Microsoft Language Excellence

CATALAN STYLE GUIDE

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Please email your questions and comments on this style guide to [Microsoft Language Excellence](mailto:langex@microsoft.com).

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# Style Guide Conventions

In this document, a plus sign (+) before a translation example means that this is the recommended correct translation. A minus sign (-) is used for incorrect translation examples.

In MS localisation context, the word term is used in a slightly untraditional sense, meaning the same as e.g. a segment in Trados. The distinguishing feature of a term here is that it is translated as one unit; it may be a traditional term (as used in terminology), a phrase, a sentence, or a paragraph.

References to interface components really only refer to translatable texts associated with those interface components.

Example translations in this document are only intended to illustrate the point in question. They are not a source of approved terminology. Always check for approved translations in the Microsoft terminology database.

# What's New

## Style Guide's Updated topics

What's New page gives the overview of the changes and additions to this new issue of the Style Guide

# Recommended Reference Material

Use the Catalan language and terminology as described and used in the following publications.

## Informative References

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

1. *Abreviacions*. Barcelona: Direcció General de Política Lingüística. Departament de Cultura, 1997.
2. AVUI. *Llibre d'estil*. Barcelona: Empúries, 1997.
3. Badia, J. [*et al*.]. *El llibre de la llengua catalana.* Barcelona: Castellnou, 1997.
4. Coromina, E. *El 9 Nou. Manual de redacció i estil*. 3a edició. Vic: Diputació de Barcelona; Eumo Editorial; Premsa d'Osona, 1993.
5. Coromines, J. *Lleures i converses d’un filòleg.* Barcelona: Club Editor, 1971. (El Pi de les Tres Branques, II-III)
6. *Dubtes lingüístics més freqüents.* Barcelona: Universitat Politècnica de Catalunya, 1996.
7. Estella, M.; Riera, M. *Les majúscules i les minúscules.* 2a ed. Bellaterra: Gabinet de Llengua Catalana de la Universitat Autònoma de Barcelona, 1995.
8. Fabra, P. *Converses filològiques.* Barcelona: Barcino, 1954-1956. Also available in Edhasa, 1983-1988. 2 vol.
9. Fabra, P. *Les principals faltes de gramàtica*. Barcelona: Barcino, various eds. (Col. Popular Barcino”, 2)
10. Fabra, P. *Ortografia catalana.* Barcelona: Barcino, various eds. (Col. Popular Barcino, 1)
11. Fabra, P. *Sintaxi catalana*. Barcelona: Aqua, 1982. (Biblioteca Vidal de Besalú, II)
12. Institut d'Estudis Catalans. Secció filològica. *Documents de la Secció Filològica I*. Barcelona: Institut d’Estudis Catalalans, 1990. (Biblioteca Filològica; XIX)
13. Institut d'Estudis Catalans. Secció filològica. *Documents de la Secció Filològica II.* Barcelona: Institut d’Estudis Catalalans, 1992 (Biblioteca Filològica; XXVII)
14. Institut d'Estudis Catalans. Secció filològica.  *Documents de la Secció Filològica III*. Barcelona: Institut d’Estudis Catalalans, 1996 (Biblioteca Filològica; XXX)
15. *Marvà, J. Curs superior de gramàtica catalana. Barcelona: Barcino, various editions. (Manuals Lingüístics Barcino, 3)*
16. *Mestres, J. M. [et al.]. Manual d’estil: La redacció i l’edició de textos. Barcelona: Eumo Editorial; Universitat de Barcelona; Universitat Pompeu Fabra; A.M. Rosa Sensat, 1995.*
17. *Mestres, J. M.; Guillén, J. Diccionari d'abreviacions. Barcelona: Enciclopèdia Catalana, 1992.*
18. *Pujol, J. M.; Solà, J. Tractat de puntuació. Barcelona: Columna, 1989.*
19. *Ruaix, J. Observacions crítiques i pràctiques sobre el català d'avui 1/2. Moià: Josep Ruaix, 1994-1995*
20. *Solà, J. [et al.]. Llibre d'estil de l'Ajuntament de Barcelona. Barcelona: Ajuntament de Barcelona, 1995.*
21. *TERMCAT. Formació del plural dels manlleus. Barcelona: TERMCAT; Generalitat de Catalunya, Departament de Cultura, 1992. (Criteris Lingüístics per a la Terminologia, 4)*
22. *Universitat Autònoma de Barcelona. Gabinet de Llengua Catalana. Els signes de puntuació. 2a ed. Bellaterra: Servei de Publicacions de la Universitat Autònoma de Barcelona, 1995.*
23. *Xuriguera, J.B. Els verbs catalans conjugats. 8a ed. Barcelona: Editorial Claret, 1995.*

## Dictionaries

1. Alcover, A. M.; Moll, F. Diccionari català-valencià-balear. 2a ed. Palma de Mallorca: Moll, 1978. 10. vol. Also available at <http://dcvb.iecat.net/>.
2. Bruguera, J. Diccionari ortogràfic i de pronúncia. Barcelona: Enciclopèdia Catalana, 1990.
3. Gran diccionari de la llengua catalana. Barcelona: Enciclopèdia Catalana, 1998.   
   Available online at<http://www.grec.net/home/cel/dicc.htm>.
4. Diccionari de la llengua catalana. 2a ed. Barcelona: Institut d'Estudis Catalans, 1997.   
   Available online at<http://pdl.iec.es/>.
5. Diccionari de neologismes. Barcelona: Termcat; Edicions 62, 1997.
6. Ginebra, J.; Montserrat, A. Diccionari d'ús dels verbs catalans. Barcelona: Edicions 62, 1999.
7. Ruaix, J. Diccionari auxiliar. Moià: Josep Ruaix, 1996.
8. TERMCAT. Diccionari d'Internet. Barcelona: Enciclopèdia Catalana, 2001.
9. TERMCAT. Societat de la informació. Noves tecnologies i Internet: diccionari terminològic. Barcelona: TERMCAT, Centre de Terminologia, 2000.

