# Japanese Style Guide

# Contents

# What's New?

Last Updated: February 2011

## New Topics

The following topics were added to Japanese version:

- Abbreviations in Documents (Localization Guidelines – Document Translation Considerations)
- Reference to unlocalized UI terms (Localization Guidelines – Document Translation Considerations)

## 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. Besides the new topics globally added, this Japanese Style Guide updated some of the topics included in the Style Guide 6<sup>th</sup> edition, according to the following policies:

- The guide should focus only on *localization* projects.
- The guide should ensure freshness of the contents.

The following topics were updated accordingly:

| Topics in 6<sup>th</sup> edition | Description | Corresponding topics in this Style Guide |
|---|---|---|
| 3.1.2 漢字 | Updated reference information due to the recent, national revision of "常用漢字表". | Characters |
| 3.1.3 カタカナ - カタカナの長音について | Integrated the list of Katakana words with long vowel which was formerly available as a separate file, Katakana_FAQ_External.xls. | Characters |
| 3.2.2 単位の表記 | Added some measurement units. | Numbers |
| 3.3 記号 - 索引内での記号の表記 | Deleted to focus on localization. | - |
| 3.3.1 句読点 | Updated to focus on localization. | Punctuation |
| 3.3.3 かっこ – 二重引用符 | Deleted the usage for index, to focus on localization. | Punctuation |

| | | |
|---|---|---|
| 3.4.2 全角どうしの間 | Updated according to the guidelines of compounds. | Characters |
| 3.6.1 製品やコンポーネントの名称 – 正式名称 | Deleted to focus on localization. | - |
| 3.6.1 製品やコンポーネントの名称 – 略称 | Deleted to focus on localization. | - |
| 3.6.2 バージョン情報 | Deleted to focus on localization. | - |
| 3.7.2 複数キー | Deleted to focus on localization. | - |
| 3.7.3 ショートカット キーとアクセス キー | Updated to focus on localization. | Keys |
| 3.8.1 画面用語の表記 | Add some UI items. | User Interface |
| 3.8.2 画面要素の操作の表記 | Deleted to focus on localization. | - |
| 3.9.1 参照の表記 - 参照先がオンライン ヘルプの場合 | Deleted to focus on localization. | - |
| 3.9.1 参照の表記 - マニュアルとオンライン ヘルプの双方を参照する場合 | Deleted to focus on localization. | - |
| 3.9.1 参照の表記 - マニュアルとオンライン ヘルプの内容が同じ場合 | Deleted to focus on localization. | - |
| 4.1.1 文体の使い分け - 要素別の原則 - メニューやボックスなどのタイトル | Updated to focus on localization. | Style |
| 4.2.2 マニュアルやヘルプ内の参照先の示し方 | Deleted to focus on localization. | - |

The other topics were reorganized as follows:

- Language Specific Conventions - Country/Region Standards

This part contains information on Japanese-specific cultural conventions formerly provided as Language Kit, as well as some of the topics included in Japanese Style Guide 6th edition with additional examples.

| Topic name | Description | Corresponding topics in Japanese Style Guide 6th edition |
|---|---|---|
| Characters | Contains information/guidelines on the usage of characters and space. | 3.1 文字<br>3.4 文字間のスペース |
| Date | General information on date format. | - |

| Time | General information/guidelines on time format. | 3.2.2 単位 - 時間 |
|---|---|---|
| Numbers | General information/guidelines on the usage of numbers and units. | 3.2 数字 |
| Sorting | General information on sorting. | - |

- Language Specific Conventions – Grammar, Syntax & Orthographic Conventions

This part contains information on Microsoft-specific conventions on expression in Japanese. It includes some of the 6th edition topics as well as the 5th edition topics with additional examples.

| Topic name | Description | Corresponding topics in Japanese Style Guide 6th edition |
|---|---|---|
| Adjectives | Microsoft-specific guidelines on the usage of adjectives. | - |
| Articles | Microsoft-specific guidelines on the usage of articles. | - |
| Capitalization | Microsoft-specific guidelines on the usage of capitalization. | - |
| Compounds | Microsoft-specific guidelines on the usage of compounds and the spaces specific to compounds. | 3.1.3 カタカナ - 複合語の表記 |
| Modifiers | Microsoft-specific guidelines on the usage of modifiers. | 3.5.2 構文 - 二重否定と重複表現<br>20.6 適切、適当 (5th edition)<br>Chapter 21 使用しない表現 (5th edition) |
| Prepositions | Microsoft-specific guidelines on the usage of prepositions. | - |
| Punctuation | Microsoft-specific guidelines on the usage of punctuation. | 3.3 記号 |
| Symbols & Non-Breaking Spaces | Microsoft-specific guidelines on the usage of symbols. | 3.3.2 記号 – 正符号 |
| Verbs | Microsoft-specific guidelines on the usage of verbs. | 3.5.2 構文 – 使役形, サ変動詞, 二重否定と重複表現 |

- Language Specific Conventions – Style and Tone Considerations

This part contains information on Microsoft-specific conventions on style and tone in Japanese. It includes some of the 6th edition topics as well as the 5th edition topics with additional examples.

| Topic name | Description | Corresponding topics in Japanese Style Guide 6th edition |
|---|---|---|
| Audience | Microsoft-specific guidelines on audience considerations. | - |
| Style | Microsoft-specific guidelines on style considerations. | 3.5.1 文体の使い分け<br>4.1.1 文体の使い分け<br>4.2.1 文体の使い分け |
| Tone | Microsoft-specific guidelines on tone considerations. | Chapter 19 敬語 (5th edition) |
| Voice | Microsoft-specific guidelines on voice considerations. | 3.5.2 構文 – 主語, 能動態と受動態 |

- Localization Guidelines – General Considerations

This part contains information on Microsoft-specific, general localization guidelines. It includes some of the 6th edition topics with additional examples.

| Topic name | Description | Corresponding topics in Japanese Style Guide 6th edition |
|---|---|---|
| Abbreviation | Microsoft-specific guidelines on abbreviation. | 3.7.1 単独キー<br>3.7.6 キーボード上のホット キーおよび代替コマンド キーの表記 |
| Accessibility | Microsoft-specific guidelines on accessibility. | - |
| Acronyms | Microsoft-specific guidelines on the localization of acronyms. | - |
| Application, Products, and Features | Microsoft-specific guidelines on the localization of application, product and feature names. | 3.6.1 製品やコンポーネントの名称 - 日本語版と英語版の区別 |
| Frequent Errors | Types of errors frequently found in localization. | - |
| Fictitious Information | Microsoft-specific guidelines on | - |

| | fictitious information. | |
|---|---|---|
| Recurring Patterns | Patterns of translation frequently used in localization. | 3.9.1 参照の表記 - 参照先がマニュアルの場合, Web サイトのトピックや情報の示し方 |
| Standardized translations | A list of the style guide topics that includes standardized translation. | - |
| Unlocalized Items | A list of unlocalized items in Microsoft localization. | 4.1.2 プレースホルダとエスケープ文字<br><br>4.1.4 レジストリ キーの取り扱い<br><br>4.1.5 String Category が Version の ストリングの扱い |
| Using the Word Microsoft | Microsoft-specific guidelines on the localization of "Microsoft". | - |

- Localization Guidelines – Software Considerations

This part contains information on Microsoft-specific, software localization guidelines. It includes some of the 6th edition topics with additional examples.

| Topic name | Description | Corresponding topics in Japanese Style Guide 6th edition |
|---|---|---|
| User Interface | Microsoft-specific guidelines on the localization of user interface and the other items. | 3.8.1 画面用語の表記<br>3.8.3 画面要素以外の各種アイテムの表記<br>4.1.3 文や語句の間などのスペース |
| Messages | Microsoft-specific guidelines on the localization of messages. | 4.1.1 文体の使い分け<br>4.1.2 プレースホルダとエスケープ文字 |
| Keys | Microsoft-specific guidelines on the localization of keys. | 3.7.1 単独キー<br>3.7.4 方向キー<br>3.7.5 ジェネリック キー<br>3.7.6 キーボード上のホット キーおよび代替コマンド キーの表記 |

- Localization Guidelines – Document Translation Considerations

This part contains information on Microsoft-specific, document localization guidelines. It includes some of the 6th edition topics with additional examples.

| Topic name | Description | Corresponding topics in Japanese Style Guide 6th edition |
|---|---|---|
| Titles | A list of frequently used document titles. | - |
| Copyright | Microsoft-specific guidelines on the copyright considerations. | - |
| Abbreviations in Documents | Microsoft-specific guidelines on abbreviation in document localization. | 3.7.3 ショートカット キーとアクセス キー<br>3.8.1 画面用語の表記 - 画面表示要素の付加情報 |
| Reference to unlocalized UI terms | Microsoft-specific guidelines on reference to unlocalized UI terms in document localization. | 4.2.3 ローカライズされない画面要素等の表記 |

# Introduction

This Style Guide went through major revision in February 2011 in order to remove outdated and unnecessary content.

## About This Style Guide

The purpose of this Style Guide is to provide everybody involved in the localization of Japanese 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 and 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 Japanese 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.

A triangle (△) in an example means a half-width space. This symbol is used only when explaining the spacing rule.

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.

# Sample Text

マイクロソフトで働く私たちは常に、私たちのソフトウェアがいかにお客様のお役に立つことができるかを考えています。お客様が私たちのソフトウェアを使ってビジネス上の課題に対しての解決策を見出し、新たな局面につながるアイディアを展開し、最も重要なことに意識を向けられるようにすること。これが、私たちの日々の仕事に対する意欲と原動力の源なのです。

私たちはまた、同じ考え方に沿ってビジネスを行っており、以下に挙げる5つのビジネス部門は、お客様の可能性を最大限に引き出すための貢献ができるものと確信しています。

- Windows & Windows Live 部門: Windows 製品全般、PC メーカーとの協力、ならびに Windows Live を通じたオンラインソフトウェアとサービスの提供
- マイクロソフト ビジネス部門: Microsoft Office スイート、PC 向けソフトウェア、サーバー、サービス、ソリューション、および Microsoft Dynamics の提供
- サーバー & ツール部門: Windows Server、SQL Server、Visual Studio、Silverlight、System Center、Forefront、BizTalk Server、Microsoft Consulting Services などのサーバー製品、サービスとソリューション
- オンライン サービス部門: 出版社や広告主向けサービスとしてのオンライン広告プラットフォーム、Bing や MSN ポータル/チャネル等のオンライン情報サービスの提供
- エンターテイメント & デバイス部門: Xbox 360、Xbox Live のビデオゲームシステム、モバイル、組み込み型のデバイスプラットフォームなどの提供

私たちは、お客様の可能性を最大限に引き出すための支援をするというミッションの遂行に長期にわたって注力してきました。絶えず製品をアップデートし、より良いものにしてきたように、今後も企業としての進化を続け、新たなテクノロジの発展とお客様へのサービス向上に努めていきたいと考えています。

企業情報

会社概要、事業内容、本社および支店情報、役員情報などマイクロソフトの企業情報を紹介します。
- 会社概要
- マイクロソフトの事業

企業の社会的責任

企業ミッションに基づき、マイクロソフトは世界各国において各地域の事情に合わせ、IT による生活環境の向上や社会と経済の発展を支援する企業市民活動を展開しています。
- 企業市民活動
- 環境保護について

満足度向上への取り組み

マイクロソフトでは、CPE (カスタマー アンド パートナー エクスペリエンス) という全社的なフレームワークのもと、社員一人ひとりがお客様の声に耳を傾け、日々の業務に反映させます。

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作成日時: 2011 年 1 月 25 日 14 時 30 分

Source:

http://www.microsoft.com/japan/mscorp/articles/business.mspx (text)

http://www.microsoft.com/japan/mscorp/default.mspx (text)

http://www.microsoft.com/japan/presspass/cp/outline.aspx (address and telephone number)

# Recommended Reference Material

Use the Japanese 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. 平成 3 年 6 月 28 日 内閣告示第 2 号「外来語の表記」
2. 昭和 61 年 7 月 1 日 内閣告示第 1 号「現代仮名遣い」
3. 平成 22 年 11 月 30 日 内閣告示第 2 号「常用漢字表」
4. 昭和 48 年 6 月 18 日 内閣告示第 2 号「送り仮名の付け方」
5. 『新しい国語表記ハンドブック』（三省堂）
6. 『用字用語 新表記辞典』（第一法規）

## Informative References

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

1. "マイクロソフトの著作物の使用について" (Use of Microsoft Copyrighted Content) available at http://www.microsoft.com/japan/mscorp/legal/permission/default.mspx.

