# Simplified Chinese Style Guide

# Contents

# What's New?

Last Updated: August 2011

## New Topics

The following topics were added:

- Sample Text
- Country/Region Standards
- Geopolitical Concerns
- Grammar, Syntax & Orthographic Convention
- Style and Tone Considerations
- Frequent Errors
- Glossaries
- Recurring Patterns
- Standardized Translations
- Unlocalized Items
- Using the Word Microsoft

## Updated Topics

The overall Style Guide content was fully updated in **February 2011** as part of major Style Guide update project performed for all languages.

**August, 2011**

Issues corrected:
- Related to the locale time format data.
- Formatting and sample text issues.

# Introduction

This Style Guide went through major revision in February 2011 in order to remove outdated and unnecessary content. Some topics are considered to be "Core & Common" – pertaining to all Microsoft products and services.

## About This Style Guide

The purpose of this Style Guide is to provide everybody involved in the localization of Simplified Chinese Microsoft products with Microsoft-specific linguistic guidelines and standard conventions that differ from or are more prescriptive than those found in language reference materials. These conventions have been adopted after considering context based on various needs, but above all, they are easy to follow and applicable for all types of software to be localized.

The Style Guide covers the areas of formatting, grammatical conventions. It also presents the reader with a general idea of the reasoning behind the conventions. The present Style Guide is a revision of our previous Style Guide version with the intention of making it more standardized, more structured, and easier to use as a reference.

The guidelines and conventions presented in this Style Guide are intended to help you localize Microsoft products and materials. We welcome your feedback, questions and concerns regarding the Style Guide. You can send us your feedback via the [Microsoft Language Portal feedback page](#).

## Scope of This Document

This Style Guide is intended for the localization professional working on Microsoft products. It is not intended to be a comprehensive coverage of all localization practices, but to highlight areas where Microsoft has preference or deviates from standard practices for Simplified Chinese localization.

## 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 Microsoft localization 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 elements really only refer to translatable texts associated with those interface elements.

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

# Sample Text

李小明先生：

　　兹定于 1999 年 2 月 1 日至 2 月 5 日，在深圳召开云计算技术讨论会。敬请您届时光临。会议有关事项如下：

一、会议内容：云计算是当今 IT 产业快速发展的推动力和重要机会，本次会议讨论云计算如何帮助中小企业快速提高 IT 能力，以及如何帮助他们优化内部资源，提高竞争力，并在经济发展中占得先机。在云计算的大潮下，我们希望能和包括深圳在内的各地的 IT 专业人士、开发者和云计算爱好者一起拥抱云计算时代的到来，共享云时代带来的便利。本简体中文样本文字仅作为简体中文样本参考，包括人名、地名、电话号码和时间在内的一切内容纯属虚构，如有雷同，实属巧合！

二、报到时间：2 月 1 日

三、报到地点：广东省深圳市福田区深南大道 6035 号深航大厦 G 座 3201 室

四、会议费用：待定

五、联系电话：0755-12345678

云计算技术讨论会筹备组（公章）

1999 年 1 月 12 日

Source: http://www.microsoft.com/china/press/2011/03/030701.mspx (part of text)

创建时间：2011 年 1 月 28 日

# Recommended Reference Material

Use the Simplified Chinese language and terminology as described and used 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 allowed in these sources, look for the recommended one in other parts of the Style Guide.

## Informative References

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

1. MSDN Site: http://msdn2.microsoft.com/zh-cn/default.aspx
2. TechNet Site: http://technet.microsoft.com/zh-cn/default.aspx

# Language Specific Conventions

This part of the style guide contains information about standards specific to Simplified Chinese.

# Country/Region Standards

## General Rules

- **Do not use punctuations to start a line except for left quotation mark or left parenthesis.**
- **Left quotation mark or left parenthesis should not end a line.**
- **Punctuations should not be a line.**
- **Pay attention to left and right quotation marks in examples provided in this document.**

## Characters

| Country/region | China |
|---|---|
| **Lower-case characters** | n/a |
| **Upper-case characters** | n/a |
| **Characters in caseless scripts** | n/a |
| **Extended Latin characters** | n/a |
| **Note on alphabetical order** | Alphabetical order is not necessarily indicative of sorting order. |
| **Total number of characters** | n/a |
| **Unicode codes** | n/a |

## Date

| Country/region | China |
|---|---|
| **Calendar/Era** | The date format uses the Christian Era. |
| **First Day of the Week** | Monday |
| **First Week of the Year** | The week of January 1st. |
| **Separator** | Separators - dot, space, slash and dash. |

| Country/region | China |
|---|---|
| Default Short Date Format | YYYY/MM/DD or YYYY/M/D |
| Example | 2011/03/17 or 2011/3/17 |
| Default Long Date Format | YYYY 年 MM 月 DD 日 or YYYY 年 M 月 D 日 |
| Example | 2011 年 03 月 17 日 or 2011 年 3 月 17 日 |
| Additional Short Date Format 1 | n/a |
| Example | n/a |
| Additional Short Date Format 2 | n/a |
| Example | n/a |
| Additional Long Date Format 1 | n/a |
| Example | n/a |
| Additional Long Date Format 2 | n/a |
| Example | n/a |
| Leading Zero in Day Field for Short Date Format | Optional |
| Leading Zero in Month Field for Short Date Format | Optional |
| No. of digits for year for Short Day Format | 2 or 4 |
| Leading Zero in Day Field for Long Date Format | Optional |
| Leading Zero in Month Field for Long Date Format | Optional |
| Number of digits for year for Long Day Format | 4 |
| Date Format for Correspondence | YYYY/MM/DD or YYYY 年 MM 月 DD 日 (without the leading zero is acceptable) |
| Example | 2011/03/17 or 2011 年 03 月 17 日 (2011/3/17 or 2011 年 3 月 17 日) |
| Notes | n/a |

| Country/region | China |
|---|---|
| **Abbreviations in Format Codes** | **d** is for day, number of d's indicates the format (d = digits without leading zero, dd = digits with leading zero, ddd = the abbreviated day name, dddd = full day name)<br><br>**M** is for month, number of M's gives number of digits. (M = digits without leading zero, MM = digits with leading zero, MMM = the abbreviated name, MMMM = full name)<br><br>**y** is for year, number of y's gives number of digits (yy = two digits, yyyy = four digits) |

## Time

| Country/region | China |
|---|---|
| **24 hour format** | Yes |
| **Standard time format** | AM/PM HH:mm:ss |
| **Standard time format example** | 13:22:56 |
| **Time separator** | Colon (:) |
| **Time separator examples** | 13:22:56 |
| **Hours leading zero** | With or Without Zero is acceptable. |
| **Hours leading zero example** | 上午 08:33:52 |
| **String for AM designator** | 凌晨/上午 |
| **String for PM designator** | 中午/下午/晚上 |
| **Notes** | Both 12 & 24-hour clock formats are used in China. Examples:<br>17:25（下午 05:25）<br>23:18（晚上 11:18） |

## Days

**Country/region: China**

| Day | Normal Form | Abbreviation |
|---|---|---|
| Monday | 星期一 | 周一 |
| Tuesday | 星期二 | 周二 |
| Wednesday | 星期三 | 周三 |
| Thursday | 星期四 | 周四 |
| Friday | 星期五 | 周五 |
| Saturday | 星期六 | 周六 |
| Sunday | 星期日 | 周日 |

**First Day of Week:** Monday

**Is first letter capitalized?:** n/a

**Notes:** Sometimes days are abbreviated in the source text due to limited space. In this case, please use the following Chinese abbreviation:

| Abbreviated Form of Day | Abbreviation |
|---|---|
| M | 一 |
| T | 二 |
| W | 三 |
| T | 四 |
| F | 五 |
| S | 六 |
| S | 日 |

## Months

**Country/region:** China

| Month | Full Form | Abbreviated Form | Long Date Form |
|---|---|---|---|
| January | 一月 | 1 月 | n/a |
| February | 二月 | 2 月 | n/a |
| March | 三月 | 3 月 | n/a |
| April | 四月 | 4 月 | n/a |
| May | 五月 | 5 月 | n/a |
| June | 六月 | 6 月 | n/a |
| July | 七月 | 7 月 | n/a |
| August | 八月 | 8 月 | n/a |
| September | 九月 | 9 月 | n/a |
| October | 十月 | 10 月 | n/a |
| November | 十一月 | 11 月 | n/a |
| December | 十二月 | 12 月 | n/a |

**Is first letter capitalized?:** No

**Notes:** n/a

# Numbers

## General Rules

For number, please follow the official usages in Simplified Chinese.