## References specialized in terminology and software localization

The following sources deal specifically with the localization of software into Catalan. For detailed queries you should contact the official Catalan terminology body, Termcat at <http://www.termcat.es/>.

1. SOFTCATALÀ. *Guia d’estil*. [Online]. [Barcelona]: SOFTCATALÀ, 2002.  
   <http://www.softcatala.org/projectes/eines/guiaestil/guiaestil.htm>
2. SOFTCATALÀ. *Recull de termes*. [Online]. [Barcelona]: SOFTCATALÀ, 2002.  
   <http://www.softcatala.org/projectes/eines/recull/recull.htm>
3. TERMCAT. *Cercaterm* [Online]. [Barcelona]: TERMCAT, 2000.  
   <http://www.termcat.es/>
4. TERMCAT. *Neoloteca* [Online]. [Barcelona]: TERMCAT, 2000.   
   <http://www.termcat.es/neoloteca/index.html>

# Software Localization Guidelines

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

## Main GUI Components

### Language Style

#### General language guidelines

Use correct and consistent grammar and terminology in all texts. The standard Catalan language should be used and all dialectal and regional variations should be avoided.

It should be taken into account that English texts tend to use colloquialisms. Colloquialisms should be avoided in Catalan, since Catalan scientific and technical register is more formal and impersonal. The language used should correspond to the written register, but without being excessively rigid or formal.

When in doubt, refer to *Manual d'estil: La redacció i l'edició de tetxos* for general language and style queries*.* For specific queries regarding the localization of software into Catalan, refer to Softcatalà's *Guia d'estil per a la localització de programari* (available at <http://www.softcatala.org/projectes/eines/guiaestil/guiaestil.htm>).

The following are guidelines for consistent use in cases where more than one solution would theoretically be possible, or where errors have been common in the past.

#### Linguistic Correctness

The localized Catalan text should always be linguistically and grammatically correct. English texts tend to be more economical with words and tend to omit articles, etc. However, in Catalan all necessary linguistic elements must be used (articles, pronouns, prepositions, etc.). Please pay special attention to the use of pronouns (*pronoms febles*), since they tend to be omitted due to the influence of Spanish language.

|  |  |
| --- | --- |
| Connect to the server | + Connecta't al servidor  - Connecta al servidor |
| Add to message | + Afegeix-ho al missatge  -  Afegeix al missatge |
| Change table properties | + Canvia les propietats de la taula  - Canvia propietats taula |

#### Capitalization

English tends to capitalize much more often than Catalan. The use of unnecessary capital letters should be avoided in Catalan.

|  |  |
| --- | --- |
| Table Definition | + Definició de la taula  - Definició de la Taula |

#### Article

Unlike in English and Spanish, the definite article must always precede the name of programs and applications in Catalan.

|  |  |
| --- | --- |
| Setting the default printer or options will affect Word and all other Windows-based applications. | + La impressora i les opcions que definiu per defecte afectaran el Word i la resta d'aplicacions del Windows.  - La impressora i les opcions que definiu per defecte afectaran Word i la resta d'aplicacions de Windows. |

#### Person

The English forms often do not distinguish between various uses of verbs (command, function name, description of an ongoing process, etc.). Find out what is really meant with the string, and translate accordingly. For details on translating specific dialog box elements, see the corresponding paragraph below.

For commands, instructions, suggestions, etc., always use the imperative form*,* not impersonal forms or infinitives. The only exception is the title of dialogue boxes, where usually nominalization is preferred.

Use the 2nd person plural (*vós*) to address the user.

|  |  |
| --- | --- |
| Enter your name | + Introduïu el vostre nom.  - Introduir el vostre nom  - Introdueixi el seu nom  - Introdueix el teu nom |
| If you don't want to... | + Si no voleu...  - Si no vol...  - Si no vols... |

Use the 2nd person singular of the imperative (*tu*) to address the system. Unlike English and Spanish, the infinitive form should never be used in Catalan.

|  |  |
| --- | --- |
| Replace | + Substitueix  - Substituir |

Use the pronominal passive with *es* to refer to system status, ongoing processes, etc. Always try to use complete sentences.

|  |  |
| --- | --- |
| Saving the file | + S'està desant el fitxer.  - Desant el fitxer. |

In questions to the user about actions of the system, start the question with "*Voleu...*".

|  |  |
| --- | --- |
| Save the file? | + Voleu desar el fitxer?  - Desar el fitxer? |

In menu, tab, and window titles the use of nouns is preferred in Catalan, although sometimes the original is a verbal form.

|  |  |
| --- | --- |
| Protect document (dialogue box title) | + Protecció del document  - Protegeix el document |

The first person may be used for personalised creatures like the Office Assistant.

#### Voice

The use of passive voice is very common in English, but it should not be used excessively in Catalan. It is preferable to use sentences in the active voice or sentences with the pronominal passive with *se*.

|  |  |
| --- | --- |
| The message has been sent | + S'ha enviat el missatge.  - El missatge ha estat enviat. |

#### Tenses

**Past tense**

The English simple past should be translated in Catalan with the present perfect.

|  |  |
| --- | --- |
| Word has finished formatting the document | + El Word ha acabat de formatar el document.  - El Word acabà de formatar el document. |

**Futur tense**

The inappropriate use of the future tense should be avoided in Catalan. Some times constructions that use the future tense in English are correctly translated into Catalan simply using the present.

|  |  |
| --- | --- |
| The first letter will have to be... | + La primera lletra ha de ser...  - La primera lletra serà... |

#### The use of ser and estar

The verb *to be* can be translated as *ser* i *estar* into Catalan; therefore special attention should be paid to its translation, making sure to follow Catalan grammar guidelines.

In software localization, the verb *ser* should always be used to indicate location.

|  |  |
| --- | --- |
| The file is in folder X. | + El fitxer és a la carpeta X.  - El fitxer està a la carpeta X. |

When the verb *to be* precedes an adjective, Catalan normative should be followed to determine which is the correct option.