2. "マイクロソフトの商標" (Microsoft Trademarks) available at http://www.microsoft.com/japan/mscorp/legal/trademarks/default.mspx.

3. Microsoft Corporation. *Microsoft Manual of Style for Technical Publications*. Third Edition. Microsoft Press, 2004.

# Language Specific Conventions

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

## Country/Region Standards

### Characters

| Country/region | Japan |
|---|---|
| **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 |

**Hiragana**

- Primary reference for Hiragana usage: 昭和 61 年 7 月 1 日 内閣告示第 1 号「現代仮名遣い」
- "ぢ" and "づ" are acceptable only when originated from Japanese 2-words compound words. Example: はなぢ (鼻血), みかづき (三日月)

**Katakana**

- Full-width characters should be used unless it is necessary to use half-width characters.
- Characters pronounced as "ka" or "ko" should be written in Hiragana or Kanji.

  ＋3 か月

- 3 ケ月, 3 ヶ月, 3 カ月, 3 ヵ月

+ 5 個
- 5 ケ, 5 コ

- Long vowel usage

Primary reference: 平成 3 年 6 月 28 日 内閣告示第 2 号「外来語の表記」

In principle, use a long vowel when a source English term has following suffixes: -er, -or, -ar

Example:

| English | + | - |
| --- | --- | --- |
| computer | コンピューター | コンピュータ |
| operator | オペレーター | オペレータ |
| scalar | スカラー | スカラ |

In other cases, use a long vowel when a corresponding Katakana word has less than 4 characters. Note that the long vowel should be counted while geminative consonant (Sokuon, small "tu", ッ), contracted sound (Yoon, small "ya", "yu", "yo", ャ, ュ, ョ) and small a, i, u (ァ, ィ, ゥ) should not.

Example:

| English | Character count | + | - |
| --- | --- | --- | --- |
| queue | 2 (キ, ー) | キュー | キュ |
| menu | 3 (メ, ニ, ー) | メニュー | メニュ |
| memory | 4 (メ, モ, リ, ー) | メモリ | メモリー |
| procedure | 6 (プ, ロ, シ, ー, ジ, ー) | プロシージャ | プロシージャー |

When the English term consists of a prefix and a stem word, the words should be considered one by one.

Example:

| English | Count/Suffix | + | - |
| --- | --- | --- | --- |
| preview | pre + view (2: ビ, ー) | プレビュー | プレビュ |
| subtree | sub + tree (3: ツ, リ, ー) | サブツリー | サブツリ |
| interface | inter (-er) + face | インターフェイス | インタフェイス |

Exceptions: In accordance with customary practice, following terms should be handled differently.

| English | + | English | + |
|---------|---|---------|---|
| academy | アカデミー | mahogany | マホガニー |
| accelerator | アクセラレータ | marquee | マーキー |
| adventure | アドベンチャー | meter | メートル |
| allergy | アレルギー | millimeter | ミリメートル |
| ASCII | アスキー | movie | ムービー |
| balcony | バルコニー | mystery | ミステリー |
| barbecue | バーベキュー | nature | ネイチャー |
| barrier | バリア | navy | ネービー |
| bazaar | バザール | outdoor | アウトドア |
| bear | ベア | outlaw | アウトロー |
| beer | ビール | paisley | ペイズリー |
| birthday | バースデー | pansy | パンジー |
| blueberry | ブルーベリー | passkey | パスキー |
| calorie | カロリー | passthrough | パススルー |
| carrier | キャリア | peccary | ペッカリー |
| centimeter | センチメートル | peer | ピア |
| ceremony | セレモニー | photography | フォトグラフィー |
| cheetah | チーター | policy | ポリシー |
| chimpanzee | チンパンジー | polyester | ポリエステル |
| clear | クリア | prairie | プレーリー |
| coffee | コーヒー | premier | プレミア |
| company | カンパニー | processor | プロセッサ |
| competency | コンピテンシー | programmer | プログラマ |
| compiler | コンパイラ | propeller | プロペラ |
| connector | コネクタ | publicity | パブリシティー |
| conveyor | コンベヤ | radiator | ラジエータ |

| | | | |
|---|---|---|---|
| cranberry | クランベリー | raspberry | ラズベリー |
| daily | デイリー | rear | リア |
| dolby | ドルビー | register | レジスタ |
| dollar | ドル | rendezvous | ランデブー |
| door | ドア | rescue | レスキュー |
| drillthrough | ドリルスルー | rotary | ロータリー |
| easy | イージー | scenery | シーナリー |
| economy | エコノミー | scheduler | スケジューラ |
| energy | エナジー | screw | スクリュー |
| energy | エネルギー | seesaw | シーソー |
| engineer | エンジニア | senior | シニア |
| exterior | エクステリア | shampoo | シャンプー |
| fancy | ファンシー | slipper | スリッパ |
| fantasy | ファンタジー | spray | スプレー |
| floor | フロア | stellar | ステラ |
| floppy | フロッピー | story | ストーリー |
| formatter | フォーマッタ | strawberry | ストロベリー |
| frequency | フリークエンシー | summary | サマリー |
| frontier | フロンティア | synergy | シナジー |
| gallery | ギャラリー | tar | タール |
| gear | ギア | taxi | タクシー |
| harmony | ハーモニー | tenkey | テンキー |
| healthy | ヘルシー | terminator | ターミネータ |
| hero | ヒーロー | timely | タイムリー |
| hotkey | ホットキー | transistor | トランジスタ |
| how-to | ハウツー | treasure | トレジャー |
| humor | ユーモア | trolley | トロリー |
| indoor | インドア | trophy | トロフィー |

| interior | インテリア | value | バリュー |
|---|---|---|---|
| interview | インタビュー | venture | ベンチャー |
| jewelry | ジュエリー | victory | ビクトリー |
| junior | ジュニア | volunteer | ボランティア |
| kangaroo | カンガルー | whiskey | ウィスキー |
| linear | リニア | workflow | ワークフロー |
| luxury | ラグジュアリー | | |

**Kanji**

- Primary reference for Kanji usage: 平成 22 年 11 月 30 日 内閣告示第 2 号「常用漢字表」, 昭和 48 年 6 月 18 日 内閣告示第 2 号「送り仮名の付け方」
- Primary reference for usage guidelines for Kana and Kanji with the same Japanese reading (かなと漢字の使い分け), homonym (同音異義語), declensional kana ending (送りがな):『用字用語 新表記辞典』(第一法規)

**English letters**

- Half-width characters should be used unless it is necessary to use full-width characters.
- If necessary, words can be hyphenated at the end of a line. Make sure to check dictionary for syllables. Do not hyphenate trademarks and names of product, company, file and path.

**Spaces**

Between characters, a space should be inserted as follows.

1. Between full-width and half-width characters

In principle, insert a half-width space.

Example:

| English | + | - |
|---|---|---|
| When you use Word, ... | Word△をお使いになるときは、... | Word をお使いになるときは、... |
| Chapter 3 | 第△3△章 | 第 3 章 |
| Shift | Shift △キー | Shift キー |

Exceptionally, do not insert a space in the following cases:

- Between ideographic full stop (。)/ideographic comma (、) and a half-width character
- Between a numeral and unit of angle (°)
- On each side of text enclosed by parentheses/quotation marks/brackets
- On each side of slash
- Between a full-width character and question mark (?)/exclamation mark (!)/colon (:)/ellipses (...) that ends the term
- Between a character and access key enclosed by parentheses in the user interface.

Example:

| English | + | - |
|---|---|---|
| Click the button to close. | ボタンをクリックして、閉じます。 | ボタンをクリックして△、△閉じます△。 |
| - | 45° | 45△° |
| Column A (Title) | 列 A (タイトル) | 列 A (△タイトル△) |
| Click **New**. | [新規] をクリックします。 | [△新規△] をクリックします。 |
| Enter "test". | 「test」と入力します。 | 「△test△」と入力します。 |
| - | 3/14 | 3△/△14 |
| Do you want to update? | 更新しますか? | 更新しますか△? |
| Warning! | 警告! | 警告△! |
| Font: | フォント: | フォント△: |
| More... | その他... | その他△... |
| Save <User interface> | 保存(S) | 保存△(S) |
| Save <Others> | 保存△(S) | 保存(S) |

2. Between full-width characters

In principle, do not insert a space.

Example:

| English | + | - |
|---|---|---|
| - | 変換キー | 変換△キー |

Exceptionally, insert a space in the following cases:

- Katakana words that represent English compounds

- Representing reference to other chapter in document

Example:

| English | + | - |
|---|---|---|
| page layout | ページ△レイアウト | ページレイアウト |
| See Chapter 2 Control. | 「第 2 章△コントロール」を参照してください。 | 「第 2 章コントロール」を参照してください。 |

3. Between half-width characters

In principle, do not insert a space.