There are some of frequently encountered instances found during localization process:

1. If Arabic numerals are used in English text, please use Arabic numerals in the translated text. If English words are used in English text, please use Chinese words in the translated text. Example:

| English | Preferred Target (+) |
|---|---|
| 200 | 200 |
| three thousand | 三千 |

2. If English units should be left in the translated text, please use Arabic numerals in the translated text. Example:

| English | Preferred Target (+) |
|---------|----------------------|
| 20GB | 20GB |

3. For fractional numbers, you can use Arabic numerals or Chinese words, but please don't mix them. Example:

| Source | Correct (+) | Wrong (-) |
|--------|-------------|-----------|
| 1/4 | 1/4 <br> 四分之一 | 4 分之 1 <br> 四分之 1 <br> 4 分之一 |

4. For fractional numbers, please avoid confused formats.

| Preferred Format (+) | Avoid (-) |
|----------------------|-----------|
| a/(bcosx) <br> (a/b)cosx | a/bcosx |

5. Please keep English format for Arabic numeral, decimal, percentage and operational notation.

6. Please use single byte characters for: @、#、$、%、&、*、=、~

7. For High ANSI Characters, please keep them as English. They indicate trademark symbols. For example:

| English | Preferred Target (+) |
|---------|----------------------|
| Copyright\x00A9 Microsoft Corporation 1983-2000. All rights reserved. | 版权所有\x00A9 Microsoft Corporation 1983-2000。保留所有权利。 |
| Microsoft\x00AE is a registered trademark of Microsoft Corporation. | Microsoft\x00AE 是 Microsoft Corporation 的注册商标 |

8. High ANSI Characters may be corrupt in some Translation Memory Tools. In this case, you may replace them with single byte parentheses + an English capital letter, such as, (R)、(C)、(TM).

| English | Preferred Target (+) |
|---------|----------------------|
| Microsoft (R) Jet | Microsoft (R) Jet |

## Phone Numbers

| Country/region | International Dialing Code | Area Codes Used? | Number of Digits – Area Codes | Separator | Number of Digits – Domestic | Digit Groupings – Domestic |
|---|---|---|---|---|---|---|
| China | 86 | yes | 3 or 4 | space or hyphen | 11 or 12 | (####) ####-####, (###) ####-#### or (####) ###-#### |

| Country/region | Number of Digits – Local | Digit Groupings – Local | Number of Digits – Mobile | Digit Groupings – Mobile | Number of Digits – International | Digit Groupings – International |
|---|---|---|---|---|---|---|
| China | 7 or 8 | ###-#### or ####-#### | 10 or 11 | ########## or ###-###-####; ########### or ###-####-#### | 12 or 13 | +86 (###) ###-####; +86 (###) ####-#### or +86 (##) ####-#### |

**Notes**:

- The telephone numbers in China are 7 or 8 digits, with area codes ahead. Examples: (####) ####-####, (###) ####-#### or (####) ###-####. Herein, (###) or (####) is area code.
- If there is an extension number after a direct line, four formats are provided. Examples: (####) ####-#### 转 ####, or (####) ####-####；分机：####.
- The mobile telephone number is 10 or 11 digits in China, and the first number is always "1".

## Addresses

**Country/region:** China

**Disclaimer:** Please note that the information in this entry should under no circumstances be used in examples as fictitious information.

**Address Format:**

1. Postal Code

2. Province
3. City/County

4. Detailed Address
6. Company Name
7. LastName+FirstName+[Title/Honorific]

**Example Address:**

**518040**[Postal Code]

广东省[Province]深圳市[City]福田区深南大道 6035 号深航大厦 G 座 3201 室[Detailed Address]

某某有限公司[Company Name]

李[Last Name]小明[First Name]先生[Title/Honorific]

**Local Postal Code Format:** 6 digits: xxxxxx

**Note:** When local addresses are used, please follow Simplified Chinese word order. Please write the Simplified Chinese zip code as a six-digit block. For reference, please use 《中华人民共和国行政区划分简册》 (Publisher: SinoMaps Press). When you need to translate foreign addresses, please translate them with the official names in Simplified Chinese. For reference, please use 《世界地图集》 (Publisher: SinoMaps Press).

Sensitive issues should be handled carefully and properly so as not to cause any problems. Refer to government authorized materials for accurate translation. If you can't find any information regarding the localizability of the address, please consult with the Microsoft product team.

## Currency

| | |
|---|---|
| **Country/region** | China |
| **Currency Name** | 元 |
| **Currency Symbol** | ￥ |
| **Currency Symbol Position** | The symbol is placed before a numeral, and there is no space in between. |
| **Positive Currency Format** | ￥500 |
| **Negative Sign Symbol** | The negative sign symbol is -. No space between the symbol and the number. |
| **Negative Currency Format** | ￥-500 |
| **Decimal Symbol** | . (period) |
| **Number of Digits after Decimal** | 2 |
| **Digit Grouping Symbol** | , |
| **Number of Digits in Digit Grouping** | 3 |
| **Positive Currency Example** | ￥123,456,789.00 |
| **Negative Currency Example** | ￥-123,456,789.00 |
| **ISO Currency Code** | CNY |
| **Currency Subunit Name** | 角 |

| Currency Subunit Symbol | n/a |
|---|---|
| Currency Subunit Example | 2 角 |

## Digit Groups

**Country/region:** China

**Decimal Separator:** .

**Decimal Separator Description:** period

**Decimal Separator Example:** 3.14

**Thousand Separator:** ,

**Thousand Separator Description:** comma

**Thousand Separator Example:** 3,000

**Notes:**

- This rule is not applied to numbers representing year, such as 2008.
- It's also acceptable if there is no thousand separator (,). For example, ￥30000.

## Measurement Units

**Metric System Commonly Used?:** Yes

**Temperature:** Celsius

| Category | English | Translation | Abbreviation |
|---|---|---|---|
| Linear Measure | Kilometer | 公里 | KM |
| | Meter | 米 | M |
| | Decimeter | 分米 | DM |
| | Centimeter | 厘米 | CM |
| | Millimeter | 毫米 | MM |
| Capacity | Hectoliter | 百升 | HL |
| | Liter | 公升 | L |
| | Deciliter | 分升 | DL |
| | Centiliter | 厘升 | CL |
| | Milliliter | 毫升 | ML |
| Mass | Ton | 吨 | T |

| Category | English | Translation | Abbreviation |
|---|---|---|---|
| | Kilogram | 公斤 | KG |
| | Pound | 磅 | LB |
| | Gram | 克 | G |
| | Decigram | 分克 | DG |
| | Centigram | 厘克 | CG |
| | Milligram | 毫克 | MG |
| English Units of Measurement | Inch | 英寸 | No abbreviation (except for the "-symbol) |
| | Feet | 英尺 | No abbreviation (except for the '-symbol) |
| | Mile | 英里 | No abbreviation |
| | Gallon | 加仑 | No abbreviation |

**Notes:** n/a

## Percentages

Percentage symbol is %.

Example:

| English | Translation |
|---|---|
| 25% | 25% |
| 25 percent | 百分之二十五 |

# Sorting

The Chinese pinyin (拼音) is an essential element of the Chinese dictionary.

| | |
|---|---|
| **Sorting rules** | In the Index section, the following sorting order is applied:<br><br>1. Digits (0-9)<br>2. Non-alphabetical characters (i.e. symbols like ! " # $ % & ( ) * , . / : ; ? @ [ \ ])<br>3. Simplified Chinese characters, ordered by Chinese pinyin |
| **Character sorting order** | Each Simplified Chinese character is ordered by Chinese pinyin. |

| Examples of sorted words | 0 |
| --- | --- |
| | 2 |
| | 85 |
| | ! |
| | @ |
| | 版本 |
| | 标记 |
| | 成员 |
| | 错误 |
| | 导出 |
| | 导航 |
| | Excel 文件 |
| | 访问 |
| | 分类 |
| | 更改 |
| | 规则 |
| | HTML |
| | 基本 |
| | 记录 |
| | 可选 |
| | 快捷方式 |
| | 类别 |
| | 历史记录 |
| | 密码 |
| | 目录 |
| | 内联 |
| | 内容 |
| | 讨论 |
| | 文件 |
| | 页面 |
| | 只读 |

# Geopolitical Concerns

Part of the cultural adaptation of the US-product to a specific market is the resolving of geopolitical issues. While the US-product should have been designed and developed with neutrality and a global audience in mind, the localized product should respond to the particular situation that applies within the target country/region.

Sensitive issues or issues that might potentially be offensive to the users in the target country/region may occur in any of the following:

- Maps
- Flags
- Country/region, city and language names
- Art and graphics
- Cultural content, such as encyclopedia content and other text where historical or political references may occur

Some of these issues are relatively easy to verify and resolve: the objective should be for the localizer to always have the most current information available. Maps and other graphic representations of countries/regions and regions should be checked for accuracy and existing political restrictions. Country/region, city and language names change on a regular basis and need to be checked, even if previously approved.

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

# Grammar, Syntax & Orthographic Conventions

This section includes information on how to apply the general rules of the Simplified Chinese language to Microsoft products and documentation.

## Adjectives

This section does not apply to Simplified Chinese, as there is no special convention related to adjectives. Generic information on adjectives (stative verbs) can be found in any Chinese grammar book.

Generally, please don't use "最好", "最强", "唯一", etc.

**Possessive adjectives**

The frequent use of possessives is a feature of English language. However in Simplified Chinese, please avoid translating every possessive adjective, even if it is present in English.

Example:

| Source | Preferred Target (+) | Avoid (-) |
|---|---|---|
| You can publish an existing application to the Web. Not all desktop database features are supported on the Web, so you may have to adjust some features of your application. | 您可以将现有的应用程序发布到 Web 上，但并非所有桌面数据库功能都受 Web 支持，因此您可能必须调整应用程序的一些功能。 | 您可以将现有的应用程序发布到 Web 上，但并非所有桌面数据库功能都受 Web 支持，因此您可能必须调整**您的**应用程序的一些功能。 |

Also, please avoid using too many 的 in a sentence. If the meaning is not affected, omit 的 for readability.

Example:

| Source | Preferred Target (+) | Avoid (-) |
|---|---|---|
| Although some desktop database features do not translate to the Web, you can do many of the same things by using new features, such as calculated fields and data macros. | 虽然一些桌面数据库功能没有转换到 Web 上，但可以通过使用新功能（例如计算字段和数据宏）来执行许多相同的操作。 | 虽然一些桌面数据库功能没有转换到 Web 上，但可以通过使用**新的功能**（例如计算字段和数据宏）来执行**许多的相同的操作**。 |

# Articles

### General considerations

For most cases, there is no need to translate articles into Simplified Chinese for fluency and conciseness.

But if it is important to emphasize the noun so that the reader does not get confused, then it is suggested to translate the articles.

Example:

| Source | Preferred Target (+) | Avoid (-) | Comment |
|---|---|---|---|
| Alternatively, you can create a new permission level to contain a specific set of permissions that you specify. | 您也可以创建新的权限等级，使其包含您所指定的一组特定权限。 | 您也可以创建新的权限等级，使其包含您所指定的特定权限组。 | 特定权限组 might mislead the readers to think there are "more than one set of permissions". Therefore, "a" is translated. |

### Unlocalized Feature Names

Microsoft product names and non-translated feature names are used without definite or indefinite articles in the English language. In Simplified Chinese, we use the same names as English.

