Welsh Localization Style Guide

Table of Contents

1 Welcome

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

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.   Gramadeg y Gymraeg. Peter Wynn Thomas. Gwasg Prifysgol Cymru, 1996. ISBN 0-7083-1345-0
2.   Orgraff yr Iaith Gymraeg. Rhan I a Rhan II. Gwasg Prifysgol Cymru, argraffiad 1987.
3.   Y Golygiadur, Llawlyfr i Awduron a Golygyddion. Rhiannon Ifans. 2006. ISBN 1-84512-026-4
4.   TermCymru. https://gov.wales/bydtermcymru. The Welsh Assembly Government Translation Service terminology database.
5.   Geiriadur Prifysgol Cymru. https://welsh-dictionary.ac.uk/gpc/gpc.html
6.   Geiriadur yr Academi. (GyrA) https://geiriaduracademi.org/
7.   Y Termiadur. http://www.termiaduraddysg.cymru/
8.   Termau Technoleg Gwybodaeth a'r We. Bwrdd yr Iaith Gymraeg, 2004 and the other terminology lists on the Welsh Language Board's National Database of Standardized Terms.
9.   Pa Arddodiad? D. Geraint Lewis. 2007. ISBN 978 1 58902 764 6
10.   Adroddiad ar Safoni Termau Priffyrdd, Bwrdd yr Iaith Gymraeg, 1998.

Informative References

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

1.   The Welsh Academy English-Welsh Dictionary, Gwasg Prifysgol Cymru, 1995.
2.   Cysgliad. https://www.bangor.ac.uk/canolfanbedwyr/cysgliad_am_ddim.php.en
3.   Arddulliadur Gwasanaeth Cyfieithu Llywodraeth Cynulliad Cymru,2006.
4.   Canllawiau a Safonau Meddalwedd Dwyieithog, Bwrdd yr Iaith Gymraeg, 2006.
5.   Safle meddalwedd Cymraeg. www.meddal.com
6.   The European Computer Driving Licence (Welsh Version).

Microsoft User Interface Reference

A helpful reference is the Windows User Experience Interaction Guidelines, available for download at https://docs.microsoft.com/en-us/windows/apps/desktop/

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

Guidelines

Keep the following guidelines in mind:

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

Brand and product names

- Avoid overuse of the company/brand or product names (or logos). Refer to Microsoft names correctly when you use them—don't wing it.
- Avoid the corporate "we," such as "Microsoft announces..." or "We're proud to introduce..." or "We want you to know." Keep the focus on "you"—the reader, the audience. WE (Microsoft) aren't the important ones here.

2.1   Choices that reflect Microsoft voice

Translating Welsh 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.

However, the intended audience does not consist of teenagers only, so avoid using technical jargon or overly colloquial language, since not all users may understand it. All information must be presented in such a way that it looks as simple as possible, so that the average user may follow what is said.

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.

Therefore, try to translate the intended meaning of the sentence, instead of translating literally, word by word, which might not sound natural or fluent. Convey the same flavor into the target language using the most appropriate words and phrases to get a natural style.

For unambiguous commands, the personal imperative form may be used. However, where there is ambiguity, and where space is at a premium, the verb noun form may be used.

Use the polite 2nd person (the –wch forms) to address the user.

Example:

English	Welsh translation
You are now connected to the Internet.	(+) Rydych nawr wedi'ch cysylltu â'r Rhyngrwyd (-) Rwyt ti nawr wedi dy gysylltu â'r Rhyngrwyd
Type your name	(+) Teipiwch eich enw (-) Teipia dy enw
Are you sure you want to exit Setup?	(+) Ydych chi'n siŵr eich bod am adael y broses gosod? (-) Wyt ti'n siŵr dy fod am adael y broses gosod?

The impersonal may be used in the past tense (the –wyd forms). However, they are less familiar in the present tense in Welsh (the –ir forms). In the present sense, the verb noun form may be used. If strings must be truncated, the impersonal may be used in the present tense in Welsh.

English	Welsh translation
The message has been sent	(+) Anfonwyd y neges (-) Mae'r neges wedi'i hanfon
The message is being sent	(+) Mae'r neges wrthi'n cael ei hanfon (-) Anfonir y neges

Yes and No

The translation of Yes and No in Welsh depends on the question. Therefore, there is no one single word that may be used to translate these words in every context. Care must be taken that the answer to Yes and No correspond to the question. Where possible, "Iawn" (OK) may be used instead of the various translations of "Yes". In the negative, the short form "Na" is usually acceptable.

English	Welsh translation
Yes	(+) Iawn
OK	(+) Iawn
No	(+) Na

The exception to this rule is when asked if you are sure you wish to do something. In such cases "Ydw" should be used.

Active / Passive sentences

It's recommended to use active/direct sentences, where the subject of the sentence is performing the act. In a passive sentence, something happens to the subject of the sentence and this type can be more confusing for the user.

Active	Passive
(+) Mae'r cyfrifiadur yn cau.	(-) Cafodd y cyfrifiadur ei gau.
(+) Cadwodd y rhaglen y ffeil	(-) Cafodd y rhaglen ei chadw gan y ffeil.

2.1.1   Word choice

Terminology

Terminology must be used consistently; use the existing translations from the provided reference materials. Use approved terminology from [Microsoft Terminology - Globalization | Microsoft Learn](#) where applicable, 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.

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

en-US word	en-US word usage
App	Use *app* instead of *application* or *program*.

Pick, choose	Use *pick* in more fun, less formal or light-weight situations ("pick a color," not "choose a color") and *choose* for more formal situations (don't use *select* unless necessary for the UI).
Drive	For general reference to any drive type (hard drive, external hard drive, etc.). Use specific drive type if necessary.
Get	Fine to use as a synonym for "obtain" or "come into possession of" but should be avoided for other general meanings.
Info	Use in most situations unless *information* better fits the context. Use *info* when you point the reader elsewhere ("for more info, see <link>").
PC	Use for personal computing devices. Use *computer* for situations about PCs and Macs.
You	Address the user as *you*, directly or indirectly through the use of first- and second-person pronouns like "you." Third-person references, such as "user," should be avoided as they sound formal and impersonal. For information on localizing *you*, go to the section Pronouns.

en-US source term	Welsh word	Welsh word usage
app	ap	*rhaglen*is used for *program* and *application*
stuff	stwff	

2.1.2   Words and phrases to avoid

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

en-US word/phrase to avoid	Preferred en-US word/phrase
Achieve	*Do*
As well as	*Also, too*

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

Welsh word/phrase to avoid	Preferred Welsh word/phrase
Fodd bynnag	Ond
Cyflawni	Gwneud
Caffael	Cael
Cyrchu	Cael gafael ar
Ynglŷn â Microsoft	Manylion Microsoft
ailgychwyn	bwtio
gyriant fflach USB	cof bach

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

When it comes to a "call-to-action", remember, short copy is good copy! Motivate your target audience with clear statements. They want to find what they need, understand what they find, and be able to make an immediate decision, e.g. purchasing or contacting Skype for more information.