Example:

| English | + | - |
|---|---|---|
| 50 | 50 | 5△0 |

Exceptionally, insert a space in the following cases:

- Between English words
- Between a numeral and a measurement unit, except for % and mm (in the context of photograph/projection)
- Between a half-width parenthesis and half-width character outside, except for parentheses enclosing access keys in the user interface or trademark symbols
- On each side of plus sign, except for shortcut keys in the user interface
- Between question mark/exclamation mark that ends the term and a half-width character that starts the next term
- Representing reference to section in document

Example:

| English | + | - |
|---|---|---|
| All rights reserved. | All△rights△reserved. | Allrightsreserved. |
| - | 3△kg | 3kg |
| - | 50% | 50△% |
| 10/13 (pages) | 10/13△(ページ) | 10/13(ページ) |
| OK <User interface> | OK(O) | OK△(O) |
| OK <Others> | OK△(O) | OK(O) |
| Microsoft(R) | Microsoft(R) | Microsoft△(R) |
| Ctrl+Alt <User interface> | Ctrl+Alt | Ctrl△+△Alt |

| Ctrl+Alt <Others> | Ctrl△+△Alt | Ctrl+Alt |
|---|---|---|
| Do you want to save it? If you edit it using Excel... | 保存しますか?△Excel を使用して編集する場合は... | 保存しますか?Excel を使用して編集する場合は... |
| See 2.1 Active Directory. | 「2.1△Active Directory」を参照してください。 | 「2.1Active Directory」を参照してください。 |

## Date

| Country/region | Japan |
|---|---|
| **Calendar/Era** | The date format uses the Christian Era or the Japanese Era (called Nengoh in Japanese). |
| **First Day of the Week** | Monday or Sunday depending on the situation |
| **First Week of the Year** | Week containing January 1st |
| **Separator** | Slash (/), hyphen (-) |
| **Default Short Date Format** | yyyy/MM/dd or gg y/M/d |
| **Example** | 2011/03/17 or 平成 23/3/17 |
| **Default Long Date Format** | yyyy 年 M 月 d 日 or gg y 年 M 月 d 日 |
| **Example** | 2011 年 3 月 17 日 or 平成 23 年 3 月 17 日 |
| **Additional Short Date Format 1** | yy/MM/dd, yyyy/M/d, yy/M/d, y/M/d |
| **Example** | 11/03/17, 2011/3/17, 11/3/17, 23/3/17 |
| **Additional Short Date Format 2** | yyyy-MM-dd |
| **Example** | 2011-03-17 |
| **Additional Long Date Format 1** | n/a |
| **Example** | n/a |
| **Additional Long Date Format 2** | n/a |
| **Example** | n/a |

| Country/region | Japan |
|---|---|
| **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** | 4 |
| **Leading Zero in Day Field for Long Date Format** | no |
| **Leading Zero in Month Field for Long Date Format** | no |
| **Number of digits for year for Long Day Format** | 4 |
| **Date Format for Correspondence** | yyyy 年 M 月 dd 日 or gg y 年 M 月 d 日 |
| **Example** | 2011 年 3 月 17 日 or 平成 23 年 3 月 17 日 |
| **Notes** | n/a |
| **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, y = disits without leading zero) gg is for Nengoh (Example: 昭和 (Showa; 12/25/1926 ~ 1/7/1989) , 平成 (Heisei; 1/8/1989 ~ )) |

## Time

| Country/region | Japan |
|---|---|
| **24 hour format** | Occasionally yes, when applying 12 hour format with AM/PM or 午前/午後 |

| Country/region | Japan |
|---|---|
| | designators may be confusing. |
| **Standard time format** | H:mm:ss, H 時 mm 分 ss 秒 |
| **Standard time format example** | 3:24:12; 3 時 24 分 12 秒 |
| **Time separator** | Colon (:) |
| **Time separator examples** | 3:24:12 |
| **Hours leading zero** | Occasionally yes |
| **Hours leading zero example** | 03:24:12 |
| **String for AM designator** | 午前, AM |
| **String for PM designator** | 午後, PM |
| **Notes** | Strings for AM/PM designators present in front of time. For example「午前 3 時 24 分 12 秒」 |

## Days

**Country/region:** Japan

| Day | Normal Form | Abbreviation |
|---|---|---|
| Monday | 月曜日 | 月曜; 月 |
| Tuesday | 火曜日 | 火曜; 火 |
| Wednesday | 水曜日 | 水曜; 水 |
| Thursday | 木曜日 | 木曜; 木 |
| Friday | 金曜日 | 金曜; 金 |
| Saturday | 土曜日 | 土曜; 土 |
| Sunday | 日曜日 | 日曜; 日 |

**First Day of Week:** Monday or Sunday depending on the situation.

**Is first letter capitalized?:** No

**Notes:** Japan uses the Gregorian Calendar.

## Months

**Country/region:** Japan

| Month | Full Form | Abbreviated Form | Long Date Form |
|---|---|---|---|
| January | 1 月 | n/a | n/a |
| February | 2 月 | n/a | n/a |
| March | 3 月 | n/a | n/a |
| April | 4 月 | n/a | n/a |
| May | 5 月 | n/a | n/a |
| June | 6 月 | n/a | n/a |
| July | 7 月 | n/a | n/a |
| August | 8 月 | n/a | n/a |
| September | 9 月 | n/a | n/a |
| October | 10 月 | n/a | n/a |
| November | 11 月 | n/a | n/a |
| December | 12 月 | n/a | n/a |

**Is first letter capitalized?:** No

**Notes:** The following months of the lunar year are used in some cases: 睦月 (Mutsuki; January), 如月 (Kisaragi; February), 弥生 (Yayoi; March), 卯月 (Uzuki; April), 皐月 (Satsuki; May), 水無月 (Minazuki; June), 文月 (Fumizuki; July), 葉月 (Hazuki; August), 長月 (Nagatsuki; September), 神無月 (Kannazuki; October), 霜月 (Shimotsuki; November), 師走 (Shiwasu; December).

# Numbers

Numbers can be written with Arabic and Chinese numerals. Arabic numerals should be half-width unless it is necessary to use full-width numerals.

Use Arabic numerals when the numeral can be replaced by other numerals.

| + | - |
|---|---|
| 1 つ | ひとつ |

| + | - |
| --- | --- |
| 1 回 | 一回 |
| 1 画面 | 一画面 |
| (雑誌を) 1 部 | 一部 |
| 1 月 | 一月 |
| 2 乗 | 二乗 |
| 3 次元 | 三次元 |
| 4 分位数 | 四分位数 |
| 20 行 | 二十行 |
| 80 桁 | 八十桁 |
| 150 語 | 百五十語 |
| 1 時間 15 分 | 一時間十五分 |
| 2 進法 | 二進法 |
| 256 色 | 二百五十六色 |

User Chinese numerals when the numeral cannot be replaced by other numerals, or when they are conventionally used.

| + | - |
| --- | --- |
| もう一度 | もう 1 度 |
| (画面の) 一部 | 1 部 |
| 二項分布 | 2 項分布 |
| 最小二乗法 | 最小 2 乗法 |
| 百分位数 | 100 分位数 |
| 百分率 | 100 分率 |
| 三角形 | 3 角形 |
| 四捨五入 | 4 捨 5 入 |
| 一時的に | 1 時的に |

## Phone Numbers

| Country/region | International Dialing Code | Area Codes Used? | Number of Digits – Area Codes | Separator | Number of Digits – Domestic | Digit Groupings – Domestic |
|---|---|---|---|---|---|---|
| Japan | 81 | yes | 2, 3, 4, 5 or 6 | Space ( ), hyphen (-), parentheses (()) | 10 | (##) ####-####; (###) ###-####; (####) ##-#### |

| Country/region | Number of Digits – Local | Digit Groupings – Local | Number of Digits – Mobile | Digit Groupings – Mobile | Number of Digits – International | Digit Groupings – International |
|---|---|---|---|---|---|---|
| Japan | 6, 7 or 8 | ##-####, ###-####; ####-#### | 11 | (###) ####-#### | 11 | +81-#-####-####: +81-##-###-####: +81-###-##-#### |

**Notes**: n/a

## Addresses

**Country/region:** Japan

**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. Prefecture + City + Address

3. [Building Name] if applicable

4. [Name of Organization] if applicable

5. [Name of Section] if applicable

6.[Title] if applicable

7. Last Name + First Name + Honorific

**Example Address:**

108-0075
東京都港区港南 2-16-3
品川グランドセントラルタワー

日本マイクロソフト株式会社
法務部
部長
山岡美貴絵 様

**Local Postal Code Format:** xxx-xxxx

**Notes:** Postal code symbol "〒" can be added depending on the situation. Example: 〒 123-4567

## Currency

| | |
|---|---|
| **Country/region** | Japan |
| **Currency Name** | 円 (Yen) |
| **Currency Symbol** | ￥(half-width), 円 |
| **Currency Symbol Position** | A space should be inserted between ￥ and amounts, but not between amounts and 円. |
| **Positive Currency Format** | ￥123, 123 円 |
| **Negative Sign Symbol** | ￥- (half-width), -XXX 円 |
| **Negative Currency Format** | ￥-123, -123 円 |
| **Decimal Symbol** | Period (.) |
| **Number of Digits after Decimal** | 2 |
| **Digit Grouping Symbol** | Comma (,) |
| **Number of Digits in Digit Grouping** | 3 |
| **Positive Currency Example** | ￥1,234,567,890.00, 1,234,567,890.00 円 |
| **Negative Currency Example** | ￥-1,234,567,890.00, -1,234,567,890.00 円 |
| **ISO Currency Code** | JPY |
| **Currency Subunit Name** | 銭 |
| **Currency Subunit Symbol** | n/a |
| **Currency Subunit Example** | ￥12.34, 12.34 円, 12 円 34 銭 |

# Digit Groups

**Country/region:** Japan

**Decimal Separator:** .

**Decimal Separator Description:** Period

**Decimal Separator Example:** 3.5 インチ

**Thousand Separator:** ,

**Thousand Separator Description:** Comma

**Thousand Separator Example:** 51,200 KB

**Notes:**

- No space should be inserted on either side of the separator.
- Do not use the thousand separator with numbers representing years (ex. 2011), postal codes, addresses, laws, lotteries and the like.

# Measurement Units

**Metric System Commonly Used?:** Yes

**Temperature:** Celsius

| Category | English | Abbreviation | Translation（+） | Translation（-） | Example |
|---|---|---|---|---|---|
| Linear Measure | Kilometer | km | km | キロメートル | |
| | Meter | m | m | メートル | |
| | Decimeter | dm | dm | デシメートル | |
| | Centimeter | cm | cm | センチメートル | |
| | Millimeter | mm | mm | ミリメートル, ミリ | 6△mm |
| Capacity | Hectoliter | hL | hL | ヘクトリットル | |
| | Liter | L | L | リットル | |
| | Deciliter | dL | dL | デシリットル | |
| | Centiliter | cL | cL | センチリットル | |
| | Milliliter | mL | mL | ミリリットル | |
| Mass | Ton | t | t | トン | |
| | Kilogram | kg | kg | キログラム | |

| Category | English | Abbreviation | Translation（+） | Translation（-） | Example |
|---|---|---|---|---|---|
| | Pound | lb | ポンド | lb | |
| | Gram | g | g | グラム | |
| | Decigram | dg | dg | デシグラム | |
| | Centigram | cg | cg | センチグラム | |
| | Milligram | mg | mg | ミリグラム | |
| English Units of Measurement | Inch | in | インチ | in | 3.5 インチ |
| | Feet | ft | フィート | ft | |
| | Mile | mi | マイル | mi | |
| | Gallon | gal | ガロン | gal | |
| Frequently used units | Terabyte | TB | TB | テラバイト | |
| | Gigabyte | GB | GB | ギガバイト | |
| | Megabyte | MB | MB | メガバイト | |
| | Kilobyte | KB | KB | キロバイト | |
| | Byte | B | バイト | B | |
| | Bit | b | ビット | b | |
| | Bits per second | bps | bps | ビット/秒 | |
| | Gigahertz | GHz | GHz | ギガヘルツ | |
| | Megahertz | MHz | MHz | メガヘルツ | |
| | Kirohertz | kHz | kHz | キロヘルツ | |
| | Hertz | Hz | Hz | ヘルツ | |
| | Dot | | ドット | dot | |
| | Dots per inch | dpi | dpi | ドット/インチ | |
| | Pixel | | ピクセル | pixel | |
| | Point | pt | ポイント | pt | |
| | Second | sec | 秒 | sec | |
| | Millisecond | ms | ミリ秒 | ms | |
| | Twip | | twip | | |

| Category | English | Abbreviation | Translation（+） | Translation（-） | Example |
|---|---|---|---|---|---|
| Units without a space | Angle | | ° | 度 | 45° |
| | Percentages | | % | パーセント | 50% |
| | Millimeter (In the context of photograph/proj ection) | mm | mm | ミリメートル, ミリ | 35mm スライド |

**Notes:**

- "°" should be full-width.
- "%" should be half-width.
- Insert a space between the number and the unit except for ones listed under the category "Units without a space".
- When the abbreviated unit is not familiar to target users, spell it out within ( ) at first mention. Example: 1 TB (テラバイト)
- If limited by font size or space, the units can be translated otherwise. Example: Using "度" instead of "°". Using "pt" instead of "ポイント".

