Traditional Chinese Style Guide

Contents

What's New?

Last Updated: February 2011

New Topics

The following topics were added:

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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.

Introduction

This Style Guide went through major revision in February 2011 in order to remove outdated and unnecessary content. These 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 Traditional 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, etc. 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 Traditional 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. Always check for approved translation in the Microsoft terminology database.

Sample Text

(2011 年 1 月 26 日，台北) 2010 年微軟榮獲「全球十大創新企業」第一名的殊榮，其中幕後一群提供技術支援及客戶服務的專業團隊 - 微軟全球服務與技術支援組織 (Customer Service & Support，簡稱 CSS)，更是功不可沒，肩負著讓「前瞻」的微軟無「後顧」之憂的重任。今 (二十六) 日微軟全球服務與技術支援組織副總裁芭芭拉·戈登 (Barbara Gordon) 親自訪台，分享微軟全球服務與技術支援組織面對雲端世代來臨，透過建置線上服務平台，滿足全球客戶的即時需求，並揭櫫微軟 IT 服務三大趨勢，說明微軟如何透過創新的服務模式，秉持著「以客戶為中心」的服務理念，提昇微軟在 IT 服務產業的價值。

打造微軟技術支援日不落國　創新服務是提昇 IT 服務價值的關鍵力

微軟全球服務與技術支援組織是微軟與客戶、合作夥伴之間溝通的橋樑，同時也是微軟創新的泉源，致力於協助客戶採用適合的技術與產品，加速客戶在雲端技術上的佈署，並藉由客戶的回饋，提供產品精進的方向，以提昇客戶服務經驗的品質及顧客滿意度。

微軟全球服務與技術支援組織提供企業客戶 7 天 24 小時的技術服務，消費者與個人的技術服務時間也從每週一至五，晚上六點延長至晚上九點；全球目前有五大技術支援中心，同時服務全球跨州的客戶，大幅提昇服務的即時性及效率。微軟亞太區全球技術支援中心總經理柯文達指出：「其亞太區支援團隊，針對大型企業、中小型企業、個人客戶及微軟合作夥伴提供專業的技術服務，幫助客戶在 IT 資源上的投入獲得最大成效，並且擁有九百多個來自 21 個國家的國際化技術菁英，分別在亞洲 15 個城市服務亞太及全球客戶。是唯一一個不僅支援本地客戶，還同時支援全球客戶的支援團隊。因此不管企業客戶未來是計畫建置私有雲端服務中心或是使用微軟陸續推出的公有雲服務，微軟亞太區全球技術支援中心均能成為企業用戶最可靠的技術後盾。」

關於微軟

微軟公司 (那斯達克證交所上市代號：MSFT) 成立於 1975 年，是全球軟體、IT 服務和解決方案的領導品牌，協助人們和各產業運用最新的科技發揮其最佳潛能。

地址：台灣微軟股份有限公司

台北市 110 信義區松仁路 7 號 8 樓

電話：886-2-29998833

範例建立日期：2011 年 3 月 1 日上午 9 點

Source：The sample text is excerpted from http://www.microsoft.com/taiwan/press/2011/01/0126.mspx

Recommended Reference Material

Use the Traditional 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.

1. Microsoft Language Portal: http://www.microsoft.com/Language/zh-TW/Default.aspx
2. Online Reference Materials by the National Languages Committee, Ministry of Education, R.O.C:

    *   Revised Mandarin Chinese Dictionary: http://dict.revised.moe.edu.tw
    *   Dictionary of Chinese Idioms: http://dict.idioms.moe.edu.tw

Informative References

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

1. MSDN: http://msdn.microsoft.com/zh-tw/default.aspx
2. TechNet: http://technet.microsoft.com/zh-tw/default.aspx
3. Online Reference Materials by the National Languages Committee, Ministry of Education, R.O.C:

    *   Revised Handbook of Punctuation:
        http://english.moe.gov.tw/ct.asp?xItem=11428&ctNode=1873&mp=12
        (For reference only; the rules described in the Style Guide have higher priority if there is discrepancy.)
4. Academic Glossaries by the National Institute for Compilation and Translation:
    http://terms.nict.gov.tw/news.php

Language Specific Conventions

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

Country/Region Standards

Characters

Country/region	Taiwan; Hong Kong
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
Notes	n/a

Date

Country/region	Taiwan; Hong Kong
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.
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

Country/region	Taiwan; Hong Kong
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	Taiwan; Hong Kong
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)
	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)
	y is for year, number of y's gives number of digits (yy = two digits, yyyy = four digits)

Time

Country/region	Taiwan; Hong Kong
24 hour format	no
Standard time format	AM/PM HH:mm:ss
Standard time format example	下午 11:43:12
Time separator	colon (:)
Time separator examples	11:43:12
Hours leading zero	With or Without Zero is acceptable.
Hours leading zero example	上午 03:43:12
String for AM designator	上午
String for PM designator	下午
Notes	• 24-hour clock format is sometimes also applied in some situations. Examples: 16:20 (04:20 PM) 21:15 (09:15 PM)

Days

Country/region: Taiwan; Hong Kong

Day	Normal Form	Abbreviation
Monday	星期一	週一
Tuesday	星期二	週二
Wednesday	星期三	週三

Day	Normal Form	Abbreviation
Thursday	星期四	週四
Friday	星期五	週五
Saturday	星期六	週六
Sunday	星期日	週日

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
Mon	一
Tue	二
Wed	三
Thu	四
Fri	五
Sat	六
Sun	日

Months

Country/region: Taiwan; Hong Kong

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

Month	Full Form	Abbreviated Form	Long Date Form
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: In Taiwan, you can also find similar month names as the ones used for Chinese (Chinese number and Chinese character) as opposed to the above, where it is English number and Chinese character.

