Korean Style Guide

Contents

What's New?

Last Updated: February 2011

New Topics

The following topics were added:

- Sample Text
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- Style and Tone Considerations
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- Using the Word *Microsoft*

Updated Topics

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

Introduction

This Style Guide went through major revision in February 2011 in order to remove outdated and unnecessary content. The topics in this style guide 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 Korean Microsoft products with Microsoft-specific linguistic guidelines and standard conventions that differ from or are more prescriptive than those found in language reference materials. These conventions have been adopted after considering context based on various needs, but above all, they are easy to follow and applicable for all types of software to be localized.

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

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

Scope of This Document

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

Style Guide Conventions

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

한국마이크로소프트, 2011 년 IT 기술 10 大 트렌드 전망 발표

☐ **올해 IT 핵심 트렌드의 공통 분모는 '소비자화'와 '범용화'**

☐ **스마트폰 열풍 이어 '클라우드', '스마트워크', '소셜비즈니스', '마켓플레이스' 등 확산 전망**

2011 년 1 월 12 일 – 한국마이크로소프트(www.microsoft.com/korea, 사장 김 제임스 우)는 소프트웨어 및 서비스 분야를 중심으로 2011 년 IT 전문가 및 개발자들이 주목해야 할 IT 기술 10 대 트렌드를 선정, 발표했다.

비즈니스와 기술의 경계가 사라지고 클라우드 컴퓨팅이 대세로 자리잡은 현 상황 속에서, 세상을 움직이는 기술의 변화는 개발자와 IT 전문가에게는 새로운 기회의 장을 의미한다. 이에, 한국마이크로소프트는 이들이 새롭게 변화하고 도약할 수 있는 다양한 가능성을 제시하고자 주요 IT 트렌드를 제시했다.

(skip)

또한 지난해 스마트폰 열풍이 불며 IT 분야의 대변혁이 일어난 것처럼 올해는 소셜 네트워크 서비스, 온라인 마켓플레이스 등의 트렌드가 IT 산업 변화를 주도할 것으로 예상했다. 상품 또는 서비스 정보를 알리는 수단으로 페이스북, 트위터와 같은 **SNS** 를 통해 잠재 고객을 찾아내고 구매를 유도하는 사업 구조가 늘어나고, 디지털 콘텐츠, 애플리케이션, 서비스, 데이터를 가진 사업자가 마켓플레이스를 이용해서 비즈니스를 하는 사례가 늘어날 전망이다.

더불어 2011 년 핵심 IT 트렌드의 공통 분모인 '소비자화(commoditization)'는 새로운 기술이 일반 소비자 시장에 먼저 자리 잡고, 기업이 그 변화를 나중에 받아들이는 것으로, 대표적인 상품으로 스마트폰을 들 수 있다. 스마트폰은 소비자 시장에서 먼저 애플리케이션이라는 '지렛대'를 이용해 다양한 적용 가능성과 그 효능이 증명된 후에, 기업 시장으로 넘어가고 있다. 범용화는 복잡한 IT 기술이 다양한 사용자에게 쉽게 소비될 수 있도록 가격 모델, 사용자 이용 환경, 구매 방법에서 유동성을 높이는 방향으로 나아가는 경향을 말한다.

한국마이크로소프트 개발자 플랫폼 총괄사업부 민성원 전무는 "점점 더 빠른 속도로 진화하고 있는 IT 기술과 컴퓨팅 플랫폼은 기업 환경뿐만 아니라 PC, 웹 브라우저, 내 손 안의 디바이스까지 생활의 전반적인 모습을 바꾸고 있다"면서, "빠른 기술 발전과 그 발전을 받아들이는 소비자의 놀라운 잠재력과 변화를 현장에서 직접 느끼게 되는 IT 전문가들에게 이번에 선정된 10 대 IT 트렌드를 참고해 새로운 경쟁력을 확보할 수 있기를 기대한다"고 말했다.

한국마이크로소프트는 올 한해 IT 전문가들을 위한 다양한 지식 전달을 목표로, 시스템 전문가를 위한 클라우드 및 보안 캠페인을 개최하고, 개발자를 위한 N 스크린, 웹 표준 캠페인을 펼칠 예정이다.

주소	전화
서울특별시 강남구 대치동 892 번지	고객지원센터
포스코센터 서관 5 층 (우편번호 135-777)	국내: 1577-9700
	해외: 82-2-567-7881

Notes: This sample text is excerpted from the press release page of Microsoft Korea's home page (http://www.microsoft.com/korea/press/pressroom/2011/01/03.aspx).

The text is for press release so terms used here can be different from Microsoft standard glossary.

2011 년 1 월 21 일 오후 6 시 30 분에 작성됨.

Recommended Reference Material

Use the Korean 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 (Available to all users)
2. The Standard Dictionary of Korean Language (표준국어대사전), published by The National Institute of Korean Language. You can also refer to the web site, http://stdweb2.korean.go.kr/main.jsp.

Informative References

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

1. KBS Korean Cultural Center site (http://korean.kbs.co.kr/sub_02/index.php)
2. The Korean Language Society site (http://www.hangeul.or.kr/html/2.htm)
3. NAVER Korean Dictionary site (http://krdic.naver.com)