## Percentages

See [Measurement Units](#).

# Sorting

| Sorting rules | The sorting rules vary depending on the programs. The data below is the example based on Windows 7 explorer. |
|---|---|
| **Character sorting order** | n/a |
| **Examples of sorted words** | @<br>1<br>Aaron<br>andere<br>ändere<br>chaque<br>chemin |

| | |
|---|---|
| | cote |
| | coté |
| | côte |
| | côté |
| | čučēt |
| | Czech |
| | hiša |
| | irdisch |
| | lävi |
| | lie |
| | lire |
| | llama |
| | lõug |
| | Löwen |
| | lòza |
| | Lübeck |
| | luč |
| | luck |
| | lye |
| | Männer |
| | màšta |
| | mîr |
| | möchten |
| | myndig |
| | piña |
| | pint |
| | pylon |
| | sämtlich |
| | šàran |
| | savoir |
| | Šerbūra |
| | Sietla |
| | ślub |
| | subtle |

| | |
|---|---|
| | symbol |
| | väga |
| | verkehrt |
| | vox |
| | waffle |
| | wood |
| | yen |
| | yuan |
| | yucca |
| | žal |
| | žena |
| | Ženēva |
| | zoo |
| | Zürich |
| | Zviedrija |
| | zysk |
| | zzlj |
| | zzlz |
| | zznj |
| | zznz |
| | アート |
| | かき |
| | カメラ |
| | 雨 |
| | 火の用心 |

# Grammar, Syntax & Orthographic Conventions

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

## Adjectives

### Possessive adjectives

The frequent use of possessives is a feature of English language. However in Japanese, possessive adjectives can be omitted when the meaning is apparent.

## Articles

### Unlocalized Feature Names

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

### Localized Feature Names

This section does not apply to Japanese.

### Articles for English Borrowed Terms

This section does not apply to Japanese.

## Capitalization

Capitalization of unlocalized terms should be the same as in the source text unless otherwise instructed. See Keys for capitalization of key names in Japanese.

## Compounds

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

In Japanese, when using Katakana words to represent English compounds, use following spacing rules.

- When there is a space between English words, insert a half-width space accordingly.

Example:

| English | + | - |
|---|---|---|
| dialog box | ダイアログ△ボックス | ダイアログボックス<br>ダイアログ・ボックス |
| menu command | メニュー△コマンド | メニューコマンド<br>メニュー・コマンド |

- When there is a hyphen between English words, do not insert a space or other symbols.

Example:

| English | + | - |
|---|---|---|
| multi-byte | マルチバイト | マルチ△バイト<br>マルチ△-△バイト<br>マルチ・バイト |
| double-click | ダブルクリック | ダブル△クリック<br>ダブル・クリック |

- When English term is \*\*\*bar, insert a space preceding "バー" even if the English term is not a compound.

Example:

| English | + | - |
|---|---|---|
| menu bar | メニュー△バー | メニューバー |
| taskbar | タスク△バー | タスクバー |
| toolbar | ツール△バー | ツールバー |

- When English term include an adverb such as "in" and "on", do not insert a space or other symbols.

Example:

| English | + | - |
|---|---|---|
| log on | ログオン | ログ△オン |
| check in | チェックイン | チェック△イン |
| back up | バックアップ | バック△アップ |
| shut down | シャットダウン | シャット△ダウン |

# Gender

This section does not apply to Japanese.

# Genitive

This section does not apply to Japanese.

# Modifiers

In Japanese localized text, modifiers should be handled in the following manner:

- Clear and precise in meaning

Example:

| English | + | - | Note |
|---------|---|---|------|
| Select an appropriate option. | 適切なオプションを選択します。 | **適当**なオプションを選択します。 | Avoid using words that may cause misunderstanding. This example can be misinterpreted as "Select any option". |
| This is the perfect solution. | これはお勧めのソリューションです。 | これは**完璧な**ソリューションです。 | Avoid using words that means "perfect", "superlative", "permanent" or "superior" in assertive manner unless it is based on fact. Other examples include: 完全, 最高, 永久, 世界一, No. 1, 理想的, etc. |
| These controls are very useful when you edit the content. | これらのコントロールはコンテンツを編集するときに便利です。 | これらのコントロールはコンテンツを編集するときに**非常に**便利です。 | Avoid subjective or emotional statement. |
| Rename each file. | 各ファイルの名前を変更します。<br>ファイルごとに名前を変更します。 | **各**ファイル**ごとに**名前を変更します。 | Avoid redundant expression. |

- Appropriate in style

Example:

| English | + | - | Note |
|---|---|---|---|
| The value can be modified. | 値は変更できます。 | 値は変更しても**大丈夫です**。 | Avoid using spoken language. |
| When you are not familiar with this feature, ... | この機能を初めてお使いになる場合は... | この機能の**知識がない**場合は... | Avoid using impolite style. |
| You can update the setting at any time. | 設定はいつでも更新できます。 | 設定は**いかなる時**でも更新できます。 | Avoid using literary style. |
| It is easy to use for beginners as well. | 初心者の方にも簡単にお使いいただけます。 | **初心者でも**簡単に使えます。 | Avoid using discriminatory description in terms of occupation, gender, class, ethnicity, expertise and so on. |

## Nouns

**General considerations**

This section does not apply to Japanese.

**Inflection**

This section does not apply to Japanese.

**Plural Formation**

This section does not apply to Japanese.

## Prepositions

Pay attention to the correct use of the preposition in translations. Influenced by the English language, many translators omit them or change the word order.

## Pronouns

This section does not apply to Japanese.

## Punctuation

In general, use ideographic full stop (。) and ideographic comma (、) in Japanese sentences. Other punctuation should be used as follows.

Note: In software, some punctuation may not be allowed due to programming restriction.

**Comma**

In Japanese, use half-width commas as:

- Thousand separators
- Replacement of ideographic comma (、) separating list items, due to lack of space
- A part of English quotation, trademark, company name, etc., as used in the source text

Example:

| English | Japanese |
|---------|----------|
| 2,000 pages | 2,000 ページ |

**Colon**

In Japanese, use half-width colons as

- Time separators
- Punctuation as used in the source text unless otherwise instructed.

Example:

| English | Japanese |
|---------|----------|
| - | 12:27 |
| Media Type: | メディアの種類: |
| Address: | アドレス(R): |

**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.

**En Dash**

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

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

**Em Dash**

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

In Japanese, use half-width hyphen as:

- Date/Phone number separators
- A part of English quotation, trademark, company name, etc., as used in the source text
- Dividing English words between syllables

Example:

| English | Japanese |
|---------|----------|
| - | (0120) 123-4567 |

**Wave dash**

It is known that full-width wave dash (～) often causes build errors in software localization. The symbol may be used when referring to numeric range except for copyright notice, but it must be replaced with a word "から" or half-width hyphen in this case.

Example:

| English | Japanese |
|---------|----------|
| The value should be between 0 and 99 mm. | 値は 0 ～ 99 mm の範囲でなければなりません。 |
| © 2008-2011 Microsoft Corporation. All rights reserved. | © 2008-2011 Microsoft Corporation. All rights reserved. |

Do not use other dashes unless necessary.

**Ellipses (Suspension Points)**

In Japanese, use three half-width periods as used in the source text.

Example:

| English | Japanese |
|---------|----------|
| Change... | 変更... |

**Period**

In Japanese, use periods as:
- A decimal separator
- Ellipses
- A part of bullets, numbers, file name, English quotation, trademark, company name, etc., as used in the source text

Example:

| English | Japanese |
| --- | --- |
| 1.5 inch | 1.5 インチ |
| Add... | 追加... |
| readme.txt | readme.txt |

**Quotation Marks**

In US source strings, you may find software references surrounded by English quotation marks.

In Japanese, half-width quotation marks ("") are used when referring to:
- Texts or symbols displayed on the screen, except for UI labels
- Characters or texts to be emphasized
- Names of field, property, action, argument, etc., in Japanese

Example:

| English | Japanese |
| --- | --- |
| Letter M is displayed on the screen. | 画面に "M" という文字が表示されます。 |
| This is called a ribbon. | これを "リボン" と呼びます。 |
| - | "説明" フィールド |

**Parentheses**

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

In Japanese, half-width parentheses are used when referring to:
- Access keys
- Trademark symbols

- Phone number (separators)
- Supplementary explanation (ex. Reference to unlocalized UI terms)

Example:

| English | Japanese |
|---------|----------|
| Size(S) | サイズ(S) |
| - | Microsoft(R) |
| - | (090) 1234-5678 |
| Click **View**. | [View] (表示) をクリックします。 |

**Brackets**

In Japanese, half-width brackets ([]) are used when referring to user interface.

Example:

| English | Japanese |
|---------|----------|
| Click OK to close the dialog box. | [OK] をクリックしてダイアログ ボックスを閉じます。 |

**Left/right corner brackets**

In Japanese, full-width left/right corner brackets (「」) are used when referring to:

- Help topics
- Topics or information on web site
- Title of chapter/section/subsection/appendix in documents
- Texts to enter
- Texts in a file

Example:

| English | Japanese |
|---------|----------|
| For details, see Security. | 詳細については、「セキュリティ」を参照してください。 |
| See 3.1 Formatting in this document. | このマニュアルの「3.1 書式設定」を参照してください。 |
| Enter "setup" in the textbox. | テキストボックスに「setup」と入力します。 |
| Find a string "App Search" in the file. | ファイルで「App Search」という文字列を検索します。 |

Note: The brackets should not be used when these texts and topics are listed.

Example:

| English | Japanese |
|---|---|
| To view all the services, enter following text:<br>all | サービスをすべて表示するには、次のテキストを入力します：<br>all |

**Left/right white corner brackets**

In Japanese, full-width left/right white corner brackets (『』) are used when referring to (reference) documents and books.

Example:

| English | Japanese |
|---|---|
| You can download SQL Server 2008 guide white paper. | 『SQL Server 2008 ガイド』ホワイト ペーパーをダウンロードできます。 |

**Semicolon**

In Japanese, use semicolon (;) as a part of English quotation, trademark, company name, etc., as used in the source text.

**Ampersand**

In Japanese, use ampersand (&) as a part of English quotation, trademark, company name, etc., as used in the source text.

**Question mark**

In Japanese, use half-width question mark (?) as a part of English quotation, (numerical) expression, interactive messages, etc., as used in the source text.

Example:

| English | Japanese |
|---|---|
| Do you want to save changes? | 変更を保存しますか? |

**Exclamation mark**

In Japanese, use half-width exclamation mark (!) as a part of English quotation, (numerical) expression, interactive messages, etc., as used in the source text.

Example:

| English | Japanese |
|---------|----------|
| Warning! | 警告! |

**Slash**

In Japanese, use half-width slash (/) as:

- Date separators
- Representing a pair of opposite terms
- A part of English quotation, (numerical) expression, trademark, company name, etc., as used in the source text.

Example:

| English | Japanese |
|---------|----------|
| - | 2011/1/13 |
| On/Off | オン/オフ |

**Katakana middle dot**

In Japanese, use Katakana middle dot (・) as a part of foreign person name, trademark, company name, country/region name, language name, etc.