Numbers

Phone Numbers

Country/ region	International Dialing Code	Area Codes Used?	Number of Digits – Area Codes	Separator	Number of Digits – Domestic	Digit Groupings – Domestic
Taiwan	886	yes	2	space or hyphen	9 or 10	(##) ####-#### or (##) ###-####
Country/ region	**Number of Digits – Local**	**Digit Groupings – Local**	**Number of Digits – Mobile**	**Digit Groupings – Mobile**	**Number of Digits – International**	**Digit Groupings – International**
Taiwan	7 or 8	###-#### or ####-####	9 or 10	########## or ###-###-###; ########## or ####-###-###	9, 10, 12 or 13	+886 (##) ###-####; +886 (##) ####-####; +886 ###-###-###; +886 ####-###-###

Notes:
- The telephone numbers in Taiwan are 7 or 8 digits, with area codes ahead. Examples: (##) ####-####, (##) ###-####. Herein, (##) is area code.
- If there is an extension number after a direct line, two formats are provided as follows: (##) ####-#### 轉 ###, or (##) ####-#### 分機 ###. Also, "(##) ####-#### ext. ###" is acceptable.
- The mobile telephone number is 9 or 10 digits in Taiwan, and the first number is always "0".

Country/region	International Dialing Code	Area Codes Used?	Number of Digits – Area Codes	Separator	Number of Digits – Domestic	Digit Groupings – Domestic
Hong Kong	852	n/a	n/a	space or hyphen	8	#### #### or ####-####

Country/region	Number of Digits – Local	Digit Groupings – Local	Number of Digits – Mobile	Digit Groupings – Mobile	Number of Digits – International	Digit Groupings – International
Hong Kong	8	#### #### or ####-####	8	#### #### or ####-####	11	+852 #### ####; +852 ####-####

Addresses

Country/region: Taiwan

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. City+Address1
3. [Address2]
4. [CompanyName]
5. LastName+FirstName+[Title/Honorific]

Example Address:

106 [PostalCode]
台北市 [City]大安區虛擬路二段 555 號 [Address1]
虛擬企業股份有限公司 [CompanyName]
王[LastName]大明[FirstName]先生[Title/Honorific]

Local Postal Code Format: 3 digits: xxx or 5 digits: xxxxx

Notes: Both 3 or 5 digits postal codes are acceptable in Taiwan. 5 digits are advanced postal code, but 3 digits are more popular.

Currency

Country/region	Taiwan
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	TWD
Currency Subunit Name	角
Currency Subunit Symbol	n/a
Currency Subunit Example	5 角

Digit Groups

Country/region: Taiwan; Hong Kong

Decimal Separator: .

Decimal Separator Description: period

Decimal Separator Example: 25.75% or 3.1415

Thousand Separator: ,

Thousand Separator Description: comma

Thousand Separator Example: 12,000

Notes: This rule is not applied to numbers representing year, such as 2002.

Measurement Units

Metric System Commonly Used?: Yes

Temperature: Celsius

Category	English	Translation	Abbreviation
Linear Measure	Kilometer	公里	km
	Meter	公尺	m
	Decimeter	公寸	dm
	Centimeter	公分	cm
	Millimeter	公釐	mm
Capacity	Hectoliter	公石	hl
	Liter	公升	l
	Deciliter	公合	dl
	Centiliter	公勺	cl
	Milliliter	公撮	ml
Mass	Ton	公噸	t
	Kilogram	公斤	kg
	Pound	磅	lb
	Gram	公克	g
	Decigram	公銖	dg
	Centigram	公毫	cg
	Milligram	公絲	mg
English Units of Measurement	Inch	吋	No abbreviation (except for the "-symbol)
	Feet	呎	No abbreviation (except for the '-symbol)
	Mile	哩	No abbreviation
	Gallon	加侖	No abbreviation

Notes: n/a

Percentages

Percentage symbol is %.

Example:

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

Sorting

The radical (部首) is an essential element of the Chinese dictionary. The list of Chinese radicals is a rough equivalent of a Chinese "alphabet". Every Chinese character is classified under a radical and characters with the same radical are sorted by the number of strokes (筆劃).

Sorting rules	In the Index section, the following sorting order is applied: 1. Digits (0-9) 2. Non-alphabetical characters (i.e. symbols like ! " # $ % & ( ) * , . / : ; ? @ [\ ]) 3. English alphabets (A-Z, a-z) 4. Traditional Chinese characters, ordered by number of pen strokes Exception: If the original A-Z index keys are hard-coded, you could keep the English as is and add translation in parentheses. There is no need to capitalize the first letter. Please see the following screehshot for example: access control entry (存取控制項目) (ACE) 存取控制清單 (ACL) 內的個別項目。Exchange 儲存區資源之每個使用者或群組物件的存取權限，皆列作資源 ACL 內的 ACE。
Character sorting order	Each Traditional Chinese characters is ordered by number of pen strokes.
Examples of sorted words	0 3 45 ! @ Access access control bridge 一劃 二劃 三劃

Index editing

The radical (部首) is an essential element of the Chinese dictionary. The list of Chinese radicals is a rough equivalent of a Chinese "alphabet". Every Chinese character is classified under a radical and characters with the same radical are sorted by the number of strokes (筆劃).

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 Traditional Chinese language to Microsoft products and documentation.

Adjectives

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

Possessive adjectives

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

Example:

Source	Preferred Target	Avoid
You organization may customize **your** My Site or limit the changes you can make to it – for more information, see the person who manages My Sites for your organization.	(+) 您的組織可自訂「我的網站」，或限制您可以做的變更；如需詳細資訊，請向組織中「我的網站」之管理員洽詢。	(-) 您的組織可自訂**您的**「我的網站」，或限制您可以做的變更；如需詳細資訊，請向組織中「我的網站」之管理員洽詢。

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
The BTSLIBinterop.jar file is generated by the JD Edwards OneWorld system by following the instructions included in the Installation Guide for the adapters.	(+) BTSLIBinterop.jar 檔案是遵循配接器《安裝指南》包含的指示後，由 JD Edwards OneWorld 系統所產生。	(-) BTSLIBinterop.jar 檔案是遵循配接器**的**《安裝指南》包含的指示後，由 JD Edwards OneWorld 系統所產生。

If 的 cannot be left out, please change 的...的 to 之...的

Example:

Source	Preferred Target	Avoid
Add a page to My Content on your My Site.	(+) 新增網頁至「我的網站」上之「我的內容」。	(-) 新增網頁至「我的網站」上**的**「我的內容」。

Articles

General considerations

For most cases, there is no need to translate articles into Traditional 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.	(+) 您也可以建立新的權限等級，使其包含您所指定的**一組特定權限**。	(-) 您也可以建立新的權限等級，使其包含您所指定的**特定權限組**。	**特定權限組** 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 Traditional 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 Traditional Chinese language?
- Analogy: Is there an equivalent Traditional 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 Language Portal to confirm the user of a new loan word and its proper article to avoid inconsistencies.