Language Specific Conventions

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

Country/Region Standards

Characters

Country/region	Korea
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	40
Unicode codes	
Notes	No capitalization exists in Korean characters.

```
Index    Syllables  Range
================================
ㄱ (3131) : 가 - 낗 (AC00 - B097)
ㄴ (3134) : 나 - 닣 (B098 - B2E3)
ㄷ (3137) : 다 - 띟 (B2E4 - B77B)
ㄹ (3139) : 라 - 맇 (B77C - B9C7)
ㅁ (3141) : 마 - 밓 (B9C8 - BC13)
ㅂ (3142) : 바 - 삏 (BC14 - C0AB)
ㅅ (3145) : 사 - 씧 (C0AC - C543)
ㅇ (3147) : 아 - 잏 (C544 - C78F)
ㅈ (3148) : 자 - 찧 (C790 - CC27)
ㅊ (314A) : 차 - 칳 (CC28 - CE73)
ㅋ (314B) : 카 - 킿 (CE74 - D0BF)
ㅌ (314C) : 타 - 팋 (D0C0 - D30B)
ㅍ (314D) : 파 - 핗 (D30C - D557)
ㅎ (314E) : 하 - 힣 (D558 - D7A3)
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Date

Country/region	Korea
Calendar/Era	Korea has Christian Era and Korean Era (called "Dangi" in Korean), but Dangi is

Country/region	Korea
	hardly used in normal life. Please note that the format below is based on the Christian Era. Additionally, we have two Calendar Systems which are Solar Year Calendar (양력) and Lunar Calendar (음력). The standard format for Lunar Calendar is "음력 YYYY 년 M 월 D 일", but we'll only talk about Solar Calendar system in the Style Guide since Lunar Calendar is used only in specific cases.
First Day of the Week	Monday
First Week of the Year	The week of January, 1st
Separator	Korean words for year, month and day are mostly used. Its example is 2011 년 3 월 17 일. Besides, periods (2011.3.17), slashes (2011/3/17), and short dashes (2011-3-17) are used too.
Default Short Date Format	YYYY-M-D
Example	2011-3-17
Default Long Date Format	YYYY 년 M 월 D 일
Example	2011 년 3 월 17 일
Additional Short Date Format 1	YYYY.M.D
Example	2011.3.17
Additional Short Date Format 2	YYYY/M/D
Example	2011/3/17
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 (not much used)
Leading Zero in Month Field for Short Date Format	Optional (not much used)

Country/region	Korea
No. of digits for year for Short Day Format	2 or 4 (4 is mostly used.)
Leading Zero in Day Field for Long Date Format	Optional (not much used)
Leading Zero in Month Field for Long Date Format	Optional (not much used)
Number of digits for year for Long Day Format	4
Date Format for Correspondence	YYYY 년 M 월 D 일
Example	2011 년 3 월 17 일
Notes	Dangi is based on the national foundation year (B.C. 2333) by Dangun who is the founder of Korean.
Abbreviations in Format Codes	**D** is for day, number of d 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 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 gives number of digits (yy = two digits, yyyy = four digits)

Time

Country/region	Korea
24 hour format	yes
Standard time format	H:mm:ss or HH:mm:ss (H:mm:ss format is more widely used)
Standard time format example	오후 3:43:12
Time separator	colon (:)
Time separator examples	오후 3:43:12
Hours leading zero	Yes
Hours leading zero example	03:43:12
String for AM designator	오전

Country/region	Korea
String for PM designator	오후
Notes	• AM and PM designators are placed before the time, e.g. 오전 9:59 and 오후 9:59. • Both 12-hour format and 24-hour format are used in Korea, but 12-hour format is more generally used.

Days

Country/region: Korea

Day	Normal Form	Abbreviation
Monday	월요일	월
Tuesday	화요일	화
Wednesday	수요일	수
Thursday	목요일	목
Friday	금요일	금
Saturday	토요일	토
Sunday	일요일	일

First Day of Week: Monday

Is first letter capitalized?: n/a

Months

Country/region: Korea

Month	Full Form	Abbreviated Form	Long Date Form
January	1 월	n/a	n/a
February	2 월	n/a	n/a
March	3 월	n/a	n/a
April	4 월	n/a	n/a
May	5 월	n/a	n/a

Month	Full Form	Abbreviated Form	Long Date Form
June	6 월	n/a	n/a
July	7 월	n/a	n/a
August	8 월	n/a	n/a
September	9 월	n/a	n/a
October	10 월	n/a	n/a
November	11 월	n/a	n/a
December	12 월	n/a	n/a

Is first letter capitalized?: n/a

Notes:

- The months have no abbreviation.
- In the lunar calendar, the names of months are the same as the ones in the solar calendar (the one above, also called the Gregorian calendar), but in some cases, '음력' can be in front of each month name.

Numbers

Phone Numbers

Country/ region	International Dialing Code	Area Codes Used?	Number of Digits – Area Codes	Separator	Number of Digits – Domestic	Digit Groupings – Domestic
Korea	82	yes	2 or 3	Space or hyphen	9~11	(##) ### ####; (##) #### ####; (###) ### ####, (###) #### ####
Country/ region	Number of Digits – Local	Digit Groupings – Local	Number of Digits – Mobile	Digit Groupings – Mobile	Number of Digits – International	Digit Groupings – International
Korea	7 or 8	### ####; #### ####	10 or 11	###-###-####;###-####-####	10 or 11	+82 # ### ####: +82 ## ### ####

Notes:

- Format of phone number:
  Local: phone number (Example: 531-4500)

Domestic long distance: area code-phone number or (area code) phone number (Example: 02-531-4500 or (02) 531-4500)

International: +country code-area code-phone number, or +country code (area code - initial zero dropped) phone number (Example: +82-2-531-4500 or +82 (2) 531-4500)

- Area codes can be 2 or 3 digits including initial zero. Local phone numbers have a variable number of digits (7 or 8).
- Format for Mobile phones: Numbers for mobile phones are written in groups of three, three (or four) and four digits. For first three digits, it is available to use 010, 011, 016, 017, 018 or 019 only.
  Example: XXX-YYY-ZZZZ or XXX-YYYY-ZZZ
- Both hyphen (-) or space can be used between numbers.

Addresses

Country/region: Korea

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

Address Format:

1. [Country] [Province] (if applicable) City, Address1
2. [Company Name]
3. Last Name First Name [Title/Honorific]
4. Postal Code

Example Address:

서울 특별시 강남구 대치동 892 번지 포스코 센터

㈜한국마이크로소프트

홍길동 과장님

135-777

Local Postal Code Format: Postcode consists of six digits, separated by a hyphen following the first 3 digits: XXX-XXX.

Notes:

- Items in brackets are optional
- Common translations:

  Country/Region: 국가/지역

  State/Province: 시/도

  City: 구/군/시

  Street: 주소

  Zip/Postal Code: 우편 번호

Currency

Country/region	Korea
Currency Name	원
Currency Symbol	₩
Currency Symbol Position	Immediately before numeral (without space)
Positive Currency Format	₩5,360.02
Negative Sign Symbol	-₩
Negative Currency Format	-₩5,360.02
Decimal Symbol	. (period)
Number of Digits after Decimal	2
Digit Grouping Symbol	, (comma)
Number of Digits in Digit Grouping	3
Positive Currency Example	5,360.02 원 or 5,360.02 원 or ₩5,360.02
Negative Currency Example	-5,360.02 원 or -5,360.02 원 or -₩5,360.02
ISO Currency Code	KRW
Currency Subunit Name	전 (Jeon), which is 1/100 of 1 won, but is hardly used and does not have a symbol.
Currency Subunit Symbol	n/a
Currency Subunit Example	n/a

Digit Groups

Country/region: Korea

Decimal Separator: .

Decimal Separator Description: period

Decimal Separator Example: 12.5 cm or 123,250.10 won

Thousand Separator: ,

Thousand Separator Description: comma

Thousand Separator Example: 120,000

Notes: When you write only numbers, only thousand separators (comma) are used as above examples, but when you write numbers with Korean letters or when you read them, number are divided by 4-digit separators (Korean characters) which have the relative meaning. For example, 12 억 3456 만 7898.

Measurement Units

Metric System Commonly Used?: Yes

Temperature: Celsius

Category	English	Translation	Abbreviation
Linear Measure	Kilometer	킬로미터	km
	Meter	미터	m
	Decimeter	데시미터	dm
	Centimeter	센티미터	cm
	Millimeter	밀리미터	mm
	Point	포인트	pt
	Pica	파이카	pi
Capacity	Hectoliter	헥토리터	hl
	Liter	리터	l
	Deciliter	데시리터	dl
	Centiliter	센티리터	cl
	Milliliter	밀리리터	ml
Mass	Ton	톤	t
	Kilogram	킬로그램	kg
	Pound	파운드	lb
	Gram	그램	g
	Decigram	데시그램	dg
	Centigram	센티그램	cg
	Milligram	밀리그램	mg
Data	Kilobit	킬로비트	Kb or Kbit
	Kilobyte	킬로바이트	KB

Category	English	Translation	Abbreviation
	Megabit	메가비트	Mb or Mbit
	Megabyte	메가바이트	MB
	Gigabit	기가비트	Gb or Gbit
	Gigabyte	기가바이트	GB
	Terabit	테라비트	Tb or Tbit
	Terabyte	테라바이트	TB
	Exabit	엑사비트	Eb or Ebit
	Exabyte	엑사바이트	EB
Frequency	Hertz	헤르츠	Hz
	Kilohertz	킬로헤르츠	kHz
	Megahertz	메가헤르츠	MHz
	Gigahertz	기가헤르츠	GHz
Time	Second	초	s or sec
	Millisecond	밀리초	ms or msec
	Microsecond	마이크로초	μs or μsec
	Nanosecond	나노초	ns
	Bits per second	초당 비트	bps
	Kilobytes per second	초당 킬로바이트	Kbps
	Megabytes per second	초당 메가바이트	Mbps
Resolution	Dots per inch	인치당 도트 수	dpi
	Pixels per inch	인치당 픽셀 수	ppi
English Units of Measurement	Inch	인치	in *
	Feet	피트	ft *
	Mile	마일	mi *
	Gallon	갤런	gal *

Notes: * The English units above such as Inch, Feet, Mile and Gallon are no longer officially accepted in Korea. Traditionally, "Inch" has been used a lot while "Mile" and "Feet" have been rarely used. As of July, 2007, the Korean government has started enforcing this system more strongly, so you may be fined if you use these units in

public documents or products. These should be replaced to their counterpart (Meter and Liter) in the standard metric system.

For your information, please note how to calculate English units of measurement.

1 inch = 2.54 cm

1feet = 30.48 cm

1 mile = 1.6 km

1 gallon = 3.78 liter

Percentages

Percentage symbol is %. Generally, 'percentage' is read and written as '백분율', while the percent sign (%) is used as '퍼센트' or as it is.

Example: 보기를 25% 이하로 축소할 수 없습니다.

Sorting

Korean letters are very simple to sort since they are all already in sorted order in the character set. Korean letters are sorted firstly by the initial consonant and then by the vowel and lastly by the last consonant (if any), in ascending order.

Sorting rules	In index section, the following sorting order is applied. 1. Non-alphabetical characters (i.e. symbols like @ ! #) sort first. 2. Digits sort after the non-alphabetical characters and before Korean characters. 3. Korean characters sort after digits and before English alphabets. 4. English alphabets sort after Korean characters.
Character sorting order	Sorting order (Dictionary order) Consonants: ㄱ ㄲ ㄴ ㄷ ㄸ ㄹ ㅁ ㅂ ㅃ ㅅ ㅆ ㅇ ㅈ ㅉ ㅊ ㅋ ㅌ ㅍ ㅎ Vowels: ㅏ ㅐ ㅑ ㅒ ㅓ ㅔ ㅕ ㅖ ㅗ ㅘ ㅙ ㅚ ㅛ ㅜ ㅝ ㅞ ㅟ ㅠ ㅡ ㅢ ㅣ
Examples of sorted words	@ 123 365 가나 강 개나리 게 나라 너구리 당나귀

	따귀
	라디오
	마차
	바구니
	밖
	방
	배
	빠드득
	사람
	생과일
	쇠가죽
	싸움
	아빠
	의사