US English	Welsh target	Explanation
The password isn't correct, so please try again. Passwords are case-sensitive.	Dydy'r cyfeiriad ddim yn iawn, felly rhowch gynnig arall arni. Rhaid gwahaniaethu rhwng llythrennau bach a mawr mewn cyfrineiriau.	The user has entered an incorrect password so provide the user with a short and friendly message with the action to try again.
This product key didn't work. Please check it and try again.	Doedd yr allwedd cynnyrch hon ddim wedi gweithio. Gwnewch yn siŵr ei bod yn iawn a rhoi cynnig arall arni.	The user has entered an incorrect product key. The message casually and politely asks the user to check it again and try again.

US English	Welsh target	Explanation
All ready to go	Barod i fynd	Casual and short message to inform user that setup has completed, ready to start using the system.
Would you like to continue?	Ydych chi am fwrw ymlaen?	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.	Rhowch enw i'ch cyfrifiadur-unrhyw enw. Os ydych chi am newid lliw'r cefndir, diffoddwch cyferbyniad uchel yng ngosodiadau'r cyfrifiadur.	Address the user directly using second person pronoun to take the necessary action.

2.2.2 Promoting a feature

US English	Welsh 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.	Mae cyfrinair llun yn ffordd newydd o ddiogelu eich cyfrifiadur sgrin cyffwrdd. Rydych chi'n dewis y llun—a'r ystumiau rydych chi am eu defnyddio gydag ef—i greu cyfrinair sy'n unigryw i chi.	Promoting a specific feature with the use of em-dash to emphasis the specific requirements to enable the feature which 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.	Gadewch i apiau roi cynnwys personol i chi ar sail lleoliad, enw, llun cyfrif a gwybodaeth arall am barth eich cyfrifiadur.	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.

2.2.3 Providing how-to guidelines

US English	Welsh target	Explanation
To go back and save your work, select Cancel and finish what you need to.	I fynd yn ôl a chadw eich gwaith, dewiswch Canslo a gorffen yr hyn rydych chi eisiau ei wneud.	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.	I gadarnhau eich cyfrinair llun presennol, gwyliwch y chwarae a dilyn yr ystumiau sy'n cael eu dangos ar eich llun.	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.	Mae'n amser rhoi allwedd y ynnyrch. Pan fyddwch chi'n cysylltu â'r rhyngrwyd, byddwn yn ysgogi Windows i chi.	Speak to the user directly and naturally using second person pronoun "you" on clear actions to enter the product key.

2.2.4 Explanatory text and providing support

US English	Welsh target	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.	Mae'r diweddariadau wedi cael eu gosod, ond mae angen i Broses Gosod Windows 11 ailgychwyn er mwyn iddyn nhw weithio. Ar ôl ailgychwyn, byddwn yn dal i fynd o'n cam diwethaf.	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.	Os byddwch chi'n ailgychwyn nawr, byddwch chi ac unrhyw un arall sy'n defnyddio'r cyfrifiadur yn colli unrhyw waith sydd heb ei gadw.	Voice is clear and natural informing the user what will happen if this action is taken.
This document will be automatically moved	Bydd y ddogfen hon yn cael ei ymud yn awtomatig i'r llyfrgell	Voice talks to the user informatively and

to the right library and folder after you correct invalid or missing properties.	a'r ffolder iawn ar ô li chi gywiro'r priodweddau annilys neu goll.	directly on the action that will be taken.
Something bad happened! Unable to locate downloaded files to create your bootable USB flash drive.	Roedd rhywbeth drwg wedi digwydd! Does dim modd dod o hyd i'r ffeiliau sydd wedi cael eu llwytho i lawr i greu eich gyriant cof bach USB mae modd ei fwtio.	Without complexity and using short sentences inform the user what has happened.

3 Inclusive language

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

General guidelines

Comply with local language laws.

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

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

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

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

Don't use profane or derogatory terms.

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

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

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

Use this	Not this	Use this	Not this
English examples		**Target examples**	
expert	guru	arbenigwr	gwrw
colleagues; everyone; all	guys; ladies and gentlemen	cydweithwyr; pawb	bois; boneddigion a boneddigesau
parent	mother or father	rhiant	mam neu dad

3.1   Avoid gender bias

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

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

Use this	Not this
Target examples	
Person/Pobl	Dyn/Menyw
Plentyn/Plant	Bachgen/Merch

When presenting generalization, use plural noun forms (for example, *pobl*, *unigolion*, myfyrwyr, etc.).

Don't use gendered pronouns (*ei, hi, e, etc.*) in generic references. Instead:

- Rewrite to use the second or third person (*chi/ti or un*).
- Rewrite the sentence to have a plural noun and pronoun.
- Use articles instead of a pronoun (for example, *y ddogfen* instead of *ei ddogfen*).
- Refer to a person's role (*darllenydd, gweithiwr, cwsmer, neu gleient,* for example).
- Use *person* or *unigolyn.*

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**	
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.	Mae angen i ddatblygwyr gael mynediad at weinyddion yn eu hamgylcheddau datblygu, ond nid oes angen mynediad arnynt i'r gweinyddwyr yn Azure.	Mae angen i ddatblygwr gael mynediad at weinyddion yn ei amgylchedd datblygu, ond nid oes angen mynediad arno i'r gweinyddwyr yn Azure.
When the author opens the document	When the author opens her document	Pan fydd yr awdur yn agor y ddogfen	Pan fydd yr awdur yn agor ei dogfen ....
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.	I ffonio rhywun, dewiswch enw'r person, dewiswch Gwnewch alwad ffôn, ac yna dewiswch y rhif yr hoffech ei ddeialu.	I ffonio rhywun, dewiswch ei enw, dewiswch Gwneud galwad ffôn, ac yna dewiswch ei rif.

Avoid writing sentences that refer to a single person whose gender is unknown. You can often avoid this situation by rewriting the sentence to make the subject plural. In cases where a reference to a single person is impossible to avoid, do not use "he or she," "him or her," or "his or hers." Also, the use of slash should be avoided to combine both

genders, but in exceptional cases, such as License Terms or column and row headers, the masculine and feminine gender can be combined by means of a slash (*ef/hi*).

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 *dioddef o*. The preferred option is not to mention a disability unless it's relevant.

The following table contains an example that illustrate people-first language.

Use this	Not this	Use this	Not this
English example		**Target example**	
person without a disability	normal person; healthy person	person heb anabledd	person arferol; person iach

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	Dewis	Clicio

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 *a, plws,* and *am.* 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 Welsh.

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.

List of common abbreviations

The following table lists common Welsh expressions and their associated, acceptable abbreviations. The full Welsh translation should be used whenever possible. No periods should be used in abbreviations. Extended characters are not used in their abbreviated form.

Expression	Acceptable Abbreviation
er enghraifft	(+) ee (-) e.e.
hynny yw	(+) hy (-) h.y.
ac yn y blaen	(+) ayb (-) a.y.b.
dalier sylw	(+) ds (-) d.s.
ôl nodyn	(+) on (-) o.n. (-) ôn

Additional guidelines

- Use a non-breaking space (CTRL+SHIFT+SPACEBAR) in any abbreviation.
- If non-breaking spaces cannot be used (in Help files, for example) it is also acceptable to write these abbreviations without a space to avoid having one letter move to the beginning of the next line.