Capitalization

No applicable rules in this section

Compounds

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

Gender

No applicable rules in this section

Genitive

No applicable rules in this section

Modifiers

In Traditional 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	Less Fluent Translation	Correction	Comment
Invalid value for the certificate validator type.	(-) 對憑證驗證程式類型無效的值。	(+) 憑證驗證程式類型的值無效。	In Traditional Chinese text, the meaning is "The value for the certificate validator type is invalid", which is more fluent translation.
Setup is optimizing your system for better performance.	(-) 安裝程式正在最佳化系統，以獲得更佳效能。	(+) 為提升效能，安裝程式正在將系統最佳化。	"better performance" is translated as a meaning of "to increase performance", which is more fluent translation.
For more effective troubleshooting, use this error message.	(-) 為獲得更有效的移難排解，請使用此錯誤訊息。	(+) 為使疑難排解作業更有效率，請使用此錯誤訊息。	"more effective troubleshooting" is translated as a meaning of "to troubleshoot more effectively", which is more fluent translation.

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	Less Fluent Translation	Correction	Comment
The Chart Web Part is a Web Part **that can be created and added to a SharePoint site** to enable users to view performance and other types of information at a glance.	(-) 圖表網頁組件，可以建立並新增至 SharePoint 網站的網頁組件，讓使用者對於效能及其他類型的資訊能夠一目了然。	(+) 您可以建立圖表網頁組件並新增至 **SharePoint** 網站，讓使用者對於效能及其他類型的資訊能夠一目了然。	When translating strings that consist of relative clauses, do not simply use a comma to separate the modified and the modifier.
This document describes a number of the new features, and gives details about **scenarios in which they may be useful.**	(-) 本文件將描述一些新功能，並且詳細說明**這些功能可能很有用的案例**。	(+) 本文件將描述一些新功能，並且詳細說明**適合使用這些功能的案例**。	Avoid word-for-word translation.

Nouns

General considerations

In Traditional Chinese, no specific considerations are given to nouns since we do not have noun inflection and also do not distinguish singular/plural formation. We sometimes add a suffix 們 at the end of nouns to indicate plurality, but it is frequently omitted without affecting overall meaning and also grammatically accepted.

Inflection

No applicable rules in this section

Plural Formation

No applicable rules in this section

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 "針對". "on" is not always "上".

Example:

US Expression	Traditional Chinese Expression	Comment
Windows Anytime Upgrade **for** Windows Vista	適用於 Windows Vista 的 Windows Anytime Upgrade	In this case, "for" is translated into "適用於"
For external users, please contact your system administrator.	若是外部使用者，請與您的系統管理員連絡。	In this case, "for" is translated into "若是"

Pronouns

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

Example:

English	Less Fluent Translation	Correction	Comment
Add a page to My Content on **your** My Site.	(-) 新增網頁至**您的**「我的網站」上之「我的內容」。	(+) 新增網頁至「我的網站」上之「我的內容」。	Omit "your" for fluency.
This document describes a number of the new features, and gives details about scenarios in which **they** may be useful.	(-) 本文件將描述一些新功能，並且詳細說明**它們**可能很有用的案例。	(+) 本文件將描述一些新功能，並且詳細說明適合使用**這些功能**的案例。	- Avoid using non-human pronoun 它. If necessary, use 其 - For clarity, sometimes you may want to repeat the exact noun in place of the pronoun.

Punctuation

In Traditional 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.

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

Half-width	Full-width
：	，
；	。
！	、
？	《 》
( )	＜ ＞
[ ]	「 」

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

Half-width	Full-width
( )	，
[ ]	。

Half-width	Full-width
	、 《 》 < > 「 」 ： ； ！ ？

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 Traditional Chinese.

Example:

English Text	Traditional Chinese Text	Comment
This dialog box enables you to add constant input parameters, update input parameters, change the order of input parameters, and delete incorrect input parameters.	您可以使用此對話方塊來新增常數輸入參數、更新輸入的參數、變更輸入參數的順序，以及刪除不正確的輸入參數。	Please note the pattern for this kind of sentence is 、**...**、**...**，以及
Content must be of type "empty","eltOnly","textOnly" or "mixed".	內容必須是 "empty"、"eltOnly"、"textOnly" 或 "mixed"。	

However, English commas are kept if most of the elements in a string are not localizable.

Example:

English Text	Traditional Chinese Text	Comment
Microsoft, Windows, Windows NT, Active Desktop, Active Directory, ActiveX, BackOffice, DirectX, FrontPage, MS-DOS, MSN, Outlook, PowerPoint, Visual Studio, and Windows Media are either registered trademarks or trademarks of Microsoft	Microsoft, Windows, Windows NT, Active Desktop, Active Directory, ActiveX, BackOffice, DirectX, FrontPage, MS-DOS, MSN, Outlook, PowerPoint, Visual Studio 及 Windows Media 係 Microsoft Corporation 在美國及 (	Keep the English commas as is in this context.

English Text	Traditional Chinese Text	Comment
Corporation in the United States and/or other countries.	或) 其他國家的註冊商標或商標。	

Colon

Use English colon (:) when translating UI. Chinese colon (：) is used in documentation, Help and web pages.

Example:

English Text	Traditional Chinese Text	Comment
Invalid argument: %1	無效的引數**:** %1	Software localization.
To activate the product, please follow these steps:	若要啟用產品，請遵循下列步驟：	Document localization.

Dashes and Hyphens

Three different dash characters are used in English:

Hyphen

The hyphen is used to divide words between syllables, to link parts of a compound word, and to connect the parts of an inverted or imperative verb form. In Traditional Chinese, hyphen is not used.

En Dash

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

The en dash is also used in number ranges, such as those specifying page numbers. No spaces are used around the en dash in this case. In Traditional Chinese, please proceed as follows:

Example:

English Text	Traditional Chinese Text	Comment
500-1000	500-1000	When the strings contains only numbers, keep it as is. Mostly seen in software localization.
Persistence performance has increased by a factor of 2.5 - 3.0.	持續性效能已提升 **2.5 至 3.0 倍**。	Depending on the context, you may want to use 至 in place of en dash for better flow of the text.

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.

Keep in mind the following when using ellipses/suspension points:

- If a UI containing ellipses appears in a descriptive string or procedural steps, you could omit ellipses.