### Localized Feature Names

Do not contain any article in translated feature names.

### 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 Simplified Chinese language?
- Analogy: Is there an equivalent Simplified Chinese term whose article could be used?

- Frequency: Is the term used in other technical documentation? If so, what article is used most often? The internet may be a helpful reference here.

Please always consult Microsoft reference materials, for example Language Portal *http://www.microsoft.com/Language/en-US/Default.aspx*, to confirm the user of a new loan word and its proper article to avoid inconsistencies.

# Capitalization

This section does not apply to Simplified Chinese.

# Compounds

This section does not apply to Simplified Chinese, as there is no special convention related to compounds. Generic information on compounds can be found in any Chinese grammar book**.**

# Gender

This section does not apply to Simplified Chinese.

# Genitive

This section does not apply to Simplified Chinese.

# Modifiers

In Simplified Chinese localized text, you often need to translate modifiers into different part of speeches, for example, modifiers can be translated as a meaning of verb, subjective complement, adverb, and etc, for better readability.

Example:

| English | Preferred Target (+) | Avoid (-) | Comment |
|---------|---------------------|-----------|---------|
| Split forms for fast browsing of data | 便于快速浏览数据的分割窗体 | 快速浏览数据的分割窗体 | In Simplified Chinese text, "for fast browsing of data" should be adapted for readability. |
| For more effective troubleshooting, use this error message. | 为了更有效地进行疑难解答，请使用此错误消息。 | 为获得更有效率的疑难解答，请使用此错误消息。 | In Simplified Chinese text, "for more effective troubleshooting" should be adapted for readability. |

Please also pay special attention when it comes to translating relative clauses. In Chinese, the modified element always follows the modifier, no matter what kind of modifier it is and how long the modifier is. However, readers might get lost when the modifier is too long.

With this in mind, please avoid literal word-for-word translation or run-on sentences with stacked modifiers. The goal is to make the translated text sounds natural.

Example:

| English | Preferred Target (+) | Avoid (-) | Comment |
|---------|---------------------|-----------|---------|
| There is another type of page called a publishing page that is frequently used on publishing sites in Microsoft SharePoint Server 2010. | 在 Microsoft SharePoint Server 2010 中，还有一种主要在发布网站上使用的称作发布页的页类型。 | 在 Microsoft SharePoint Server 2010 中有另一种页类型，称作发布页，是主要在发布网站上使用的。 | When translating strings that consist of relative clauses, do not simply use a comma to separate the modified and the modifier. |
| Additionally, creating a new site page this way results in an unghosted page on your site, which you may not want for performance issues. | 此外，采用此方法新建网站页面将在网站上生成非幻像页，因为性能问题您可能不希望生成非幻像页。 | 此外，新建网站页面这种方法导致在网站上生成非幻像页，您可能不希望生成非幻像页，因为性能问题。 | Avoid word-for-word translation. |

# Nouns

**General considerations**

In Simplified Chinese, no specific considerations are given to nouns since we do not have noun inflection and also do not distinguish singular/plural formation.

**Inflection**

This section does not apply to Simplified Chinese.

**Plural Formation**

This section does not apply to Simplified Chinese.

# Prepositions

Pay attention to the correct use of the preposition in translations. Based on the context, the same preposition should be translated differently. For example, "for" is not always "针对".

Example:

| US Expression | Preferred Target (+) | Comment |
| --- | --- | --- |
| Microsoft Office Compatibility Pack for Word, Excel, and PowerPoint 2007 file formats | 适用于 Word、Excel 和 PowerPoint 2007 文件格式的 Microsoft Office 兼容包 | In this case, "for" is not translated into "针对". |

# Pronouns

In general, you do not have to translate every pronoun into Simplified Chinese. As long as the meaning is not affected, omit the pronouns for fluent flow of the text.

Example:

| English | Preferred Target (+) | Avoid (-) | Comment |
| --- | --- | --- | --- |
| You can publish an existing application to the Web. Not all desktop database features are supported on the Web, so you may have to adjust some features of **your** application. | 您可以将现有的应用程序发布到 Web 上，但并非所有桌面数据库功能都受 Web 支持，因此您可能必须调整应用程序的一些功能。 | 您可以将现有的应用程序发布到 Web 上，但并非所有桌面数据库功能都受 Web 支持，因此您可能必须调整**您的**应用程序的一些功能。 | Omit "your" for fluency. |

# Punctuation

In Simplified Chinese, there are two sets of conventions for localization of **Software** and **Documentation**.

Please refer to the following tables and use the correct set of punctuations: Half-width punctuations or Full-width punctuations.

For **Software**, the convention is as follows:

| Half-width | Full-width |
|---|---|
| :<br>!<br>?<br>( )<br>< ><br>[ ]<br>...<br>- | ，<br>；<br>。<br>、<br>《 》 |

For **Documentation**, the convention is as follows:

| Half-width | Full-width |
|---|---|
| [ ]<br>/<br>\<br>-<br>… | ，<br>。<br>、<br>《 》<br>" "<br>：<br>；<br>！<br>？ |

Detailed usage for some of these punctuations can be found in the following sections.

**Comma**

Chinese comma（，）is used in both software and document localization. Please note comma is used when enumerating several items in English while pause symbol（、）is used in Simplified Chinese.

Example:

| English Text | Simplified Chinese Text (+) | Comment |
|---|---|---|
| Microsoft has added new file formats to Microsoft Office Word, Excel, and PowerPoint 2007 to reduce file size, improve security and reliability, and enhance integration with external sources. | Microsoft 在 Microsoft Office Word、Excel 和 PowerPoint 2007 中增加了新的文件格式，目的是减小文件大小、提高安全性和可靠性以及更好地与外部源集成。 | Please note that the pause symbol (、) is used between the parallel elements "Word" and "Excel" in the translation. |

**Colon**

- **Software localization**: Use English colon (:) in Software localization. A single byte space should be left between the English colon and the subsequent characters (Chinese full-width punctuation marks are excluded).

Example:

| English Text | Simplified Chinese Text (+) | Comment |
|---|---|---|
| Error: %1 | 错误: %1 | Used in Software localization. A single byte space should be left between the English colon and the subsequent characters, eg. "%1". |
| Error: "%2" | 错误:"%2" | Used in Software localization. There is no space between the English colon and the double byte quotation marks. |

- **Document localization**: Use double byte colon (：) in Document localization. There is no space between the double byte colon and the subsequent characters.

Example:

| English Text | Simplified Chinese Text (+) | Comment |
|---|---|---|
| Windows users, Office 2000, Office XP, and Office 2003 users: Download the Compatibility Pack. | Windows 用户、Office 2000、Office XP 和 Office 2003 用户：下载兼容包。 | Used in Document localization. There is no space between the double byte colon and subsequent characters, eg. "下载". |

**Dashes and Hyphens**

**Wave dash**

The wave dash is used to separate alternatives or approximates.

Example:

| English Text | Simplified Chinese Text (+) | Comment |
|---|---|---|
| 10 ~ 20%<br>1 ~ 10MB | 10 ~ 20%<br>1 ~ 10MB | It represents numbers. When the two numbers use the same unit, the second number should be followed by a unit. |
| 1KB ~ 10MB | 1KB ~ 10MB | It represents numbers. When the two numbers use different units, both numbers should be followed by a unit. |

Note: The wave dash sometimes can also be used in index. In this case, it indicates an intentional omission of some words.

Example:
~ 的移动
~ 的切换

**En Dash**

The en dash (-) is used as a minus sign, usually with spaces before and after. In Simplified Chinese, keep it as same as English.

Example:

| English Text | Simplified Chinese Text  (+) | Comment |
|---|---|---|
| 1 - 21 | 1 - 21 | Please keep it as is. Mostly seen in software localization. |

**Em Dash**

The em dash (—) is used to emphasize an isolated element or introduce an element that is not essential to the meaning conveyed by the sentence. In Chinese, it should not be used as it looks the same as the Chinese character for "one" (一). Oftentimes, there is no need for such punctuation through rephrasing. If punctuation is needed, you may want to use **( )**, ：or **en dash** to emphasize the element.

**Ellipses (Suspension Points)**

English (...) is used in both software and document localization.

Example:

| English Text | Simplified Chinese Text (+) | Comment |
|---|---|---|
| Uploading… | 正在上载… | English (...) is used in Simplified Chinese text. |

**Period**

Chinese period (。) is used in both software and document localization.

Example:

| English Text | Simplified Chinese Text (+) | Comment |
|---|---|---|
| Double-click the template that you want. | 双击所需的模板。 | Chinese period (。) is used in Simplified Chinese text. |

**Exceptions:**

● English period (.) is used in the English abbreviation, trade mark, product name, company name.

Example:

const., U.S.A., Hitachi Ltd.

● English period (.) is used as a separator in digit group or file name.

Example:

123.45

CONFIG.SYS

**Quotation Marks**

In Simplified Chinese, please follow the rules as follows:

- **Software localization**: Double byte quotation marks should be used if the texts surrounded by the quotation marks include double byte characters and/or tag(s); Single byte quotation marks should be used if the texts surrounded by the quotation marks are Single byte characters, and a single byte space should be left between the single byte quotation marks and the text (Chinese full-width punctuation marks are excluded) outside of them.

Example:

| English Text | Simplified Chinese Text in Software localization (+) | Comment |
|---|---|---|
| Expecting "Person" item type. | 应为"人员"项目类型。 | Double byte quotation marks are used because the texts surrounded by the quotation marks include double byte characters. |
| Assembly '{0}' is not found. | 未找到程序集"{0}"。 | Double byte quotation marks are used because the texts surrounded by the quotation marks include tag, ie "{0}". |
| It cannot be mapped to another data contract namespace "{1}". | 无法将其映射到另一个数据协定命名空间"{1}"。 | Double byte quotation marks are used because the texts surrounded by the quotation marks include tag, ie "{1}". |
| A pass-by-value parameter is marked with the 'out' parameter mode. | 按值传递的参数使用 "out" 参数模式标记。 | Single byte quotation marks are used because the texts surrounded by the quotation marks are Single byte characters, and a single byte space should be left between the single byte quotation marks and the text (Chinese full-width punctuation marks are excluded) outside of them. |
| Cannot be generic Type. | 不能是泛型 "Type"。 | Single byte quotation marks are used because the texts surrounded by the quotation marks are Single byte characters, but there is no space between the single byte quotation marks and the Chinese full-width punctuation mark - full stop. |

- **Document localization**: Double byte quotation marks should be used in Document localization.

