e., an example) and, in such cases, the entity token needs to be translated. Read the Dev comment carefully.

Exception example:

Source string: List key points from [file]

DevComment=Translate [file]

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

| Source prompt | Target prompt | Comments |
|--|---|--|
| List ideas for a fun remote team building event | Navedi zamisli za zabaven dogodek za povezovanje ekipe na daljavo | |
| What are the goals and topics from the meeting? Format each section with a bolded heading, a bulleted list, and bolded names | Kakšni so cilji in teme srečanja? Oblikuj vsak razdelek z naslovom v krepki pisavi, označenim seznamom in imeni v krepki pisavi | |
| Propose a new introduction to <entity type='file'>file</entity> | Predlagaj nov uvod za <entity type='file'>datoteko</entity> | Please pay special attention when localizing segments with entity tokens (placeholders). Read the Dev comment carefully. |
| What were the open issues from <entity type='meeting'>meeting</entity>? | Katera vprašanja s <entity type='meeting'>srečanja</entity> še niso rešena? | Please pay special attention when localizing segments with entity tokens (placeholders). Read the Dev comment carefully. |
| Give me ideas for icebreaker activities for a new team | Predlagaj mi zamisli za uvodne spoznavne dejavnosti za novo ekipo | |
| Create a list of <placeholder>color names inspired by the ocean</placeholder> | Ustvari seznam <placeholder>imen barv, ki se navezujejo na ocean</placeholder> | Please pay special attention when localizing segments with |

| | | |
|--|--|---|
| | | entity tokens (placeholders). Read the Dev comment carefully. |
|--|--|---|

5.4 Trademarks

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

5.5 Software considerations

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

5.5.1 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.

5.5.2 Error messages

Error messages are messages sent by the system or a program, informing the user of an error that must be corrected 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.

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 Slovenian translation |
|--------------|-------------------------------|
|--------------|-------------------------------|

| | |
|--|--|
| Something went wrong | Prišlo je do težav |
| Not enough memory to process this command. | Ni dovolj pomnilnika za obdelavo tega ukaza. |

Slovenian style in error messages

It is important to use consistent terminology and language style in the localized error messages, and not just translate them as they appear in the US product.

Error messages are sometimes "abbreviated" into elliptical sentence structures. In Slovenian, the abbreviated style does not work well and should be used as sparingly as possible.

Slovenian error messages in most cases end with the period. However, when the source message ends with three dots, the Slovenian should as well. When there is no end period in source, there should be none in Slovenian.

Exclamation marks in Slovenian error messages should be used sparingly. One should bear in mind that most English sentences ending with the exclamation mark should not have one in Slovenian.

Standard phrases in error messages

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

Use the present tense, even if the US error message is in the past tense. Sometimes, messages in the US original are phrased differently although they have the same meaning. Try to avoid this in the localized Slovenian version. Use one standard translation for the same English meaning.

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

Examples:

| English | Translation | Example | Comment |
|-----------------------------|-------------|-----------------------------|---|
| Cannot ... Could not ... | ni mogoče | Storitve ni mogoče zagnati. | Word order must be changed for Slovenian. |

| | | | |
|--|----------------------|--|--|
| Failed to ... Failure of ... | ni bilo mogoče | Storitve ni bilo mogoče zagnati. | |
| Cannot find ... Could not find ... Unable to find ... Unable to locate ... | ... ni mogoče najti. | Datoteke ni mogoče najti. | |
| Not enough memory Insufficient memory There is not enough memory There is not enough memory available | Ni dovolj pomnilnika | Ni dovolj pomnilnika za obdelavo tega ukaza. | |
| ... is not available ... is unavailable | ... ni na voljo. | Tiskalnik ni na voljo. | |

Error messages containing placeholders

When localizing error messages containing 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 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."