Example:

English Text	Traditional Chinese Text	Comment
Click "About..." for more information.	如需詳細資訊，請按一下 [關於]。	"About..." is a UI. When it is enclosed in [ ], ellipses should be omitted.

Period

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

Please adhere to the following guidelines when determining whether to include a period at the end of a list or table entry:

- When a full sentence is followed by text enclosed in parentheses, remove the period before the opening parenthesis.

    Example:

English Text	Traditional Chinese Text	Comment
Wizard mode**. (**Default if no other parameters are specified**.)**	精靈模式 **(**未指定其他參數時為預設值**)**。	Please pay attention to the position of the period.

- If your translation is longer than the English text, or if you split your translation into several independent sentences, use common sense and insert a period if it improves readability.

Quotation Marks

English quotation marks are used when referring to UI entries, properties, reserved words, parameters, titles of manuals, chapters and sections, quoted passage, etc.

In Traditional Chinese, please follow the rules as follows:

- **UI**: In US source strings, you may find software references surrounded by English quotation marks. In Traditional Chinese, UI should be enclosed with **[ ]**

Example:

English Text	Traditional Chinese Text	Comment
Click "About" for more information.	如需詳細資訊，請按一下 [關於]。	Brackets are used instead of quotation marks when referring to UI terms in software strings.

- **Properties, reserved words, parameters**: Keep the quotation marks as English. No need to enclosed these items with [ ]

Example:

English Text	Traditional Chinese Text	Comment
Content must be of type "empty","eltOnly","textOnly" or "mixed".	內容必須是 "empty"、"eltOnly"、"textOnly" 或 "mixed"。	Some of these items look the same as the localizable ones. When in doubt, consult English Online Help for the product.

- **Titles of user guides, chapters and sections:** Use 《》for books, manuals, etc. Use <> for chapters and sections

Example:

English Text	Traditional Chinese Text	Comment
... see Chapter 12 in the Microsoft Word for Windows User's Guide.	...請參閱《Microsoft Word for Windows 使用者指南》第十二章。	《》for books, guides...
... see "Special Characters" in chapter 4, "Programming Fundamentals."	…請參閱第四章<程式寫作基礎>裡的<特殊字元>一節。	<> for chapters and sections...

- **Quoted passage, new terms and emphasis:** Use 「」for these scenarios.

Example:

English Text	Traditional Chinese Text	Comment
... look on the World Wide Web. The World Wide Web is...	...到「全球資訊網」上查看。全球資訊網是...	Used for new terms or words that are capitalized to catch readers' attention

Parentheses

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

There is no space between the parentheses and the text inside them.

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	Traditional Chinese Text	Comment
Select one or more cookies	選取一或多個 Cookie	Please note parameters, arguments that are not localizable should be kept as is.

Split Infinitive

No applicable rules in this section

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

Subjunctive

No applicable rules in this section

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

Symbols & Non-Breaking Spaces

No applicable rules in this section

Syntax

Syntax and register differ between Traditional Chinese and English in the following ways:

1. Difference #1
   Passive voice is used very frequently in English sentences. In Traditional 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	Less Fluent Translation	Correction	Comment
The Chart Web Part is a Web Part **that can be created and added to a SharePoint site** to enable users to view performance and other types of information at a glance.	(-) 圖表網頁組件可以被建立並新增至 SharePoint 網站的網頁組件，讓使用者對於效能及其他類型的資訊能夠一目了然。	(+) 您可以建立圖表網頁組件並新增至 **SharePoint** 網站，讓使用者對於效能及其他類型的資訊能夠一目了然。	Rephrase in the active voice.
The file is saved automatically.	(-) 會自動儲存檔案。	(+) 系統會自動儲存檔案。	Avoid using 會...。 pattern. Though constructed in the active voice, the original translation is vague because the underlying subject that performs the "save" action is missing.

Verbs

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

Example:

English	Preferred Translation	Please avoid...	Comment
Saving text file…	(+) 正在儲存文字檔案...	(-) 儲存文字檔案中...	Though 中 could be used, it is less fluent and might cause confusion in some cases.
Completing installation…	(+) 正在完成安裝...	(-) 完成安裝中...	

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	Correct Translation	Incorrect Translation	Comment
Using Paint	(+) 使用小畫家	(-) 正在使用小畫家	
Selecting and editing objects	(+) 選取及編輯物件	(-) 正在選取及編輯物件	

Word Order

No applicable rules in this section

Spacing

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

The following general rules are applied:

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

Example:

English	Translated text	Comment
Serializers could not deal with unknown xsi:type information.	序列化程式無法處理不明的 **xsi:type** 資訊。	Space needed between Chinese characters and English letters
March 14, 2011	2011 年 3 月 14 日	Space needed between Chinese characters and Arabic digits

- Half-width space needed between Chinese characters and half-width punctuations: ( ), [ ]

Example:

English	Translated text	Comment
If you are using a third party (non-Windows) firewall, or a Windows Firewall that is subject to domain policy, you must manually configure the firewall for the caching features to work properly.	若使用協力廠**商 (**非 Windows**) 防**火牆或 Windows 防火牆受到網域原則約束,則您必須手動設定防火牆,才能讓快取功能順利運作。	

English	Translated text	Comment
Right-click the RFID process.	以滑鼠右鍵按一下 **[**RFID 處理程序**]**。	

However, the above rule does not apply to **: ; ! ?**

Example:

English	Translated text	Comment
Search:	搜尋**:**	
Remote ADO Error: Either BOF or EOF is True, or the current record has been deleted; the operation you requested requires a current record.	遠端 ADO 錯誤: BOF 或 EOF 為 True，或是使用中記錄已被刪**除;** 您請求的操作需要有使用中的記錄。	In this case, no space before **:** and **;** The space after them are kept as is.

- No space needed around Chinese full-width punctuation marks

Example:

English	Translated text	Comment
To identify yourself, please enter your extension or full phone number followed by pound (#).	若要表明自己的身**分，請**輸入分機號碼或完整的電話號**碼，最**後再按井字鍵 **(#)**。	No space needed between Chinese characters.
The BTSLIBinterop.jar file is generated by the JD Edwards OneWorld system by following the instructions included in the Installation Guide for the adapters.	BTSLIBinterop.jar 檔案是遵循配接**器**《安裝指南》**包**含的指示後，由 JD Edwards OneWorld 系統所產生。	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, another choice is 重播
Delete after:	在下列日期後刪除:	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: 若果您欲於日後再將檔案加以刪除，請即刻離去。 Good: 如果您日後才要刪除檔案，請立即結束。	Avoid using too many literary terms. If a contemporary equivalent is available, please use it.