Example:

| English | Japanese |
|---------|----------|
| Trinidad and Tobago | トリニダード・トバゴ |
| Abraham Lincoln | エイブラハム・リンカーン |

# Singular & Plural

This section does not apply to Japanese.

# Split Infinitive

This section does not apply to Japanese.

# Subjunctive

This section does not apply to Japanese.

# Symbols & Non-Breaking Spaces

Unless otherwise instructed, Japanese symbols and punctuations should be full-width while others used worldwide are half-width.

Note: In software, some symbols may not be allowed due to programming restriction.

### Plus sign

In Japanese, use half-width plus sign (+) as:

- Shortcut key separator
- A part of English quotation, (numerical) expression, trademark, company name, etc., as used in the source text.

Example:

| English | Japanese |
|---------|----------|
| Ctrl+Tab | Ctrl+Tab |

# Syntax

This section does not apply to Japanese.

# Verbs

### Causative form

Avoid using "〜させる" unless it is necessary.

Example:

| English | + | - |
|---------|---|---|
| Move the dialog box when the cell is not visible. | セルが見えないときは、ダイアログ ボックスを移動します。 | セルが見えないときは、ダイアログ ボックスを移動させます。 |

**Verbal noun**

In general, use "〜します" instead of "noun + を実行します (行います)" unless it becomes wordy.

Example:

| English | + | - |
|---------|---|---|
| Install the application. | アプリケーションをインストールします。 | アプリケーションのインストールを実行します。 |
| Add, move, or delete the row. | 行の追加、移動、または削除を行います。 | 行を追加したり、移動したり、削除したりします。 |

**Double negative**

Avoid using two negative words in a sentence unless it is necessary.

Example:

| English | + | - |
|---------|---|---|
| The computer is not safe unless it is protected by anti-virus program and software updates. | ウイルス対策プログラムやソフトウェア更新プログラムで保護されていない場合、コンピューターは危険にさらされます。 | ウイルス対策プログラムやソフトウェア更新プログラムで保護されていない場合、コンピューターは安全ではありません。 |

**Jargons**

Avoid using jargons.

Example:

| English | + | - |
|---------|---|---|
| Start Windows. | Windows を起動します。 | Windows を立ち上げます。 |

**Continuous operations**

Usually expressed in English with a gerund. Should be translated into Japanese as "〜しています" in general.

Example:

| English | Japanese |
|---------|----------|
| Copying the file... | ファイルをコピーしています... |

**Translation of "must", "should" and "may"**

- Must

"Must" is often used to describe a user action or setting that is required. In such cases, it should be translated as "〜する (である) 必要があります".

Example:

| English | Japanese |
|---------|----------|
| Forward linkID must be an even number. | Forward linkID は偶数である必要があります。 |
| You must specify the user name. | ユーザー名を指定する必要があります。 |

- Should

"Should" is often used to describe a user action or setting that is recommended but optional. In such cases, it should be translated as "〜をお勧めします".

Example:

| English | Japanese |
|---------|----------|
| You should back up the data. | データのバックアップをお勧めします。 |
| The file should be saved in a different location. | 別の場所にファイルを保存することをお勧めします。 |

- May

"May" is often used to express possibility. In such cases, it should be translated as "〜する (である) 場合があります".

Example:

| English | Japanese |
|---------|----------|
| You may need to change the setting. | 設定を変更しなければならない場合があります。 |
| The installation may take several minutes. | インストールには数分かかる場合があります。 |

## Word Order

This section does not apply to Japanese.

# Style and Tone Considerations

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

## Audience

Make sure to confirm user group to be targeted for your project beforehand. Depending on the target users, some of the Style Guide rules may not be applicable.

## Style

Use Desu-masu (ですます調, polite style), Dearu (である調, plain style) and noun phrase (体言止め) appropriately.

When to use Desu-masu:

In general, sentences should be translated in Desu-masu unless otherwise instructed. When the sentence prompts users to take an action, use "...してください。".

Example: Explanatory texts in windows, dialog boxes, message boxes and status bar (in software); Explanatory text except for headings (in document)

When to use Dearu:

When sentences should be briefly and simply translated, use Dearu. Noun phrase can be used depending on the situation (lack of space, etc.). Make sure to keep consistency on levels.

Example: Check box, Option button (in software); Explanatory texts used as headings (in document)

When to use noun phrase:

When sentences should be briefly and simply translated, use noun phrase. Dearu and appropriate postpositional particles can be used depending on the situation. Make sure to keep consistency on levels.

Example: Titles of menus and boxes, menu commands, labels in dialog boxes, command buttons, tabs, list items in list boxes or combo boxes (in software); Titles of web pages, headings, call-outs, captions (in documents)

When using noun phrase, make sure to keep the expression simple and clear.
Example:

| English | + | - | Note |
|---|---|---|---|
| Show changes | 変更箇所の表示 | 変更箇所を表示 | Basic expression "～の～" |
| Select object types | オブジェクトの種類を選択 | オブジェクトの種類の選択 | Avoid "～の～の～". |
| Open an item | アイテムを開く | アイテムの開き | Use Dearu instead for clarity. |
| Next | 次へ | 次 | Add an appropriate postpositional particle for clarity. |

## Tone

- Honorific expression (尊敬語) and humble expression (謙譲語)

In general, do not use honorific expression and humble expression.

Example:
+ データ ファイルをアプリケーションに関連付けると、～
- データ ファイルをアプリケーションに関連付けていただきますと、～

In materials in which "supplier-customer" relationship should be considered, use those expressions.

Example:

| English | + | - |
|---|---|---|
| we (referring Microsoft) | 弊社 | 当社, 我社 |
| Please buy ... | ～をお買い求めください。 | ～を購入してください。 |
| When you use ... | ～をお使いいただくときには、 | ～を使うときには、 |
| Please contact ... | ～にお問い合わせください。 | ～に問い合わせてください。 |

- Polite expression（丁寧語）

Do not use excessively polite expression unless necessary.

Example:

| English | + | - |
|---|---|---|
| Please be careful... | 注意してください。 | ご注意ください。(Acceptable in special warnings/requests to users) |
| Please check... | 確認してください。 | ご確認ください。(Acceptable in special warnings/requests to users) |
| Please buy ... when you use ... | ～を使用するときには、～をお買い求めください。 | ～をお使いいただくときには、～をお買い求めください。 |
| Please make sure not to use ... | ～を使用しないようご注意ください。 | ～を使用なさらないようご注意ください。<br>～をご使用にならないようご注意ください。 |

## Voice

- Translation of "You"

In general, do not translate "You" when the subject is apparent. If it is necessary to specify the subject, use general noun such as "ユーザー" (user) and "ネットワーク管理者" (network administrator).

Example:

| English | Translation |
|---|---|
| You are now connected to the Internet. | 現在インターネットに接続しています。<br>ユーザーは現在インターネットに接続しています。 |

- Inanimate subject

In general, do not literally translate inanimate subject (such as product, program and device) as the agent of action unless it is necessary. Use passive voice and omit the subject instead.

Example:

| English | Translation |
|---|---|
| The component detects the device. | デバイスが検出されます。 |

- Active/passive voice

In general, use active voice when the agent of action is person (user). Use passive voice when the action is automatically performed by computer from user's point of view.

Example:

| English | Translation |
|---|---|
| Open the file. | ファイルを開きます。 |
| A dialog box is displayed. | ダイアログ ボックスが表示されます。 |
| The program will restart the computer after the installation. | インストール後にコンピューターが再起動されます。<br>インストール後、プログラムによりコンピューターが再起動されます。 |

# Localization Guidelines

The target audience is those who have Japanese literacy. The goal of a localization project is to adapt the contents of the source linguistically, technically and culturally into the target locale.

## General Considerations

From the outset of the project, localizers need to understand the source contents fully and then reproduce the same contents accurately in the native language of the target market. The target contents should be informative, reflecting all source contents, and should be clearly structured, consistently described and easily understandable.

## 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:

- Key names

References to key names, usually followed by "キー" or "ホット キー" (Example: Shift キー, 電卓ホット キー), can be abbreviated omitting the word "キー" or "ホット キー" (Example: Shift, 電卓).

- Spaces

A space between characters can be omitted. In this case, make sure that the characters are clearly displayed and the style is consistent on the screen.

- Menu

References to menu on UI, usually followed by "メニュー" (Example: [表示] メニュー), can be abbreviated omitting the word "メニュー" (Example: [表示]).

List of common abbreviations:

| Expression | Acceptable Abbreviation |
|---|---|
| Enter キー | Enter |
| ユーザー△インターフェイス | ユーザーインターフェイス |
| ID△を表示 | ID を表示 |
| [ファイル] メニュー | [ファイル] |

Don't abbreviate product names and trademarks.

Note: See Abbreviations in Documents for document localization.

## Accessibility

Terminology used in accessibility-related context may be updated.

## 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). In Japanese, the acronyms should not be localized in general.

## 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.

For details and usage guidelines of Microsoft trademarks, see "マイクロソフトの商標" (Microsoft Trademarks) available at http://www.microsoft.com/japan/mscorp/legal/trademarks/default.mspx.

- Trademark symbols

(R) or (TM) may be used when trademark symbols ® and ™ cannot be used.

- Distinguishing between English and Japanese versions

If necessary, product names can be followed by "日本語版" (Japanese version) or "英語版" (English version) to distinguish between the versions.

Example:

Microsoft Windows 7 日本語版

# Frequent Errors

- "不正"

Avoid using the term "不正" unless it pertains to something prohibited by law.

Example:

| English | + | - |
|---|---|---|
| invalid URL | 無効な URL | 不正な URL |
| Bad XML format. | XML 形式が正しくありません。 | 不正な XML 形式です。 |
| The value is illegal. | 値が無効です。 | 値が不正です。 |
| The file is incorrect. | ファイルが正しくありません。 | ファイルが不正です。 |
| Illegal access is prohibited. | 不正アクセスは禁止されています。 | 無効なアクセスは禁止されています。 |

# Fictitious Information

Fictitious content is legally sensitive material and as such cannot be handled as a pure terminology or localization issue.

# Recurring Patterns

**Representation of reference information**

- Standard translations

In general, use following translations:

| English | Japanese |
|---|---|
| For ..., see ... | ～については、～を参照してください。 |
| For more information, see ...<br>For details, see... | 詳細については、～を参照してください。 |
| For more information about ..., see ... | ～の詳細については、～を参照してください。 |

Unless otherwise instructed, use the Japanese title and link information if there is a corresponding Japanese content (document, topic, information) on web site. If not, use the English title with Japanese translation enclosed by parentheses.

- Usage of brackets

Choose appropriate brackets according to the type of referred content, unless otherwise instructed.

| Type of content | Brackets | Example |
|---|---|---|
| Printed manuals and books, documents on web site | Left/right white corner brackets, 『』 | 詳細については、『Outlook 2010: XML Schema Reference』(Outlook 2010: XML スキーマ リファレンス) を参照してください。 |
| Help topics | Left/right corner brackets, 「」 | 詳細については、「更新プログラムのインストール」を参照してください。 |
| Topics/Information on web site | Left/right corner brackets, 「」 | 詳細については、「Visual Studio での .NET Framework プログラミング」を参照してください。 |

## 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.

- [Measurement Units](#)
- [Representation of reference information](#)
- [Arrow Keys](#)

## 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.
- Placeholders ({1}, %s, etc.) should not be localized unless otherwise instructed.
- Escape characters (\n, \r, etc. Can be displayed as "￥n") should not be localized unless otherwise instructed.