Example:

| English Text | Simplified Chinese Text in Document localization (+) | Comment |
|---|---|---|
| 1. Click the Word icon.<br>2. Click the File tab. | 1. 单击"Word"图标。<br>2. 单击"文件"选项卡。 | Double byte quotation marks should be used in Document localization. |

**Note:** Single quotation marks should be used within double quotation marks. For examples:

请查阅第一章的"运行 Setup 出问题时查阅'诊断和解决问题'一章"的内容。

**Question Mark**

- **Software localization**: Use English Question Mark (?) in Software localization. A single byte space should be left between the English Question Mark and the subsequent characters.

Example:

| English Text | Simplified Chinese Text (+) | Comment |
|---|---|---|
| Are you missing an assembly reference? Yes. | 是否缺少程序集引用? 是。 | Used in Software localization. A single byte space should be left between the English Question Mark and the subsequent characters, eg. "是". |

- **Document localization**: Use double byte Question Mark (？) in Document localization. There is no space between the double byte Question Mark and the subsequent characters.

Example:

| English Text | Simplified Chinese Text (+) | Comment |
|---|---|---|
| What is the Microsoft Office 2010 Upload Center? Microsoft Office 2010 Upload Center now gives you a way to see the state of files you're uploading to a server, in one location. | 什么是 Microsoft Office 2010 上载中心？Microsoft Office 2010 上载中心现在为您提供了一种方法，使您可以在一个位置查看要上载到服务器的文件的状态。 | Use double byte Question Mark (？) in Document localization. There is no space between the double byte Question Mark and the subsequent characters. |

**Parentheses**

In Simplified Chinese, please follow the rules as follows:

- **Software localization**: Use English parentheses ( ) in Software localization. There is no space between the parentheses and the Simplified Chinese characters outside of them. A single byte space should be left between the parentheses and the English characters/number outside of them.

Example:

| English Text | Simplified Chinese Text in Software localization (+) | Comment |
|---|---|---|
| Add additional metadata such as validation.<br><br>My outgoing server (SMTP) requires authentication. | 添加其他元数据(如验证)。<br>我的发送服务器(SMTP)要求验证。 | Use English parentheses ( ) in Software localization. There is no space between the parentheses and the Simplified Chinese characters outside of them. |
| Cannot be a simple Type like string or Guid. | 不能是简单 Type (如 string 或 Guid)。 | Use English parentheses ( ) in Software localization. A single byte space should be left between the parentheses and the English characters outside of them eg. "Type". |

- **Document localization**: Use double byte parentheses （） if the texts surrounded by the parentheses include double byte characters. There is no space between the double byte parentheses and the text outside of them. Single byte parentheses ( ) should be used if the texts surrounded by the parentheses are single byte characters and/or number. A single byte space should be left between the single byte parentheses and the text outside of them.

Example:

| English Text | Simplified Chinese Text in Document localization (+) | Comment |
|---|---|---|
| The following features change when you open your Microsoft PowerPoint 2010 presentation in an earlier version of PowerPoint (with the installed). | 在早期版本的 PowerPoint（已安装）中打开 Microsoft PowerPoint 2010 演示文稿时，下列功能会发生变化。 | Use double byte parentheses （） if the texts surrounded by the parentheses include double byte characters. There is no space between the double byte parentheses and the text outside of them. |
| Reduce the size of an Outlook Data File (.pst). | 减小 Outlook 数据文件 (.pst) 的大小。<br>将 3 和 2 相加 (5)。 | Single byte parentheses ( ) should be used if the texts surrounded by |

| English Text | Simplified Chinese Text in Document localization (+) | Comment |
|---|---|---|
| Adds 3 and 2 (5). | | the parentheses are single byte characters and/or number. A single byte space should be left between the single byte parentheses and the text outside of them. |

**Square brackets**

Single byte square brackets should be used in Software localization and Document localization.

Examples:

使用 [common] 块的方法：

[menu]

menuitem=Steve

menuitem=Lisa

[common]

dos=high…

DEVICE=C:\DOS\HIMEM.SYS [Y,N]?

**Note:** When nested parentheses are needed, square brackets are used as a substitute for the inner pair of parentheses within the outer pair.

Examples:

（不能是简单 Type ［如 string 或 Guid］）

**Slash**

● **Forward slash /**

Use single byte forward slash in Software localization and Document localization. There are usually no spaces either before or after a forward slash.

Please use a forward slash when:

1. Denotes (often mutually exclusive) alternatives. For example, 显示/不显示.
2. Appears in the command line. For example, 在命令提示符下键入: **a:setup/u**
3. Indicates fractions. For example, 1 磅等于 1/72 英寸。
4. Indicates dates. For example, 1994/1/1

● **Back slash \**

Use single byte back slash in Software localization and Document localization. There are usually no spaces either before or after a back slash.

Use a back slash in path name. For example, c:\fruit> cd\

**Exclamatory mark ！**

● **Software localization**: Use English Exclamatory mark (!) in Software localization. A single byte space should be left between the English Exclamatory mark and the subsequent characters.

Example:

| English Text | Simplified Chinese Text (+) | Comment |
|---|---|---|
| Assembly '{0}' is not found! Please go to Step 3. | 未找到程序集"{0}"! 请转至第 3 步。 | Used in Software localization. A single byte space should be left between the English Exclamatory mark and the subsequent characters. |

● **Document localization**: Use double byte Exclamatory mark (！) in Document localization. There is no space between the double byte Exclamatory mark and the subsequent characters.

Example:

| English Text | Simplified Chinese Text (+) | Comment |
|---|---|---|
| Select one or more Cookies! Please wait for a moment. | 选择一个或多个 Cookie！请稍候片刻。 | Use double byte Exclamatory mark (！) in Document localization. There is no space between the double byte Exclamatory mark and the subsequent characters. |

**Book title marks 《》**

Please use book title marks 《》 for a Chinese Book title.

Example:

| English Text | Simplified Chinese Text (+) | Comment |
| --- | --- | --- |
| For more information, please refer to *Office 2010 Migration Guide*. | 有关详情，请参阅《Office 2010 迁移指南》。 | Use book title marks 《》 for the Chinese Book title. |

**More**

There are more punctuation marks. For example:

一, ＾, $, ＃, ％, <, >, &, {, }, @, ? , ; , *

# Singular & Plural

If a generic English word is to be kept untranslated, please remove the plural "s" and capitalize the first letter of the word.

Example:

| English Text | Simplified Chinese Text (+) | Comment |
| --- | --- | --- |
| Select one or more cookies | 选择一个或多个 Cookie | Please note parameters, arguments that are not localizable should be kept as is. |

# Split Infinitive

This section does not apply to Simplified Chinese.

The only concern is the translated text should sound as natural as it is written in Chinese.

# Subjunctive

This section does not apply to Simplified Chinese..

The only concern is the translated text should sound as natural as it is written in Chinese.

# Symbols & Non-Breaking Spaces

This section does not apply to Simplified Chinese.

# Syntax

Passive voice is used very frequently in English sentences. In Simplified Chinese, passive voice is avoided. If the translated text contains many passive sentences, it does not sound natural and compromises the overall readability. Please rephrase the source in the active voice.

Example:

| English | Preferred Target (+) | Avoid (-) | Comment |
|---|---|---|---|
| The project must be built before client proxy classes can be generated. | 必须先生成项目，然后才能生成客户端代理类。 | 项目必须先生成，然后客户端代理类才能生成。 | Rephrase in the active voice. |

# Verbs

Continuous operations are usually expressed in English with a gerund, which should be translated into Simplified Chinese with the pattern 正在...

Example:

| English | Preferred Target (+) | Avoid (-) | Comment |
|---|---|---|---|
| Uploading… | 正在上载… | 上载中… | Though "中" could be used, it is less fluent and might cause confusion in some cases. |

In English, the titles for chapters usually begin with phrases such as "Working with …" or "Using …". Please do not apply the pattern 正在... as these titles have nothing to do with continuous operations.

Example:

| English | Preferred Target (+) | Avoid (-) | Comment |
|---|---|---|---|
| Using Collaboration Features | 使用协作功能 | 正在使用协作功能 | In this case, "Using …" is the title for a chapter. Please do not apply the pattern "正在..." as the title has nothing to do with continuous operations. |

# Word Order

This section does not apply to Simplified Chinese.

# Spacing

Spacing is an important consideration when localizing the strings into Simplified Chinese.

The following general rules are applied:

- Half-width space needed between Chinese characters and English letters or numbers

Example:

| English | Translated text (+) | Comment |
|---------|---------------------|---------|
| To locate older items, select Find items older than n days, enter a number between 1 and 999, and then click Find. | 若要查找较旧的项目，请选择"查找早于 n 天的项目"，输入一个介于 1 和 999 之间的数字，然后单击"查找"。 | Space needed between Chinese characters and English letters.<br><br>Space needed between Chinese characters and Arabic digits. |

- Half-width space needed between Chinese characters and half-width punctuations: ( ).

Example:

| English | Translated text (+) | Comment |
|---------|---------------------|---------|
| Reduce the size of an Outlook Data File (.pst). | 减小 Outlook 数据文件 (.pst) 的大小。 | Half-width space needed between Chinese characters and half-width punctuations: ( ). |

- **No space needed around Chinese full-width punctuation marks!**

Example:

| English | Translated text (+) | Comment |
|---------|---------------------|---------|
| It's called Outlook Data File (.pst). | 它称为 Outlook 数据文件 (.pst)。 | No space needed around Chinese full-width punctuation marks. |

- **No space needed between Chinese characters!**

Example:

| English | Translated text (+) | Comment |
|---|---|---|
| Using Collaboration Features | 使用协作功能 | No space needed between Chinese characters. |

# Style and Tone Considerations

This section focuses on higher-level considerations for audience, style, tone, and voice.