	자전거
	쪼그리다
	쫑긋
	쬐다
	창
	최고
	카드
	트집
	파란색
	하늘
	흰색
	ABC
	Application
	Computer
	tree
	File

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.

Example:

English instruction says it should be written in "East Sea/Sea of Japan" or "Sea of Japan/East Sea", but for Korean-localized products, East Sea(동해) alone is appropriate. For Japan-localized products, Sea of Japan alone is appropriate.

Grammar, Syntax & Orthographic Conventions

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

Adjectives

No specific rules about adjectives.

Articles

This section does not apply to Korean.

Capitalization

In Korean, we do not have capitalization and capitalization only applies when English texts such as product names or abbreviations are used as they are. For more information, refer to Abbreviations and Applications, Products, and Features sections.

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.

When you use compound words, space is an important issue in Korean. Generally, there should be no space between two words if they represent the meaning of compound words.

Example: 구름다리(O), 구름 다리(X)

> 질그릇(O), 질 그릇(X)
>
> 돌다리(O), 돌 다리(X)
>
> 손가방(O), 손 가방(X)
>
> 솜사탕(O), 솜 사탕(X)
>
> 대한민국(O), 대한 민국(X)
>
> 높푸르다(O), 높 푸르다(X)
>
> 오가다(O), 오 가다(X)

Notes: Sometimes the meaning of compound words can be totally different depending on a space. For example, '작은 아버지' means 'a father with short height' but '작은아버지' means 'younger brothers of a father'.

Gender

This section does not apply to Korean.

Genitive

This section does not apply to Korean.

Foreign Words

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 Korean language?
- Analogy: Is there an equivalent Korean term whose article could be used?
- Frequency: Is the term used in other technical documentation? If so, what article is used most often?

    The Internet may be a helpful reference here.

Please always consult Microsoft terminology resources to confirm the user of a new loan word and its proper article to avoid inconsistencies.

The following list shows examples of commonly used foreign words. This notation information is not compulsory but recommendations.

English	Korean	English	Korean
Address	어드레스	gamma	감마
accent	악센트	gas	가스
accessory	액세서리	gate	게이트
access	액세스	global	글로벌
adapter	어댑터	grid	그리드
algorithm	알고리즘	hard copy	하드 카피
alphabet	알파벳	hardware	하드웨어
aluminum	알루미늄	hotspot	핫스폿
amateur	아마추어	image	이미지
analogue	아날로그	index	인덱스
animation	애니메이션	know-how	노하우
apostrophe	아포스트로피	label	레이블
approach	어프로치	layout	레이아웃
background	백그라운드	leadership	리더십
backspace	백스페이스	level	레벨
battery	배터리	lock	로크
binder	바인더	macro	매크로
block	블록	manual	매뉴얼
bound	바운드	mapping	매핑
bug	버그	map	맵
business	비즈니스	mask	마스크
calendar	캘린더	master	마스터
circuit	서킷	mechanism	메커니즘
code	코드	media	미디어
colon	콜론	memory	메모리
color	컬러	menu	메뉴
column	칼럼	message	메시지
compiler	컴파일러	module	모듈
compile	컴파일	network	네트워크
computer	컴퓨터	net	네트
condition	컨디션	overflow	오버플로
console	콘솔	packet	패킷
contact	콘택트	page	페이지

English	Korean	English	Korean
container	컨테이너	paint	페인트
content	콘텐츠	pamphlet	팸플릿
control	컨트롤	panel	패널
conveyor	컨베이어	paradox	패러독스
core	코어	parameter	파라미터
cover	커버	pilot	파일럿
cursor	커서	pivot	피벗
cycle	사이클	platform	플랫폼
database	데이터베이스	plug in	플러그 인
datasheet	데이터시트	plug	플러그
data	데이터	register	레지스터
decibel	데시벨	release	릴리스
decimal	데시멀	schedule	스케줄
decimeter	데시미터	section	섹션
desktop	데스크톱	sector	섹터
diagram	다이어그램	segment	세그먼트
dialogue	다이얼로그	service	서비스
dial	다이얼	set	세트
digital	디지털	shadow	섀도
digit	디짓	sheet	시트
directory	디렉터리	spot	스폿
diode	다이오드	staff	스태프
disk driver	디스크 드라이버	standard	스탠더드
docking	도킹	suit	슈트
dot print	도트 프린트	tape	테이프
dump	덤프	target	타깃
engine	엔진	template	템플릿
explorer	익스플로러	thread	스레드
feedback	피드백	unit	유닛
file	파일	utility	유틸리티
filtering	필터링	vaccine	백신
filter	필터	vector	벡터
flag	플래그	version	버전

English	Korean	English	Korean
focus	포커스	virtual	버추얼
folder	폴더	visual	비주얼
form	폼	web	웹
format	포맷		
frame	프레임		
front	프런트		
gallery	갤러리		
game	게임		

Modifiers

In Korean 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.	인증서 유효성 검사기 형식에 대한 잘못된 값입니다.	인증서 유효성 검사기 형식의 값이 잘못되었습니다.	In Korean 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.	설치 프로그램이 더 좋은 성능을 위해 시스템을 최적화하고 있습니다.	설치 프로그램이 성능 향상을 위해 시스템을 최적화하고 있습니다.	"better performance" is translated as a meaning of "to increase performance", which is more fluent translation.
For more effective troubleshooting, use this error message.	보다 효율적인 문제 해결을 위해서 이 오류 메시지를 사용하십시오.	보다 효율적으로 문제를 해결하려면 이 오류 메시지를 사용하십시오.	"more effective troubleshooting" is translated as a meaning of "to troubleshoot more effectively", which is more fluent translation.

Nouns

General considerations

In Korean, 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 '들' at the of nouns to indicate plural meaning, but it is frequently omitted without affecting overall meaning and also grammatically accepted.

Postpositions

Pay attention to the correct use of the postposition in translations. Unlike English, Korean language uses postpositions and special care should be given to them when localizing into Korean.

The following general rules should be applied.

- If parentheses are used, disregard the words/phrases in the parentheses and use postpositions based on the word before parentheses.

  Example:

Error Example	Correction	Comment
매뉴얼(설명서)를	매뉴얼(설명서)을	Postposition '을' should be used based on the word '매뉴얼'.

- If an icon/graphic is displayed after a command or menu name, use postposition based on the word before the icon/graphic.

  Example:

- When only icon/graphic is shown without the corresponding texts, use postposition '은/이/을/과/으로'.
- When placeholders are used, double postpositions such as 은(는), 이(가), 을(를), 과(와), (으)로 should be used. You can also refer to relevant information in <u>Error Messages Containing Placeholders</u> section**.**
- When adding a postposition after English word, pronounce the English word and then add an appropriate postposition according to the English pronunciation.

  Example: Exce.exe 를, Microsoft Access 를, ASCII 를, RAM 을, DNA 는, Forms 는

- When adding a postposition after number, pronounce the number in Korean, for example, 일, 이, 삼, and then add the appropriate postposition according to the pronunciation.

  Example: 35 는, 인터넷 프로토콜 버전 6 을, 비디오 코덱 1.0 을

- Redundant use of postpositions should be avoided.

  Example:

Error Example	Correction
문서의 저장	문서 저장
하나의 파일	파일 하나
한국의 최초의 제품	한국 최초의 제품
뉴욕에서부터 워싱턴까지	뉴욕에서 워싱턴까지

Pronouns

In Korean, pronouns are seldom used in localized text since they decrease readability. The translations of pronouns are often omitted if the meaning of source text can be clearly delivered without translating them. Sometimes pronouns should be translated specifically to clarify what they mean based on the context.

Example:

English Text	Korean Text	Comment
To use this card, **you** will have to use a smart card or a certificate.	이 카드를 사용하려면 스마트 카드 또는 인증서를 사용해야 합니다.	Translation of 'you' is omitted for better readability without affecting overall meaning.
Are you sure you want to delete this folder? **This** will delete all feeds in the folder.	이 폴더를 삭제하시겠습니까? **이 폴더를 삭제하면** 폴더에 있는 모든 피드가 삭제됩니다.	The second 'This' is not omitted and translated into "Deleting this folder" for clear meaning.
The object has changed. Do you want to update **it**?	개체가 변경되었습니다. 업데이트하시겠습니까?	Translation of 'it' is omitted for better readability without affecting overall meaning.
Please verify **your** entry and try again.	입력 내용을 확인하고 다시 시도하십시오.	Translation of 'your' is omitted for better readability without affecting overall meaning.
An Online Service notification email has been sent to **your** Subscription Contact.	온라인 서비스 알림 전자 메일이 **귀사의** 구독 담당자에게 발송되었습니다.	Translation of 'your' is not omitted and translated as a meaning of 'your company' for clear meaning.
Do not warn **me** about this problem again	이 문제에 대한 경고 메시지 다시 표시 안 함	Translation of 'me' is omitted for better readability without affecting overall meaning.
Please send a new Welcome Kit based on **my** new Media selection.	선택한 미디어에 따라 웰컴 키트를 보내 주십시오	Translation of 'my' is omitted for better readability without affecting overall meaning.
Only allow **my** team members to see **my** email addresses	**내** 팀 멤버만 **내** 전자 메일 주소를 볼 수 있도록 허용	Translation of 'my' is not omitted for clear meaning.

Punctuation

In English, colons or semicolons are often used at the end of the sentence. However in Korean, period should be used when the localized sentence ends with verbs such as '~하십시오' or '~합니다' style, regardless of what punctuation is used in English sentence.

However, using different punctuation from English source can cause functional problems in software localization.

Comma

In English text, commas are frequently used, whereas they are often deleted when translating into Korean. In Korean text, commas are used when enumerating things and the translation can be misleading or ambiguous without commas.

Example:

English Text	Korean Text	Comment
To edit data in the sheet, switch to the Excel 2010 window; in the Excel 2010 window, click the cell in which you want to update the data, type the required value, and then press ENTER.	시트에서 데이터를 편집하려면 Excel 2010 창으로 전환한 후 Excel 2010 창에서 데이터를 업데이트하려는 셀을 클릭하고 필요한 값을 입력한 다음 Enter 키를 누릅니다.	In English sentence, 5 commas are used, whereas no comma is needed in Korean translation to convey the correct meaning.
You can quickly arrange your message list, contacts, and tasks in different views.	여러 가지 보기를 사용하여 메시지 목록, 연락처 및 작업을 빠르게 정렬할 수 있습니다.	In English sentence, a comma is used before 'and' but no comma is needed before '및'.
Expand the Windows Firewall with Advanced Security tree node to configure Windows Firewall with Advanced Security.	고급 보안이 설정된 Windows 방화벽을 구성하기 위해, 고급 보안이 설정된 Windows 방화벽 트리 노드를 확장합니다.	A comma is used after '구성하기 위해' for clear meaning. Without a comma in this context, the meaning of translation can be ambiguous.

Colon

Use colons same as English text when Korean text ends with a noun form.

Example:

English Text	Korean Text	Comment
Invalid argument: %1	잘못된 인수: %1	Korean translation ends with a noun form so it's ok to use colon.

Do not use colons when Korean sentence ends with verbs such as '~합니다' or '~하십시오' style. A period should be used instead of a colon.