Measurement abbreviations

In addition to common measurements such as km, m, cm, mm, and so on, the abbreviations in the following table are used in the product user interface and in technical documentation. If possible, the full term should be used in Welsh in order as it would be easier to understand.

Example:

Measurement	English abbreviation	Welsh abbreviation	Comment/Example
Gigabyte	GB	GB	
Gigabit	GBit	GDid	
Kilobyte	KB	KB	
Kilobit	KBit	KDid	
Megabyte	MB	MB	
Megabit	MBit	MDid	
Terabyte	TB	TB	
Terabit	TBit	TDid	
Bits per second	Bit/s	Did/e	Use same type for similar measurements, e.g. frames per second => F/s
Megabits per second	MBit/s or Mbps	MDid/e	
Kilobits per second	KBit/s or Kbps	KDid/e	

Bytes per second	B/s	B/e	
Megabytes per second	MB/s	MB/e	
Kilobytes per second	KB/s	KB/e	
Point	Pt.	Pt.	No plural form
Inch	"	"	" is acceptable in Packaging and tables, but not in body text.

Don't abbreviate any other words in Welsh.

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).

Caution: Do not include a generic term after an acronym or abbreviation if one of the letters in the acronym stands for that term. Even though this might occur in the US-English version, it should be "corrected" in the localized version. The following examples show the redundancy in red for Welsh terms.

- (-) Galwad RPC
- (-) Iaith HTML
- (-) Protocol TCP/IP
- (-) Rhif PIN

Localized acronyms

The only acronym which should be localized in Welsh are DU (UK) and UDA (USA).

Example:

en-US source	Welsh target
UK	DU

UDA	USA

Unlocalized acronyms

All acronyms should remain in English. The following list contains examples of acronyms and abbreviations that are considered commonly understood; these acronyms and abbreviations should not be localized or spelled out in full in English:

Example:

en-US source	Welsh target
ANSI	ANSI
ISO	ISO
ISDN	ISDN

4.1.3   Adjectives

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

Many Welsh adjectives have a masculine form (bachgen cryf), a feminine form (merch gref) and a plural form (ceffylau cryfion). The plural and feminine forms should only be used if that form is very familiar.

A soft mutation occurs in an adjective when it follows a singular feminine noun.

en-US source	Welsh target
Control Panel	(+) Panel Rheoli (-) Panel Reolaethol
Recovery System	(+) System Adfer (-) System Adferol

Possessive adjectives

The frequent use of possessives is a feature of English language. However for Welsh, please refer to the section on pronouns.

4.1.4 Articles

General considerations

There are three forms of the article in Welsh (yr, y and 'r) which should generally be used in the translation to make a noun specific.

Example:

en-US source	Welsh target
Change the visual effects and the sounds on the PC	Newid effeithiau gweledol a'r synau ar y cyfrifiadur

In phrases containing "this" where the object referred to is obvious the Welsh translation of "this" may be omitted. However, the translator should consider whether this might lead to any ambiguity. If so, the determiner should be used.

Example:

en-US source	Welsh target
Delete this file	(+) Dileu'r ffeil (-) Dileu'r ffeil hon

Unlocalized feature names

Microsoft product names and non-translated feature names are used without definite or indefinite articles in the English language. We treat them in the same way in Welsh.

Example:

en-US source	Welsh target
Microsoft Defender	Microsoft Defender

Localized feature names

Translated feature names are not preceded by articles.

Example:

en-US source	Welsh target
Calculator	Cyfrifannell
Paint	Paent

Articles for English borrowed terms

When faced with an English loan word previously used in Microsoft products, consider the following options:

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

Please refer to the section on pronouns.

The internet may be a helpful reference here.

Please always consult Microsoft Terminology - Globalization | Microsoft Learn to confirm the user of a new loan word and its proper article to avoid inconsistencies.

Example:

en-US source	Welsh target
Enter a valid URL.	Rhowch URL dilys.

4.1.5 Capitalization

The practice used in the English language should be followed regarding capitalization in Welsh. However, many more nouns and verbs are capitalized in the English source string than would normally be expected. You should not try to mimic the capitalization in the source strings, but use your knowledge of the spelling conventions of Welsh to decide which words in a string to capitalize and which to leave lower-case. Over-capitalization is awkward and leads to inconsistencies in the UI.

Should an English noun be capitalized in the source string and be translated by two words in the target language, be consistent in capitalizing either both words, and neither word, or capitalize one word and not the other. Be consistent in the application of spelling rules.

Electronic terminology is not usually capitalized in Welsh.

Example:

en-US source	Welsh target
E-mail	(+) e-bost
E-mail (verb)	(+) e-bostio
Website	(+) gwefan
web	(+) y we

However – y Rhyngrwyd and y We Fyd-eang.

In English headings, all nouns, pronouns, adjectives, verbs, adverbs, and subordinate conjunctions (such as "that," "until," and "which") are capitalized. Please do not apply the same principle to Welsh headings. Instead, follow the normal Welsh capitalization rules. The same rule applies to software strings.

Example:

en-US source	Welsh target
Switching between Windows	(+) Newid rhwng Windows (-) Newid Rhwng Windows

4.1.6   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.

Nouns, adjectives, pronouns, verb-nouns and prepositions may be compounded in the Welsh language to create single words. There are no restrictions on the length of the compounds created. The second part of the compound is mutated as shown in the table below.

Example:

en-US source	Welsh target
Hibernate	(+) Trwmgysgu
Invert	(+) Gwrthdroi
Metadata	(+) Metaddata
Shuffle	(+) Hapdrefnu
AutoCorrect	(+) Awtogywiro

Generally, a hyphen is needed in a compound when the second element is a one syllable word. It is usually not needed when the second element contains more than one syllable.

Example:

en-US source	Welsh target
Di-waith	Diweithdra

Cyd-fynd	Cydadolygiad
Gor-ddweud	gorweithio

Common exceptions:

ad- + words beginning with t – ad-drefnu
cyd- (meaning fellow/joint) – cyd-bwyllgor

A hyphen should be used after the following the adjectives ail-, arch-, blaen-, cam-, lled-, ôl-, pen-, prif- (and uwch- and is- when they are referring to an organisation or a job).

Common exceptions:

Prifysgol, Prifddinas (one word)
Prif (meaning chief) – Prif Weinydd (two words)

A hyphen should always follow the prefix e-:

e-bost
e-bostio
e-lywodraeth

Generally, compounds should be understandable and clear to the user. Overly long or complex compounds should be avoided by verbally expressing the relationship among the various compound components. Keep in mind that unintuitive compounds are ultimately an intelligibility and usability issue.

Example:

en-US source	Welsh target
Internet Accounts	(+) Cyfrifon Rhyngrwyd
Logon script processing	(+) Prosesu sgript Mewngofnodi
Internet News Server Name	(+) Enw Gweinydd Newyddion Rhyngrwyd

Compounds with product or component names

The compounds below contain both product and component names. The product names are marked in red. Product names are usually trademarked and, therefore, must remain unchanged. Additions to a product or component name are added with a hyphen or, if that is not appropriate, you need to create a periphrastic construction. In Welsh the component name should come before the product name.