Tone

The tone to be used when localizing in Traditional Chinese should be semi-formal and friendly. 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. Wording and tone in the translated text should not be discriminating against gender, age, race, occupation, religion, *political* belief, *political* party, national origin, geography, the rich, the poor, as well as the disabled.

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

Example:

English	Translation
You are now connected to the Internet.	您現在已連線到網際網路。

Localization Guidelines

This section contains guidelines for localization into Traditional 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 product glossaries for reference.
  If a term is not found in product glossaries, please use the translation that is used most widely in the industry.

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:

Traditional 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+Shift+空格鍵) 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	一、二、三、四、五、六、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 2003	Windows Server 2008
Win 7	Windows 7

Accessibility

No applicable rules in this section.

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).

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

- Regardless of English format of acronyms, Traditional Chinese translation should follow the format of "**Traditional Chinese (English acronym)**" for the first occurrence of the acronym.
  If the acronym is new and full spelling is available, it is suggested to use
  "**Traditional Chinese (English full spelling, English acronym)**"
  Example:

English Text	Error Example	Correct Example
FTP	FTP (檔案傳輸通訊協定)	檔案傳輸通訊協定 (FTP)
File Transfer Protocol，FTP	FTP，檔案傳輸通訊協定	檔案傳輸通訊協定 (FTP)
File Transfer Protocol，FTP	FTP，檔案傳輸通訊協定	檔案傳輸通訊協定 (File Transfer Protocol，FTP)

- If an acronym is used in title, do not write the full spelling of the acronym.
- Acronym letters should be all uppercased.
- If 's' is added at the end of English acronym, meaning plural, 's' should be dropped when localizing into Traditional Chinese.

  Example:

English Text	Error Example	Correction
several IFSs	數個 IFSs	數個 IFS
three OEMs	3 家 OEMs	3 家 OEM

Localized Acronyms

Here are some commonly translated acronyms.

Example:

Source Text	Target
AM	上午
PM	下午
ID	識別碼

Unlocalized Acronyms

Here are some commonly unlocalized acronyms.

Example:

Source Text	Target
CD	CD
DVD	DVD
MB	MB
GB	GB

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 can be confused with general component names. For example, 'Microsoft Transaction Server', 'Microsoft Message Queue' and 'Microsoft Distributed Transaction Coordinator' are product names so they should be left in English. During localization process, you may encounter 'transaction server (異動伺服器)', 'message queue (訊息佇列)', which are not specific product names but just general component names so they should be translated. You can distinguish them whether 'Microsoft' is preceded or not, or sometimes based on the context.

Product names are also often confused with applets or built-in component names. For example, 'Microsoft Notepad (Microsoft 記事本)' 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.

Font

For Traditional Chinese, local fonts should be used to well display characters. ClearType has been used from Vista. Corresponding ClearType font is Microsoft Jhenghei. Italic style in English sentences should be replaced by normal style. Bold style is allowed unless there are UI display issues.

English ClearType font Segoe UI has Semibold and Light styles. Since Microsoft Jhenghei does not have Semibold or Light style, normal style will be used.

Frequent Errors

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

Inappropriate translation for adverbs

Example:

English Text	Error Example	Correct Example	Comment
Instead, users use the tool to specify the parameter values that are appropriate for them, and subscribe to synchronization on an as-needed basis.	(-) **而是**，使用者可以使用此工具來指定適用於自己的參數值，並且視需要訂閱同步處理。	(+) **取而代之的是**，使用者可以使用此工具來指定適用於自己的參數值，並且視需要訂閱同步處理。	Literal and awkward translation for "Instead," Using "而是，" compromises the coherence of the text.
Otherwise, wait on the line for a leader to admit you	(-) **否則**請在線上稍候，等待主席允許您加入會議。	(+) **您也可以**在線上稍候，等待主席允許您加入會議。	Literal and awkward translation for "Otherwise" Using "否則" compromises the coherence of the text and sounds coercive.

Inappropriate translation for complex sentences

Example:

English Text	Error Example	Correct Example	Comment
This adapter is one of a group of eight line-of-business (LOB) adapters	(-) 此配接器是 Microsoft 隨附，**要搭配** <token>btsBizTalkServer2	(+) Microsoft 隨附**一組搭配** <token>btsBizTalkServer2006r3</token>	Original translation is awkward as the complex sentence is not properly

English Text	Error Example	Correct Example	Comment
shipped by Microsoft for use with <token>btsBizTalkServer2006r3</token>.	006r3</token> 使用的一組 **8 個**企業營運 (LOB) 配接器之一。	使用的企業營運 (LOB) 配接器，一組 **8 個，而此配接器**是其中之一。	broken into more comprehensible segments.

Inappropriate translation for "a set of..." and "a collection of..."

Example:

English Text	Error Example	Correct Example	Comment
Alternatively, you can create a new permission level to contain **a specific set of permissions** that you specify.	(-) 您也可以建立新的權限等級，使其包含您所指定的**特定權限組**。	(+) 您也可以建立新的權限等級，使其包含您所指定的**一組特定權限**。	Original translation does not sound natural.
The Application Compatibility Toolkit (ACT) is **a collection of** useful tools and documents	(-) Application Compatibility Toolkit (ACT) 許多有用的工具和文件**集合**	(+) Application Compatibility Toolkit (ACT) **集合了**許多有用的工具和文件	Original translation is awkward.

Incorrect choice of "signature"

Example:

English Text	Error Example	Correct Example	Comment
Activities have a well-defined **signature** described by its arguments.	(-) 活動具有妥善定義的**簽章**，此**簽章**由其引數所描述。	(+) 活動都具有妥善定義的**特徵標記**，而**此特徵標記**由其引數所描述。	"signature" suggests "distinctive characteristic" especially in object-oriented programming.
virus **signature**	(-) 病毒**簽章**	(+) 病毒**碼**	

Glossaries

Please visit [Microsoft Language Portal](#) for product glossaries.

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.