Example:

English Text	Korean Text	Comment
An invalid argument was encountered: %1	잘못된 인수가 발견되었습니다. %1	A colon should be replaced with a period in this case.
The topics discussed in this chapter include:	이 장에서는 다음 항목에 대해 설명합니다.	A colon is always used in this kind of English sentence, but a colon should be replaced with a period in Korean sentence.

Notes: Replacing colon (:) or semicolon (;) with period (.) might cause build breaks.

Dashes and Hyphens

Three different dash characters are used in English:

    1. **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 Korean, hyphen is not generally used between words so should be often deleted.

Example:

English Text	Error Example	Correction	Comment
Plug-in	플러그-인	플러그 인	Generally, no hyphen is needed between words.
non-broadcast network	비-브로드캐스트 네트워크	비브로드캐스트 네트워크	'non' can be often translated into '비' but hyphen should be deleted.
Non-Microsoft product	비-Microsoft 제품	Microsoft 가 아닌 타사 제품	English words should be translated appropriately considering the meaning of 'non'.
Non-contained database	비포함 데이터베이스	포함되지 않은 데이터베이스	English words should be translated appropriately considering the meaning of 'non'.
3-D effect	3-D 효과	3D 효과	No hyphen is needed between number and English alphabet.
64-bit	64-비트	64 비트	No hyphen is needed between number and the word representing unit of measurement.

    2. **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.

In Korean, en dash can also be used in date ranges such as '9 월 15 일 – 9 월 25 일', and in this case, a swung dash (~) can be used instead of en dash.

3. **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 Korean, em dash is used when elaborating / supplementing already told phrases in more detail in other words. When translating into Korean, em dash can be often omitted or replaced with parentheses or comma depending on the context since the em dash looks pretty awkward in localized text.

Example:

English Text	Korean Text	Comment
A computer virus/malware is a program — a piece of executable code — that has the unique ability to replicate.	컴퓨터 바이러스/맬웨어는 고유한 복제 능력을 갖춘 프로그램(실행 가능한 코드)입니다.	Em dash is replaced with parentheses.
A computer virus/malware is a program — a piece of executable code — that has the unique ability to replicate.	컴퓨터 바이러스/맬웨어는 고유한 복제 능력을 갖춘 프로그램이며 실행 가능한 코드입니다.	Em dash is omitted without affecting original meaning.

Ellipses (Suspension Points)

In Korean, ellipses are generally used to omit words from a quotation, whereas they seem to be more widely used in English text. When localizing English sentences with ellipses, please use the same as English in Korean text. However, a period should be used instead of ellipses when Korean sentence ends with verbs such as '~하십시오' or '~합니다' style.

Example:

| English Text	Korean Text	Comment
Loading document…	문서 로드 중…	Suspension points indicate that the task is in progress.
Please wait…	잠시 기다려 주십시오.	A period should be used instead of ellipses since Korean sentence ends with '~하십시오' style.
Browse…	찾아보기…	Suspension points translate as waiting for user decision.

Period

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

- If bulleted items are complete sentences, each ends with a period.
- If bulleted items continue an introductory clause, do not use a period.
- For items in a list (chapters, sections, products, system requirements, etc.) that are neither sentences nor continuations of sentences, do not use a period.
- If your translation is longer than the US text, or if you split your translation into several independent sentences, use common sense and insert a period if it improves readability.
- Never put a period after just one word.
- The same convention applies to instruction lists, captions, and callouts.

In English text, colons or semicolons are often used at the end of the sentence. However, in Korean text, periods should be used when localized sentences end with verbs such as '~하십시오' or '~합니다' style, regardless of what punctuation is used in English sentences.

However, this may cause problems such as build break or file corruption.

Example:
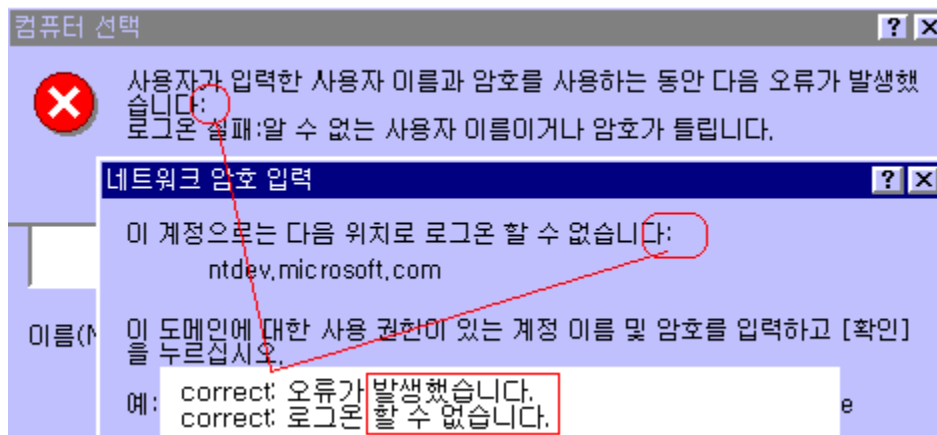
Quotation Marks

Quotation marks are used when referring to the beginning and the end of a title or quoted passage or to emphasize a phrase or a word.

In US source strings, you may find software references surrounded by English quotation marks. In software localization, UI terms in Korean strings should be surrounded by brackets instead of quotation marks.

Example:

English Text	Korean Text	Comment
Select "OK" to cancel out of the workflow and lose all data.	워크플로를 취소하고 모든 데이터를 지우려면 [확인]을 선택하십시오.	Brackets are used instead of quotation marks when referring to UI terms in software strings.

Parentheses

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

There are several rules to be followed when using parentheses in Korean text.

- There is no space between the parentheses and text inside them as well as between the text and the opening parenthesis.
- In principle, use a phrase instead of a full sentence in parentheses, whenever possible.
- A period should be used after closing parenthesis.
- Postposition should be used based on the word before parentheses.
- When a sentence is used in parentheses, parentheses can be omitted.

Example:

English Text	Korean Text	Comment
The specified destination path is a removable drive (media).	지정한 대상 경로는 이동식 드라이브(미디어)입니다.	Unlike English, there should be no space between the word and the opening parenthesis.
Internal SSL error (refer to JPN bug).	내부 SSL 오류입니다(JPN 버그 참조).	English sentence "refer to JPN bug" is translated into a phrase in Korean.
Will you allow this website to put a small file (called a cookie) on your computer for this session only?	이 웹 사이트가 현재 세션에 대해서만 컴퓨터에 작은 파일(일명 쿠키)을 저장하도록 허용하시겠습니까?	Postposition '을' is used based on the word before parentheses (파일).
Wizard mode. (Default if no other parameters are specified.)	마법사 모드입니다. 다른 매개 변수를 지정하지 않을 경우 기본값으로 사용됩니다.	Parentheses are omitted since a sentence is used in parentheses.
Delete selected terms? (Terms will be deleted from the catalog and removed from all related media items.)	선택된 용어를 삭제하시겠습니까? 이 경우 해당 용어는 카탈로그에서 삭제되고 모든 관련 미디어 항목에서도 제거됩니다.	Parentheses are omitted and a proper conjunction is used to connect two sentences.

Singular & Plural

In general, we sometimes add a suffix '들' at the of nouns to indicate plural meaning, but it is omitted in UI localization without affecting overall meaning and also grammatically accepted.

Example:

Files to Download-> 다운로드할 파일

Creating Folders-> 폴더를 만드는 중

Special Characters

The following lists show standardized translations on Special Characters.

Example:

English Text	Korean Text
.	마침표
,	쉼표
?	물음표
!	느낌표
·	가운뎃점
:	콜론
;	세미콜론
/	슬래시, 나누기
\	백슬래시, 원
$	달러
" "	큰따옴표
' '	작은따옴표
'	아포스트로피
`	억음 악센트 기호
()	소괄호
{}	중괄호
[]	대괄호
<>	꺾쇠괄호
--	긴줄표
-	짧은줄표, 하이픈
~	물결표
.....	줄임표
+	더하기
-	빼기

*	곱하기
=	등호
>	부등호(보다 크다)
>=	부등호(크거나 같다)
<	부등호(보다 작다)
<=	부등호(작거나 같다)
<>	같지 않음
%	백분율
*	별표
©	저작권
®	등록 상표
™	상표
&	앰퍼샌드
pi	파이
|	세로줄
||	이중 세로줄
(	여는 괄호
)	닫는 괄호

Split Infinitive

This section does not apply to Korean.

Subjunctive

This section does not apply to Korean.

Symbols & Non-Breaking Spaces

No applicable rules in this section.

Syntax

Syntax and register differ between Korean and English in the following ways:

1. Difference #1
   In English, inanimate subject is frequently used as a subject of performing actions, whereas in Korean, such inanimate subject may decrease readability, so should be often omitted.
   Example:

English Text	Korean Text	Comment
Windows shows file information.	파일 정보가 나타납니다.	Translation of inanimate subject 'Windows' is omitted in Korean text.
When Excel prompts for a password, enter the password, and then click OK.	암호를 묻는 메시지가 표시되면 암호를 입력한 다음 확인을 클릭하십시오.	Translation of inanimate subject 'Excel' is omitted in Korean text.

2. Difference #2
   In English, passive forms of verbs are frequently used, whereas in Korean, passive forms may decrease readability so should be often avoided.
   Example:

English Text	Korean Text	Comment
Specifies the direction that the selection is moved after the Enter key is pressed.	<Enter> 키를 누른 후 선택 항목을 이동할 방향을 지정합니다.	Enter key is pressed by a person, in which case, translate the sentence as an active form.
Media type preferences will not be changed until the Update Subscription button is clicked.	선호하는 미디어 유형을 바꾸려면 [구독 선호 미디어 업데이트] 단추를 클릭하십시오.	The button is clicked by a person, in which case, translate the sentence as an active form.

Tense

As a general rule, translation should be in present tense. But if using present tense makes the meaning of translation unclear, past tense or future tense can be used.

Units & Numbers

As a general principle, put a space before dependent nouns (의존 명사). However, when dependent nouns represent sequence or used with numbers, no space is needed before them.

- If dependent nouns represent units, a space is needed.
  Example: 한 개, 차 한 대, 열 살, 연필 한 자루, 소 한 마리

- If dependent nouns represent sequence or used with numbers, no space is needed. For numbers, please use Arabian numbers except that one or two can be translated into Korean characters. Unnecessary '의' should be omitted whenever possible.

  Example: 두시 삼십분 오초, 삼학년, 육층, 7 미터, 100 원, 파일 하나, 파일 두 개, 파일 10 개

- When more than two numbers are used, units should be used repeatedly.

  Example: 64 와 128K(X) -> 64K 와 128K(O)

- However, when a symbol is used between two numbers such as representing resolution, unit can be used only once.

  Example: 800 X 600 픽셀

- When you write only numbers, thousand separators (comma) are used, but when you write numbers with Korean letters or when you read them, number are divided by 4-digit separators (Korean characters) which have the relative meaning.

  Example: 1,234,567,898 / 12 억 3456 만 7898

- Operators (+ - * /) and signs of equality or inequality (< > =) should have same number of spaces in both left/right sides.
  Example: 35 + 34 = 69, 45 > 35

- When translating words consisting of 'general noun + number', such as 'address 1, address 2', put a space before number same as English.