## Audience

The target audience and users of Microsoft software products are made up of general users, IT professionals, developers, business and corporate customers.

## Style

When localizing software products, related documents and online Help resources, please keep in mind that translated text is:

- **Concise:** Try to reduce redundancy.
- **Clear:** For a long and complex English sentence, feel free to break it into several sentences in Chinese. For a short and simple UI, make sure the meaning is clearly reflected with some modification.
- **Contemporary:** Use the language of the present time. This means translated text does not sound archaic and should not contain colloquial expressions or jargons.

Example:

| English | Translated text (+) | Comment |
|---|---|---|
| Replay | 重播 | Instead of 重新播放. Try to as concise as possible in this case. |
| Delete after: | 在下列日期后删除: | Original UI is too concise. Addition is needed for the translation to be comprehensible. |
| If you want to delete the file at a later time, exit right now. | Bad: 如果您想要在以后的某个时间删除该文件，请马上退出。<br>Good: 如果您日后才要删除该文件，请立即退出。 | Avoid using too many literary terms. If a contemporary equivalent is available, please use it. |

# Tone

The tone to be used when localizing in Simplified Chinese should be semi-formal and friendly. Please try to avoid expressions such as "不…就不…", "不是不…". When translating software strings and help resources, never talk down to the users; instead, use a friendly tone. Imagine you are helping a friend to get started with the product. The goal is to make the users feel comfortable using Microsoft products.

# Voice

The end users are of all ages and genders. Do not use any term or expression that is discriminating.

Always use the polite form 您 for "You" in all of the software products.

Example:

| English | Translation (+) |
|---|---|
| You are now connected to the Internet. | 您现在已连接到 Internet。 |

# Localization Guidelines

This section contains guidelines for localization into Simplified Chinese.

# General Considerations

During localization process, please keep the following guidelines in mind:

- Accuracy is of the foremost priority. The meaning of the source text should be accurately and adequately conveyed in the translated text.
- Ensure the consistency of terms, recurring sentence patterns and repetitive strings across different batches of files of the same product. It is also important to make sure that same terms and patterns are consistent with previous versions and other products.
- Always use the Microsoft resources including this Style Guide and other available reference materials, for example Language Portal *(http://www.microsoft.com/Language/en-US/Default.aspx)*.
  If a term is not found in reference materials, please use the translation that is used most widely in the industry. At the same time, for any queries, you should contact the concerned product team to resolve them.

## 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:

Simplified Chinese words do not generally use abbreviations. When dealing with English abbreviations, please apply the following general rules:

- Use of abbreviation is based on English source text.
- Abbreviation should not contain a space.
- Use a non-breaking space (Ctrl+Atl+空格键) in any abbreviation to avoid having one letter move to the beginning of the next line.
- English abbreviation of months and days of the week are as follows;

  Month: Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec

  Days of the week: Mon, Tue, Wed, Thu, Fri, Sat, Sun

List of common abbreviations:

| Expression | Acceptable Abbreviation |
| --- | --- |
| Mon, Tue, Wed, Thu, Fri, Sat, Sun | 周一、周二、周三、周四、周五、周六、周日 |

Don't abbreviate such words as follows:

- Do not abbreviate Microsoft as MS when Microsoft is a part of product names.

- Do not abbreviate Internet Explorer as IE.
- Do not abbreviate Visual Studio as VS in product names.
- Do not abbreviate operating system names.

Example:

| Error Example | Correct example (+) |
|---|---|
| Win Server 2008 | Windows Server 2008 |
| Win Vista | Windows Vista |
| Win 7 | Windows 7 |

Translating some abbreviations depends on the context. Example:

| English | Translation (+) |
|---|---|
| US Dollar | 美元 |
| US Product | 美国地区的产品 |

# Accessibility

This section does not apply to Simplified Chinese.

# 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), OLE (Object Linking and Embedding), or RAM (Random Access Memory).

When dealing with English acronyms, please apply the following general rules:

- Acronym letters should be all uppercased.
- If "s" is added at the end of English acronym, meaning plural, the "s" should be dropped when localizing into Simplified Chinese.

Example:

| English Text | Error Example (-) | Correction (+) |
|---|---|---|
| several IFSs | 几个 IFSs | 几个 IFS |
| three OEMs | 三家 OEMs | 三家 OEM |

**Localized Acronyms**

Here are some commonly translated acronyms.

Example:

| Source Text | Target |
|---|---|
| AM | 凌晨/上午 |
| PM | 中午/下午/晚上 |

**Unlocalized Acronyms**

Here are some commonly unlocalized acronyms.

Example:

| Source Text | Target |
|---|---|
| CD | CD |
| DVD | DVD |
| MB | MB |
| GB | GB |
| MB | MB |

# 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™). Before translating any application, product, or feature name, please verify that it is in fact translatable and not protected in any way.

Sometimes, product names are often confused with applets or built-in component names. For example, 'Microsoft Notepad (Microsoft 记事本)' is not a separate product but one of the built-in components in Windows. So it can be localized.

There are some cases where product names are translated in unavoidable circumstances. Such examples are packages, marketing materials and press releases. In such cases, please follow the translations approved by the product teams.

# Font localization

## Font

During localization process, please follow the following general rules:

● The font must be SimSun or 宋体 and the font size is 9 point for Chinese text.

- Please do NOT use italic or bold font style for words or sentences that are italic or bold in source files. The bold and italic tags indicate bold and italic fonts respectively.

  As for UI terms in documentation and online help, move the UI out of the <bold>, <italic> or <ui> tags, and enclose it with double byte double quotation marks ("").

  Example:

| Source Text | Simplified Chinese Text (+) | Notes |
|---|---|---|
| On the toolbar, click <ui>**Edit**</ui>, and then click <ui>**Replace**</ui>. | 在工具栏上，单击"编辑"<ui></ui>，再单击"替换"<ui></ui>。 | See the position of the UI entries and the tags. |
| On the toolbar, click <bold>Edit<bold>, and then click <bold>Replace<bold>. | 在工具栏上，单击"编辑"<bold><bold>，再单击"替换"<bold><bold>。 | See the position of the UI entries and the tags. |
| For more information, please refer to *Office 2010 Migration Guide*. | 有关详情，请参阅《Office 2010 迁移指南》。 | Use book title marks 《》 for the Chinese Book title. |

**Exceptions:**

**1. Bold headings.**

| Source Text | Simplified Chinese Text (+) | Notes |
|---|---|---|
| **Activate over the Internet or by phone**<br>When you enter your valid Product Key, the Activation Wizard automatically runs and it gives you two choices on how to proceed:<br><br>• **Activate by using the Internet** The Activation Wizard automatically contacts the Microsoft licensing servers through your Internet connection. | **通过 Internet 或电话激活**<br>在输入有效的产品密钥之后，激活向导将自动运行，并且提供两种激活方式供您选择：<br><br>• **使用 Internet 激活** 激活向导通过 Internet 连接自动与 Microsoft 授权服务器联系。 | Bold headings remain in the translation. In this case, please don't add double byte double quotation marks and remove bold font. |

**2. In Vista, Microsoft Yahei is used. If you use Microsoft Yahei in your products, you don't have to make changes to the bold tags.**

- Sometimes, the italic font style indicates a book name, a manual name, a magazine name, a newspaper name, a movie name, a drama name, a TV program name, a poesy name or a song name in source files. Please use book title marks 《》 for a Chinese Book title and remove the italic font style.

Example:

| Source Text | Simplified Chinese Text (+) | Notes |
|---|---|---|
| For more information, please refer to *Office 2010 Migration Guide*. | 有关详情，请参阅《Office 2010 迁移指南》。 | Use book title marks 《》 for the Chinese Book title. |

## Switching space

The following general rules are applied:

- **Half-width space needed between Chinese characters and English letters or numbers.**
- **Half-width space needed between Chinese characters and half-width punctuations: ( ).**
- **No space needed around Chinese full-width punctuation marks!**
- **No space needed between Chinese characters!**

## Unlocalized English words/sentences

If an English sentence is to be kept untranslated, please use the same format as English. If a generic English word is to be kept untranslated, please remove the plural "s".

Example:

| Source Text | Simplified Chinese Text (+) | Notes |
|---|---|---|
| …information stored in random access memory (RAMs)… | …存储在随机存取存储器 (RAM) 里的信息… | "RAM" is kept untranslated, please remove the plural "s" in the translation. |

# Frequent Errors

The following tables show some of frequent errors found during localization process.

| English Text | Error Example (-) | Correct example (+) | Comment |
|---|---|---|---|
| Country | 国家 | 国家/地区 | "Country" should be often translated as "Country/Region", especially in the "Language" dialog box where Taiwan appears in |

| English Text | Error Example (-) | Correct example (+) | Comment |
|---|---|---|---|
| | | | the Country/Region list. |
| This product is licensed to: | 本产品被许可给: | 本产品使用权属于: | "License to" should be translated into "使用权属于" when it appears in "About" dialog box. Also, Product ID should be kept in English. |
| Warning: This computer program is protected by copyright law and international treaties. Unauthorized reproduction or distribution of this program, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law. | 警告: 本计算机程序受版权法和国际公约保护。未经授权擅自复制或传播本程序的部分或全部，可能遭受到严厉的民事及刑事制裁，并将在法律许可的范围内受到最大可能的起诉。 | 警告: 本计算机程序受著作权法和国际公约保护。未经授权擅自复制或传播本程序的部分或全部，可能遭受到严厉的民事及刑事制裁，并将在法律许可的范围内受到最大可能的起诉。 | "Copyright law" should be often translated into "著作权法". |
| Office 2007 Service Pack 1 | Office 2007 服务包 1 | Office 2007 Service Pack 1 | "Service Pack" should not be translated. |
| Windows Server 2003 R2 Disc 2 | Windows Server 2003 R2 磁盘 2 | Windows Server 2003 R2 Disc 2 | If it refers to CD name, suggest leaving "Disc 2" as is. |

# Glossaries

Translators should always use the internal Microsoft resources.