Use of *ser*

|  |  |
| --- | --- |
| The disk is full. | + El disc és ple.  - El disc està ple. |
| The application is already open. | + L'aplicació ja és oberta.  - L'aplicació ja està oberta. |

Use of *estar*

|  |  |
| --- | --- |
| The file is corrupt. | + El fitxer està danyat.  - El fitxer és danyat. |

When in doubt use *estar* or look for an alternative solution.

|  |  |
| --- | --- |
| The disk is not  formatted. | El disc no s'ha formatat. |

#### The use of per and per a before infinitive

Before a noun or a pronoun use *per* to indicate the agent, the medium, the reason or the cause of the action. Use *per a* to indicate aim or destination.

|  |
| --- |
| + Navegació per Internet    + Informació per a l'usuari |

Before an infinitive, always use the *per* to ensure simplicity and consistency thorough the localized text.

|  |  |
| --- | --- |
| Select parts of the document and choose users who are allowed to freely edit them. | Seleccioneu les parts del document i trieu els usuaris que tenen permís per editar-les sense restriccions. |

#### Adjectives

In Catalan, adjectives should usually be placed after the noun, unlike in English.

|  |  |
| --- | --- |
| Create new folder | + Crea una carpeta nova.    - Crea una nova carpeta. |

**Possessive adjectives**

The frequent use of possessives is a feature of English language. However in Catalan possessive adjectives are only used to express real sense of property. Therefore in most cases it is advisable to translate the possessives simply with the determinate article.

|  |  |
| --- | --- |
| Open your file | + Obriu el fitxer.    - Obriu el vostre fitxer. |

#### Modifiers

In Catalan localised text you often need to add modifiers before names of objects, menus, commands, dialog box elements, icons, etc. (descriptions of the object the name refers to).In general, English text doesn't have these modifiers.

|  |  |
| --- | --- |
| Click Save | Feu clic al botó Desa. |

#### Composite Strings

If a string appears as a part of another string, capitalisation is sufficient.

|  |  |
| --- | --- |
| Click Save and close the window | Feu clic a Desa i tanqueu la finestra. |

#### Capitalization Of The Text In Brackets

In the English software often additional short text in brackets starts with the capital letter. In Catalan localised software, when the short text in brackets is not a full sentence, it does not require a capital letter.

|  |  |
| --- | --- |
| Keep existing driver (Recommended) | **+** Conserva el controlador existent (opció recomanada)  - Conserva el controlador existent (Opció recomanada) |

#### Translation Of Singular/ Plural Phrases

Translation of English phrases which allow both singular and plural forms at the same time, should generally be changed into plural form only in Catalan.

|  |  |
| --- | --- |
| Fill in the field(s)... | + Ompliu els camps...  - Ompliu el(s) camp(s)... |

#### General Guidelines For Dialog Box Translation

When translating dialog box interface you should remember that you are expected to use **consistent** terminology and language style in all dialog boxes, not only within currently localised application.You also need to ensure that your translations are **consistent** with translations in other localised applications. Take also into account that currently unlocalised applications may be localised in the future and solutions adopted now must be usable there as well. This is particularly important when localising common (identical) dialog boxes found in several applications.An example of a common dialog box containing the same terminology is the Options dialog box.

### Software Components

#### Menus

Menu titles and menu items should be **consistently** translated in all localised products, the same US term should have identical translation in all localised applications.If an exception to the rule is necessary, please approve the new translation with MICROSOFT LANGUAGE EXCELLENCE.

When possible, try to use the following combinations of word classes in menus:

|  |  |  |
| --- | --- | --- |
| Menu title | Menu items | Example |
| A verb | A noun or noun phrase | On the Insert menu: Text, Table, Picture |
| A noun | A verb or verb phrase | On the Table menu: Insert Table, Select Row, Insert Column |

The word classes of the US term and the localised term do not have to coincide, i.e. please do consider the possibility of translating a verb as a noun or vice versa, if that improves the result. Adjectives are used relatively rarely and adverbs only in exceptional cases.

Verbs should normally be in informal 2nd person singular imperative *(tu*).

Menu titles should always contain only one word, since a two-word menu title would be undistinguishable from two single-word ones.

Please take into account that English command *New* should be translated in Catalan with the verbal form *Crea.*

#### Command Buttons

When possible, try to use verbs for command buttons. The word classes of the US term and the localised term do not have to coincide, i.e. please do consider the possibility of translating a verb as a noun or vice versa, if that improves the result. Adjectives are used relatively rarely and adverbs only in exceptional cases.

Verbs in command buttons should normally be in 2nd person singular imperative *(tu*), never in infinitive form.

|  |  |
| --- | --- |
| Click Print | + Feu clic a Imprimeix  - Feu clic a Imprimir |

The preferred action to be performed with command buttons is *fer clic* (click), even if the original ignores a similar recommendation given for English.

|  |  |
| --- | --- |
| Click Cancel | + Feu clic a Cancel·la. |
| Press Cancel | + Feu clic a Cancel·la.  - Premeu Cancel·la. |

#### Static text

Information text contained in dialog boxes as well as confirmation text should be translated consistently and it should take personal form.

|  |  |
| --- | --- |
| If you don't want to filter the data, click Next. | Si no voleu filtrar les dades, feu clic a Endavant. |

#### Dialog Box Titles

In English, dialog box titles are usually identical with the command that opened the dialog box. In Catalan, they should normally be nouns except for questions, that are usually  translated as  questions.

|  |  |
| --- | --- |
| Print | + Impressió  - Imprimeix |
| Include in index? | + Voleu incloure-ho a l'índex?  - Inclusió a l'índex? |

If for some reason the command name in the US software is not the same as the dialog title, stay close to original with the translation.

|  |  |
| --- | --- |
| Command: *Information* | + Informació |
| Dialog title: *Information window* | + Finestra d'informació |

#### Group Box Titles

When translating the title of a group of control elements, if it is a verb or verb phrase, note to whom it is addressed. Translate as 2nd person singular imperative (*tu)* if it is addressed to the system, and 2nd person plural imperative (vós) if it is addressed to the user. Nouns and questions are usually translated as nouns and questions. The adjective *New* is usually translated in Catalan with the verbal form *Crea*.

|  |  |
| --- | --- |
| Save the file | + Desa el fitxer. |
| Select the right file | + Seleccioneu el fitxer adequat. |
| New | + Crea |
| Include in index? | + Voleu incloure-ho a l'índex? |

Group titles are not grammatically connected to the options that follow. This means that the options are capitalised as usual and their form does not depend on the form of the group title.