Example:

| English | + | - |
|---|---|---|
| You have cancelled the operation.\r\nAre you sure you wish to continue? | 操作を取り消しました。\r\n 続行しますか? | 操作を取り消しました。続行しますか? |

- Registry keys should not be localized. They should be kept locked in general.

## Using the Word Microsoft

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

In Japanese, use "Microsoft" when it refers to the US headquarters. Use "マイクロソフト" when it refers to the Japan offices. Example:

+ マイクロソフトは国内各地において産学連携の取り組みを強化しています。

+ Microsoft が世界各国で行なったアンケート調査の結果を発表しました。

# 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).

In Japanese, "Windows ユーザー エクスペリエンス ガイドライン" is available at [http://msdn.microsoft.com/ja-jp/library/aa511258.aspx](http://msdn.microsoft.com/ja-jp/library/aa511258.aspx) as a reference. This is an example that shows how Windows products have implemented the Microsoft standard UI reference rules.

## User Interface

In Japanese, when referring a UI item which has a label text (name), enclose the text with half-width brackets ([ ]) in principle. Do not use the brackets when referring to a UI item which does not have a label text. Do not use the brackets either when referring to products, program, component, utility, tool, snap-in or wizard, unless their icons on the interface are referred to.

## User interface items: Overview

| Item | Example | Note |
| --- | --- | --- |
| Check box | [この時計を表示する] チェック ボックス | Enclose the label with brackets, and add "チェック ボックス" following the brackets. |
| Command button | [OK] | Enclose the label with brackets. Do not add "ボタン" following the brackets, unless it is necessary to clarify what it is. |
| Command link | [今すぐインターネットを参照します] | Enclose the label with brackets. Do not add a word such as "コマンド リンク" following the brackets, unless it is necessary to clarify what it is. |
| Dialog box | [メモ帳] ダイアログ ボックス | Enclose the label with brackets, and add "ダイアログ ボックス" following the brackets. |
| Drop-down list and combo box | [タイムゾーンの選択] ボックス | Enclose the label with brackets, and add "ボックス" following the brackets. |
| Drop-down list and combo box - List | [タイムゾーンの選択] ボックスの一覧 の [(UTC+01:00) サラエボ、スコピエ、ワルシャワ、ザグレブ] | The list displayed in the box should be referred to as "[the label of the box] ボックスの一覧". Each item in the list should be enclosed with the brackets. |
| Gadget | 時計ガジェット | Do not enclose the name with brackets. Add "ガジェット" following the name. |
| Group box | [サンプル] | Enclose the label with brackets. Do not add "グループ" following the brackets, unless it is necessary to clarify what it is. |
| Icon – Application/Shortcut | [ごみ箱] アイコンをクリックする。 | When referring to an application or shortcut icon, enclose the label with the brackets, and add "アイコン" following the brackets. Do not use |

| | | the brackets when referring to the application itself. |
|---|---|---|
| Icon – File/Folder | [アルバム] フォルダのアイコンをダブルクリックします。 | When referring to a file (or folder) icon, enclose the label with the brackets, and add "ファイルのアイコン" (or "フォルダのアイコン") following the brackets. Do not use the brackets when referring to the file or folder itself. |
| Link | [オンラインでタイム ゾーンの詳細情報を取得] | Enclose the label with brackets. Do not add a word such as "リンク" following the brackets, unless it is necessary to clarify what it is. |
| List box | [カスタマイズ] ボックス | Enclose the label with brackets, and add "ボックス" following the brackets. |
| List box - List | [カスタマイズ] ボックスの一覧の [通常の選択] | The list displayed in the box should be referred to as "[the label of the box] ボックスの一覧". Each item in the list should be enclosed with the brackets. |
| Menu | [ファイル] メニュー | Enclose the label with brackets, and add "メニュー" following the brackets. When space is limited, "メニュー" can be omitted if it is apparent. |
| Menu - Button | [編集] | When referring to a button on the menu bar, enclose the label of the button with the brackets. Do not add "ボタン" following the brackets, unless it is necessary to clarify what it is. |
| Menu – Help button | [?] ボタン or the image | Help button (Displayed as "?") should be referred to as "[?] ボタン" if the image is not available. |
| Menu - Command | [新規] | When referring to a command on the menu, enclose the command |

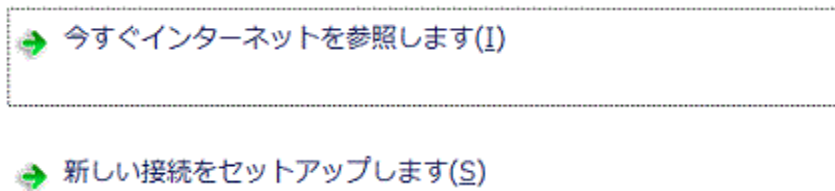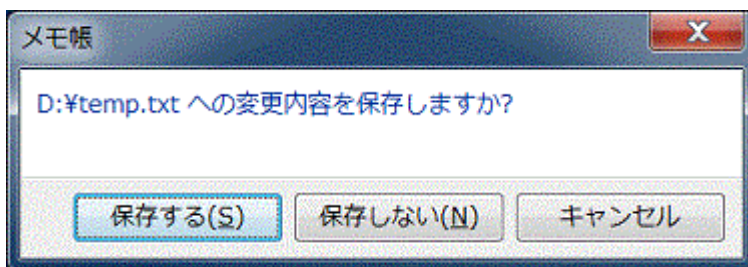| | | |
|---|---|---|
| | | name with the brackets. Do not add "コマンド" following the brackets, unless it is necessary to clarify what it is. |
| Radio button (Option button) | [この項目を表示しない] | Enclose the label with brackets. Do not add "オプション ボタン" following the brackets, unless it is necessary to clarify what it is. |
| Ribbon | | See Tabs for reference to the tab. When referring to a group on the tab, enclose the group name with the brackets, and add "グループ" following the brackets. When referring a command in the group, enclose the command name with the brackets. |
| Spin control (Spin box) | [最近使ったプログラムの表示数] ボックス | Enclose the label with brackets, and add "ボックス" following the brackets. |
| Tab | [追加の時計] タブ | Enclose the label with brackets, and add "タブ" following the brackets. |
| Taskbar - Start | [スタート] | n/a |
| Taskbar - Start - Menu | [すべてのプログラム] | When referring to an item on the menu displayed by clicking Start, enclose the label with the brackets. Do not add a word such as "コマンド", unless it is necessary to clarify what it is. |
| Taskbar – Program button | [付箋] | When referring to a program button, enclose the label with brackets. Do not add "ボタン" following the brackets, unless it is necessary to clarify what it is. |
| Taskbar – Icon/Indicator in notification area | アクション センター アイコン | When referring to an icon or an indicator in notification area on the right side of the taskbar, do not enclose the name with brackets. |

| | | Add "アイコン" or "インジケーター" following the name. |
|---|---|---|
| Text box | [表示名の入力] ボックス | Enclose the label with brackets, and add "ボックス" following the brackets. |
| Toolbar | [アドレス] ツール バー | Enclose the label with brackets, and add "ツール バー" following the brackets. |
| Toolbar - Button | [整理] | When referring to a button on the toolbar, enclose the button name with the brackets, and add "ボタン" following the brackets. If it is apparent, "ボタン" can be omitted. |
| Window | [検索] ウィンドウ | Enclose the label with brackets, and add "ウィンドウ" following the brackets. |
| Window frame - Button | 最小化ボタン | When referring to buttons on title bar, do not enclose the name with the brackets. Add "ボタン" following the name. |
| Window frame - Icon | メモ帳のタイトル バー アイコン | When referring to an icon on the title bar, do not enclose the name with the brackets. Add "のタイトル バー アイコン" following the name. |

## User interface items: Samples

- Check box
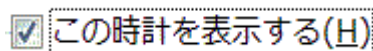


Enclose the label with brackets, and add "チェック ボックス" following the brackets.

Example: [この時計を表示する] チェック ボックス

- Command button
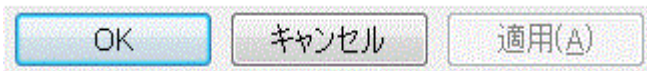


Enclose the label with brackets. Do not add "ボタン" following the brackets, unless it is necessary to clarify what it is.

Example: [OK]

- Command link





Enclose the label with brackets. Do not add a word such as "コマンド リンク" following the brackets, unless it is necessary to clarify what it is.

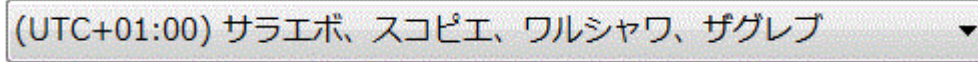Example: [今すぐインターネットを参照します]

- Dialog box



Enclose the label with brackets, and add "ダイアログ ボックス" following the brackets.

Example: [メモ帳] ダイアログ ボックス

- Drop-down list and combo box

タイム ゾーンの選択(E):

(UTC+01:00) サラエボ、スコピエ、ワルシャワ、ザグレブ ▼

Enclose the label with brackets, and add "ボックス" following the brackets.
Example: [タイムゾーンの選択] ボックス

The list displayed in the box should be referred to as "[the label of the box] ボックスの一覧". Each item in the list should be enclosed with the brackets.
Example: [タイムゾーンの選択] ボックスの一覧の [(UTC+01:00) サラエボ、スコピエ、ワルシャワ、ザグレブ]
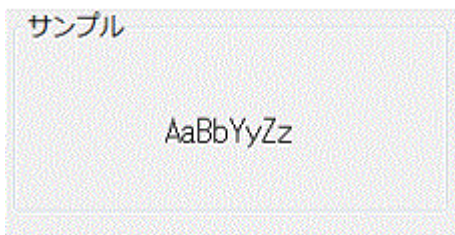
- Gadget



Do not enclose the name with brackets. Add "ガジェット" following the name.
Example: 時計ガジェット

- Group box

Enclose the label with brackets. Do not add "グループ" following the brackets, unless it is necessary to clarify what it is.

Example: [サンプル]

When referring to a static text field in a group box, enclose the group box label with brackets and add "ボックス" following the brackets.

Example: [サンプル] ボックス

- Icon





When referring to an application or shortcut icon, enclose the label with the brackets, and add "アイコン" following the brackets. Do not use the brackets when referring to the application itself.

Example: [ごみ箱] アイコンをクリックする。

When referring to a file (or folder) icon, enclose the label with the brackets, and add "ファイルのアイコン" (or "フォルダのアイコン") following the brackets. Do not use the brackets when referring to the file or folder itself.

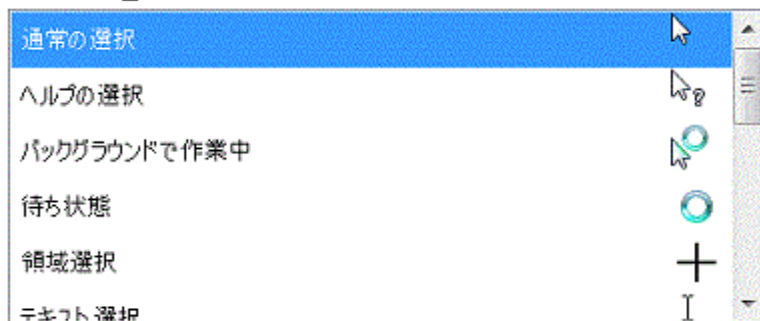Example: [アルバム] フォルダのアイコンをダブルクリックします。

- Link

オンラインでタイム ゾーンの詳細情報を取得

時計とタイム ゾーンの設定方法

Enclose the label with brackets. Do not add a word such as "リンク" following the brackets, unless it is necessary to clarify what it is.