# Fictitious Information

Fictitious content is legally sensitive material and as such cannot be handled as a pure terminology or localization issue. Below is some basic information and contact points when dealing with fictitious content:

**Vendors and Localizers are not allowed to create their own fictitious names.** You must either use the source names or use the list of legally approved names.

Please contact your product team representative for further information on how to deal with fictitious companies, names, addresses, email addresses, phone numbers, etc. in your product. For technical products, you may also check with the product team representative whether localized fictitious content is required or not (e.g. Visual Studio).

## Recurring Patterns

The following table shows some of frequently encountered sentences found during localization process.

Example:

| Source Text | Simplified Chinese Text (+) |
|---|---|
| On the _ menu, click _ | 在__菜单上，单击__。 |
| On the _ menu, click _, and then click _ | 在__菜单上，单击__，再单击__。 |
| On the _ menu, click _, and then click _. | 在__菜单上，单击__，再单击__。 |
| To _, click the _ command on the _ menu, and then click _. | 若要__，请单击__菜单上的__命令，再单击__。 |
| _ command (_ menu, _ sub-menu) | __命令 （_菜单，__子菜单） |
| Click [screen region] with the right mouse button. | 用鼠标右键单击 [screen region]。 |
| On the shortcut menu, click _. | 在快捷菜单上，单击__。 |
| On the _ menu or the shortcut menu, click _. | 在__菜单或快捷菜单上，单击__。 |
| Select _. | 选择__。 |
| Click the arrow next to [button bitmap], and then click the [option, such as color or border style] you want | 单击 [button bitmap] 旁边的箭头，再单击您要的"[option, such as color or border style]" |
| Before you do this procedure, you must have the _ toolbar displayed. | 在执行此过程前，必须将__工具栏显示出来。 |
| On the _ toolbar, click [button bitmap] | 在__工具栏上，单击 [button bitmap] |
| On the _ menu, click _, and then click the _ tab. | 在__菜单上，单击__，再单击__选项卡。 |
| On the _ tab, select the _ check box. | 在__选项卡上，选中__复选框。 |
| Click the _ tab | 单击__选项卡。 |
| In the _ box, type _ and then press ENTER. | 在__框中，键入__，再按 Enter。 |
| In the _ box, click _. | 在__框中，单击__。 |

| Source Text | Simplified Chinese Text (+) |
|---|---|
| In the _ box, enter | 在__框中，输入__。 |
| Click _. | 单击__。 |
| Under _, click _. | 在__之下，单击__。 |
| Select the _ check box | 选中__复选框。 |
| Clear the _ check box. | 清除__复选框。 |
| Click _. | 单击__。 |
| Click the _ button. | 单击__按钮。 |
| What do you want to do? | 您希望做什么？ |
| To do _, click _. | 若要执行_, 请单击__。 |
| Click for more | 单击此处可获得更多信息 |
| Do one of the following: | 请执行下列操作之一： |
| Do one or more of the following: | 请执行下列一项或多项操作： |
| For more information about…, see… | 有关......的详细信息，请参阅...... |
| For more information, see… | 有关详细信息，请参阅...... |
| See also | 另请参阅 |
| For your information | 仅供参考 |
| Tip | 提示 |
| Try one or more of the following: | 请尝试下列一种或几种解决方法： |
| Try the following: | 请尝试下列解决方法： |
| Activate Product | 激活产品 |
| Don't show me this dialog again. | 不再显示此对话框。 |

The following table shows some of fixed translations:

| English | Translated text (+) | Comment |
|---|---|---|
| Web | Web | When "Web" appears alone, please keep "Web" in English, such as Web 应用程序, Web 服务. **Exception**: when "Web" refers to web site in the context, please translate it into "网 |

| English | Translated text (+) | Comment |
|---|---|---|
| | | 站". |
| Web page | 网页 | |
| Web site | 网站 | |
| Sub site | 子网站 | |
| Site | 网站 | **Exception**: FTP site > FTP 站点. |
| Network Adapter | 网络适配器 | |
| Network Adapter Card | 网络适配器卡 | |
| Network Card | 网卡 | |
| Network Interface Card | 网络接口卡 | |
| ID | ID | |
| identifier | 标识符 | |
| identification | 标识 | |
| Government ID Number | 身份证号码 | |
| Personal identification number | 个人标识号 | |
| As if | 好像 | |
| Changes made | 所做的更改 | |
| Select/Selected | 选择 | "选中" can be used if the sentence is lack of fluency. |
| Other | 其他 | |
| Property vs Attribute | 属性 | If the two terms appears at the same time, please translate "Property" into "属性", and "Attribute" into "特性". |
| Complex Script | 复杂文种 | For example, 阿拉伯语 and 希伯来语. |
| Severe error; critical error; unexpected error; unexplained error; fatal error; undetermined error; unspecified error. | 服务器错误；严重错误；异常错误；原因不明的错误；致命错误；未确定错误；未指定错误 | **Exceptions**: 1. Special requirements are specified by your product team. 2. "**fatal**" should be translated in the case below: An **internal error** occurred when the |

| English | Translated text (+) | Comment |
|---------|---------------------|---------|
| | | table was retrieved or updated with the list names and GUIDs. This is not a **fatal** error, however continuous failures can degrade the overall performance. |
| Argument vs Parameter | ● When they appear separately, both "parameter" and "argument" are translated into 参数". For example:<br><br>ENG: Invalid input file path specified in command line arguments<br><br>CHS: 在命令行参数中指定的输入文件路径无效<br><br>ENG: Parameters {0} and {1} cannot be used at the same time.<br><br>CHS: 不能同时使用参数 {0} 和 {1}。<br><br>● When they appear together, we translate "parameter" into "形式参数" and "argument" into "实际参数". For example:<br><br>ENG: Unexpected parameter sequence specified in command line arguments<br><br>CHS: 在命令行实际参数中指定了意外的形式参数顺序<br><br>ENG: Unknown parameter found in command line arguments<br><br>CHS: 在命令行实际参数中发现未知形式参数 | The difference between **parameter** and **argument** is "formal parameters" vs. "actual parameters". A formal parameter is the **variable** that will hold a value that's being passed to a function/procedure. An actual parameter is the **value** that's actually passed in some particular invocation of the code. |

| English | Translated text (+) |
|---------|---------------------|
| Service Pack 1 for Office 2003 | Office 2003 的 Service Pack 1 |
| Service Pack 1 for Office 2003: Office 2003 Web Components | Office 2003: Office 2003 Web Components 的 Service Pack 1 |
| Service Pack 1 for Microsoft Office 2003 Multilingual User Interface Pack | Microsoft Office 2003 多语言用户界面包的 Service Pack 1 |
| Service Pack 1 for Office 2003 Proofing Tools | Office 2003 Proofing Tools 的 Service Pack 1 |
| Service Pack 1 for OneNote 2003 | OneNote 2003 的 Service Pack 1 |
| Service Pack 1 for Project 2003 | Project 2003 的 Service Pack 1 |

| English | Translated text (+) |
|---|---|
| Service Pack 1 for Project 2003 Multilingual User Interface Pack | Project 2003 多语言用户界面包的 Service Pack 1 |
| Service Pack 1 for Project Server 2003 | Project Server 2003 的 Service Pack 1 |
| Service Pack 1 for Project Server 2003 Multilingual User Interface Pack | Project Server 2003 多语言用户界面包的 Service Pack 1 |
| Service Pack 1 for Visio 2003 | Visio 2003 的 Service Pack 1 |
| Service Pack 1 for Visio 2003 Multilingual User Interface Pack | Visio 2003 多语言用户界面包的 Service Pack 1 |
| Service Pack 1 for Windows SharePoint Services | Windows SharePoint Services 的 Service Pack 1 |
| Service Pack 1 for SharePoint Portal Server | SharePoint Portal Server 的 Service Pack 1 |

## Standardized Translations

There are a number of standardized translations mentioned in all sections of this Style Guide. In order to find them more easily, the most relevant topics and sections are compiled here for you reference.

- Verbs
- Frequent Errors
- Status Messages

## Unlocalized Items

Trademarked names and the name Microsoft Corporation shouldn't be localized. A list of Microsoft trademarks is available for your reference at the following location: http://www.microsoft.com/trademarks/t-mark/names.htm.

Localization of product and component names is in principle decided by the product team and/or the Subsidiary.

Most likely, product names remain in English. In the event of the product team opting for a localized name, then Microsoft will discuss the localized product name internally.

During localization process, you should always refer to the relevant product sites to check whether a specific product name is localizable or not. If you can't find any information regarding the localizability of the name, consult with the Microsoft product team.

## Using the Word Microsoft

In English, it is prohibited to use MS as an abbreviation for Microsoft.

This rule applies to Simplified Chinese.