#### Options Buttons

Option buttons that are verbs may be written as commands to the system or options available for the user. It is recommended to translate the former as normal commands and the latter by adding the verb *voler* (wish).

|  |  |
| --- | --- |
| *Display the file now* (to the system) | *+ Visualitza el fitxer ara.* |
| *View the file now* (to the user) | *+ Voleu visualitzar el fitxer ara?* |

Option buttons that are nouns should normally be translated using nouns as well. Do not try to make full sentences out of groups of option buttons.

Option buttons are not grammatically connected to preceding group titles. This means that options are capitalised as usual and their form does not depend on the form of the group title.

#### Check boxes

Option buttons that are verbs may be written as commands to the system or options available for the user. It is recommended to translate the former as normal commands and the latter by adding the verb *voler* (wish).

|  |  |
| --- | --- |
| Display the file now (to the system) | + Visualitza el fitxer ara. |
| View the file now (to the user) | + Voleu visualitzar el fitxer ara? |

Option buttons that are nouns should normally be translated using nouns as well. Do not try to make full sentences out of groups of option buttons.

Check boxes are not grammatically connected to preceding group titles. This means that check boxes are capitalised as usual and their form does not depend on the form of the group title.

Regardless of how US check boxes end - with or without a period - the Catalan translations never end with a period unless they are complete sentences.

The preferred actions to be performed with check boxes are *activar* (check) and *desactivar* (clear, uncheck).

|  |  |
| --- | --- |
| To add a component, select its check box. To remove the component, clear the check box. | + Per afegir un component, activeu-ne casella de selecció. Per suprimir-lo, desactiveu la casella de selecció. |

If the original does not mention the check box, and only refers to the item the check box applies to, you can use *marcar* (check) and *desmarcar* (uncheck) in reference to the items themselves.

|  |  |
| --- | --- |
| Check all subfolders | + Marqueu totes les subcarpetes. |
| Uncheck all subfolders | + Desmarqueu totes les subcarpetes. |

#### Dialog Box Tabs

Dialog box tabs should be treated similarly to dialog box titles (see above), plus obvious length constraints.

Also pay attention to consistency with other tabs of the same dialog and with similar dialogs elsewhere. An example of a common dialog box containing the same terminology is the Options dialog box.

#### Lists Boxes/Tables

Items in a list box or table are not grammatically connected to list box titles or table headings. This means that the items are capitalised as usual and their form does not depend on the form of the title or heading.

Regardless of how US list items or table items end - with or without a period - the Catalan translations never end with a period unless they are complete sentences.

Table column and row headings should take the same language style throughout the software. Column and row headings should start with capital letters and they usually do not end with any punctuation marks.

When 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 a small or capital letter and do not end with a period. However, the whole column must be consistent, i.e. start with either small or capital letter.

The preferred action to be performed with list boxes is *seleccionar* (select), even if the original ignores a similar recommendation given for English.

|  |  |
| --- | --- |
| Select your location from the Country list box. | + Seleccioneu la vostra ubicació al quadre de llista País. |

#### Dialog Box: Text Strings With Hotkeys

There are text strings that are located in the String Table in the EDBs, which might later appear in dialog boxes. They often show up as names of buttons, etc. and should be translated according to rules for main GUI components. These strings are easily recognizable because they have hotkeys. They are included in the Microsoft Language Excellence approval of UI strings.

#### ToolTips

Most of the button ToolTips have the names identical with the commands they represent.You should ensure that this **consistency** is maintained in the localised software as well. If for some reason that rule doesn't apply in English product, then the rule doesn’t apply in Catalan either; you just translate the English text selecting appropriate terminology. Regardless of how the US ToolTips end - with or without a period - ToolTips localised into Catalan do not end with a period.

|  |  |
| --- | --- |
| US Command: *Print Preview*  US ToolTip: *Print Preview* | Catalan command and tooltip: *Visualització prèvia d'impressió* |

#### Wizards

Wizards often include US specific information. For relevant specific Catalan information contact your Project Team representative in Microsoft in order to replace the US specific information.

### Status Bar Messages

#### What Is A Status Bar Message?

A status bar message is an information about the active document or a selected command as well as about any active or selected interface item. The messages are shown in the status bar at the bottom of the window when the user has chosen a menu, a command or any other item, or has started a function. In the new versions the status bar messages refer to actions being perform or already done (for example in Microsoft Internet Explorer).

#### Catalan Style In Status Bar Messages

In English, the status bar messages have different forms dependent on what kind of information they give. In Catalan, menu status bar messages and commands status bar messages do not differ as shown in the tables. When the message is a direct instruction, the imperative is used, second person plural (*vós)* addressing the user and second person singular (*tu*) for the system. Periods are used at the end of sentences in status bar messages if they are full sentences.

Examples:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | | Category | English bar message | Catalan bar message |
| Edit | Edició | menu | Contains editing commands | Conté les ordres d'edició. |
| Copy to Folder... | Copia-ho a la carpeta... | menu | Copies the selected items to a new location | Copia els elements seleccionats a una nova ubicació. |
| New | Crea | command | Creates a new document | Crea un document nou. |
|  |  |  | The display layout for the field | Presentació de la visualització per al camp |
|  |  |  | Make object visible? | Voleu que l'objecte sigui visible? |
|  |  |  | Word is converting the document. Press Esc to stop. | El Word està convertint el document.  Premeu Esc per aturar el procés. |
|  |  |  | Datasheet View | Visualització del full de dades |

##### Standardize!

In the US original you can sometimes find messages that are phrased differently even though they have the same meaning. Try to avoid this in the localized Catalan version. Use one standard translation as in example below:

|  |  |
| --- | --- |
| Press F1 to get Help. If you want Help press F1. To get Help press F1. | Per obtenir ajuda premeu F1. |