  Example: address 1, address 2 -> 주소 1, 주소 2

Verb

Be consistent when translating verbs in error messages. Be concise without changing the meaning of the source strings.

Example:

English Text	Korean Text	Comment
An error occurred while trying to create the database.	데이터베이스를 만드는 동안 오류가 발생했습니다.	English can be rephrased to "An error occurred while creating the database."
The engine input file has the wrong version.	엔진 입력 파일의 버전이 잘못되었습니다.	Rephrase "has" with "is" to produce an appropriate translation.
Reinstall if existing file has a different version.	기존 파일이 다른 버전인 경우 다시 설치하십시오.	Rephrase "has" with "is" to produce an appropriate translation.

Continuous operations are usually expressed in English with a gerund, which should be translated into Korean as a form of '~ 하고 있습니다' or '~ 하는 중'.

A gerund is often used in title sentence in English so it is important to distinguish whether a gerund expresses a continuous operation or not.

Example:

English Text	Korean Text	Comment
Saving text file…	텍스트 파일을 저장하는 중…	Gerund expresses a continuous operation.
Now saving temporary file.	임시 파일을 저장하고 있습니다.	Gerund expresses a continuous operation.
Completing installation…	설치 완료 중…	Gerund expresses a continuous operation.
Completing the New Connection Wizard	새 연결 마법사 완료	Gerund is used in title sentence.

Word Spacing

Word spacing is an important consideration when localizing into Korean.

The following general rules are applied.

- When parentheses are used, no space should be added between a word and an opening parenthesis.
  Example: 응답 시간(초)을 입력합니다.
- Unlike English, no space is needed between a number and a measurement unit.
  Example: 10cm, 2km, 5 개, 600 픽셀
- Verb + auxiliary verb

  As a general rule, a space is needed between a verb and an auxiliary verb but it is also acceptable not to add a space between them. So in this case, consistent use of word spacing is important.

  Example: 보여 주다, 해 주다, 도와 주다 (보여주다, 해주다, 도와주다 is also acceptable.)
- ~ 는데 / ~는 데

  When '데' expresses purpose, i.e. '~ 하기 위해', a space is needed, in other cases, no need to add a space.

  Example:

Space is needed	Space is not needed
- 파일을 추가하는 데 필요한 공간 - 프로그램을 설치하는 데 걸리는 시간 - 문제를 이해하는 데 도움이 필요하면	- MAC 를 사용하고 있는데 파일을 다운로드할 수 없습니다. - 필요한 파일을 설치했는데 프로그램이 실행되지 않습니다.

- ~ 간

  When '간' means 'between', a space is needed, but when '간' means 'elapse of time', no space is needed.

  Example:

Space is needed	Space is not needed
• 서울에서 부산 간 • 서버 간에 파일 이동	• 한 달간 • 열흘간

- ~ 없이

  When '없이' is used in idiomatic expressions, no space is needed, otherwise, a space is needed.

  Example:

Space is needed	Space is not needed
• 첨부 파일 없이 • 사용자 동의 없이	• 관계없이 • 상관없이 • 끊임없이

Style and Tone Considerations

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

Audience

Most of audience or target users of Microsoft products are general users and they want English terms to be easily localized rather than transliterated. However, target users of technical oriented products such as Visual Studio are more familiar with technical terms so sometimes they may prefer transliterated terms. The target users of games or web based products, such as Windows Live Messenger, prefer more friendly terms and expressions. In principle, translation should be consistent and but sometimes can vary to some extent depending on the audience or target users of the products.

Style

Polite Expressions

Polite expression should be used in all of Microsoft products. When more than one verbs are used in one sentence, an honorific term of '시' should be only added in the last verb.

Example:

Error Example	Correct Example
~를 사용하실 때는 ~을 구매하시기 바랍니다.	~를 사용할 때는 ~을 구매하시기 바랍니다.
~를 사용하시지 않으시도록 주의하시기 바랍니다.	~를 사용하지 않도록 주의하시기 바랍니다.

Double Negative

It is recommended to translate a double negative sentence into a positive meaning of sentence, if the meaning is not affected.

Example:

Error Example	Correct Example
파일이 손상되지 않는다고 볼 수 없습니다.	파일이 손상될 수 있습니다.
Windows 를 다시 시작하지 않으면 설치를 진행할 수 없습니다.	Windows 를 다시 시작해야만 설치를 진행할 수 있습니다.

Passive/Active

Awkward form of passive verbs, which decrease readability, should be avoided.

Example:

Error Example	Correct Example
해집니다. 시킵니다	합니다.
되어집니다.	됩니다.
불리는	부르는, 말하는, 하는
일컬어지는	일컫는
개정되어야	개정해야

Tone

The tone of Korean translation should be formal and respectful. However, friendlier and less formal way of expressions can be used in some Microsoft products including games or web based products, such as Windows Live Messenger.

Example:

Example of less formal expression	Example of formal expression	Comment
삭제할 항목을 선택하세요.	삭제할 항목을 선택하십시오.	'~ 하세요' is friendlier and less formal expression than '~ 하십시오'.
프로필을 확인할 사람의 메일 주소를 입력하세요.	프로필을 확인할 사람의 메일 주소를 입력하십시오.	'~ 하세요' is friendlier and less formal expression than '~ 하십시오'.
연락처를 모두 삭제할까요?	연락처를 모두 삭제하시겠습니까?	'~ 할까요' is friendlier and less formal expression than '~ 하시겠습니까'.

Voice

In Korean translation 'you' is seldom translated whether it's plural or singular. In most cases, it is recommended not to translate the pronoun 'you' for better readability.

Example:

English	Translation
You are now connected to the Internet.	현재 인터넷에 연결되어 있습니다.
You can expect a response within 24 hours.	24 시간 이내에 응답을 받으실 수 있습니다.

Or in some cases, 'you' should be translated into '사용자' to clarify the meaning of the sentence.

English	Translation
An Account Manager will need to notify you once you have completed your activation request.	사용자가 활성화 요청을 완료하면 계정 관리자는 사용자에게 이를 알려 줍니다.

Localization Guidelines

This section contains guidelines for localization into Korean.

General Considerations

During localization process, you should always use the Microsoft internal resources including this Style Guide.

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:

Korean words do not generally use abbreviations but when dealing with English abbreviations, the following general rules are applied:

- Use of abbreviation is based on English source text.
- Abbreviation should not contain a space.
- Use a non-breaking space (Ctrl+Shift+Spacebar) in any abbreviation to avoid having one letter move to the beginning of the next line.
- Abbreviation of company names and product names follow the notation rule of each corresponding company and product.
- 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

- In Korean, we only use abbreviations for days of the week but not for months.

  Example: 월, 화, 수, 목, 금, 토, 일

  Refer to Days and Months sections for relevant information.

Don't abbreviate the following words:

- 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 2000
Vista	Windows Vista

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).

Korean words do not generally use acronyms but when dealing with English acronyms, the following general rules are applied:

- Regardless of English format of acronyms, Korean translation should follow the format of "English acronym (English full spelling or Korean full spelling)".
  Important: This rule does not apply to product names.
  Example:

English Text	Translation Text
Microsoft Systems Management Server (SMS)	Microsoft Systems Management Server (SMS)

- If an acronym is used in title, do not write the full spelling of the acronym.
- Acronym letters should be all uppercased even though English uses small letters.
  Example: Vpn quarantine -> VPN 격리
- If 's' is added at the end of English acronym, meaning plural, 's' should be dropped when localizing into Korean.
  Example:

English Text	Error Example	Correction
several IFSs	몇몇 IFSs	몇몇 IFS
three OEMs	OEMs 세 개	세 OEM

English Acronym (Korean full spelling)

When Korean full spelling for the corresponding English acronym is commonly used in Korean, translate the acronym in the form of English acronym (Korean full spelling).

When translating acronyms, refer to Microsoft standard glossary or relevant web sites for correct Korean translation.

English acronym should always come first, followed by Korean translation in parentheses.

Example:

Source Text	Korean Text
USB (Universal Serial Bus)	USB(범용 직렬 버스)
(IIS) Internet Information Services	IIS(인터넷 정보 서비스)
distinguished name (DN)	DN(고유 이름)
double-byte character set (DBCS)	DBCS(더블바이트 문자 집합)

English Acronym (English full spelling)

When Korean full spelling for the corresponding English acronym is not commonly used in Korean, translate the acronym in the form of English acronym (English full spelling). The English acronym should always come first, followed by its full spelling in parentheses, regardless of English usage of the acronym.

Example:

Source Text	Korean Text
Microsoft Management Console (MMC)	MMC(Microsoft Management Console)
Open Database Connectivity	ODBC(Open Database Connectivity)
Report Definition Language (RDL)	RDL(Report Definition Language)
Extensible Firmware Interface	EFI(Extensible Firmware Interface)

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.

General Guidelines

Product Names

In general, product names are used same as English without localizing.

General rules on how to handle product names are as follows:

- Use product names same as English.
- Do not abbreviate Microsoft as MS in product names.
- Do not abbreviate Internet Explorer as IE.
- Do not abbreviate Visual Studio as VS in product names.
- When operating system names and product names are used together, do not abbreviate operating system names.

Example:

English Text	Correct Translation	Wrong Translation
XYZ for the Windows Vista system	Windows Vista 용 XYZ	Windows Vista XYZ
Windows Server based applications	Windows Server 용 응용 프로그램 Windows Server 기반 응용 프로그램	Windows Server 응용 프로그램

Some confused examples:

Sometimes product names can be confused with general component names.

- **Microsoft Transaction Server, Microsoft Message Queue vs transaction server, message queue**
  '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 (트랜잭션 서버), 'message queue (메시지 큐)', personal web server (개인 웹 서버), 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.
- **Applets or built-in component names**