Example:

en-US source	Welsh target
Windows password	(+) Cyfrinair Windows
Microsoft Word document	(+) Dogfen Microsoft Word
Microsoft SQL Server database	(+) Cronfa Ddata Microsoft SQL Server
Microsoft Dynamics 365 product family	(+) Teulu cynnyrch Microsoft Dynamics 365

Note: The major product groups use the following unlocalized product portfolio names; these are considered product names and are always used without a hyphen or article in any language:

- Microsoft Office System
- Microsoft Windows Server System

Compounds with acronyms, abbreviations or numerals

The compounds below contain either an abbreviation or a numeral followed by a component name. The abbreviation or numeral is marked in red in the English example. The Welsh example below show how such constructions should be translated. Such terms should be translated save for abbreviations which should always be left in English.

Example:

en-US source	Welsh target
USB drive	(+) gyriant USB
2-D gridlines	(+) llinellau grid 2-D
24 bit color value	(+) gwerth lliw 24 did

When an abbreviation is in the plural form, it is recommended to use the ending –s rather than –au in Welsh.

Example:

en-US source	Welsh target
URLs	(+) URLs (-) URLau
USBs	(+) USBs (-) USBau

4.1.7   Contractions

For en-US Microsoft voice, the use of contractions helps to convey a conversational tone and are used whenever possible.

en-US long form	en-US contracted form
Do not	Don't

Where one word ends in a vowel and the following word begins with a vowel, where it is grammatically correct to do so, an apostrophe should be used to join both words, thus omitting one vowel. The definite article "y" should be replaced with "r" following a vowel. This follows the conventions of the Welsh language and also serves to make phrases more concise.

en-US source text	Welsh long form	Welsh contracted form
Color of	Lliw y	Lliw'r
Has been	Wedi ei	Wedi'i
File name	Enw y ffeil	Enw'r ffeil

4.1.8 Conjunctions

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

If the Welsh Microsoft voice can be conveyed through the use of conjunctions, then this section is applicable.

Welsh old use of conjunctions	Welsh new use of conjunctions
yn yr un modd â	fel
unwaith y byddwch chi wedi	pan
oherwydd	felly
o achos	gan
os byddwch chi byth yn	os
hyd oni byddwch yn	nes
a chithau wedi	ar ôl

In English headings, all nouns, pronouns, adjectives, verbs, adverbs, and subordinate conjunctions (such as "that," "until," and "which") are capitalized. Please do not apply the same principle to Welsh headings. Instead, follow the normal Welsh capitalization rules. The same rule applies to software strings.

English example	Welsh example
Switching between Windows	(+) Newid rhwng Windows (-) Newid Rhwng Windows

4.1.9 Genitive

Some noun phrases in Welsh may be interpreted as being either adjectival or genitive. Following a feminine noun, an adjective takes a soft mutation, whereas a genitive does not mutate, e.g. merch wen (adjectival) but merch Gwen (genitive). The translator needs to differentiate between the adjectival and the genitive and use the soft mutation only where the adjectival sense is unambiguous e.g. neges rydd (adjectival), but neges rhybudd (genitive).

Example:

en-US source	Welsh target
Action Center	Canolfan Gweithredu

(e.g. Attaching a genitive "s" to (trademarked) product names is not feasible, as it could be interpreted as a modification of such names.)

4.1.10 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 an Lao 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.

4.1.11 Modifiers

Mutations

Change in the first letter of a word is a peculiarity of Welsh and other Celtic languages. This follows certain grammar rules and may cause problems in translation where certain phrasing may generate a mutation to follow. Where possible, the Welsh text in menus

etc should be rephrased to do away with the need for grammatical mutations in any following portion.

With bulleted lists, only the first bullet point should be mutated if necessary. If letters or numbers are used, the letter or the number should be considered as part of the text and therefore the first bullet point should not be mutated.

Example:

en-US source	Welsh target
Selecting this will enable you to either • shut your computer down • allow the user to log off	(+) Wrth ddewis hwn gallwch naill ai • gau eich cyfrifiadur • caniatáu i'r defnyddiwr adael
Selecting this will enable you to either a) shut your computer down b) allow the user to log off	(+) Wrth ddewis hwn gallwch naill ai a) cau eich cyfrifiadur b) caniatáu i'r defnyddiwr adael
Selecting this will enable you to either 1. shut your computer down 2. allow the user to log off	(+) Wrth ddewis hwn gallwch naill ai 1. cau eich cyfrifiadur 2. caniatáu i'r defnyddiwr adael

Y Golygiadur, Llawlyfr i awduron a golygyddion is recommended as an easy to use reference text to confirm any mutations required to text.

4.1.12 Nouns

Welsh nouns can be masculine, feminine, or plural. The singular form should always follow a number. Loan words usually follow the syntactic and morphological rules of the target language as shown in the examples contained in the table below.

Example:

en-US source	Welsh target
Delete the format.	(+) Dileu'r fformat hwn.
Format this word.	(+) Fformatio'r gair hwn.
Invalid formats.	(+) Fformatau annilys.

Please format this file.	(+) Fformatiwch y ffeil hon.

Inflection

Welsh nouns are either feminine (llyfrgell) or masculine (llun). The next section deals with the plural forms (llyfrgelloedd, lluniau).

Example:

en-US source	Welsh target
this library	y llyfrgell hon
this picture	y llun hwn

Plural formation

Microsoft terminology lists should include the plural form for the most common terms. The examples below show how English loanwords inflect for number in Welsh. Usually the ending –aid, -oedd, -au or –s are added to plural forms of the English loan words.

Example:

en-US source	Welsh target
Clients	(+) Cleientiaid
Blogs	(+) Blogiau
Engines	(+) Injans
Formats	(+) Fformatiau
Diagrams	(+) Diagramau

4.1.13 Prepositions

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

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

Prepositional phrases in English need to be translated according to their context; anglicisms should be avoided. Pay attention to the correct use of the preposition in the translations. Influenced by the English language, many translators omit them or change the word order. When translating the English preposition "to" in the context of sending e-mails, use the preposition "at" rather than "i" which denotes a place, not a person. However, when "to" is used in the context of page numbers, the correct form is "I". Use â/ag after peidio. There is no need to use the preposition "ar" ("on") after the command cliciwch (click).

The table below contains frequently used verbs and the prepositions that follow them. Please use this table as a reference. Also refer to Pa Arddodiad? by D. Geraint Lewis which contains a comprehensive list of prepositions which should be used with Welsh verbs.

Source Text Expression	Welsh Expression
migrate to	(+) mudo i
migrate from	(+) mudo o
import to	(+) mewngludo i
import from	(+) mewngludo o
export to	(+) allgludo i
export from	(+) allgludo o
update to	(+) diweddaru i
upgrade to	(+) uwchraddio i
change to	(+) newid i
click on	(+) clicio
connect to	(+) cysylltu â
welcome to …	(+) Croeso! Dyma

do not	(+) peidio â
from 3 to 6 days	(+) rhwng 3 a 6 diwrnod (-) o 3 i 6 diwrnod

The examples below contain frequently occurring noun phrases that are preceded by a preposition. Please use this table as a reference.