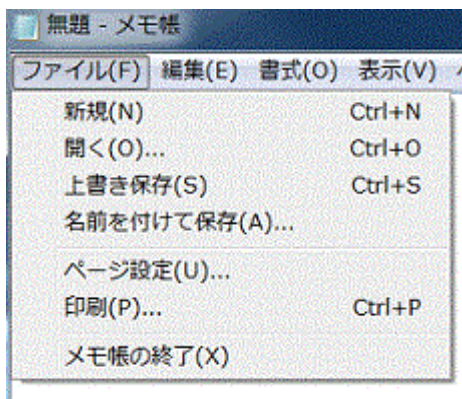Example: [オンラインでタイム ゾーンの詳細情報を取得]

- List box



Enclose the label with brackets, and add "ボックス" following the brackets.

Example: [カスタマイズ] ボックス

The list displayed in the box should be referred to as "[the label of the box] ボックスの一覧". Each item in the list should be enclosed with the brackets.

Example: [カスタマイズ] ボックスの一覧の [通常の選択]

- Menu



Enclose the label with brackets, and add "メニュー" following the brackets. When space is limited, "メニュー" can be omitted if it is apparent.

Example: [ファイル] メニュー

When referring to a button on the menu bar, enclose the label of the button with the brackets. Do not add "ボタン" following the brackets, unless it is necessary to clarify what it is.
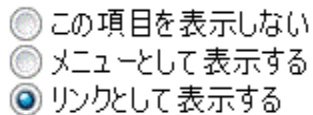
Example: [編集]

Help button (Displayed as "?") should be referred to as "[?] ボタン" if the image is not available.

When referring to a command on the menu, enclose the command name with the brackets. Do not add "コマンド" following the brackets, unless it is necessary to clarify what it is.
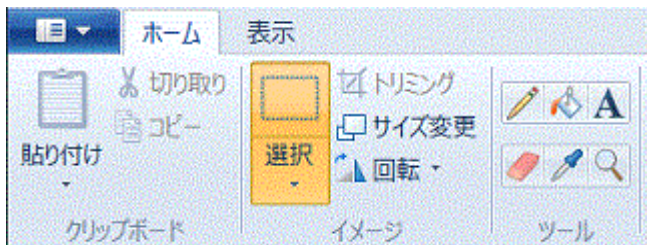
Example: [新規]

- Radio button (Option button)



Enclose the label with brackets. Do not add "オプション ボタン" following the brackets, unless it is necessary to clarify what it is.

Example: [この項目を表示しない]

- Ribbon



In general, in procedures, a reference to the ribbon is avoided in the source text. Instead, specific tabs, groups, and commands on the ribbon are referred.

See Tabs for reference to the tab. When referring to a group on the tab, enclose the group name with the brackets, and add "グループ" following the brackets. When referring a command in the group, enclose the command name with the brackets.

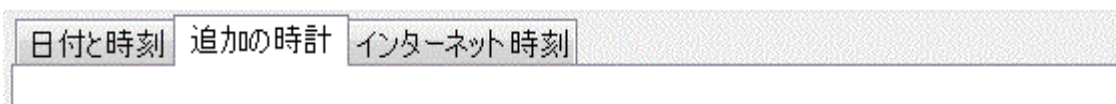Examples:

[ホーム] タブの [イメージ] グループにある [選択] をクリックします。

- Spin control (Spin box)



Enclose the label with brackets, and add "ボックス" following the brackets.
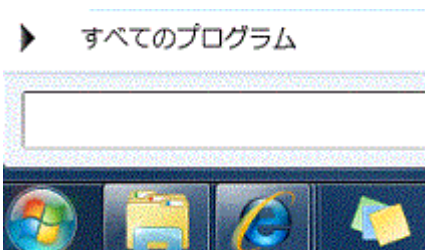Example: [最近使ったプログラムの表示数] ボックス

- Tab



Enclose the label with brackets, and add "タブ" following the brackets.
Example: [追加の時計] タブ

- Taskbar



Start should be referred to as [スタート].

When referring to an item on the menu displayed by clicking Start, enclose the label with the brackets. Do not add a word such as "コマンド", unless it is necessary to clarify what it is.
Example: [すべてのプログラム]

When referring to a program button, enclose the label with brackets. Do not add "ボタン" following the brackets, unless it is necessary to clarify what it is.

Example: [付箋]

When referring to an icon or an indicator in notification area on the right side of the taskbar, do not enclose the name with brackets. Add "アイコン" or "インジケーター" following the name.

Example: アクション センター アイコン

- Text box

表示名の入力(I):

PST

Enclose the label with brackets, and add "ボックス" following the brackets.

Example: [表示名の入力] ボックス

- Toolbar

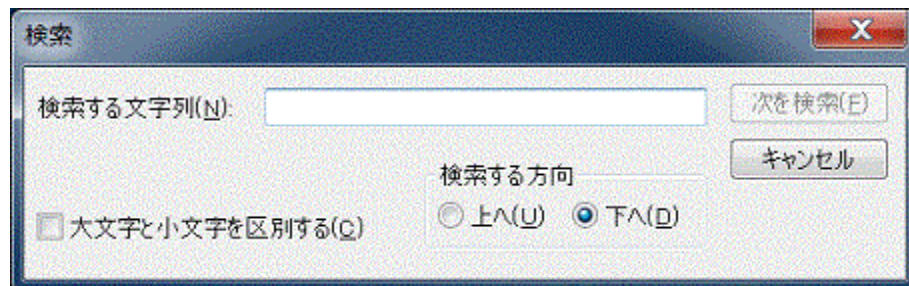整理 ▼    ライブラリに追加 ▼    共有 ▼    スライド ショー    書き込む

Enclose the label with brackets, and add "ツール バー" following the brackets.

Example: [アドレス] ツール バー

When referring to a button on the toolbar, enclose the button name with the brackets, and add "ボタン" following the brackets. If it is apparent, "ボタン" can be omitted.
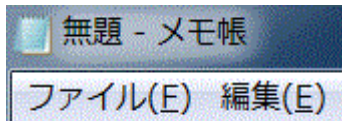
Example: [整理]

- Window

検索

検索する文字列(N):

次を検索(F)

キャンセル

検索する方向
○ 上へ(U)    ◉ 下へ(D)

□ 大文字と小文字を区別する(C)

Enclose the label with brackets, and add "ウィンドウ" following the brackets.

Example: [検索] ウィンドウ

- Window frame





When referring to buttons on title bar, do not enclose the name with the brackets. Add "ボタン" following the name.

Example: 最小化ボタン

When referring to an icon on the title bar, do not enclose the name with the brackets. Add "のタイトル バー アイコン" following the name.

Example: メモ帳のタイトル バー アイコン

## Other items

In principle, do not use brackets to refer to names of the items below, unless they have a Japanese name.

| Item | Example | Note |
|------|---------|------|
| File | AUTOEXEC.BAT ファイル<br>"自動実行.txt" ファイル | Enclose the name with quotation marks when it is Japanese. |
| Field | text フィールド<br>"テキスト" フィールド | Enclose the name with quotation marks when it is Japanese. |
| Function | SUM 関数 | n/a |
| Property | Visible プロパティ<br>"表示" プロパティ | Enclose the name with quotation marks when it is Japanese. |
| Action | FindRecord アクション<br>"レコード検索" アクション<br>"FindRecord/レコード検索" アクション | Enclose the name with quotation marks when it is Japanese. When referring both names, insert a slash |

| | | |
|---|---|---|
| | | between the names and enclose it with quotation marks. |
| Procedure | Sub プロシージャ | n/a |
| Argument | number 引数<br>"数値" 引数<br>"number/数値" 引数 | Enclose the name with quotation marks when it is Japanese. When referring both names, insert a slash between the names and enclose it with quotation marks. |
| Method | AppendChunk メソッド | n/a |
| Statement | AppActivate ステートメント | n/a |
| Operator | And 演算子 | n/a |
| Object | QueryDef オブジェクト | n/a |
| Collection | Properties コレクション | n/a |
| Event | Activate イベント | n/a |
| Constant | 定数 acOLELinked | n/a |
| Help | Microsoft Window 7 ヘルプ | n/a |
| Table | Customers テーブル | Enclose the name with quotation marks when it is Japanese. |
| Form | COrders フォーム | Enclose the name with quotation marks when it is Japanese. |

## Variable information

In principle, follow the style of the source text when you distinguish variable information such as file name, path and variables. When the information becomes too indistinguishable (due to font type, etc.) in a sentence, angle brackets (<>) should be used to enclose it in order to differentiate it from invariable information. When the information should be more emphasized in a sentence, you may also use quotation marks ("").

## Space between sentences and phrases

In principle, follow the space of the source text. Make sure to check whether the space looks appropriate in runtime environment.

# Messages

## 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).
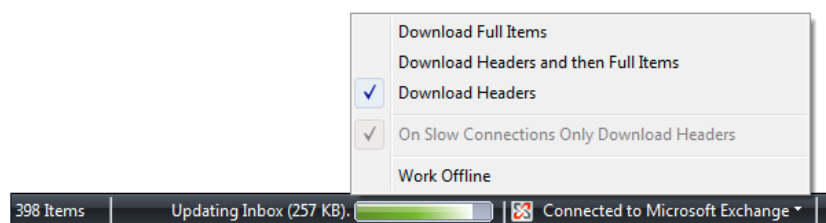


### Japanese Style in Status bar Messages

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

| Name | Japanese Name | Category | English Status Bar message | Japanese Status Bar message |
|------|---------------|----------|----------------------------|-----------------------------|
| Edit | n/a | menu | Contains editing commands | n/a |
| Copy to Folder... | フォルダーにコピー... | menu | Copies the selected items to a new location | n/a |
| New | n/a | command | Creates a new document | 新しいドキュメントを作成します。 |
| | | | Make object visible? | オブジェクトを表示するかどうかを指定します。 |
| | | | Word is converting the document. Press Esc to stop. | n/a |
| | | | Datasheet View | データシート ビュー |
| | | | Done | 完了 |

**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 Japanese version. Use one standard translation as in the examples below:

| English term | Correct Japanese translation |
| --- | --- |
| Press F1 to get Help | ヘルプを表示するには、F1 キーを押してください |
| If you want Help press F1 | |
| To get Help press F1 | |
| Not enough memory | メモリが不足しています |
| Insufficient memory | |
| There is not enough memory | |
| Save changes to %1? | %1 への変更内容を保存しますか? |
| Do you want to save changes to %1? | |

# Error Messages

**What Is An Error Message?**

Here is an example:
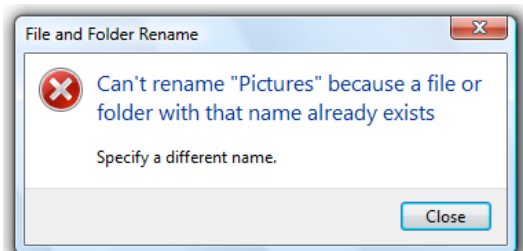


Error messages are messages sent by the system or a program, informing the user that there is an error that must be corrected in order for the program to keep running. For example, the messages can prompt the user to take an action or inform the user of an error that requires rebooting the computer.

## Japanese 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.

In Japanese, use Desu-masu (ですます調, polite style) when translating message body. When the message prompts users to take an action, use "...してください。". Use noun phrase (体言止め) when translating a title of the box and command buttons.