In Slovenian, it is common to add qualifiers before placeholders to avoid potential grammatical issues. Example:

| | | |
|---------|---------------------------|-----------------------|
| English | Problematic Slovenian use | Correct Slovenian use |
|---------|---------------------------|-----------------------|

| | | |
|---------------------|---------------------|------------------------------|
| %s cannot be found. | %s ni mogoče najti. | Programa %s ni mogoče najti. |
|---------------------|---------------------|------------------------------|

5.5.3 Keyboard shortcuts

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

Examples:

New

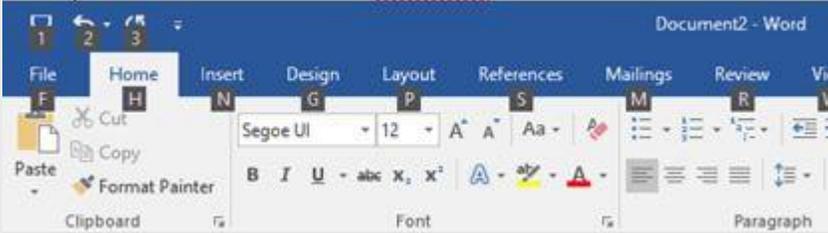
Cancel

Options

| Keyboard shortcuts special options | Usage: Is it allowed? | Notes |
|--|-----------------------|--|
| "Slim characters," such as l, l, t, r, f can be used as keyboard shortcuts | yes | But only if no other character is available. |
| Characters with downstrokes, such as g, j, y, p and q can be used as keyboard shortcuts | yes | But only if no other character is available. |
| 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 between brackets after item name, can be used as a keyboard shortcut | yes | |
| Duplicate keyboard shortcuts are allowed when no other character is available | yes | |

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

5.5.4 Keys

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

5.5.5 Numeric keypad

It is recommended that you avoid distinguishing numeric keypad keys from the other keys, unless it is required by a given application. If it is not obvious which keys need to be pressed, provide necessary explanations.

5.5.6 Shortcut keys

Shortcut keys are keystrokes or combinations of keystrokes used to perform defined functions in a software application. Shortcut keys replace menu commands and are sometimes given next to the command they represent. 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 | Slovenian command | Slovenian shortcut key |
|--|-------------------------|-------------------|------------------------|
| General Windows shortcut keys | | | |
| Help window | F1 | same | F1 |
| Context-sensitive Help | Shift+F1 | same | Shift+F1 |
| Display pop-up menu | Shift+F10 | same | Shift+F10 |
| Cancel | Esc | Prekliči | Esc |
| Activate\Deactivate menu bar mode | F10 | same | F10 |
| Switch to the next primary application | Alt+Tab | same | Alt+Tab |
| | | | |
| Display next window | Alt+Esc | same | Alt+Esc |

| | | | |
|---|----------------|-----------------------|----------------|
| Display pop-up menu for the window | Alt+Spacebar | same | Alt+Spacebar |
| Display pop-up menu for the active child window | Alt+- | same | Alt+- |
| Display property sheet for current selection | Alt+Enter | same | Alt+Enter |
| Close active application window | Alt+F4 | same | Alt+F4 |
| Switch to next window within (modeless-compliant) application | Alt+F6 | same | Alt+F6 |
| Capture active window image to the Clipboard | Alt+Prnt Scrn | same | Alt+Prnt Scrn |
| Capture desktop image to the Clipboard | Prnt Scrn | same | Prnt Scrn |
| Access Start button in taskbar | Ctrl+Esc | same | Ctrl+Esc |
| Display next child window | Ctrl+F6 | same | Ctrl+F6 |
| Display next tabbed pane | Ctrl+Tab | same | Ctrl+Tab |
| Launch Task Manager and system initialization | Ctrl+Shift+Esc | same | Ctrl+Shift+Esc |
| File menu | | | |
| File New | Ctrl+N | Datoteka > Nova | Ctrl+N |
| File Open | Ctrl+O | Datoteka > Odpri | Ctrl+O |
| File Close | Ctrl+F4 | Datoteka > Zapri | Ctrl+F4 |
| File Save | Ctrl+S | Datoteka > Shrani | Ctrl+S |
| File Save as | F12 | Datoteka > Shrani kot | F12 |