Source Text Expression	Welsh Expression	Comment
in the toolbar	(+) yn y bar offer	
on the tab	(+) ar y tab	
on the menu	(+) yn y ddewislen	
on the net	(+) ar y Rhyngrwyd	ar y fewnrwyd (if referring to an intranet)
on the Internet	(+) ar y Rhyngrwyd	
on the Web	(+) ar y we	
on a web site	(+) ar wefan	
on a web page	(+) ar dudalen we	

4.1.14 Pronouns

The frequent use of possessives is a feature of English language. However in Welsh, possessive adjectives should be avoided, following the omission from phrases such as "My Computer" and "My Documents".

Source Text Expression	Welsh Expression	Comment
File already exists The file already exists This file already exists	(+) Mae'r ffeil eisoes yn bodoli	In complete sentences, use determiners consistently even if the US string does not.
Not enough memory to complete this operation.	(+) Does dim digon o gof i wneud hyn.	No need to use a demonstrative construction, unless it is important in context.

Windows cannot start your system. If the problem persists, contact your network administrator.	(+) All Windows ddim dechrau'r system. Os bydd y broblem yn parhau, holwch weinyddwr y rhwydwaith.	Avoid using possessive marker "your" unless ownership is important in context.

Care should be taken using pronouns and the following common errors avoided:

Example:

en-US source	Welsh target
Files you have saved	(+) ffeiliau rydych wedi'u cadw (-) ffeiliau rydych wedi cadw
I was shocked	(+) roeddwn wedi fy syfrdanu (-) roeddwn wedi'm syfrdanu
As noted in the instructions	(+) fel y nodwyd yn y cyfarwyddiadau (-) fel a nodwyd yn y cyfarwyddiadau
Terms agreed in setup	(+) telerau y cytunir arnynt yn y broses gosod (-) telerau a gytunir arnynt yn y broses gosod
Any comments you have	(+) Unrhyw sylwadau a fydd gennych (-) Unrhyw sylwadau y bydd gennych

4.1.15 Punctuation

Please follow the following basic rules for the use of punctuation marks in Welsh. If your language uses a character set that is based on the Latin alphabet, make sure to include a space after commas and periods. Only one space should follow punctuation marks.

In general, open punctuation practices should be followed. The main principles of this style are to use as little as possible of unnecessary punctuation. No semicolon should be placed at the end of bullet points. The address should not be punctuated in letters, nor the "Annwyl (Dear)… " greeting, nor "Yn gywir (Yours sincerely)…"

Bulleted lists

With bulleted lists, only the first bullet point should be mutated if necessary. If letters or numbers are used, the letter or the number should be considered as part of the text and therefore the first bullet point should not be mutated. For examples see [Modifiers](#).

Comma

Used to split sentences into smaller meaningful units, separate elements in a list, split a greeting from what follows and to note boundaries of additional information.

Commas before the conjunctions "a" and "neu"

There should be no comma before the final "a" in a list-type construction:

US English source text	Welsh target text
Check for available updates to the Software, such as fixes, and enhanced functions.	Chwilio am y diweddariadau sydd ar gael i'r meddalwedd, fal datrysiadau a swyddogaethau gwell.

There should be no comma before the final "neu" in a list-type construction:

US English source text	Welsh target text
Check for available updates to the Software, such as fixes, or enhanced functions.	Chwilio am y diweddariadau sydd ar gael i'r meddalwedd, fal datrysiadau neu swyddogaethau gwell.

Note that it is perfectly acceptable and indeed necessary in some cases, to have a comma before "a" or "neu" when it is used to break up two separate but related clauses:

US English source text	Welsh target text
On Google Maps, your ad can appear right on the map, and you can pick a special icon related to your business.	Ar Google Maps, gall eich hysbyseb ymddangos yn uniongyrchol ar y map, a gallwch chi ddewis eicon arbennig sy'n ymwneud â'ch busnes.

Colon

A colon represents the longest pause possible within a sentence. Use colons to introduce a list of items. Use a colon to introduce a quote.

Example:

US English	Welsh target	Comment
Show the temperature in:	Dangos y tymheredd mewn:	A long line should not follow a colon (:–)

Dashes and hyphens

Three different dash characters are used in Welsh:

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.

Y Golygiadur by Rhiannon Ifans deals with this issue in detail.

Example:

US English	Welsh target
Undo	Dad-wneud

En dash

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

Example:

US English	Welsh target
-3	-3

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.

Em dash

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

Example:

US English	Welsh target
Setup the program—you have downloaded—on the PC	Gosodwch y rhaglen—y byddwch wedi'i llwytho i lawr—ar y cyfrifiadur.

Ellipses (suspension points)

Ellipses are used when a part of a quotation is omitted. They can also appear at the end of strings. Keep in mind the following when using ellipses/suspension points:

A space should be inserted before and after the ellipses. When the omitted part of the quotation is at the end of the sentence, no period should be placed to denote the end of the sentence.

Example:

US English	Welsh target
Open Shared Calendar...	Agor Calendar a Rennir...

Period

Use a period in all complete sentences, ie sentences with a conjugated verb. Do not use a period in a string of the software without a conjugated verb. See the examples below.

Example:

US English	Welsh target
Select item (in a dialog above a drop-down list)	(+) Dewiswch eitem.

Select item (a checkbox in a dialog)	(+) Dewis eitem

Insert only one space after a period. Do not use periods in abbreviations.

Example:

US English	Welsh target
eg	(+) ee (-) e.e.
ie	(+) hy (-) h.y.

Quotation marks

Both single (' ') and double (" ") quotation marks are used in Welsh. The translator should follow the quotations marks used in the source language.

In US source strings, you may find software references surrounded by English quotation marks. The translator should follow the quotations marks used in the source language.

Example:

US English	Welsh target
For example: "Kitchen PC" or "Sam's PC".	Er enghraifft: "Cyfrifiadur y Gegin" neu "Cyfrifiadur Alun".

Here is the ASCII code for the quotation marks:

Code	Character
Alt+034	"

Parentheses

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

Example:

US English	Welsh target
This day [13 April 2022]	Roedd y diwrnod hwn [13 Ebrill 2022]

4.1.16 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.

The same is applicable for Welsh.

US English source text	UK English long form	US English and UK English sentence fragment
Use the following steps to print a document.	Defnyddiwch y camau canlynol i argraffu dogfen.	Angen argraffu dogfem? Dyma sut.

4.1.17 Subjunctive

The subjunctive should be avoided. The present tense should be used instead.

Example:

US English	Welsh target
When the computer shuts down	(+) pan fydd y cyfrifiadur yn cau (-) pan fo'r cyfrifiadur yn cau

4.1.18 Symbols & non-breaking spaces

Symbols and non-breaking spaces should be dealt with in the same way as the English source text. The exception to this is the ampersand (&) symbol. The ampersand symbol should not be used in Welsh language.

Example:

US English	Welsh target
Devices & Printers	Dyfeisiau a Pheiriannau Argraffu

4.1.19 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.