#### Other Examples Of Standardized Status Bar Messages

|  |  |
| --- | --- |
| English | Catalan |
| Activate next document window | Activa la finestra del document següent. |
| Change windows size | Canvia la mida de la finestra. |
| Changes the windows size | Canvia la mida de la finestra. |
| Restore the window to normal size | Restaura la finestra a la mida normal. |
| Restores the window to normal size | Restaura la finestra a la mida normal. |
| Repeat last command | Repeteix l'última ordre. |
| Insert an embedded object | Insereix un objecte incrustat. |
| Press ALT to choose command | Premeu Alt per seleccionar una ordre. |

## Error messages

### What Is An Error Message?

Error messages are messages sent by the system or a program, informing the user that there is an error that must be corrected in order for the program to keep running. The messages can e.g. prompt the user to insert a disk in the disk drive, or inform of an error that requires rebooting the computer.

### Catalan Style In Error Messages

It is important to use the correct Catalan style in the localized error messages, and not just translate the American messages. The US messages tend to be shorter and abbreviated, but in Catalan unless there are space constraints the fully developed form is preferred.

Example:

|  |  |
| --- | --- |
| English | Catalan |
| Error saving file | **+** S'ha produït un error en desar el fitxer.  **-** Error en desar el fitxer |

### Abbreviated Sentences

The US messages sometimes contain abbreviated sentences using an imperative verb. Translate to a question starting with *Voleu...*

Example:

|  |  |
| --- | --- |
| English | Catalan |
| Continue without Undo? | **+** Voleu continuar sense desfer-ho?  **-** Continuar sense desfer-ho? |

### Punctuation After Error Messages

Catalan error messages (except questions) usually finish with the period. Exclamation marks are not used. Question marks are used for questions.

### Personification

Do not use the first person (except for creatures like the Office Assistant). If possible, use the reflexive passive construction with the pronoun *se*.

Examples:

|  |  |
| --- | --- |
| English | Catalan |
| Unable to save the file | + No es pot desar el fitxer.  - Impossible desar el fitxer. |
| Deleting file [2] | + S'està suprimint el fitxer [2].  - Suprimint el fitxer. |

If the agent is mentioned in US text, use it in the translation as well.

|  |  |
| --- | --- |
| English | Catalan |
| Word is deleting file [2] | + El Word està suprimint el fitxer [2].  - Està suprimint el fitxer. |

### Standard Phrases In Error Messages

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

Examples:

| English | Translations | Example |
| --- | --- | --- |
| Cannot ...  Could not ...  Failed to ...  Failure of ...  Unable to ...  ... failed  ... not .. (e.g.: File not deleted) | No es pot...  No s'ha pogut... | No es pot crear un directori nou.  No s'ha pogut suprimir el fitxer. |
| No memory  Not enough memory  Insufficient memory  There is not enough memory  Out of memory  There is not enough memory available  (or disk space) | No hi ha... | No hi ha prou memòria disponible.    No hi ha prou espai del disc disponible. |
| Sorry, ... | Should not be translated into Catalan. | + No s'ha pogut suprimir el fitxer.  - Perdó, no s'ha pogut suprimir el fitxer. |
| Do you want to ...?  ...? (e.g.: Save?) | Voleu...? | + Voleu desar el fitxer?    - Desar el fitxer? |
| Are you sure you want to...? | Esteu segur que voleu...? | Esteu segur que voleu suprimir aquest fitxer?    Note: This is a stronger question than the previous one, so be sure to translate differently. |
| An error has occurred while...  Error... (e.g.: Error reading from file %2)  A failure has occurred while...  Failure... (e.g.: Failure reading from file %2) | S'ha produït un error... | S'ha produït un error en llegir les dades del fitxer. |
| ... is not available  ... is unavailable | ... no està disponible | Aquesta pàgina no està disponible fora de línia. |

### Use Of Tenses In Error Messages

In Catalan use the present and the present perfect in error messages. Avoid the simple past.

Examples:

|  |  |
| --- | --- |
| English | Catalan |
| The product has been removed from your computer. | + Aquest producte s'ha suprimit de l'ordinador. |
| Cannot delete file. | + No es pot suprimir el fitxer. |
| Word was unable to open the file. | + El Word no ha pogut obrir el fitxer.    - El Word no pogué obrir el fitxer. |

### 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 has been replaced with a word or phrase. The example below uses the error message *Cannot find %s*, where the placeholder *%s* is replaced with a file name (standard.doc).

Example:

|  |  |
| --- | --- |
| English | Catalan |
| *Cannot open standard.doc* | *No es pot obrir standard.doc*. |

## Help Localizations Guidelines

### References To User Interface Components

Always refer to UI components using the same form as appears in the UI, especially if the reference is highlighted as bold text.

Examples:

|  |  |
| --- | --- |
| English | Catalan |
| Click the **Calendar** | Feu clic a **Calendari**. |
| Click **Current View** in the **View** menu | Feu clic a **Visualització actual** al menú **Visualització**. |

### Standard Constructs

In help text, use nouns for help topic headers and in the step-by-step instructions that follow, use polite 2nd person plural imperative with *vós*.

Examples:

|  |  |
| --- | --- |
| English | Catalan |
| Change the appearance of text    Do one of the following:       Change paragraph formatting       Change character formatting | Canvi de l'aparença del text     Feu una de les coses següents:         Canvieu el format del paràgraf         Canvieu el format dels caràcters |

### Keys

Key names should be translated in accordance with the Microsoft Glossaries. While working with Microsoft software, you use keys, key combinations and key sequences.

1. Key combination KEY1+KEY2

This term is used to underline that the user is supposed to press the first key, hold it and press the second key. Key names are combined with “+” character. For example the command

*Premeu ALT+ESC*

means, that the user should press ALT, hold it, press simultaneously ESC and then release both buttons.