  Product names are also often confused with applets or built-in component names. For example, 'Microsoft Notepad (Microsoft 메모장)' is not a separate product but one of the built-in components in Windows. So it can be localized. Another example is 'MSMQ Information Store'. You can regard 'MSMQ Information Store' as one of the components of 'MSMQ', so it can be translated into 'MSMQ 정보 저장소'.

Notes: There are some cases where product names are translated or transliterated in unavoidable circumstances. Such examples are packages, marketing materials and press releases. In such cases, follow the correct notation rule of foreign words.

Fictitious Information

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

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

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

Font Localization

All Microsoft products use specific fonts to indicate UIs and contents. The default font for English texts is Segoe UI, 10pt and italic or bold fonts are often applied to emphasize UI texts. The default font for Korean texts is 맑은

고딕, 9pt. Bold font can be applied same as English but Italic font is recommended to remove for better readability. Please refer to the following table for more information.

Category	English	Korean
Font Type for Software	Segoe UI	Malgun Gothic (맑은 고딕)
Font Family for Web products	Segoe UI, Tahoma, Verdana	Malgun Gothic, Gulim, Tahoma, Verdana
Font Size	10	9
Style - Italic	Italic	Normal
Style - Bold	Bold	Bold

Notes:
1. In some products, legacy Gulim (굴림) font may be remained.
2. For web-based products, font is defined using CSS (Cascade Style Sheets). Several fonts are grouped together as a font family so they can be used to display contents based on user's computing environment. During localization process, change only Segoe UI into Malgun Gothic and Gulim for users without 'Malgun Gothic' font in their computers but leave the other fonts as they are.
3. In newly released products, new style such as English Semibold or Light began to be applied additionally. Asian language fonts including Malgun Gothic do not have such style.

Frequent Errors

The following table shows some of frequent errors found during localization process.

Example:

English Text	Error Example	Correct Example	Comment
Please remove the disc from the drive and **store** it in a safe place.	드라이브에서 디스크를 꺼내 안전한 곳에 **저장**하십시오.	드라이브에서 디스크를 꺼내 안전한 곳에 **보관**하십시오.	Though 'store' is usually translated into '저장하다', it should be translated into '보관하다' when it means 'keeping in an offline place'.
After Microsoft Exchange accepts e-mail, it can handle the e-mail in **different ways**.	Microsoft Exchange 에서 전자 메일을 수락한 후에는 **다른 방법으로** 전자 메일을 처리할 수 있습니다.	Microsoft Exchange 에서 전자 메일을 수락한 후에는 **여러 가지 방법**으로 전자 메일을 처리할 수 있습니다.	'Different' often means 'various' rather than just 'different'.

English Text	Error Example	Correct Example	Comment
There are **more than one** root domains.	루트 도메인이 **하나 이상** 있습니다.	루트 도메인이 **두 개 이상** 있습니다.	'More than one' means 'two or more'.
It is configured to **enter** debugging mode after start-up.	시작 후 디버깅 모드를 **입력하도록** 구성되어 있습니다.	시작 후 디버깅 모드로 **전환되도록** 구성되어 있습니다.	'Enter' should be translated into '전환하다' in this kind of context.
You many need to log off Windows and log in again.	Windows **를** 로그오프했다가 다시 로그온해야 할 수 있습니다.	Windows **에서** 로그오프했다가 다시 로그온해야 할 수 있습니다.	Use proper postposition.
Failed to create a temporary folder **used** for journaling messages from mailbox {0} on database {1}.	{1} 데이터베이스의 {0} 사서함에서 메시지를 저널링하는 데 **사용된** 임시 폴더를 만들지 못했습니다.	{1} 데이터베이스의 {0} 사서함에서 메시지를 저널링하는 데 **사용되는** 임시 폴더를 만들지 못했습니다.	'used' does not indicate past tense but passive form. Please distinguish passive form from past tense.
Create a new folder on my Desktop.	**데스크톱에** 새 폴더를 만듭니다.	**바탕 화면에** 새 폴더를 만듭니다.	Please distinguish whether 'desktop' means a physical computer or the background screen depending on the context.
You will learn about the features and benefits of Outlook 2010 through realistic examples and scenarios that you might experience in your **workplace**.	**작업 영역에서** 경험할 수 있는 실제적인 예 및 시나리오를 통해 Outlook 2010 의 기능 및 이점에 대해 배우게 됩니다.	**실제 업무를 하면서** 경험할 수 있는 실제적인 예 및 시나리오를 통해 Outlook 2010 의 기능 및 이점에 대해 배우게 됩니다.	'workspace' can be translated into '작업 영역', but 'workplace' has a different meaning so should be translated appropriately depending on the context.
Cannot save **all** files.	**모든** 파일을 저장할 수 없습니다.	**일부** 파일을 저장할 수 없습니다.	It is a partial negation sentence since 'not' and 'all' are used together in one sentence so should be translated to mean partial negation.
If the specified **table** exists, Access will add the records to the table. If the table does not exist, Access will create it.	지정한 **표가** 있으면 레코드가 표에 추가됩니다. 표가 없으면 Access 에서 새로운 표를 만듭니다.	지정한 **테이블이** 있으면 레코드가 테이블에 추가됩니다. 테이블이 없으면 Access 에서 새로운 테이블을 만듭니다.	Sometimes table is mistranslated into '표' where it should be translated into '테이블'.

English Text	Error Example	Correct Example	Comment
To select an item for display, click OK, press ESC, and then **click** the dropdown arrow in the cell.	항목이 표시되도록 선택하려면 [확인]을 클릭하고 <Esc> 키를 누른 다음 셀에 있는 드롭다운 화살표를 **선택**하십시오.	표시할 항목을 선택하려면 [확인]을 클릭하고 <Esc> 키를 누른 다음 셀에서 드롭다운 화살표를 **클릭**하십시오.	In some cases, 'click' can be translated into '선택하다' but in this context, it should be translated into '클릭하다'.

Glossaries

Localizers should use the standard and approved terminologies in Microsoft glossary database.

Also, the below sources can be referenced additionally:

1. TTA (Telecommunications Technology Associations) (http://word.tta.or.kr/terms/terms.jsp)
2. Dictionary for computer related terms (http://www.terms.co.kr)
3. NAVER dictionary for IT related terms (http://terms.naver.com/list.nhn?dirId=201)
4. NATE terms dictionary (http://terms.nate.com/it.html)

Recurring Patterns

Frequently encountered sentences

Example:

Source Text	Korean Text
For details consult ~ See ~ for additional details. For more information about ~ see ~.	자세한 내용은 ~을(를) 참조하십시오.
Welcome to ~ Wizard.	~ 마법사입니다.
The wizard guides you through ~ This wizard helps you to	이 마법사는 ~ 과정을 안내합니다. 이 마법사는 ~ 하도록 도와줍니다.
Prompt you to ~ You will be prompted to ~	~ 하라는 (할 것인지 묻는) 메시지가 나타납니다. ~ 할 것인지 묻는 메시지가 나타납니다.
In order for the changes to take effect ~ For changes to take effect ~	변경 내용을 적용하려면 ~ 해야 합니다.

Link localization

General rules on how to deal with URL links are as follows:

- English URL links should be replaced with appropriate Korean URL links, whenever applicable.
- If no Korean links are available, use English links followed by the word "(영문)".

You can also refer to <u>Cross Reference</u> section for more detailed examples.

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.

- <u>Postpositions</u>
- <u>Punctuation</u>
- <u>Syntax</u>
- <u>Verb</u>
- <u>Word Spacing</u>
- <u>Style and Tone Considerations</u>
- <u>Abbreviations</u>
- <u>Acronyms</u>
- <u>Frequent Errors</u>
- <u>Recurring Patterns</u>
- <u>Software Considerations</u>

Standardized translations on Notes

Example:

English Text	Korean Text
Alert	경고
Caution	주의
Hint	힌트
Important	중요
Memo	메모
Note	참고
Remarks	주의
See also	참고 항목
Tip	팁

English Text	Korean Text
Warning	경고

Standardized translations to express placement

"Middle" is translated into "중간" as a concept of vertical placement, and "center" is translated into "가운데" as a concept of horizontal placement.

When translating about object arrangement or placement, the following graphic will be useful reference.
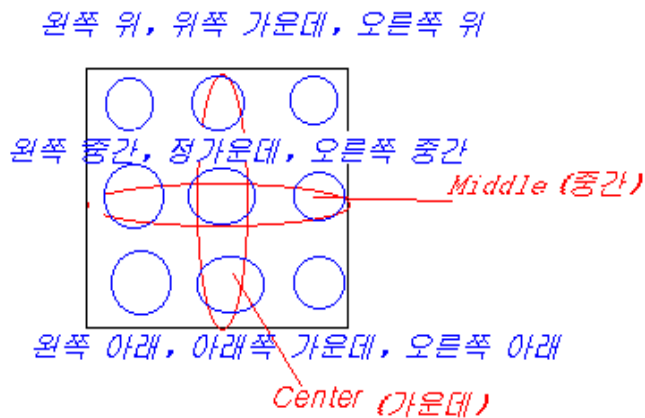
Unlocalized Items

Basically, all English items should be localized into Korean, but there are some items not to be localized.

Trademarked Names

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.

Product/Feature Names

Product/Feature names are often trademarked or may be trademarked in the future and are therefore rarely translated.

Product names most likely remain in English. During localization process, you should always refer to the Microsoft internal resources and relevant sites to check whether a specific product name is localizable or not.

Acronyms

Acronyms are not translated and used as they are in English.

User Interface of Unlocalized Software

During localization, you may encounter UI terms of unlocalized software. In this case, translate the UI terms in the form of "English UI (proper Korean translation)".

Using the Word *Microsoft*

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

In Korean version of UI and texts it's also prohibited to use MS as an abbreviation for Microsoft. Also, Microsoft is not translated into '마이크로소프트', except that it can be translated into '마이크로소프트' in case of packages, marketing materials, press releases and other documents.

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).
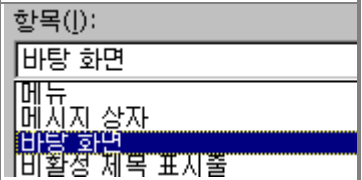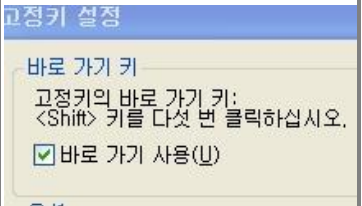
User Interface
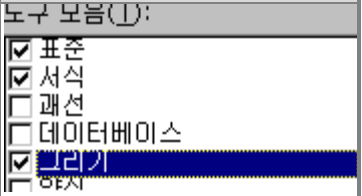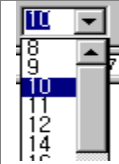
When localizing UI terms in software strings, enclose UI terms with square brackets ([ ]). As for UI terms in documentation and online help, follow the same formatting as English text. That is, if bold font is used in English UI terms in documentation, apply same bold font to Korean UI terms.
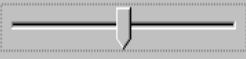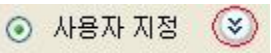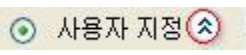
Notes: When program names or the word 'Control Panel' appear in English text, those terms should be enclosed with square brackets ([ ]) only when they are used as a command to run.

Example:

Korean Text	Comment
Internet Explorer 를 실행하려면 [시작] 메뉴의 [모든 프로그램]을 클릭하고 [Internet Explorer]를 클릭하십시오.	The first occurrence of 'Internet Explorer' is used just a program name but the second one is used as a command to run, so it is enclosed with [ ].
이 드라이버를 제거하려면 제어판에서 [시스템] 아이콘을 두 번 클릭한 다음 [장치 관리자] 탭을 사용하십시오.	In this sentence, '제어판' is not used as a command to run, so no need to enclose with [ ].
... [설정]을 선택한 다음 [제어판]을 선택하십시오.	In this sentence, '제어판' is used as a command to run, so need to enclose with [ ].

The following table lists some standardized Korean translations for basic UI elements. Korean texts are based on online help contents.

English Name	Korean Name	English Text	Korean Text	Screen shot