# Software Considerations

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

Refer to [http://msdn.microsoft.com/library/aa511258.aspx](http://msdn.microsoft.com/library/aa511258.aspx) for a detailed explanation of the Windows user interface guidelines (English).
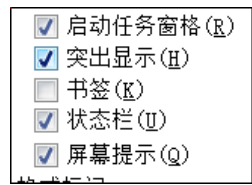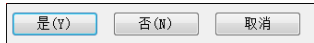
## User Interface

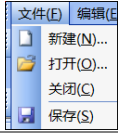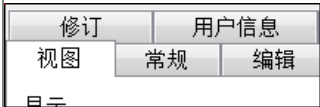When localizing UI terms in software strings, please enclose UI terms with double byte double quotation marks ("").
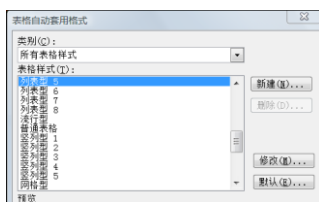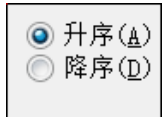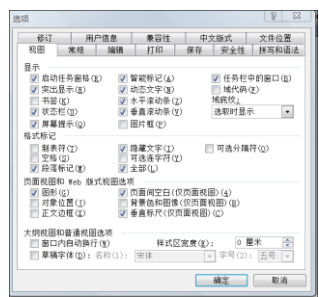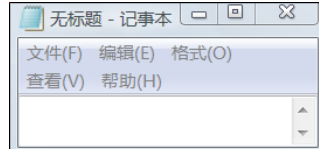
As for UI terms in documentation and online help, move the UI out of the <bold>, <italic> or <ui> tags, and enclose it with double byte double quotation marks ("").

Example:

| Source Text | Simplified Chinese Text (+) | Notes |
|---|---|---|
| On the toolbar, click <ui>**Edit**</ui>, and then click <ui>**Replace**</ui>. | 在工具栏上，单击"编辑"<ui></ui>，再单击"替换"<ui></ui>。 | See the position of the UI entries and the tags. |
| On the toolbar, click <bold>Edit<bold>, and then click <bold>Replace<bold>. | 在工具栏上，单击"编辑"<bold><bold>，再单击"替换"<bold><bold>。 | See the position of the UI entries and the tags. |

The following table lists the types of items that need to be enclosed and need not to be enclosed with double byte double quotation marks ("").

| Type | Need ""? | English Text | Translated Text (+) | Screenshot |
|---|---|---|---|---|
| Check box | Y | The Read Only check box | "只读"复选框 | ☑ 启动任务窗格(R)<br>☑ 突出显示(H)<br>☐ 书签(K)<br>☑ 状态栏(U)<br>☑ 屏幕提示(Q) |
| Command button | Y | The Cancel button | "取消"按钮 | 是(Y)　否(N)　取消 |

| Type | Need ""? | English Text | Translated Text (+) | Screenshot |
|------|----------|--------------|---------------------|------------|
| Menu | Y | The File menu | "文件"菜单 | |
| Tab | Y | The View tab | "视图"选项卡 | |
| List box | Y | The File of type list box | "文件类型"列表框 | |
| Option button | Y | The Portrait option | "纵向"选项 | |
| Dialog box | Y | The Options dialog box | "选项"对话框 | |
| Window (capitalized) | Y | The Print window | "打印"窗口 | |

| Type | English Text | Translated Text (+) | Comments |
|------|--------------|---------------------|----------|
| Window (not capitalized) | ... in the document window ... | 在文档窗口中 | Double byte double quotation marks are not needed. |
| View (not capitalized) | switch to normal view | 切换到标准显示方式 | Double byte double quotation marks are not needed. |
| View | Full Screen view | "全屏幕"显示方式 | Double byte double quotation |

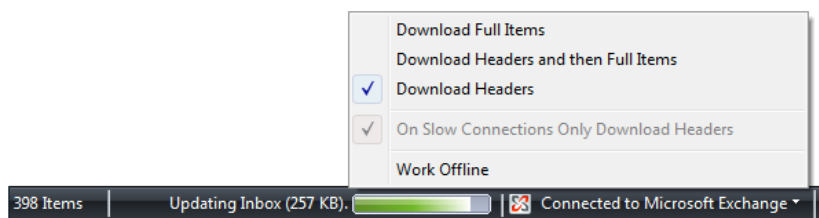| Type | English Text | Translated Text (+) | Comments |
|---|---|---|---|
| (capitalized) | | | marks are needed. |
| Icon | Click the Microsoft Internet Explorer icon | 单击 Microsoft Internet Explorer 图标 | Double byte double quotation marks are not needed. |
| File | Open the Letter to Joe file | 打开文件 Letter to Joe | Double byte double quotation marks are not needed. |
| Location | C:\folder1\file.ext | C:\folder1\file.ext | Double byte double quotation marks are not needed. |
| URL | Please visit http://www.microsoft.com/ for the detailed information | 有关详情，请访问 http://www.microsoft.com/ | Double byte double quotation marks are not needed. |

# Messages

When you translate messages, please pay attention to the tense of verbs, as well as the meaning of placeholders and variables. With these in mind, you could adequately reflect the meaning of the source with the translated message.

## Status Messages

### What is a Status Bar Message?

A status bar message is an informational message about the active document or a selected command as well as about any active or selected interface item. 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. The status bar messages refer to actions being performed or already complete (for example in Outlook below).



### Simplified Chinese Style in Status bar Messages

In English, the status bar messages have different forms dependent on the information they must convey. In *Simplified Chinese,* menu and commands status bar messages should follow the format below.

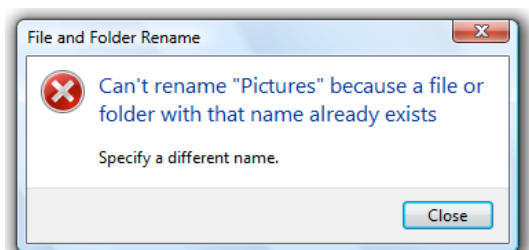| Name | Simplified Chinese Name (+) | Category | English Status Bar message | Simplified Chinese Status Bar message (+) |
|---|---|---|---|---|
| Edit | 编辑 | menu | Contains editing commands | 包含编辑命令 |
| Copy to Folder... | 复制到文件夹 | menu | Copies the selected items to a new location | 将选定的项目复制到新位置 |
| New | 新建 | command | Creates a new document | 新建文档 |
| Show/Hide | 显示/隐藏 | command | Make object visible? | 使对象为可见吗? |
| | | | Word is converting the document. Press Esc to stop. | Word 正在转换文档。按 Esc 可停止。 |
| | | | Datasheet View | 数据表视图 |
| | | | Done | 完成 |

**The importance of standardization**

In the US product you can often find messages that are phrased differently even though they have the same meaning. Try to avoid this in the localized Simplified Chinese version. Use one standard translation as in the examples below:

| English term | Correct Simplified Chinese translation (+) |
|---|---|
| Press F1 to get Help | 有关详细帮助，请按 F1。 |
| If you want Help press F1 | |
| To get Help press F1 | |
| Not enough memory | 内存不足 |
| Insufficient memory | |
| There is not enough memory | |
| Save changes to %1? | 是否保存对 %s 的更改? |
| Do you want to save changes to %1? | |

## Error Messages

**What Is An Error Message?**

Here is an example:

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. For example, the messages can prompt the user to take an action or inform the user of an error that requires rebooting the computer.

**Simplified Chinese Style in Error Messages**

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

**Standard Phrases in Error Messages**

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

Examples:

| English | Translation | Example | Comment |
|---------|-------------|---------|---------|
| Cannot …<br>Could not … | 无法... | **Source:** Cannot delete the file.<br>**Target:** 无法删除文件。 | n/a |
| Failed to …<br>Failure of … | 无法... | **Source:** Failed to delete the file.<br>**Target:** 无法删除文件。 | Recommended translation. |
| Cannot find …<br>Could not find …<br>Unable to find …<br>Unable to locate … | 找不到... | **Source:** Unable to locate data source.<br>**Target:** 找不到数据源。 | n/a |
| Not enough memory<br>Insufficient memory<br>There is not enough memory | 内存不足 | **Source:** There is not enough memory available to perform the operation.<br>**Target:** 内存不足，无法执 | If another phrase is attached to this type of strings, use "无法+Verb" |

| English | Translation | Example | Comment |
|---|---|---|---|
| There is not enough memory available | | 行此操作。 | |
| ... is not available<br>... is unavailable | 无法使用... | **Source:** Internet access is not available.<br>**Target:** 无法使用 Internet。 | If the subject is a person, then this might be 无法接通 or 没有空, depending on the context. |
| You might want to...<br>You may want to.... | 建议您... | **Source:** You might want to contact your manager.<br>**Target:** 建议您与经理联系。 | Please avoid 您可能想要... |

**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 Simplified Chinese, please note that:

1. "Measure word", such as 位, 部, 本, 个, is needed if the placeholder means <number>. For example:

| Source | Translation (+) | Notes |
|---|---|---|
| %d users are online. | %d 位用户在线。 | Add appropriate measure words according to the nouns. |

2. No space is needed if the placeholder is to be replaced with a localized string. For example:

| Source | Translation (+) | Notes |
|---|---|---|
| Click the Finish button to exit the [Wizard]. | 单击"完成"按钮以退出[Wizard]。 | [Wizard] will be replaced with a localized name. Therefore, there is no need to keep a space between "退出" and "[Wizard]". |

# Keys

The *keyboard* is the primary input device used for text input in Microsoft Windows. For accessibility and efficiency, most actions can be performed using the keyboard as well. While working with Microsoft software, you use keys, key combinations and key sequences.
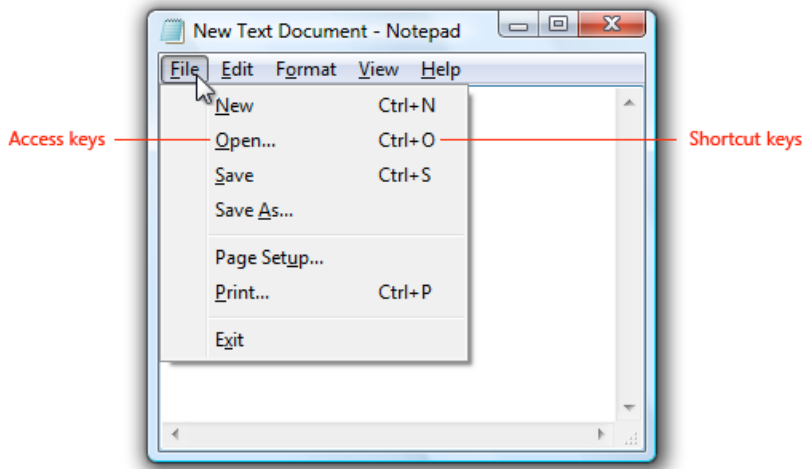
In English, References to key names, like arrow keys, function keys and numeric keys, appear in normal text (not in small caps). In Simplified Chinese, all the key names (e.g. Esc, Shift, Alt, Tab, Ctrl, Enter, Insert...) should be kept as the source. Only the following keys are to be translated:

| English Key Name | Simplified Chinese Translation |
|---|---|
| Up arrow | 向上键 |
| Down arrow | 向下键 |
| Left arrow | 向左键 |
| Right arrow | 向右键 |
| Spacebar | 空格键 |