Recurring Patterns

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

Example:

Source Text	Traditional Chinese Text
For details consult... See... for additional details. For more information about... see.... More detailed information about... can be found at...	如需詳細資訊，請參閱... 如需關於... 的詳細資訊，請參閱... 如需關於... 的詳細資訊，請至...
Welcome to... Wizard.	歡迎使用... 精靈
The wizard guides you through... This wizard helps you to	此精靈會逐步引導您... 此精靈會協助您...
Prompt you to... You will be prompted to...	XX 會提示您... Note: "XX" can be replaced with 系統, 作業 or any subject that prompts the user for certain action.
In order for the changes to take effect... For changes to take effect... ...changes will not take effect until...	為了使變更生效，... ...前，變更將無法生效。

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
- Recurring Patterns
- 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.

Most likely, product names remain in English.

During localization process, you should always refer to the Microsoft relevant product sites to check whether a specific product name is localizable or not.

Using the Word Microsoft

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

This rule applies to Traditional Chinese.

Dealing with URLs that link to unlocalized pages (URL Specific Issues)

No matter whether a URL links to a Microsoft site or third-party site, please paste the URL into your browser to check it is working before localizing it.

Localization rules for special URLs:

- If the URL is embedded in the text and the destination page is already localized, then the translation must be consistent with that on the actual page.
- If the URL is embedded in the text and the destination page is not localized yet, please translate the link text and add (英文) at the end of the text so the users know they are going to be directed to a unlocalized website.

Example:

Source: How to configure the SMTP connector in Exchange 200x

Translation: 如何在 Exchange 200x 中設定 SMTP 連接器 (英文)

Note: (英文) does not refer to the original English text. these characters must be added as is to let the users know they are going to an English website.

- If the URL is not embedded in the text but explicitly mentioned the download location or URL destination: the translation must be consistent with that on the actual page if the page is already localized.
- If the URL is not embedded in the text but explicitly mentioned the download location or URL destination: please translate the link text and add (英文) at the end of the text if the page is not localized yet, so the users know they are going to be directed to a unlocalized website.

Example:

Source: The Windows XP reference document titled "User Guide," which is available for download at http://www.microsoft.com

Translation: Windows XP 參考文件 <使用者安裝> (英文)，可於 http://www.microsoft.com 中下載。

- If the URL leads to an article that is machine-translated: instead of using the machine translate title, please translate the link text on your own and add (機器翻譯) at the end of the text, so the users know they are going to be directed to a machine-translated page.

Reference Materials without Translations

During translation, you might come across some reference book titles in the appendix, here are some guidelines for you to follow.

Localization rules for special reference materials:

- For books that are not translated into Chinese, please keep the title in English.

Source: This article contains comments, corrections, and information in "Introducing Software Localization in Microsoft".

Translation: 在 "Introducing Software Localization in Microsoft" 一書中，此文章包含相關的註解、修正和資訊。

- For chapters and sections that are not translated in the book, please keep them in English.

Source: For information, view the "Industry Today" in "Introducing Software Localization in Microsoft".

Translation: 如需詳細資訊，請檢視 "Introducing Software Localization in Microsoft" 中的 "Industry Today" 一節。

- If a passage is excerpted from a book that is not translated, please keep the original text and add your own translation in parentheses.

Source: Terminology management is the key to the success of the project. We need to start to collect the terminologies as early as possible in order to keep the content consistent.

Translation: Terminology management is the key to the success of the project. We need to start to collect the terminologies as early as possible in order to keep the content consistent. (詞彙管理是專案成功的要素。我們必須儘早開始收集才能讓內容保持一致)

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 for a detailed explanation of the Windows user interface guidelines (English).

User Interface

When localizing UI terms in software strings, enclose UI terms with square brackets ([ ]).
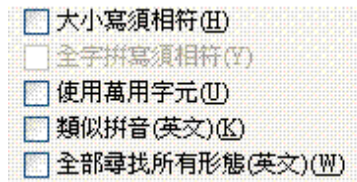As for UI terms in documentation and online help, move the UI out of the <bold>, <italic> or <ui> tags, and enclose it with square brackets ([ ]).
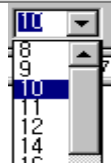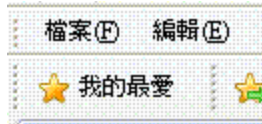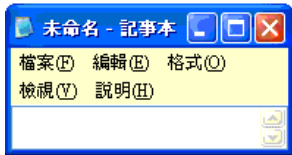Example:

Source Text	Traditional Chinese Text	Notes
In <embeddedLabel>**RFID Manager**</embeddedLabel>, under the <ui>**Processes**</ui> node, right-click the RFID process, and then click <ui>**Stop**</ui>.	在 **[RFID 管理員]** <embeddedLabel></embeddedLabel>的 **[處理序]** <ui></ui>節點下，以滑鼠右鍵按一下 [RFID 處理程序]，然後按一下 **[停止]**<ui></ui>。	See the position of the UI entries and the tags.

Notes: When program names or the word 'Control Panel' appear in English text, those terms should be enclosed with square brackets ([ ]) only when they are used as a command to run.

The following table lists the types of items that need to enclosed and need not to be enclosed in [ ].

Type	Need [ ]?	English Text	Translated Text	Screen shot
Check box	Y	Select the **Match Case** check box.	選取 [大小寫須相符] 核取方塊。	□ 大小寫須相符(H) □ 全字拼寫須相符(Y) □ 使用萬用字元(U) □ 類似拼音(英文)(K) □ 全部尋找所有形態(英文)(W)

Type	Need [ ]?	English Text	Translated Text	Screen shot
Combo box	Y	In the **Font size** box, type or select the size you want to use.	在 [字型大小] 下拉式方塊中，輸入或選取您想使用的大小。	
Command button	Y	Click **OK**.	按一下 [確定]。	
Menu	Y	The File menu	[檔案] 功能表	
Windows	Y		[未命名 - 記事本] 視窗	
Folder	Y	My Favorites	[我的最愛]	
Field	Y	the Form field	[表單] 欄位	
Button	Y	the Unfold button	[展開] 按鈕	
Tab	Y	On the **Tools** menu, click **Options**, and then click the **View** tab.	在 [工具] 功能表中，依序按一下 [選項] 及 [檢視] 索引標籤。	
List box	Y	the Files of type list box	[檔案類型] 清單方塊	
Views	Y	Full Screen view	[全螢幕] 檢視	
Option button	Y			