2. Key sequence KEY1, KEY2

This term is used to underline that the user is supposed to press and release the given keys one after the other. Key names are separated with a comma (,) and a hard space. For example the command

*Premeu ALT, F*

means, that the user is supposed to press ALT first, release it, then press and release the F key.

The following are the most common key names in Catalan:

|  |  |
| --- | --- |
| **English** | **Catalan** |
| Alt | Alt |
| Caps Lock | Bloq Maj |
| Ctrl | Control |
| Del | Supr |
| End | Fi |
| Enter | Retorn |
| Insert | Inserció |
| Home | Inici |
| Num Lock | Bloq Núm |
| Page up | Re Pàg |
| Page down | Av Pàg |
| Pause | Pausa |
| Print Screen | Impr Pant |
| Scroll Lock | Bloq Despl |
| Shift | Maj |
| Return | Retorn |

### Access Keys

Sometimes, there are underlined or highlighted letters in menu options, commands or dialog boxes. These letters refer to access keys that allow you running commands, performing tasks etc. more quickly. Usually the first key to be pressed it the ALT key.

### Shortcut Keys

In this case, usually the first key to be pressed is the CTRL key. Shortcut keys replace menu commands and they are sometimes given next to the command they represent. In opposition to the access keys, that can be used only when available on the screen, shortcut keys can be used even when they are not accessible on the screen.

### Arrow, Function and Numeric keys

Key names, like arrow keys, function keys and numeric keys, should be in normal text (not in small caps).

### Numeric Keypad

It is recommended to avoid distinguishing numeric keypad keys from the other keys, unless it is required by given application. In case it is not obvious, which keys are to be pressed, provide necessary explanations; for example:

*Premeu la tecla - (menys) al teclat numèric.*

### Number formats

Numbers consisting of many digits are divided into groups containing three digits each, which are separated with periods. Decimal values are separated from the integer number with a comma. Fractional parts are not separated by spaces. Four-digit numbers and numbers representing years, page numbers, postal codes, lottery numbers, etc., are also kept together.

For formatting numbers, see also Locale Standards (NLS data).

### Product names in titles

All help systems have a US name in the form "Microsoft XXX Help". Remember that product names must always be introduced by the article in Catalan.

Example: *Ajuda del Microsoft Word*

### Online Training Materials

The language used in the localised CBTs should be simple and clear; the instructions should be more detailed than they are in manuals and Help, since users not familiar with the program use these instructions. Therefore, use detailed phrases. Give simple, clear and detailed explanation of what user should do to execute required task. Avoid usage of abbreviations and jargon known only to the users already familiar with the program.

It is very important that the text and the terminology used in localised CBTs are consistent from screen to screen, that the terminology is consistent with the terminology used in the product and that all the examples are properly localised.

When referring to a command in a menu first indicate the menu name and afterwards the command name. Sometimes, when an English sentence simply begins with the name of an option, in Catalan it should be specified if it refers to a menu, an option, a button, etc.

Examples:

|  |  |
| --- | --- |
| English | Catalan |
| Use Cut to... | + L'opció Enganxa permet...    - Enganxa permet... |

### Typographic Conventions

Consistent use of typographic conventions in documentation helps users locate and interpret information easily. The following guidelines present specific typographic conventions which will be used in US and localized print and online documentation. The US format should be followed as closely as possible.

Please also consult your product-specific style guide, as some conventions may vary depending on particular product requirements.

Please note that typographic conventions for Help localisation may differ from those for software.

| **Item** | **Catalan format** | **US Example** | **Catalan example** |
| --- | --- | --- | --- |
| **User Interface** | | | |
| Menu names | **Bold** | the **File** menu | el menú **Fitxer** |
| Command names | **Bold** | the **Page Setup** command | l'ordre **Configuració de la pàgina** |
| Dialog Box Titles | **Bold** | the **Options** dialog box | el quadre de diàleg **Opcions** |
| Dialog box elements: Tab names Option names Field names Button names List box names  Text box names Check box names | **Bold** | the **View** tab the **Portrait** option the **Form** field the **OK** button the **Files of type** list box the **Password** text box the **Read Only** check box | la pestanya **Visualització** l'opció **Vertical** el camp **Formulari** el botó **D'acord** el quadre de llista **Fitxers del tipus** el quadre de text **Contrasenya** la casella de selecció **Només de lectura** |
| Icon names | No formatting | Click the Microsoft Internet Explorer icon. | Feu clic a la icona del Microsoft Internet Explorer. |
| Views  Windows | No formatting | Full Screen view  the Print window | visualització de la pantalla completa  la finestra d'impressió |
| **User Input** | | | |
| Literal | **Bold** | Type **a:setup**… | Escriviu **a:setup**… |
| Placeholder | *Italic* | Type *password* … | Escriviu *contrasenya*… |
| Key names and combinations | Initial Caps | … press Enter  … press Shift+F2 | … premeu Enter  … premeu Shift+F2 |
| **Cross-References** | | | |
| Titles of manuals | *Italic* | … see Chapter 12 in the *Microsoft Word for Windows User’s Guide*. | … vegeu el capítol 12 de la *Guia de l'usuari del Microsoft Windows* |
| Appendix, chapter, and section names | "Quotation marks" | … see "Special Characters" in chapter 4. | … vegeu "Caràcters especials", al capítol 4. |
| Help index entry | **Bold** | In the online index look up **Favorites** | Cerqueu **Preferits** a l'índex en línia |
| **Miscellaneous** | | | |
| Acronyms | All caps | DDE, OLE | DDE, OLE |
| Command-line commands/switches | **Bold** | the **copy** command  **/a** switch | l'ordre **copy**  modificador **/a** |
| New terms and emphasis | *Italic* | The *World Wide Web* is the graphical portion … | El *World Wide Web* és la porció gràfica... |
| Code samples | Monospace font (usually Courier, 10 pts; ali Lucida Sans Typewriter, 8 pts) | Sub Main    '    '    '  End Sub | Sub Main    '    '    '  End Sub |
| Port names | All caps | LPT1, COM1 | LPT1, COM1 |

# Documentation Localization Guidelines

This document contains a set of guidelines describing translation style, grammar and punctuation that should be applied when localizing documentation into Catalan. Also it provides general rules of processing texts to be translated in accordance with the standards of Microsoft software localization.