Sometimes an English verb can be used as loan word in the target language. Such loan words usually follow the syntactic and morphological rules of the target language. These words are phonologized.

US English	Welsh example	Welsh example	Welsh example
dump	(+) dymp	(+) dympio	(+) dympiwch
blog	(+) blog	(+) blogio	(+) blogiwch
format	(+) fformat	(+) fformatio	(+) fformatiwch

Ancillary verbs are often used in the English language. These verbs may be omitted from the Welsh translation.

Example:

US English	Welsh target
To make use of	(+) defnyddio (-) gwneud defnydd o
To pay a visit	(+) ymweld â (-) talu ymweliad â
To give consideration	(+) ystyried (-) rhoi ystyriaeth i
To make a decision	(+) penderfynu (-) gwneud penderfyniad

Be consistent in how you translate verbs in error messages. If it is grammatical to omit the predicate "be" in your language, you can omit it in error messages, but you should

be consistent in your usage across all error messages. Be concise without changing the meaning of the source string.

Example:

US English	Welsh target	Comment
The document is too large. Document too large.	(+) Mae'r ddogfen yn rhy fawr.	Be consistent in your usage of the verb "to be"
Access was denied. Access denied.	(+) Dim mynediad.	In complete sentences, use verbs and the same tense as in the source string.
The file '%s' is an unknown graphics format.	(+) Mae'r ffeil '%s' yn fformat graffeg anhysbys.	Rephrase "is" with "have" if necessary to produce an appropriate translation.
The application may attempt to convert the graphic.	(+) Gall y rhaglen geisio trosi'r graffigyn.	may + Verb can be rephrased as Verb + possibly
A problem occurred while trying to connect to the network share '%1!s!'.	(+) Problem wrth geisio cysylltu â'r rhan rhwydwaith '%!s!'.	Shorten and rephrase if necessary to "A problem occurred while connecting to the network share '%1!s!'
The following error occurred: '%1!s!' (error #%2!lx!)	(+) Dyma'r gwall: '%1!s!' (gwall #%2!lx!)	Shorten this construction where possible, e.g. Error: '%1!s!' (error #%2!lx!).
An unknown error has occurred./ No error occurred.	(+) Gwall anhysbys./ Dim gwall.	Shorten this construction where possible, e.g. Unknown error. / No error

Care should be taken in deciding whether to use "gallu" (able) or "cael" (allow) in error messages. Is the program telling the user they are not able to perform a task or telling them they are not allowed to perform a task? Usually, the latter is inferred.

Example:

US English	Welsh target
You cannot save this file.	(+) Chewch chi ddim cadw'r ffeil.

	(-) Allwch chi ddim cadw'r ffeil.
You can open this folder.	(+) Cewch agor y ffolder. (-) Gallwch agor y ffolder.
You will not be able to open this folder.	(+) Chewch chi ddim agor y ffolder. (-) Allwch chi ddim agor y ffolder.

Care must be taken with tense.

US English	Welsh target	Comments
The program saved	(+) Cadwodd y rhaglen	past
The program has saved	(+) Mae'r rhaglen wedi cadw	perfect
The program had saved	(+) Roedd y rhaglen wedi cadw	pluperfect

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 Welsh, 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.

Materials should be localized in a clear manner. Ensuring the user understands the text is paramount. The text should read as it was composed in Welsh rather than it being a translation.

Usually, graphics need not be changed in a Welsh localized product unless there is text included in the graphic.

Additional guidelines:

- Use a non-breaking space (CTRL+SHIFT+SPACEBAR) in any abbreviation.

- If non-breaking spaces cannot be used (in Help files, for example) it is also acceptable to write these abbreviations without a space to avoid having one letter move to the beginning of the next line.

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 Welsh-speaking markets. Please 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).

Version numbers

Version numbers always contain a period (e.g. Version 4.2). Please note the following punctuation examples of "Version x.x":

US English	Welsh target
Version 4.2	Fersiwn 4.2

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

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 E+D and Bing projects, 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 a standard tone of voice when translating Copilot predefined prompts. However, use the formal form of address (chi). For example, use '-wch' when using the imperative as this is more appropriate when giving instructions in the context of AI.
- **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. The position of the entity token should make sense in the target text syntax.
  Entity tokens may be within tags, such as **<entity type='file'>file</entity>**, or within **( )** or **[ ]**. The word or expression within the entity token should be translated. Read the Dev comments carefully, as they typically contain information on what should be translated. See examples containing entity tokens in the table that follows.
- **Place ghost texts at the end of the sentence.** Copilot provides real-time hints or suggestions, known as "ghost texts", based on the surrounding context.

In English Copilot predefined prompts, ghost texts appear within placeholder tags at the end of the sentence, as in the following example:
Add a slide about <placeholder>the benefits of meditation</placeholder>.
As a rule of thumb, the ghost text should be placed at the end of the sentence in the translated prompts, so that users do not need to move the cursor to the beginning or in the middle of the prompt to add their own context. Place ghost texts at the end of the sentence.

- **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	Rhestrwch syniadau sbort ar gyfer digwyddiad adeiladu tîm ar-lein	
What are the goals and topics from the meeting? Format each section with a bolded heading, a bulleted list, and bolded names	Beth yw'r amcanion a'r pynciau o'r cyfarfod? Fformatiwch bob adran gyda phennawd trwm, rhestr bwledi, ac enwau trwm.	
Propose a new introduction to <entity type='file'>file</entity>	Cynigiwch gyflwyniad newydd i <entity type='file'>ffeil</entity>	This placeholder is an entity token. The text between the entity type tags should be translated, but not the entity type attribute value ('file' in <entity type=file>)
What were the open issues from <entity type='meeting'>meeting</entity>?	Beth yw'r problemau agored o'r <entity type='meeting'>cyfarfod</entity>?	This placeholder is an entity token. The text between the entity type tags should be translated, but not the entity type attribute value ('meeting' in <entity type=meeting)
List key points from [file]	Rhestrwch bwyntiau allweddol o [ffeil]	[file] is an entity token. The text within the brackets should be translated.

Give me ideas for icebreaker activities for a new team	Rhowch syniadau i mi ar gyfer gweithgareddau torri'r iâ ar gyfer tîm newydd	
Create a list of <placeholder>color names inspired by the ocean</placeholder>	Crëwch restr o <placeholder>enwau lliwiau sydd wedi'u hysbrydoli gan y môr</placeholder>	The text within the placeholder is a ghost text and should be placed at the end of the sentence.
Create a brochure for <placeholder>a new theme park that is entirely underwater</placeholder>	Crëwch bamffled ar gyfer <placeholder>parc thema newydd sy'n gyfan gwbl o dan ddŵr</placeholder>	The text within the placeholder is a ghost text and should be placed at the end of the sentence.

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 Welsh translation
Something went wrong	Aeth rhywbeth o'i le
Not enough memory to process this command.	Does dim digon o gof i broesu'r gorchymyn hwn

Welsh 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.

It is also important that error messages should not be patronizing. They should assist the user and try to help them avoid such errors in the future.