Note: Please don't add "键" or "组合键". For example:

| English | Simplified Chinese Translation |
|---|---|
| Press Ctrl | 按 Ctrl |
| Press Ctrl+Alt+Del | 按 Ctrl+Atl+Del |

## Access Keys/Hot keys



Sometimes, there are underlined or highlighted letters in menu options, commands or dialog boxes. These letters refer to access keys (also known as hot keys) that allow you to run commands, perform tasks, etc. more quickly.

| Hot Key Special Options | Usage: Is It Allowed? | Notes |
|---|---|---|
| "Slim characters", such as I, l, t, r, f can be used as hot key | yes | Please always convert the lowercase letter to the *uppercase one.*<br><br>Example:<br><br>**Source:** Exit<br><br>**Target:** 退出(&T) |
| Characters with downstrokes, such as g, j, y, p and q can be used as hotkeys | yes | Please always convert the lowercase letter to the *uppercase one.*<br><br>Example:<br><br>**Source:** Replay<br><br>**Target:** 重播(&P) |
| Extended characters can be used as hotkeys | n/a | n/a |
| An additional letter, appearing between brackets after item name, can be used as hotkeys | yes | n/a |
| A number, appearing between | yes | n/a |

| Hot Key Special Options | Usage: Is It Allowed? | Notes |
|---|---|---|
| brackets after item name, can be used as hotkey | | |
| A punctuation sign, appearing between brackets after item name, can be used as hotkey | yes | n/a |
| Duplicate hotkeys are allowed when no other character is available | no | n/a |
| No hotkey is assigned when no more characters are available (minor options only) | n/a | n/a |

For Simplified Chinese, the convention of translating strings with hot keys is

**"translated text(&Uppercase letter)"**

No space is needed between the translated text and ( )


Examples:

| Source | Correct example (+) | Incorrect example (-) |
|---|---|---|
| Exit | 退出(&E) | 退出(E) |
| Print | 打印(&I) | 打印(&i) |
| Replay | 重播(&P) | 重播 (&P) |
| Condition 1 | 条件 1(&1) | 条件 1(&C) |


However, there are some other scenarios to be noticed:

1. Please put the hot key before punctuation.

Examples:

| Source | Correct example (+) | Incorrect example (-) |
|---|---|---|
| Search: | 搜索(&S): | 搜索:(&S) |
| About... | 关于(&B)... | 关于...(&B) |


2. If a sentence is too long, it is also acceptable to adjust accordingly.

Examples:

| Source | Target (+) | Comment |
|---|---|---|
| &I agree that I have read and will be bound by the license agreements for this product. | 我同意(&I)。我已阅读本产品的许可协议，并愿意遵守有关规定。 | You can put the hot key before the first full stop. |

3. On rare occasions, a source string could only consist of numbers, a single letter or a punctuation mark. In this case, please keep it as is.

Examples:

| Source | Correct example (+) | Incorrect example (-) |
|---|---|---|
| 1 | 1 | 1(&1) |
| 100% | 100% | 100%(&1) |
| 800 x 600 | 800 x 600 | 800 x 600(&8) |
| S | S | S(&S) |
| .·· | .·· | ...(&.) |

## 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.

## Numeric Keypad

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

## 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 they are sometimes given next to the command they represent. In opposition to the access keys, which 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 | Simplified Chinese Command (+) | Simplified Chinese Shortcut key |
|---|---|---|---|
| General Windows Shortcut keys | | | |
| Help window | F1 | 帮助窗口 | F1 |
| Context-sensitive Help | Shift+F1 | 上下文相关帮助 | Shift+F1 |
| Display pop-up menu | Shift+F10 | 显示弹出菜单 | Shift+F10 |
| Cancel | Esc | 取消 | Esc |
| Activate\Deactivate menu bar mode | F10 | 启用/停用菜单栏模式 | F10 |
| Switch to the next primary application | Alt+Tab | 切换至下一个主要应用程序 | Alt+Tab |
| Display next window | Alt+Esc | 显示下一个窗口 | Alt+Esc |
| Display pop-up menu for the window | Alt+Spacebar | 显示该窗口的弹出菜单 | Alt+空格键 |
| Display pop-up menu for the active child window | Alt+- | 显示目前子窗口的弹出菜单 | Alt+- |
| Display property sheet for current selection | Alt+Enter | 显示目前选项的属性表 | Alt+Enter |
| Close active application window | Alt+F4 | 关闭使用中应用程序的窗口 | Alt+F4 |
| Switch to next window within (modeless-compliant) application | Alt+F6 | 切换至非强制响应的应用程序内的下一个窗口 | Alt+F6 |
| Capture active window image to the Clipboard | Alt+Prnt Scrn | 将活动窗口的图像捕获到剪贴板 | Alt+Prnt Scrn |
| Capture desktop image to the Clipboard | Prnt Scrn | 将桌面图像捕获到剪贴板 | Prnt Scrn |
| Access Start button in taskbar | Ctrl+Esc | 访问任务栏上的"开始"按钮 | Ctrl+Esc |
| Display next child window | Ctrl+F6 | 显示下一个子窗口 | Ctrl+F6 |
| Display next tabbed pane | Ctrl+Tab | 显示下一个选项卡式窗格 | Ctrl+Tab |
| Launch Task Manager and system initialization | Ctrl+Shift+Esc | 启动任务管理器和系统初始化 | Ctrl+Shift+Esc |

| US Command | US English Shortcut Key | Simplified Chinese Command (+) | Simplified Chinese Shortcut key |
|---|---|---|---|
| **File Menu** | | | |
| File New | Ctrl+N | 文件 > 新建 | Ctrl+N |
| File Open | Ctrl+O | 文件 > 打开 | Ctrl+O |
| File Close | Ctrl+F4 | 文件 > 关闭 | Ctrl+F4 |
| File Save | Ctrl+S | 文件 > 保存 | Ctrl+S |
| File Save as | F12 | 文件 > 另存为 | F12 |
| File Print Preview | Ctrl+F2 | 文件 > 打印预览 | Ctrl+F2 |
| File Print | Ctrl+P | 文件 > 打印 | Ctrl+P |
| File Exit | Alt+F4 | 文件 > 退出 | Alt+F4 |
| **Edit Menu** | | | |
| Edit Undo | Ctrl+Z | 编辑 > 撤消 | Ctrl+Z |
| Edit Repeat | Ctrl+Y | 编辑 > 恢复/重复 | Ctrl+Y |
| Edit Cut | Ctrl+X | 编辑 > 剪切 | Ctrl+X |
| Edit Copy | Ctrl+C | 编辑 > 复制 | Ctrl+C |
| Edit Paste | Ctrl+V | 编辑 > 粘贴 | Ctrl+V |
| Edit Delete | Ctrl+Backspace | 编辑 > 删除 | Ctrl+Backspace |
| Edit Select All | Ctrl+A | 编辑 > 全选 | Ctrl+A |
| Edit Find | Ctrl+F | 编辑 > 查找 | Ctrl+F |
| Edit Replace | Ctrl+H | 编辑 > 替换 | Ctrl+H |
| Edit Go To | Ctrl+B | 编辑 > 转至 | Ctrl+G |
| **Help Menu** | | | |
| Help | F1 | 帮助 | F1 |
| **Font Format** | | | |
| Italic | Ctrl+I | 倾斜 | Ctrl+I |
| Bold | Ctrl+G | 加粗 | Ctrl+B |
| Underlined\Word underline | Ctrl+U | 下划线 | Ctrl+U |
| Large caps | Ctrl+Shift+A | 大写 | Ctrl+Shift+A |

| US Command | US English Shortcut Key | Simplified Chinese Command (+) | Simplified Chinese Shortcut key |
|---|---|---|---|
| Small caps | Ctrl+Shift+K | 小写 | Ctrl+Shift+K |
| **Paragraph Format** | | | |
| Centered | Ctrl+E | 居中 | Ctrl+E |
| Left aligned | Ctrl+L | 左对齐 | Ctrl+L |
| Right aligned | Ctrl+R | 右对齐 | Ctrl+R |
| Justified | Ctrl+J | 两端对齐 | Ctrl+J |

# Document Translation Considerations

Document localization may require some specific considerations that are different from software localization. This section covers a few of these areas.

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 with correct software reference. 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.

## Cross-references

Here are a few rules for translating cross-references:

- Cross-references are formatted exactly like the English cross-reference.
- All cross-references must be checked, i.e., when referring to another chapter, Web page, help page etc., the title must reflect the referred title faithfully.
- When mentioning named UI elements in UA materials, always make sure that the translation used faithfully reflects what actually appears in the UI.
- Any URL, whether pointing to Microsoft sites or to external, third-party sites, needs to be identified and verified before localization starts.

## Titles

In English the titles for chapters usually begin with "How to …" or with phrase such as "Working with …" or "Using …". In the Simplified Chinese version of Microsoft documentation, do not translate these titles with 正在...

Example:

| Source | Correct example (+) | Incorrect example (-) |
|---|---|---|
| Using Collaboration Features | 使用协作功能 | 正在使用协作功能 |

Please also note that there is no need to enclose UI that is in the title.

## Copyright

Copyright protection is granted to any original work of authorship fixed in any tangible medium of expression from which it can be perceived, reproduced, or communicated.

Pay attention to the fact that the trademarks and the name of Microsoft Corporation must not be localized.