Type	Need [ ]?	English Text	Translated Text	Screen shot
Dialog box	Y	The Options dialog box	[選項] 對話方塊	
Icon	N	Click the Microsoft Internet Explorer icon.	按一下 Microsoft Internet Explorer 圖示	
View (not capitalized)	N	Switch to **normal** view.	切換到標準模式	
Window (not capitalized)	N	... in the document window ...	在文件視窗中	
Program or group	N	...the Internet Explorer shows the file structure. Click Internet Explorer, to open it.	... Internet Explorer 顯示出其檔案結構。按一下 Internet Explorer 將它打開。	Note: If the program is localized, it might be clearer to enclosed the program. For example, "Notepad" is localized. In this case, [ ] is needed to avoid confusion: 使用 **[記事本]** 編輯這個檔案。
File	N	Open the Letter to Joe file	打開檔案 Letter to Joe - 或 - 打開「給喬的信」這個檔案	Note: If the program is localized, it might be clearer to enclosed the file with 「 」
Location	N	C:\folder1\file.ext	C:\folder1\file.ext	
URL	N	Please link to http://www.microsoft.com/taiwan/ for the detailed information.	如需詳細資訊，請連結至 http://www.microsoft.com/taiwan/	

Special scenarios

1. When a UI appears in the string from **msi** installer, use [\\[] for [, and [\\]] for].

For example,

Source Text	Traditional Chinese Text	Notes
Please click OK to continue.	請按一下 [\\[]確定[\\]] 繼續。	This is because in msi files, variables are enclosed in [ ]. Therefore, we

Source Text	Traditional Chinese Text	Notes
		need to escape the brackets.

2. Property names do not need to be enclosed in [ ]

For example,

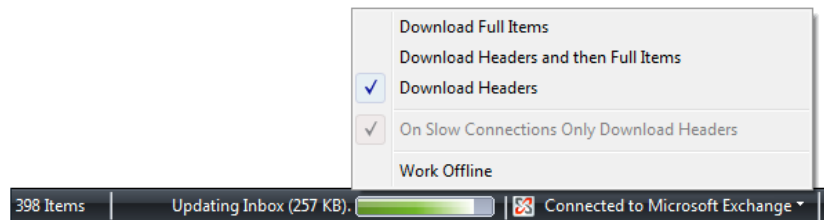| Source Text	Traditional Chinese Text	Notes
The ProcessName property contains the name of the process.	ProcessName 屬性包含處理程序名稱。	

Messages

When translating 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).

Traditional Chinese Style in Status bar Messages

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

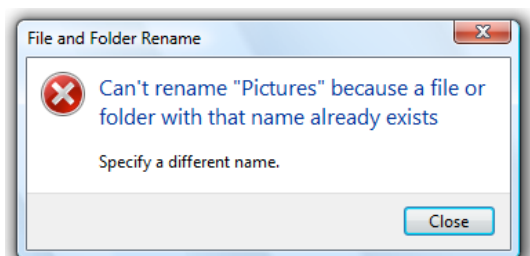| Name	Traditional Chinese Name	Category	English Status Bar message	Traditional Chinese Status Bar message
Edit	編輯	menu	Contains editing commands	包含編輯命令
Copy to Folder...	複製到資料夾	menu	Copies the selected items to a new location	將選取的項目複製到新位置
New	開新檔案	command	Creates a new document	建立新檔案
Show/Hide	顯示/隱藏	command	Make object visible?	使物件為可見嗎?
			Word is converting the document. Press Esc to stop.	Word 正在轉換文件。按 Esc 可停止。
			Datasheet View	資料工作表檢視
			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 Traditional Chinese version. Use one standard translation as in the examples below:

English term	Correct Traditional Chinese translation
Press F1 to get Help	按 F1 取得更多說明
If you want Help press F1	
To get Help press F1	
Not enough memory	記憶體不足
Insufficient memory	
There is not enough memory	
Save changes to %1?	是否要儲存對 %1 所做的變更?
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.

Traditional 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 … Could not …	無法...	**Source:** Cannot delete the file. **Target:** 無法刪除檔案。	n/a
Failed to … Failure of …	無法...	**Source:** Failed to delete the file. **Target:** 無法刪除檔案。	Recommended translation.
Cannot find … Could not find … Unable to find … Unable to locate …	找不到...	**Source:** Unable to locate data source. **Target:** 找不到資料來源。	n/a
Not enough memory Insufficient memory There is not enough memory There is not enough memory	記憶體不足	**Source:** There is not enough memory available to perform the operation. **Target:** 記憶體不足，無法	If another phrase is attached to this type of strings, use "無法+Verb"

English	Translation	Example	Comment
available		執行此項作業。	
... is not available ... is unavailable	無法使用...	**Source:** Internet access is not available. **Target:** 無法使用網際網路。	If the subject is a person, then this might be 無法接通 or 沒有空, depending on the context.
You might want to... You may want to....	建議您...	**Source:** You might want to. **Target:** 無法使用網際網路。	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 Traditional Chinese, please note that:

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

Source	Translation	Notes
%d users are online.	%d 位使用者在線上。	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	按一下 [\\[]完成[\\]] 按鈕以結束	[Wizard] will be replaced with a localized name. Therefore, there is

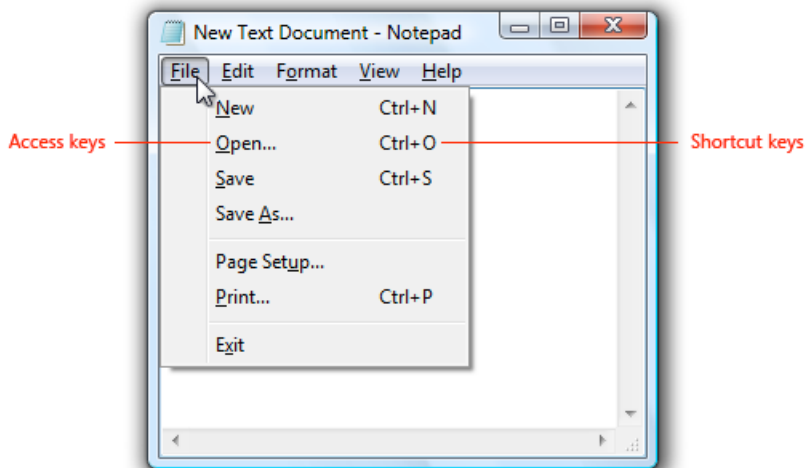| Source	Translation	Notes
[Wizard].	[Wizard]。	no need to keep a space between 結束 and [Wizard].