Standard phrases in error messages

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
Cannot ... Could not ...	(+) Does dim modd... (+) Doedd dim modd...
Failed to ... Failure of ...	(+) Wedi methu...
Cannot find ... Could not find ... Unable to find ... Unable to locate ...	(+) Heb ganfod...

Not enough memory Insufficient memory There is not enough memory There is not enough memory available	(+) Dim digon o gof ar gael
… is not available … is unavailable	(+) Dim … ar gael

Many error messages alert the user to the fact that an action could not be completed or that an item could not be found. Be consistent in how you convey such messages in Welsh.

English	Welsh	Comment
File not found. File was not found. The file was not found.	(+) Heb ganfod y ffeil.	Use one basic syntax for all negative sentences.
Not enough memory.	(+) Dim digon o gof.	not enough = insufficient
Wrong file type.	(+) Math anghywir o ffeil.	wrong = incorrect
Invalid file type.	(+) Math annilys o ffeil.	Invalid =illegal
An illegal setting name has been entered.	(+) Mae enw'r gosodiad yn annilys.	
%1 has a bad format.	(+) Mae fformat %1 yn annilys.	Use "invalid" instead of "bad", unless the meaning is physically broken.
Object doesn't support current locale setting.	(+) All y gwrthrych ddim delio â'r gosodiad locale presennol.	Use standard word order (i.e., be aware where the negative maker is placed in sentence)

When constructing a negative sentence, the negative word "Nid/Ni" may be omitted.

English	Welsh
Object doesn't support current locale setting.	(+) All y gwrthrych ddim delio â'r gosodiad locale presennol. (-) Ni all y gwrthrych ddelio â'r gosodiad locale presennol.
You cannot copy the file.	(+) Chewch chi ddim copïo'r ffeil (-) Ni chewch chi gopïo'r ffeil

"Na" is the negative form of "a" (before a consonant)
"Nac" is the negative form of "ac" (before a vowel)
"Na" is the negative form of "â" (before a consonant)
"Nag" is the negative form of "ag" (before a vowel)

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 the English source string, placeholders are found in the position where they would naturally occur in that language. Since in English numerals typically precede the noun, the numeral placeholders typically precede the noun in the source strings. The same is true in the Welsh language.

English example	Welsh example
%d minutes	(+) %d munud

%d minutes	(+) %d munud

Special care must be taken that plural form of nouns used with %lu placeholders (denoting numbers) are translated using the singular form in Welsh. This is because Welsh nouns always retain their singular form if following directly after a number, e.g. "3 files" (noun in plural form) in English is translated as "3 ffeil" (noun in singular form) in Welsh.

English example	Welsh example
%lu files	(+) %lu ffeil (-) %lu ffeiliau

Where a placeholder may be replaced by any of a range of items, some, but not all of which, will cause a mutation in the following word, or cause a different form to be used (e.g. soft mutation in the noun after the number "2") the software is not at present able to automatically deal with every possible option. Where it is not possible to rephrase in order to avoid a grammatically incorrect form, use phrases and idioms which will be grammatically correct in most instances. (Compare, for instance the use of the number "1" in English where the result "1 files" is sometimes found, but is accepted because all other numbers are followed by plural nouns). The default, common form in Welsh following placeholders is likely to be the unmutated form of the word.

English example	Welsh example
%lu documents	(+) %lu dogfen (-) %lu ddogfen

The letters and symbols used in placeholder text convey a specific meaning. Please refer to the following table for examples of placeholder text and corresponding error message text that users will see.

If your language has agreement between adjectives and nouns, and the noun is a placeholder, it can be important to know what exact string will be in the placeholder, so that a preceding adjective can be inflected accordingly. The wording of most source strings has already been adjusted to avoid such localization issues and a syntactic construction has been chosen in which a placeholder is not modified by an adjective. However, be mindful of such issues when localizing software. In some languages there is also agreement between a noun subject and the verb. If your language has syntactic

agreement, try to reword the translation to avoid a potentially ungrammatical sentence. The latest terminology should be referred to in order to find the gender of any terms used. If the term is not included in the terminology, the gender which is specified firstly in Geiriadur Prifysgol Cymru should be used for that particular term.

English example	Message User will see	Welsh example
Replace invalid %s?	Replace invalid data? Replace invalid file?	(+) Disodli %s annilys?
%s already exists	File already exists Name already exists	(+) Mae %s eisoes yn bodoli
%s is now set as your personal contact.	Regina is now set as your personal contact Mr. Kim is now set as your personal contact	(+) %s ydy eich cyswllt personol nawr.
%s stopped working and was closed	The application stopped working and was closed The program stopped working and was closed	(+) Mae %s wedi cau oherwydd nad oedd yn gweithio bellach.

In error messages, describe the action the user is supposed to take before the purpose of the action. Avoid personified inanimate subjects and try to replace active constructions with passive ones where possible.

The action should always precede the purpose of the task in Welsh.

English	Welsh	Comment
Setup encountered an error while creating your startup disk. Setup cannot find the remote computer. Setup cannot get disk information.	(+) Gwall gosod wrth greu'r ddisg cychwyn. (+) All y broses gosod ddim dod o hyd i'r cyfrifiadur pell.	Avoid personified subjects if the context allows for omission (e.g. Setup encountered/Setup cannot … in Setup error messages). Rephrase and change the word order. In many cases, a passive construction may be possible.

	(+) All y broses gosod ddim cael gwybodaeth disg.	
Remove any existing settings to free space.	(+) Tynnwch unrhyw osodiadau presennol i ryddhau lle.	Generally, describe the action before the purpose instead of the other way around.
Attempt to remove current directory	(+) Rhowch gynnig ar dynnu'r cyfeiriadur presennol	Use a passive construction instead of "Attempt to …".

5.5.3   Keys

In Welsh, references to key names, like arrow keys, function keys and numeric keys, appear in normal text (not in small caps).

5.5.4   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.
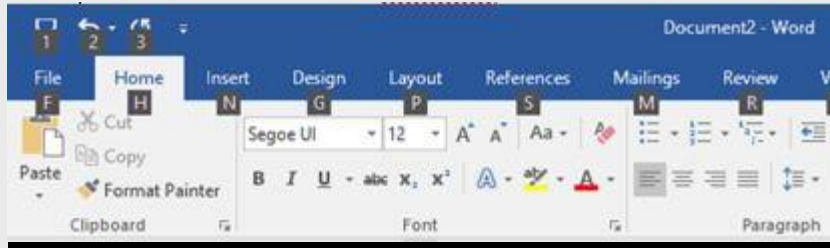
Examples:

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	
Characters with downstrokes, such as g, j, y, p and q can be used as keyboard shortcuts	yes	

Extended characters can be used as keyboard shortcuts	yes	This should be avoided. See additional notes below.
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	

Additional notes: If no more characters are available, a keyboard shortcut may be assigned to an extended character. It is assumed the user would apply the normal character on the keyboard as the keyboard shortcut.

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.