Check box	확인란	Select (or Clear) the **Drawing** check box.	**그리기** 확인란을 선택(또는 해제)합니다.	
Combo box/ drop-down combo box	콤보 상자/드롭다운 콤보 상자	In the **Font Size** box, type or select the font size you want to use.	**글꼴 크기** 상자에서 사용할 글꼴 크기를 선택하거나 입력합니다.	
Command button	명령 단추	Click **OK**.	**확인**을 클릭합니다.	
drop-down arrow	드롭다운 화살표	Click the drop-down arrow to select a value you want.	드롭다운 화살표를 클릭하여 원하는 값을 선택하십시오.	
drop-down list box	드롭다운 목록 상자	In the **Item** list, click **Desktop**.	**항목** 목록에서 **바탕 화면**을 클릭하십시오.	
group box	그룹 상자	Shortcut Key group box	바로 가기 키 그룹 상자	
Label	레이블	OK/Cancel command label	확인/취소 명령 레이블	

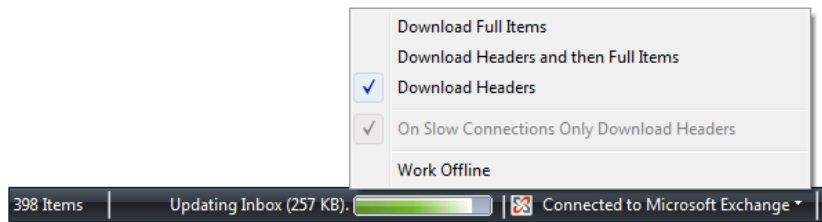| English Name	Korean Name	English Text	Korean Text	Screen shot
Option button	옵션 단추	Click **Portrait**.	세로를 선택합니다.	
slider	슬라이더	Move the slider to the right to speed up.	슬라이더를 오른쪽으로 옮겨 속도를 늘리십시오.	
spin box	스핀 상자	Enter a value in the **Start at** spin box.	**시작 번호** 스핀 상자에 값을 입력하십시오.	
Tab	탭	In the **Internet Options** dialog box, click the **General** tab.	**인터넷 옵션** 대화 상자에서 **일반** 탭을 클릭하십시오.	
Text box	텍스트 상자	In the **Type a name for the new account** text box, type the name of the new account.	**새 계정의 이름 입력** 텍스트 상자에 새 계정의 이름을 입력하십시오.	
Unfold button	펼침 단추	Click the Unfold button next to **Customize** option.	**사용자 지정** 옵션 옆에 있는 펼침 단추를 클릭하십시오.	
Fold button	접기 단추	Click the Fold button next to **Customize** option.	**사용자 지정** 옵션 옆에 있는 접기 단추를 클릭하십시오.	
Collapse/ Expand button	축소/확장 단추	Click the expand button (+) next to the item in a row or column field.	행 또는 열 필드에 있는 항목 옆의 확장 단추(+)를 클릭하십시오.	

Messages

When translating messages, using consistent translation style is very important consideration.

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).

Korean Style in Status bar Messages

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

| Name	Korean Name	Category	English Status Bar message	Korean Status Bar message
Edit	편집	menu	Contains editing commands	편집 명령을 포함합니다.
Copy to Folder...	폴더에 복사	menu	Copies the selected items to a new location	선택한 항목을 새 위치에 복사합니다.
New	새로 만들기	command	Creates a new document	새 문서를 만듭니다.
			Make object visible?	개체를 보이게 만드시겠습니까?
			Word is converting the document. Press Esc to stop.	Word 에서 문서를 변환합니다. 중지하려면 <Esc> 키를 누르십시오.
			Datasheet View	데이터시트 보기
			Done	완료

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

English term	Correct Korean translation
Press F1 to get Help	도움말을 표시하려면 <F1> 키를 누르십시오.
If you want Help press F1	
To get Help press F1	
Not enough memory	메모리가 부족합니다.
Insufficient memory	
There is not enough memory	
Save changes to %1?	변경 내용을 %1 에 저장하시겠습니까?
Do you want to save changes to %1?	

Error Messages

What Is An Error Message?

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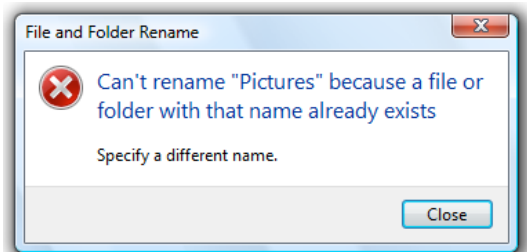
Error messages are messages sent by the system or a program, informing the user that there is an error that must be corrected in order for the program to keep running. For example, the messages can prompt the user to take an action or inform the user of an error that requires rebooting the computer.

Korean 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.

English error messages tend to be shorter and sometimes 'be' verb is omitted, but in Korean, fully developed form of translation is preferred.

Error message is generally translated into '~니다' style, in which case, a period should be placed at the end of the Korean text even if English sentence ends with different punctuation such as a colon. However, if English text is not a full sentence but a phrase, or ends with a colon + placeholder, you can translate them accordingly as follows.

Example:

English Text	Korean Text	Comment
Specified proxy address ""{0}"" is invalid: {1}	지정한 프록시 주소 ""{0}""이(가) 잘못되었습니다. {1}	Though English sentence ends with a colon, Korean sentence ends with a period since it is translated with '~ 합니다' style.
To install the prerequisites, choose one of the following:	필수 구성 요소를 설치하려면 다음 중 하나를 선택하십시오.	Though English sentence ends with a colon, Korean sentence ends with a period since it is translated with '~ 하십시오' style.
Error Accessing URL Address	URL 주소에 액세스하는 동안 오류 발생	English sentence is not a full sentence and ends without any punctuation such as colon or period, in which case, Korean sentence can end with an abbreviated form and without a period.
Error attempting to read from the source install database: [2]	원본 설치 데이터베이스를 읽는 동안 오류 발생: [2]	If English sentence ends with a colon followed by a placeholder, use the same style in Korean text as English.
Not enough memory. Continue without Undo?	메모리가 부족합니다. 취소하지 않고 계속하시겠습니까?	Though English sentence is an abbreviated form, fully developed translation is required.

Standard Phrases in Error Messages

When translating standard phrases, standardize. Note that sometimes the US uses different forms to express the same thing. However, it is recommended to use consistent translation style in localized version.

Examples:

English	Translation	Example	Comment
Cannot … Could not …	~ 할 수 없습니다.	파일을 복사할 수 없습니다.	It is not necessary to translate 'could not' into past tense.
Failed to … Failure of …	~ 하지 못했습니다.	파일을 복사하지 못했습니다.	If 'failure' is used as a noun, it can be translated into '오류' or '실패', depending on the context.
Cannot find … Could not find …	~ 찾을 수 없습니다.	파일을 찾을 수 없습니다.	

English	Translation	Example	Comment
Unable to find … Unable to locate …			
Not enough memory Insufficient memory There is not enough memory There is not enough memory available	메모리가 부족합니다.	파일을 저장하는 데 필요한 메모리가 부족합니다.	
... is not available ... is unavailable	~ (사용) 할 수 없습니다.	원본 파일을 사용할 수 없습니다.	Translation can vary according to the context. For example, 'Internet access is not available' can be translated into '인터넷에 액세스할 수 없습니다.'
An error occurred while … An error occurred when … Error while … Error when …	~하는 동안 오류가 발생했습니다.	파일을 만드는 동안 오류가 발생했습니다.	It is recommended to translate these kinds of messages into '~하는 동안' instead of '~하는 중'.

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".

Order of Placeholders

If placeholders contain numbers such as the above (%1, %2), the order of the placeholders can be changed regardless of their order in English text. However, if the same placeholders without numbers are used in English, the order of placeholders should not be changed.

Example:

English Text	Korean Text	Comment
Setup run at %1 on %2.	%2 의 %1 에서 설치 프로그램이 실행됩니다.	'%2' can be placed before '%1' in translation sentence. The order of placeholders can be changed differently from the source text since the placeholders contain numbers.
Setup run at %s on %s	%s(위치: %s)에서 설치 프로그램이 실행됩니다.	Two '%s' placeholders with no numbers are in English sentence. In this case, the order of placeholders can't be changed. You may need to use parentheses to translate the English sentence properly.
Step %d of %d	%d 단계/전체 %d 단계	'%d of %d' can be translated properly using slash (/).
Page %d of %d	%d/%d 페이지	'%d of %d' can be translated properly using slash (/).

Proper Usage of Measurement Unit after Placeholders

After %d placeholder, proper measurement unit may be needed based on the context.

Example:

English Text	Korean Text	Comment
The string %s must be at least %d character(s) long.	%s 문자열은 %d 자 이상이어야 합니다	'%d' represents a number so proper measurement unit (in this case, '자' meaning 'character') is followed without a space.
%d document(s) pending for %s	%d 개의 문서가 %s 에 대해 대기 중입니다.	Since '%d' represents a number, you need to add proper measurement unit (in this case, '개' meaning 'number') after '%d'.
You have %d days remaining before you must purchase a product license.	%d 일 후에는 제품 라이선스를 구입해야 합니다.	The measurement unit of '일' meaning 'day' is added after '%d'.
A required keyword was not found near line %d.	%d 줄 근처에서 필요한 키워드를 찾을 수 없습니다.	'Line %d' is translated into '%d 줄' meaning 'line' instead of '줄 %d' for better readability. Sometimes the word order may be changed.

Proper Usage of Postpositions after Placeholders

When localizing error messages containing placeholders, proper use of postposition is very important. Since you do not know what words will replace placeholders, double placeholders should be used, for example, 은(는), 이(가), 을(를), 과(와), (으)로.

Example:

English Text	Korean Text	Comment
Unable to find the specified group '%1!s!'.	지정한 그룹 '%1!s!'을(를) 찾을 수 없습니다.	을(를) is used after the placeholder.
{0} must have the same user count as {1}.	{0}의 사용자 수는 {1}과(와) 같아야 합니다.	과(와) is used after the placeholder.
An error occurred while moving the FSS data directory from {0} to {1}.	FSS 데이터 디렉터리를 {0}에서 {1}(으)로 이동하는 동안 오류가 발생했습니다.	(으)로 is used after the placeholder.
{0} is already being used. Please verify your entry and try again.	{0}은(는) 이미 사용 중입니다. 입력 내용을 확인하고 다시 시도하십시오.	은(는) is used after the placeholder.
The certificate issued by %1!s! will be permanently deleted. Do you want to continue?	%1!s!이(가) 발급한 인증서가 영구적으로 삭제됩니다. 계속하시겠습니까?	이(가) is used after the placeholder.

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).

General guidelines on how to deal with key names in Korean text:

- When translating key names, the word '키' should be added after key names and a space is inserted between the key name and the word '키'.
- In case of key combinations, do not add '키' after key names.
- In software strings, for example in EDB files, surround the key names or key combinations with angle brackets (< >).
- In documentation translation including manuals and online help, do not use angle brackets for key names.
- Only initial letters of the key names are uppercased. (Example: Shift 키, Ctrl 키, Alt 키, Esc 키)

Example:

English Text	Software Translation	Documentation Translation	Comment
Press SPACEBAR or ENTER to activate this control.	스페이스바 또는 <Enter> 키를 눌러 이 컨트롤을 활성화하십시오.	스페이스바 또는 Enter 키를 눌러 이 컨트롤을 활성화하십시오.	Enter' key is surrounded with < > in software translation, whereas not in manual/online help translation. Note that 'spacebar' does not require < > in both cases and translated into '스페이스바'.
Press Ctrl+Alt+Del using the keyboard.	키보드를 사용하여 <Ctrl+Alt+Del>을 누르십시오.	키보드를 사용하여 Ctrl+Alt+Del 을 누르십시오.	< > is used for key combination in software translation, whereas not in manual/online help translation. Note that the word '키' should not be used for key combination in both cases.