In order to ensure that you are using current terminology and phrases, please always look for the translations in the most recent version of the Microsoft terminology databases and other approved glossaries or EDBs. Consistent use of Microsoft approved terminology in all localized documentation is one of the major factors in achieving required quality of the localized documentation.

**Note:**   
Information about Catalan glossaries and approved terminology can be found in the Readme.txt file, which is stored in the same place as the main Microsoft terminology database.

## Print and On-line Documentation Localization

### General Guidelines

The term *documentation* refers to printed or on-line texts and also software help and Readme files.

Terminology used in the documentation must be translated consistently. It is not allowed to relieve the monotony of the text by using incorrect or colloquial synonyms.

### Manual Titles

Some useful translations of manual titles:

Examples:

|  |  |
| --- | --- |
| **English** | **Catalan** |
| Getting Started with (product name)  Installation Guide  Introducing (product name)  Learning Guide  Network Administrator's Guide  Pocket Guide  Quick Reference Card  Quick Reference Guide  User's Guide  User's Reference Guide | Com començar a utilitzar el (Product name)  Guia d'instal·lació  Introducció al (Product name)  Guia d'aprenentatge  Guia de l'administrador de la xarxa  Guia de butxaca  Fitxa de referència ràpida  Guia de referència ràpida  Guia de l'usuari  Guia de referència de l'usuari |

### Standard Translations

Some useful standard translations.

Examples:

|  |  |
| --- | --- |
| **English** | **Catalan** |
| All rights reserved.  Appendix (Appendices)  Chapter  Contents, Table of  (continued)  Copyright  Example  Figure  Index  Introduction  Preface  See/See also  Cf.  Table  Version | Tots els drets reservats.  Apèndix (Apèndixs)  Capítol  Taula de continguts  (continuació)  Copyright  Exemple  Il·lustració  Índex  Introducció  Prefaci  Vegeu / Vegeu també  Cf.  Taula  Versió |

### Standard Translations For Remarks, Hints etc

The following words or phrases may be used in manuals.

Examples:

| **English** | **Catalan** |
| --- | --- |
| Attention!  Caution!  Hint  Important  Note  Tip  Warning | Atenció  Compte  Consell  Important  Nota  Suggeriment  Advertiment |

### Headings

Only the first letter of a heading is capitalized, unless the heading also contains a word or words that would normally be written with an initial capital or in all capitals (e.g. name of a product or an acronym).

Example:

|  |
| --- |
| Guia de referència ràpida  Introducció al Windows XP |

### Cross references

The following translations are standard. Note that the person used to address the user is the second person plural (*vós*). Also note that the word for chapter, *capítol*, does not require a capital *c.*

Example:

|  |  |
| --- | --- |
| English | Catalan |
| For more information about XXX, see Chapter 10, "YYY", in the *Microsoft Windows User's Guide*. | Per obtenir més informació sobre XXX, vegeu el capítol 10 de la *Guia d'usuaris del Microsoft Windows.* |
| For information on XXX, see "YYY", in ZZZ. | Per obtenir informació sobre XXX, vegeu "YYY" a ZZZ. |
| For further information about XXX, see Chapter 12, "YYY". | Per obtenir més informació sobre XXX, vegeu l'apartat "YYY" del capítol 12. |

### Lists

When a colon introduces a bulleted list, use a period after each bulleted item if it is a complete sentence or a phrase that completes the introductory sentence, unless the list consists of one-word entries.

Example:

|  |
| --- |
| Quan s'acabi d'executar el programa d'instal·lació del DoubleSpace, les unitats de l'ordinador estaran configurades d'una manera diferent:  • L'ordinador tindrà una unitat sense comprimir.  • La unitat C estarà comprimida i tindrà més espai lliure. |

Items in a list (chapters, sections, products, system requirements, etc.) that are neither sentences nor continuations of sentences begin with capitals but have no ending punctuation.

Example:

|  |
| --- |
| Requisits de configuració del sistema:  • El Microsoft Windows NT® 4.0 amb el Service Pack 6 o un sistema operatiu posterior  • Una unitat de CD-ROM o DVD-ROM |

Steps are written in complete sentences, beginning with capitals and ending with period. They usually follow an introductory phrase as a procedure heading with no punctuation at the end of it.

Example:

|  |
| --- |
| Per suprimir la vora d'un marc:  1. Seleccioneu el marc.  2. Trieu **Vora** al menú **Format**.  3. Seleccioneu “Cap” a “Defineix”.  4. Feu clic a "Accepta". |

### Callouts

Callouts should be concise. They are not followed by a period (A), unless the callout is a complete sentence (B).

Callouts are written with an initial capital letter unless the callout is a continuation beginning with ellipsis points (...).

Example:

|  |
| --- |
| A  Elements d'un quadre de diàleg  B  Seleccioneu els temes que vulgueu buscar a l'Índex de l'Ajuda de l'Administrador de programes. |

### Ellipses

Avoid using ellipsis points (...) in printed material except in multiple-part callouts or to indicate omitted code in technical material.

### Captions

Captions always begin with a capital letter. A caption is not followed by a period (1), unless the caption consists of a full sentence (2):

Example:

|  |
| --- |
| 1. Elements d'un quadre de diàleg  2. Seleccioneu els temes que voleu buscar a l'Índex de l'Ajuda de l'Administrador de programes. |

### Keep Together

In the case of addresses, names, dates, units of measurements and currency values, the words should stay together on one line.

Examples:

|  |
| --- |
| C/Sardenya 153 (street address)  08013 Barcelona (postal code and city name)  Microsoft Word (program or application names)  Lotus/Intel/Microsoft/AST (combination of names)  12 de desembre de 2002 (date)  123 euros (currency value)  10 Kb (value and unit of measurement)  Capítol 10 (chapter or section and number) |

### Hyphenation

A **hyphen** (U002D or *-*) is used to join two parts of a compound term and to divide words (into syllables) at the end of a line. It is the shortest of the three dash characters.