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	Welsh Command	Welsh Shortcut key
General Windows Shortcut keys			
Help window	F1	Ffenestr Help	F1
Context-sensitive Help	Shift+F1	Help mewn Cyd-destun	Shift+F1
Display pop-up menu	Shift+F10	Dangos dewislen hwylus	Shift+F10

Cancel	Esc	Canslo	Esc
Activate\Deactivate menu bar mode	F10	Gweithredu/Dadweithredu'r modd bar dewislenni	F10
Switch to the next primary application	Alt+Tab	Newid i'r prif raglen nesaf	Alt+Tab
Display next window	Alt+Esc	Dangos y ffenestr nesaf	Alt+Esc
Display pop-up menu for the window	Alt+Spacebar	Dangos y ddewislen naidar gyfer y ffenestr	Alt+Spacebar
Display pop-up menu for the active child window	Alt+-	Dangos y ddewislen naid ar gyfer yr is-ffenestr weithredol	Alt+-
Display property sheet for current selection	Alt+Enter	Dangos y ddalen briodweddau ar gyfer y dewisiad hwn	Alt+Enter
Close active application window	Alt+F4	Cau ffenestr yr apweithredol	Alt+F4
Switch to next window within (modeless-compliant) application	Alt+F6	Newid i'r ffenestr nesaf yn y rhaglen (cydymffurfio heb fodd)	Alt+F6
Capture active window image to the Clipboard	Alt+Prnt Scrn	Copïo delwedd o'r ffenestr weithredol ar y Clipfwrdd	Alt+Prnt Scrn
Capture desktop image to the Clipboard	Prnt Scrn	Copïo delwedd o'r bwrdd gwaith ar y Clipfwrdd	Prnt Scrn
Access Start button in taskbar	Ctrl+Esc	Pwyso'r botwm Cychwyn yn y bar tasgau	Ctrl+Esc
Display next child window	Ctrl+F6	Dangos yr is-ffenestr nesaf	Ctrl+F6
Display next tabbed pane	Ctrl+Tab	Dangos y cwarel nesaf wedi'i dabio	Ctrl+Tab
Launch Task Manager and system initialization	Ctrl+Shift+Esc	Lansio'r Rheolwr Tasgau ac ymgychwyn y system	Ctrl+Shift+Esc

File Menu

File New	Ctrl+N	Ffeil Newydd	Ctrl+N
File Open	Ctrl+O	Ffeil Agor	Ctrl+O
File Close	Ctrl+F4	Ffeil Cau	Ctrl+F4
File Save	Ctrl+S	Ffeil Cadw	Ctrl+S
File Save as	F12	Ffeil Cadw dan yr Enw	F12
File Print Preview	Ctrl+F2	Ffeil Rhagolwg Argraffu	Ctrl+F2
File Print	Ctrl+P	Ffeil Argraffu	Ctrl+P
File Exit	Alt+F4	Ffeil Gadael	Alt+F4

Edit Menu

Edit Undo	Ctrl+Z	Golygu Dad-wneud	Ctrl+Z
Edit Repeat	Ctrl+Y	Golygu Ail-wneud	Ctrl+Y
Edit Cut	Ctrl+X	Golygu Torri	Ctrl+X
Edit Copy	Ctrl+C	Golygu Copïo	Ctrl+C
Edit Paste	Ctrl+V	Golygu Gludo	Ctrl+V
Edit Delete	Ctrl+Backspace	Golygu Dileu	Ctrl+Backspace
Edit Select All	Ctrl+A	Golygu Dewis y Cyfan	Ctrl+A
Edit Find	Ctrl+F	Golygu Canfod	Ctrl+F
Edit Replace	Ctrl+H	Golygu Disodli	Ctrl+H
Edit Go To	Ctrl+G	Golygu Mynd i	Ctrl+G

Help Menu

Help	F1	Help	F1

Font Format

Italic	Ctrl+I	Italig	Ctrl+I

Bold	Ctrl+B	Trwm	Ctrl+B
Underlined\Word underline	Ctrl+U	Tanlinellu	Ctrl+U
Large caps	Ctrl+Shift+A	Priflythrennau	Ctrl+Shift+A
Small caps	Ctrl+Shift+K	Priflythrennau bach	Ctrl+Shift+K
Paragraph Format			
Centered	Ctrl+E	Canoli	Ctrl+E
Left aligned	Ctrl+L	Alinio i'r chwith	Ctrl+L
Right aligned	Ctrl+R	Alinio i'r dde	Ctrl+R
Justified	Ctrl+J	Unioni	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/accent 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. For instance, Microsoft must be pronounced the English way. However, if your language has an established pronunciation for some common term (such as "server") the local pronunciation should be used. Moreover,

pronunciation can be adapted to the Welsh phonetic system if the original pronunciation sounds very awkward in Welsh.

Example	Phonetics	Comment
SecurID	[sɪˈkjuər aɪ di:]	
.NET	[dot net]	
Skype	[skaɪp] 🔊	Product names are always pronounced the way they are pronounced in the source language.

Acronyms and abbreviations

Some acronyms are pronounced like real words, adapted to the local pronunciation. Other abbreviations are pronounced letter by letter.

Example:

Acronyms pronounced like words	Acronyms pronounced letter by letter
RADIUS	ICMP
RAS	IP
ISA	TCP/IP
LAN	XML
WAN	HTML
WAP	OWA
MAPI	SQL
POP	XP

URLs

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

"www" should be pronounced as *w driphlyg*.

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

Example	Phonetics
http://www.microsoft.com/	w driphlyg dot Microsoft dot com blaen slaes

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 Welsh 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.

The tone of the Welsh translation should aim for the language register described in Gramadeg yr Iaith Gymraeg as 'cywair safonol rhyddfrydol ' (liberal standard). This lies between the formal conservative register and a colloquial informal register. Any word forms which are dialect specific should be avoided.

The 12 rules of Cymraeg Clir (Plain Welsh) should be adhered to:

1. Use simple, concise, everyday language.
2. Address your readers directly.
3. Use the natural words, phrases, and structure of the Welsh language.
4. Use short sentences. (no more than 25 words per sentence).
5. Keep to the principle: "one sentence – one idea".
6. Use active verbs to make your written work more lively and direct : Dechreuodd y cyngor 50 o brosiectau rather than Dechreuwyd 50 o brosiectau gan y cyngor.
7. Tell the reader clearly who is doing something when you use verbs: "we", "you", "they".
8. Use verbs rather than nouns.
9. Use informal verbs and pronouns.

10. Try to avoid "official" language that is full of jargon and technical terms (and explain any unfamiliar terms).
11. Divide long sentences into shorter points or bullet points.
12. Use punctuation to help the reader understand.

Verb forms

The following verb forms should be used:
Rydw i / Dydw i ddim
Mae ef / Dydy ef ddim
Mae hi / Dydy hi ddim
Rydych chi / Dydych chi ddim
Rydyn ni / Dydyn ni ddim
Maen nhw / Dydyn nhw ddim
No apostrophe should be placed before the "dyw/dydy" etc. A pronoun should be included following the verb as shown in the examples below:

English	Welsh
This is what you should do	(+) Dyma beth ddylech chi ei wneud (-) Dyma beth ddylech ei wneud
Do you want to shut down?	(+) Ydych chi am gau lawr? (-) Ydych am gau lawr?

The verb is often mutated also – beth allech ei wneud, beth ddylech ei wneud.

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