| | | | |
|---------------------------|----------------|-------------------------------|----------------|
| File Print Preview | Ctrl+F2 | Datoteka > Predogled tiskanja | Ctrl+F2 |
| File Print | Ctrl+P | Datoteka > Natisni | Ctrl+P |
| File Exit | Alt+F4 | Datoteka > Izhod | Alt+F4 |
| Edit menu | | | |
| Edit Undo | Ctrl+Z | Urejanje > Razveljavi | Ctrl+Z |
| Edit Repeat | Ctrl+Y | Urejanje > Ponovi | Ctrl+Y |
| Edit Cut | Ctrl+X | Urejanje > Izreži | Ctrl+X |
| Edit Copy | Ctrl+C | Urejanje > Ponovi | Ctrl+C |
| Edit Paste | Ctrl+V | Urejanje > Prilepi | Ctrl+V |
| Edit Delete | Ctrl+Backspace | Urejanje > Izbriši | Ctrl+Backspace |
| Edit Select All | Ctrl+A | Urejanje > Izberi vse | Ctrl+A |
| Edit Find | Ctrl+F | Urejanje > Najdi | Ctrl+F |
| Edit Replace | Ctrl+H | Urejanje > Zamenjaj | Ctrl+H |
| Edit Go To | Ctrl+G | Urejanje > Pojdi na | Ctrl+G |
| Help menu | | | |
| Help | F1 | Pomoč | F1 |
| Font format | | | |
| Italic | Ctrl+I | Ležeče | Ctrl+I |
| Bold | Ctrl+B | Krepko | Ctrl+B |
| Underlined\Word underline | Ctrl+U | Podčrtano\Samo besede | Ctrl+U |
| Large caps | Ctrl+Shift+A | Samo velike črke | Ctrl+Shift+A |

| | | | |
|-------------------------|--------------|------------------------|--------------|
| Small caps | Ctrl+Shift+K | Pomanjšane velike črke | Ctrl+Shift+K |
| Paragraph format | | | |
| Centered | Ctrl+E | Na sredino | Ctrl+E |
| Left aligned | Ctrl+L | Poravnaj levo | Ctrl+L |
| Right aligned | Ctrl+R | Poravnaj desno | Ctrl+R |
| Justified | Ctrl+J | Poravnaj obojestransko | Ctrl+J |

5.6 Voice video considerations

A good Microsoft voice video addresses only one intent (one customer problem), is not too long, has high audio quality, has visuals that add to the information, and uses the right language variant/dialect/accents in voiceover.

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 (s)he is next to you, watching you explain the content.
- Record a scratch audio file. Check for length, pace and clarity.

5.6.1 English pronunciation

General rules

Generally speaking, English terms and product names left unlocalized in target material should be pronounced the English way. **Slovenian words**—and numbers—should be pronounced following the standard pronunciation rules for the language. When in doubt, refer to Slovenski pravopis. **Microsoft** must be pronounced the Slovenian way: [Mikrosoft].

| Example | Phonetics | Comment |
|-------------------------------------|---|---|
| Microsoft Windows Server 2022 | [mikrosoftuindows server dvatisočdvaindvajset] | Numbers are pronounced the Slovenian way. Microsoft is pronounced the Slovenian way. |
| .NET | [pika net] | .NET is considered a product name. |
| Skype | [skaip]  | Product names are usually pronounced the way they are pronounced in the source language. |

Acronyms and abbreviations

Strict acronyms pronounced like real words should be pronounced in accordance with the general Slovenian language rules for acronyms (Slovenski pravopis) and established usage.

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

Other abbreviations are pronounced letter by letter. There are no strict rules when a letter should be pronounced the English way and when the Slovenian way. It depends on common usage.

URLs

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

"www" should be pronounced as »trikrat dvojni v«.

The "dot" should be read out.

| Example | Phonetics |
|------------------------------------|--|
| http://www.microsoft.com/slovenija | http dvopičje - dvojna poševnica - trikrat dvojni v - pika - microsoft pika kom poševnica slovenija |

Punctuation marks

Most punctuation marks are naturally implied by the sound of voice, e.g. ? ! : ; ,

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

Special characters

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

5.6.2 Tone

Use a tone matching the target audience, e.g., more informal, playful, and inspiring tone may be used for most Microsoft products, games etc., or formal, informative, and factual in technical texts etc.

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 voice-over
- Fine to alternate between first and second person
- Repetition of big points is fine

Visuals

- Eye is guided through the procedure
 - Smooth, easily trackable pointer motions
 - Judicious callout use
- Appropriate use of motion graphics and/or branding-approved visuals

Ending

- Recaps are unnecessary