A single vowel should not be left alone at the beginning or the end of a line and hyphenated words should never be broken and must appear on the same line.

Examples:

|  |
| --- |
| • MS-DOS    • Escriviu **dblspace** a continuació del sím-  bol del sistema |

### Dashes

The principal use of an **en dash** (U0150 or –) is to indicate ranges of numbers, for example, inclusive values, dates, times, or reference numbers. No spaces are used around the en dash in this case. Also use an en dash to indicate a minus sign. Use a space on either side of the en dash only if the en dash represents a minus sign or a negative number.

Examples:

|  |
| --- |
| • -18ºC  • pàgines 112-123 |

### Double Spaces

The use of double spaces between two sentences is not allowed.

### Postal Codes

The postal code in Spain consists of five digits, e.g. 08013. There are no postal codes in Andorra.

In international use only the country code is prefixed to the code using a **hyphen**. The code for Spain is 'E', e.g. E-25740. Also note that there is **one space** between the postal code and the name of the town, which is always written with an initial capital letter.

|  |
| --- |
| 17480 Roses |

### Brackets

In Catalan, text within brackets (either parts of or whole sentences) looks like the following examples. If the text within brackets is a full sentence, there is a full stop **inside** the closing bracket.

|  |
| --- |
| **English text:**  This chapter is about RTF (Rich Text Format).  You can choose to load a document stored in ASCII, or RTF format. (For further information, see Chapter 7.)    **Catalan text:**  Aquest capítol parla de l'RTF (Rich Text Format, *format de text enriquit*).  Podeu baixar un document desat en ASCII o en format RTF. (Per obtenir més informació, vegeu el capítol 7.) |

### Quotation Marks

In Catalan, the quotation marks commonly used are the guillemets or chevrons (« ») (also called Latin quotes) and the English curly or smart quotes (“ ”). With the widespread use of English texts and translations that generally use the English soft text as the basis for the new translated text, curly quotes (“ ”) are common in Catalan printed material. In Microsoft Catalan documentation, curly or smart quotes will be used in normal text.

Example:

|  |
| --- |
| Per obtenir més informació sobre com reparar el sistema, consulteu “Manteniment del sistema amb el programa d'instal·lació del Windows NT” al capítol 12, “Reparació del sistema”. |

### Symbols for units of measure

Units of measure can be abbreviated with their corresponding symbols. In the unlikely event of a measure unit indicated in the English Customary System (inches, pounds, gallons…) we recommend using the English symbol, not the abbreviation, since these units of measurements are not commonly used outside the English speaking countries.

Examples:

|  |
| --- |
| cm centímetre  GB gigabyte  h hora  in polzada |

### Titles

In English the titles for chapters usually begin with “How to...” or with phrases such as “Working with...” or “Using...”. In the Catalan version of Microsoft documentation, titles in the “-ing” form should not be translated using gerunds.

Example:

|  |  |
| --- | --- |
| English | Catalan |
| Importing Graphics | Importació de gràfics |
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### Procedures

A **procedure** is a series of steps the user must follow to complete a specific action. The second person plural (formal treatment of *vós*) must be used in procedures. This form must always be used to address the user both in the documentation and the software.

A procedure list begins with an infinitive phrase usually introduced by the preposition "per", e.g. "Per imprimir un document". The simplified rule of "per" in front of infinitive should be used.

The infinitive phrase can appear as text or as a heading. If the introductory phrase is text, it should end in a colon, and there should be no intervening text between the introductory phrase and the numbered steps. If the introductory phrase is a procedure heading, use no punctuation at the end of it. Steps are written in complete sentences, beginning with capitals and ending with periods.

Example:

| **Per suprimir la vora d'un marc**  1. Seleccioneu el marc.  2. Trieu **Vora** al menú **Format**.  3. Seleccioneu “Cap” a “Defineix”.  4. Feu clic a “Accepta”. |
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### Illustrations

In documentation you can find both screen shots and illustrations. All figures are to be inserted near the part of the text they refer to, which means that for example instructions and illustrations assigned to them should be placed on the same page. You do not have to refer to illustrations located directly under the text they are assigned to.

If the figures used in the documentation are numbered, remember to give their numbers when referring to them.

### Keys

Key names should be translated in accordance with the Microsoft Glossaries. While working with Microsoft software, you use keys, key combinations and key sequences.

1. Key combination KEY1+KEY2

This term is used to underline that the user is supposed to press the first key, hold it and press the second key. Key names are combined with “+” character. For example the command

*Premeu ALT+ESC*

means, that the user should press ALT, hold it, press simultaneously ESC and then release both buttons.

2. Key sequence KEY1, KEY2

This term is used to underline, that the user is supposed to press and release the given keys one after the other. Key names are separated with a comma (,) and a hard space. For example the command

*Premeu ALT, F*

means, that the user is supposed to press ALT first, release it, then press and release the F key.

### Access Keys

Sometimes, there are underlined or highlighted letters in menu options, commands or dialog boxes. These letters refer to access keys that allow you running commands, performing tasks etc. more quickly. Usually the first key to be pressed it the ALT key.

### Shortcut Keys

In this case, usually the first key to be pressed is the CTRL key. Shortcut keys replace menu commands and they are sometimes given next to the command they represent. In opposition to the access keys, that can be used only when available on the screen, shortcut keys can be used even when they are not accessible on the screen.

### Arrow, Function and Numeric keys

Key names, like arrow keys, function keys and numeric keys, should be in normal text (not in small caps).

### Numeric Keypad

It is recommended to avoid distinguishing numeric keypad keys from the other keys, unless it is required by a given application. In case it is not obvious which keys are to be pressed, provide necessary explanations; for example:

*Premeu la tecla MENYS (****–****) al teclat numèric, no al teclat normal.*

### Number formats

Numbers consisting of many digits are divided into groups containing three digits each, which are separated with a period. Decimal values are separated from the integer number with a comma. No hyphen should be used when spelling out fractions. Four-digit numbers and numbers representing years, page numbers, etc., are also kept together.