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 Traditional 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	Traditional Chinese Translation
Up arrow	向上鍵
Down arrow	向下鍵
Left arrow	向左鍵
Right arrow	向右鍵
Spacebar	空格鍵
Backspace	退格鍵

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.* Example: **Source:** Exit **Target:** 結束(&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.* Example: **Source:** Replay **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 brackets after item name, can be used as hotkey	yes	n/a
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 Traditional 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	結束(&E)	結束(E)
Print	列印(&I)	列印(&i)
Replay	重播(&P)	重播 (&P)
Capture object 1	擷取物件一(&1)	擷取物件 1(&1)
MIME	MIME(&M)	MIME

However, there are some other scenarios to be noticed:

1. If a string is followed by "!" or "?", put the hot key behind them.

Examples:

Source	Correct example	Incorrect example
Start!	開始!(&S)	開始(&S)!
Stop?	停止?(&S)	停止(&S)?

2. If a string is followed by ":", ">" or "...", put the hot key before them.

Examples:

Source	Correct example	Incorrect example
Search:	搜尋(&S):	搜尋:(&S)
Next >	下一步(&X)>	下一步>(&X)
About...	關於(&B)...	關於...(&B)

3. If a full sentence ends with a period, put the hot key after the period.

But if a sentence is long, it is also acceptable to delete the period and add the hot key directly.

For example, 長句子。**(&W)** or 長句子**(&W)**

4. 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
<u>1</u>	<u>1</u>	1(&1)
<u>1</u>00%	<u>1</u>00%	100%(&1)
<u>8</u>00 x 600	<u>8</u>00 x 600	800 x 600(&8)
<u>S</u>	<u>S</u>	S(&S)
<u>.</u>..	<u>.</u>..	...(&.)

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	Traditional Chinese Command	Traditional Chinese Shortcut key
General Windows Shortcut keys			
Help window	F1	說明視窗	F1
Context-sensitive Help	Shift+F1	線上即時說明	Shift+F1
Display pop-up menu	Shift+F10	顯示快顯功能表	Shift+F10
Cancel	Esc	取消	Esc
Activate\Deactivate menu	F10	啟用／停用功能表列模式	F10

US Command	US English Shortcut Key	Traditional Chinese Command	Traditional Chinese Shortcut key
bar mode			
Switch to the next primary application	Alt+Tab	切換至下一個主要應用程式	Alt+Tab
Display next window	Alt+Esc	顯示下一個視窗	Alt+Esc
Display pop-up menu for the window	Alt+Spacebar	顯示該視窗的快顯功能表	Alt+空格鍵
Display pop-up menu for the active child window	Alt+-	顯示目前子視窗的快顯功能表	Alt+-
Display property sheet for current selection	Alt+Enter	顯示目前選項的屬性表	Alt+Enter
Close active application window	Alt+F4	關閉使用中應用程式的視窗	Alt+F4
Switch to next window within (modeless-compliant) application	Alt+F6	切換至非強制回應之應用程式內的下一個視窗	Alt+F6
Capture active window image to the Clipboard	Alt+Prnt Scrn	將使用中視窗的影像擷取到剪貼簿	Alt+Prnt Scrn
Capture desktop image to the Clipboard	Prnt Scrn	將桌面影像擷取到剪貼簿	Prnt Scrn
Access Start button in taskbar	Ctrl+Esc	存取 [開始] 按鈕	Ctrl+Esc
Display next child window	Ctrl+F6	顯示下一個子視窗	Ctrl+F6
Display next tabbed pane	Ctrl+Tab	顯示下一個索引標籤窗格	Ctrl+Tab
Launch Task Manager and system initialization	Ctrl+Shift+Esc	啟動工作管理員和系統初始化作業	Ctrl+Shift+Esc
File Menu			
File New	Ctrl+N	檔案 > 開新檔案	Ctrl+N
File Open	Ctrl+O	檔案 > 開啟舊檔	Ctrl+O
File Close	Ctrl+F4	檔案 > 關閉檔案	Ctrl+F4
File Save	Ctrl+S	檔案 > 儲存檔案	Ctrl+S
File Save as	F12	檔案 > 另存新檔	F12

US Command	US English Shortcut Key	Traditional Chinese Command	Traditional Chinese Shortcut key
File Print Preview	Ctrl+F2	檔案 > 預覽列印	Ctrl+F2
File Print	Ctrl+P	檔案 > 列印	Ctrl+P
File Exit	Alt+F4	檔案 > 結束	Alt+F4
Edit Menu			
Edit Undo	Ctrl+Z	編輯 > 復原	Ctrl+Z
Edit Repeat	Ctrl+Y	編輯 > 重複	Ctrl+Y
Edit Cut	Ctrl+X	編輯 > 剪下	Ctrl+X
Edit Copy	Ctrl+C	編輯 > 複製	Ctrl+C
Edit Paste	Ctrl+V	編輯 > 貼上	Ctrl+V
Edit Delete	Ctrl+Backspace	編輯 > 刪除	Ctrl+退格鍵
Edit Select All	Ctrl+A	編輯 > 全選	Ctrl+A
Edit Find	Ctrl+F	編輯 > 尋找	Ctrl+F
Edit Replace	Ctrl+H	編輯 > 取代	Ctrl+H
Edit Go To	Ctrl+B	編輯 > 到	Ctrl+G
Help Menu			
Help	F1	說明	F1
Font Format			
Italic	Ctrl+I	斜體	Ctrl+I
Bold	Ctrl+G	粗體	Ctrl+B
Underlined\Word underline	Ctrl+U	底線	Ctrl+U
Large caps	Ctrl+Shift+A	大寫文字	Ctrl+Shift+A
Small caps	Ctrl+Shift+K	小型大寫文字	Ctrl+Shift+K
Paragraph Format			
Centered	Ctrl+E	置中	Ctrl+E
Left aligned	Ctrl+L	靠左對齊	Ctrl+L
Right aligned	Ctrl+R	靠右對齊	Ctrl+R
Justified	Ctrl+J	左右對齊	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.

Titles

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

Example:

Source	Correct example	Incorrect example
Using Paint	(+) 使用小畫家	(-) 正在使用小畫家
Selecting objects	(+) 選取物件	(-) 選取物件

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

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