## 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 ... | 〜できません | ... copy file.<br>ファイルをコピーできません | n/a |
| Failed to ...<br>Failure of/to/in ... | 〜できませんでした | Failed to edit the query<br>クエリを編集できませんでした<br>Failure to update the settings.<br>設定を更新できませんでした。 | "Failure of *noun*" should be translated as "... のエラーが発生しました", or "... エラー" where noun phrase is appropriate. |
| Cannot find ...<br>Could not find ...<br>Unable to find ...<br>Unable to locate ... | 〜が見つかりません | ... resource.<br>リソースが見つかりません。 | n/a |
| Not enough memory<br>Insufficient memory<br>There is not enough memory<br>There is not enough memory available | メモリが不足しています | ...to start %1.<br>メモリが不足しているため、%1 を開始できません。 | Use noun phrase when appropriate. |
| ... is not available | 〜は使用できません | This function ... | n/a |

| English | Translation | Example | Comment |
|---------|-------------|---------|---------|
| ... is unavailable | | この関数は使用できません。 | |

**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 Japanese, you can change the order of the placeholders within a string if they can be distinguished each other. When the placeholder is enclosed by brackets (single quotation marks, etc.) in the source text, leave them as they are.


Example:

| English | + | - |
|---------|---|---|
| {1} in {2} is missing. | {2} の {1} がありません。 | n/a |
| Database: '%s' | データベース: '%s' | データベース: %s |

# 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 Japanese, when the key name consists of one English word, capitalize the first letter. When it consists of two or more English word, capitalize the first letter of each word. A space should not be inserted between the words. You

can use a key name as appears on the keyboard if necessary. (Example: Esc, Tab, Ctrl, CapsLock, NumLock, ScrollLock, Pause, Shift, Alt, Space, Enter, BackSpace, Ins, Del, Home, End, PageDown, PageUp, Break, PrintScreen, F1, F2, F3, F10)

References to these key names are followed by a term "キー". When the key name is in English letters, insert a space between the name and "キー". When the key name is in Japanese, do not insert the space. Do not use brackets.

Example:

| Key | + | - |
|---|---|---|
| Enter | Enter△キー | Enter キー |
| 変換 | 変換キー | 変換△キー |
| right arrow key | →キー | →△キー |
| Shift | Shift△キー | [Shift]△キー |

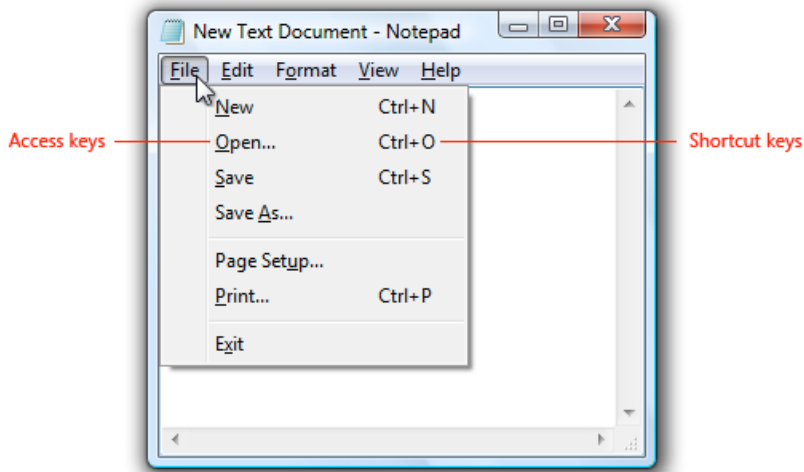References to hot keys (on keyboard, not equal to access keys) are followed by a term "ホット△キー".

Example: 電卓ホット△キー

References to alternate command keys are followed by a term "キー".

Example: 元に戻すキー

## Access Keys/Hot keys

Access keys —————————— Shortcut keys

New Text Document - Notepad

File | Edit | Format | View | Help

New         Ctrl+N
Open...      Ctrl+O
Save         Ctrl+S
Save As...

Page Setup...
Print...      Ctrl+P

Exit

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 l, i, t, r, f can be used as hot key | no | n/a |
| Characters with downstrokes, such as g, j, y, p and q can be used as hotkeys | no | n/a |
| Extended characters can be used as hotkeys | no | 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 | n/a |

| Hot Key Special Options | Usage: Is It Allowed? | Notes |
|---|---|---|
| no other character is available | | |
| No hotkey is assigned when no more characters are available (minor options only) | no | n/a |

**Additional notes:** In Japanese, access keys (アクセス キー) are usually localized as "Term(Capitalized key character)". Do not insert a space between the term and the access key on the user interface. When the source text ends with punctuation such as a question mark (?) or exclamation mark (!), the symbol should be inserted between the term and the access key.

Example:

| English | + | - |
|---|---|---|
| <u>N</u>ew | 新規作成(N) | n/a |
| E<u>x</u>it | 終了(X) | n/a |
| <u>W</u>arning! | 警告!(W) | 警告(W)! |

## 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.

In Japanese, references to the arrow keys appear as follows:

| English | Japanese | Reading |
|---|---|---|
| Arrow keys | n/a | 方向キー |
| right arrow key | →キー | 右方向キー |
| left arrow key | ←キー | 左方向キー |
| up arrow key | ↑キー | 上方向キー |
| down arrow key | ↓キー | 下方向キー |

# 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.

In Japanese, use half-width plus sign. Do not insert a space on either side of the plus sign on the user interface.

### Standard Shortcut Keys

| US Command | US English Shortcut Key | Japanese Command | Japanese Shortcut key |
|---|---|---|---|
| General Windows Shortcut keys | | | |
| Help window | F1 | ヘルプを表示する | F1 |
| Context-sensitive Help | Shift+F1 | 状況依存のヘルプを表示する | Shift+F1 |
| Display pop-up menu | Shift+F10 | ポップアップ メニューを表示する | Shift+F10 |
| Cancel | Esc | 操作を取り消す | Esc |
| Activate\Deactivate menu bar mode | F10 | メニューバーのモードをアクティブまたは非アクティブにする | F10 |
| Switch to the next primary application | Alt+Tab | 次のプライマリ アプリケーションに切り替える | Alt+Tab |
| Display next window | Alt+Esc | 次のウィンドウを表示する | Alt+Esc |
| Display pop-up menu for the window | Alt+Spacebar | 作業中のウィンドウのポップアップ メニューを表示する | Alt+Space |
| Display pop-up menu for the active child window | Alt+- | n/a | n/a |
| Display property sheet | Alt+Enter | 選択した項目のプロパティ シート | Alt+Enter |

| US<br>Command | US English<br>Shortcut Key | Japanese<br>Command | Japanese<br>Shortcut key |
|---|---|---|---|
| for current selection | | を表示する | |
| Close active application window | Alt+F4 | アクティブなアプリケーションのウィンドウを閉じる | Alt+F4 |
| Switch to next window within (modeless-compliant) application | Alt+F6 | ダイアログ ボックスを開いたままアプリケーション内の次のウィンドウに切り替える | Alt+F6 |
| Capture active window image to the Clipboard | Alt+Prnt Scrn | アクティブなウィンドウのイメージをクリップボードにキャプチャする | Alt+PrintScreen |
| Capture desktop image to the Clipboard | Prnt Scrn | デスクトップのイメージをクリップボードにキャプチャする | PrintScreen |
| Access Start button in taskbar | Ctrl+Esc | タスクバーのスタート メニューを開く | Ctrl+Esc |
| Display next child window | Ctrl+F6 | 次のウィンドウを表示する | Ctrl+F6 |
| Display next tabbed pane | Ctrl+Tab | 次のタブを表示する | Ctrl+Tab |
| Launch Task Manager and system initialization | Ctrl+Shift+Esc | タスク マネージャーを起動する | Ctrl+Shift+Esc |
| **File Menu** | | | |
| File New | Ctrl+N | ファイルを新規作成する | Ctrl+N |
| File Open | Ctrl+O | ファイルを開く | Ctrl+O |
| File Close | Ctrl+F4 | ファイルを閉じる | Ctrl+F4 |
| File Save | Ctrl+S | ファイルを保存する | Ctrl+S |
| File Save as | F12 | ファイルに名前を付けて保存する | F12 |
| File Print Preview | Ctrl+F2 | 印刷プレビューを表示する | Ctrl+F2 |
| File Print | Ctrl+P | ファイルを印刷する | Ctrl+P |
| File Exit | Alt+F4 | プログラムを終了する | Alt+F4 |

| US Command | US English Shortcut Key | Japanese Command | Japanese Shortcut key |
|---|---|---|---|
| **Edit Menu** | | | |
| Edit Undo | Ctrl+Z | 編集内容を元に戻す | Ctrl+Z |
| Edit Repeat | Ctrl+Y | 編集内容を繰り返す | Ctrl+Y |
| Edit Cut | Ctrl+X | 選択範囲を切り取る | Ctrl+X |
| Edit Copy | Ctrl+C | 選択範囲をコピーする | Ctrl+C |
| Edit Paste | Ctrl+V | 選択範囲を貼り付ける | Ctrl+V |
| Edit Delete | Ctrl+Backspace | 左に１単語削除する | Ctrl+Backspace |
| Edit Select All | Ctrl+A | すべて選択する | Ctrl+A |
| Edit Find | Ctrl+F | 検索のダイアログ ボックスを表示する | Ctrl+F |
| Edit Replace | Ctrl+H | 置換のダイアログ ボックスを表示する | Ctrl+H |
| Edit Go To | Ctrl+B | ジャンプのダイアログ ボックスを表示する | Ctrl+G |
| **Help Menu** | | | |
| Help | F1 | ヘルプを表示する | F1 |
| **Font Format** | | | |
| Italic | Ctrl+I | 斜体にする | Ctrl+I |
| Bold | Ctrl+G | 太字にする | Ctrl+B |
| Underlined\Word underline | Ctrl+U | 下線を引く | Ctrl+U |
| Large caps | Ctrl+Shift+A | 英字を大文字にする | Ctrl+Shift+A |
| Small caps | Ctrl+Shift+K | 英字を小型英大文字にする | Ctrl+Shift+K |
| **Paragraph Format** | | | |
| Centered | Ctrl+E | 中央揃えにする | Ctrl+E |
| Left aligned | Ctrl+L | 左揃えにする | Ctrl+L |
| Right aligned | Ctrl+R | 右揃えにする | Ctrl+R |

| US Command | US English Shortcut Key | Japanese Command | Japanese Shortcut key |
|---|---|---|---|
| Justified | Ctrl+J | 両端揃えにする | 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.

## Titles

In Japanese version of Microsoft documentation, make sure to keep consistency among titles for document, chapter, section, etc.

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## Abbreviations in Documents

When localizing documents, following items should be abbreviated.

- Access keys/Shortcut keys

Do not put access keys/shortcut keys even if the corresponding UI has them.

Example:

+ [新規作成] をクリックします。

- [新規作成(N)] をクリックします。

- Symbols

Do not put symbols (such as :, ..., >, <) even if the corresponding UI has them.

Example:

+ [設定] をクリックします。

- [設定...] をクリックします。

## Reference to Unlocalized UI Terms

When referring to UI terms left in English or not localized (ex. terms displayed from unlocalized components, etc.), add Japanese translation in parentheses unless otherwise instructed.

Example:

+ [Add/Delete] (追加/削除) ダイアログ ボックスが表示されます。

- [Add/Delete] ダイアログ ボックスが表示されます。