Value may be edited through a dialog box. Press Alt+Down to open the dialog box.	대화 상자를 사용하여 값을 편집할 수 있습니다. <Alt+아래쪽 화살표>를 눌러 대화 상자를 여십시오.	대화 상자를 사용하여 값을 편집할 수 있습니다. Alt+아래쪽 화살표를 눌러 대화 상자를 여십시오.	< > is used for key combination in software translation, whereas not in manual/online help translation.
Use the up and down arrow keys.	<위쪽 화살표> 키 또는 <아래쪽 화살표> 키를 사용하십시오.	위쪽 화살표 키 또는 아래쪽 화살표 키를 사용하십시오.	Arrow key names should be surrounded with < > in software, whereas not in manual/online help.
Press F1 for more help.	자세한 내용을 보려면 <F1> 키를 누르십시오.	자세한 내용을 보려면 F1 키를 누르십시오.	Function key names should be surrounded with < > in software, whereas not in manual/online help.

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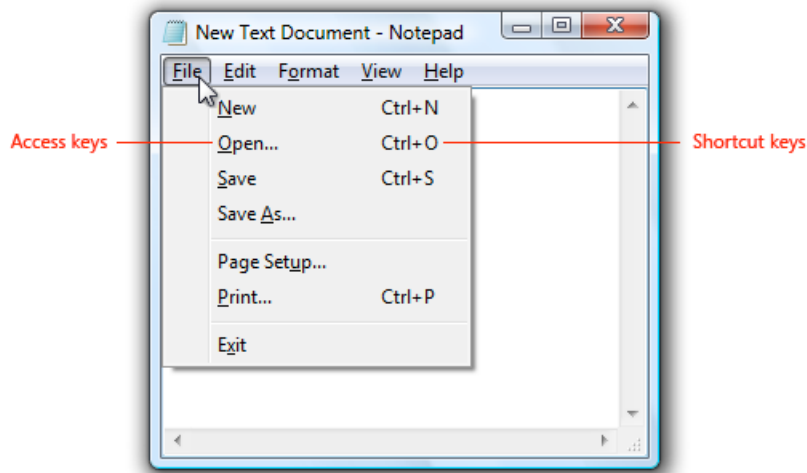
Sometimes, there are underlined or highlighted letters in menu options, commands or dialog boxes. These letters refer to access keys (also known as hot keys) that allow you to run commands, perform tasks, etc. more quickly.

Hot Key Special Options	Usage: Is It Allowed?	Notes
"Slim characters", such as I, l, t, r, f can be used as hot key	no	
Characters with downstrokes, such as g, j, y, p and q can be used as hotkeys	no	
Extended characters can be used as hotkeys	no	
An additional letter, appearing between brackets after item name, can be used as hotkeys	Usually No	This sometimes happens because English source uses an additional letter as a hot key. If this is not fixed in the source, we tend to keep it as is, but usually try to fix it by reporting to the US team.
A number, appearing between brackets after item name, can be used as hotkey	Usually No	In case of this kind of example, we use a number as a hot key. In this example, English source includes a number as a part of the text. Example source: Memory 1 Example target: 메모리(&1)

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

When translating strings containing access keys (or hot keys), the following instructions should be followed.

1. In English strings, ampersand (&) is used within strings or words to indicate hot keys, whereas in Korean strings, 'ampersand (&) + uppercased hot key' should be placed at the end of words or strings.

Example:

English Text	Error Example	Correct Example
OK	확인	확인(&O)
Require 128-bit encryption	128 비트 암호화 필요	128 비트 암호화 필요(&1)
MIME	MIME	MIME(&M)

2. If English string consists of only numbers and a hot key is assigned to a number, translation equals the source string.

Example:

English Text	Error Example	Correct Example
1	1(&1)	1
100%	100%(&1)	100%
800 x 600	800 x 600(&8)	800 x 600

Also refer to the below screenshot for correct example.

3. If English string consists of only one letter, and a hot key is assigned to the letter, translation equals the source string. Also, when a hot key is assigned to punctuation signs, place the hot key same as English strings.
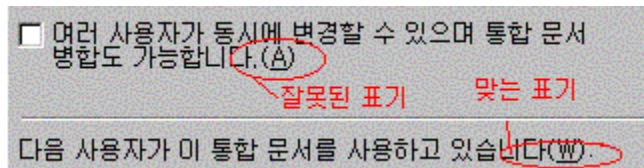
Example:

English Text	Error Example	Correct Example
S	S(&S)	S
Categories...	범주…(&.)	범주...
...	…(&.)	...

Also refer to the below screenshot for error example and correct example.
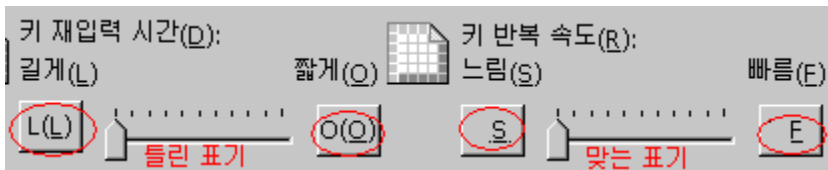
4. When a localized software string is a full sentence and a hot key is followed, put the hot key before a period.

Example:

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.

Translation of Arrow Keys

English Key Name	Korean Key Name
Home key	Home 키
End key	End 키
Up arrow key	위쪽 화살표 키
Down arrow key	아래쪽 화살표 키

English Key Name	Korean Key Name
Left arrow key	왼쪽 화살표 키
Right arrow key	오른쪽 화살표 키

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	Korean Command	Korean Shortcut key
General Windows Shortcut keys			
Help window	F1	도움말 창	F1
Context-sensitive Help	Shift+F1	상황에 맞는 도움말	Shift+F1
Display pop-up menu	Shift+F10	팝업 메뉴 표시	Shift+F10
Cancel	Esc	취소	Esc
Activate\Deactivate menu bar mode	F10	메뉴 모음 모드 활성화/비활성화	F10
Switch to the next primary application	Alt+Tab	다음 활성 응용 프로그램으로 전환	Alt+Tab
Display next window	Alt+Esc	다음 창 표시	Alt+Esc
Display pop-up menu for the window	Alt+Spacebar	해당 창의 팝업 메뉴 표시	Alt+스페이스바
Display pop-up menu for the active child window	Alt+-	활성 하위 창의 팝업 메뉴 표시	Alt+-
Display property sheet	Alt+Enter	현재 선택 항목의 속성 시트 표시	Alt+Enter

US Command	US English Shortcut Key	Korean Command	Korean Shortcut key
for current selection			
Close active application window	Alt+F4	활성 응용 프로그램 창 닫기	Alt+F4
Switch to next window within (modeless-compliant) application	Alt+F6	(모덜리스 호환) 응용 프로그램 내에서 다음 창으로 전환	Alt+F6
Capture active window image to the Clipboard	Alt+Prnt Scrn	활성 창 이미지를 캡처하여 클립보드에 넣기	Alt+ Prnt Scrn
Capture desktop image to the Clipboard	Prnt Scrn	데스크톱 이미지를 캡처하여 클립보드에 넣기	Prnt Scrn
Access Start button in taskbar	Ctrl+Esc	작업 표시줄의 시작 단추 액세스	Ctrl+Esc
Display next child window	Ctrl+F6	다음 하위 창 표시	Ctrl+F6
Display next tabbed pane	Ctrl+Tab	다음 탭 창 표시	Ctrl+Tab
Launch Task Manager and system initialization	Ctrl+Shift+Esc	작업 관리자 실행 및 시스템 초기화	Ctrl+Shift+Esc
File Menu			
File New	Ctrl+N	새로 만들기	Ctrl+N
File Open	Ctrl+O	열기	Ctrl+O
File Close	Ctrl+F4	닫기	Ctrl+F4
File Save	Ctrl+S	저장	Ctrl+S
File Save as	F12	다른 이름으로 저장	F12
File Print Preview	Ctrl+F2	인쇄 미리 보기	Ctrl+F2
File Print	Ctrl+P	인쇄	Ctrl+P
File Exit	Alt+F4	끝내기	Alt+F4
Edit Menu			
Edit Undo	Ctrl+Z	실행 취소	Ctrl+Z
Edit Repeat	Ctrl+Y	실행 반복	Ctrl+Y

US Command	US English Shortcut Key	Korean Command	Korean Shortcut key
Edit Cut	Ctrl+X	잘라내기	Ctrl+X
Edit Copy	Ctrl+C	복사	Ctrl+C
Edit Paste	Ctrl+V	붙여넣기	Ctrl+V
Edit Delete	Ctrl+Backspace	삭제	Ctrl+백스페이스
Edit Select All	Ctrl+A	모두 선택	Ctrl+A
Edit Find	Ctrl+F	찾기	Ctrl+F
Edit Replace	Ctrl+H	바꾸기	Ctrl+H
Help Menu			
Help	F1	도움말	F1
Font Format			
Italic	Ctrl+I	기울임꼴	Ctrl+I
Bold	Ctrl+G	굵게	Ctrl+B
Underlined\Word underline	Ctrl+U	밑줄	Ctrl+U
Large caps	Ctrl+Shift+A	큰 대문자	Ctrl+Shift+A
Small caps	Ctrl+Shift+K	작은 대문자	Ctrl+Shift+K
Paragraph Format			
Centered	Ctrl+E	가운데 맞춤	Ctrl+E
Left aligned	Ctrl+L	왼쪽 맞춤	Ctrl+L
Right aligned	Ctrl+R	오른쪽 맞춤	Ctrl+R
Justified	Ctrl+J	양쪽 맞춤	Ctrl+J

Functions

When you have to explain many kinds of functions, function names should come first so that users can recognize and find them easily even in index.

Example:

English Text	Error Example	Correct Example
FREQUENCY worksheet function	워크시트 함수 FREQUENCY	FREQUENCY 워크시트 함수

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 including approved glossaries and localizable resources (EDBs, LSGs, etc.). 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 Korean version of Microsoft documentation, titles should be as compact as possible and translated in consistent style. When translating titles, do not add '~하기' at the end.

Example:

English Text	Error Example	Correct Example
How to Copy Cell Format	셀 서식 복사하기	셀 서식 복사
Protecting Document	문서 보호하기	문서 보호
Working with Document	문서로 작업하기	문서 작업

Cross Reference

When translating cross reference sentences, you should follow general guidelines.

- Chapter names and topic names should be accurately cross referenced.
- When referring to English site, the word '(영문)' should follow the English URL.
- Sometimes the word 'English' should be changed into '한국어' meaning 'Korean'.
- Unlocalized UI terms should be followed by Korean translation in parenthesis.

Example:

Source Text	Korean Text	Comment
For more information about repairing your system, see "Maintaining your System with Windows XP Set Up" in Chapter 12, "Repairing your system."	시스템 복구에 대한 자세한 내용은 12 장 "시스템 복구"에서 "Windows XP 가 설치된 시스템 유지 관리"를 참조하십시오.	Translation of chapter name and topic name should be consistently cross referenced.
For more information on how to deploy .NET Framework 4 with the application, refer to .NET Framework Deployment Guide for Developers.	응용 프로그램과 함께 .NET Framework 4 를 배포하는 방법에 대한 자세한 내용은 .NET Framework Deployment Guide for Developers 를 참조하십시오.	If the name of the referenced document has not been localized yet, leave the name in English.
For more information about updates and support for Microsoft products, see the current Microsoft support lifecycle policy.	Microsoft 제품에 대한 업데이트 및 지원 정보는 현재 Microsoft 지원 주기 정책(영문)을 참조하십시오.	The word '(영문)', meaning 'English' follows the English URL.
Read the Privacy Statement at http://update.microsoft.com/microsoftupdate/v6/privacy.aspx.	개인 정보 보호 정책은 http://update.microsoft.com/microsoftupdate/v6/privacy.aspx(영문)에서 확인할 수 있습니다.	The word '(영문)', meaning 'English' follows the English URL.
Visual Studio VB Express Edition - **ENU (English)** must be installed before a Visual Studio VB Express Edition language pack can be installed.	Visual Studio VB Express Edition 언어 팩을 설치하려면 Visual Studio VB Express Edition - **KOR(한국어)**이 설치되어 있어야 합니다.	ENU (English) is translated into KOR(한국어) according to the context.
Microsoft Exchange is not configured to support details templates in **your language (English)**. Contact your system administrator.	**사용자의 언어(한국어)**에서 지원되는 세부 사항 서식 파일이 Microsoft Exchange 에 구성되어 있지 않습니다. 시스템 관리자에게 문의하십시오.	'(English)' is translated into '(한국어)' according to the context.
To install Microsoft Office Outlook Connector for MSN version 1.6, go to http://membercenter.msn.com, and then click Download MSN Software.	MSN 용 Microsoft Office Outlook 커넥터 버전 1.6 을 설치하려면 http://membercenter.msn.com 사이트(영문)에서 **[Download Now](지금 다운로드)**를 클릭하세요.	Unlocalized UI term is followed by Korean translation in parenthesis.

Unlocalized UI

During localization, you may encounter unlocalized UI terms in Microsoft products. In this case, use the form of "English UI(proper Korean translation)".

In case you encounter third party UI terms other than Microsoft product UI, check whether the corresponding product and the UI words were localized. If the product has localized version, use the Korean UI terms, but if not, use the form of "English UI(proper Korean translation)", same as Microsoft product UI.

You can also refer to detailed examples in the above Cross Reference section.

Market Specific Contents

There may be specific features of the product which are supported in the United States and other countries but not supported in Korea.

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