



RingCentral Localization Style Guide PORTUGUESE (PORTUGAL)

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Style Guide History

| Date | Version | Changes | Author |
|----------------------|---------|--|-------------|
| September 14th, 2020 | 0.0 | Localization Style Guide Template Creation | Helena Lima |
| | | | |
| | | | |
| | | | |

What's New?

Last Updated:

(This section will contain detailed update changes for further versions)

General Overview

The purpose of this Localization Style Guide for RingCentral is to set basic style, grammar, punctuation and terminology guidelines to ensure top language quality content in Portuguese (Portugal).

In general, your main goal as a translator is to produce the most natural-sounding translation. It is important you capture RingCentral content's intended meaning and transfer it into natural language that is best suited to a Portuguese-speaking audience. Avoid literal transposition of the English syntax in Portuguese: most of the times, sentences need to be rewritten with an adapted syntax. Try to balance faithfulness to the source and readability in the target language.

As a rule, please use a clear and precise style. The translation should be easily understood and should not read like a translation. Put yourself in the reader's place, and determine whether the output is clear and fluent, as well as consistent and accurate.

Avoid heaviness, ambiguities, repetitions and Anglicism. Also, avoid enriching the text excessively.

Important: *If any of the topics developed in this style guide conflict with RingCentral approved terminology lists, instructions or reference material provided, the client's specific instructions should take precedence over this document.*

Style Guide Conventions

Throughout RingCentral Localization Style Guide, the main subjects will be illustrated with examples (the incorrect translation in red and the correct option in green).

This is the example in source language.

This is the example of the incorrect translation.

This is the example of the correct translation.

Software Localization

Buttons

When translating buttons, please take the following into account:

- Buttons should typically be translated as verbs. Generally, the infinitive form is used. Be concise, avoid using articles or prepositions and go straight to the point.
- Translations of buttons do not end in a period, unless they consist of more than one sentence.
- Make sure to capitalize the first word of the button.
- Do NOT use any quotation marks around buttons even if the English source uses them.
- Depending on the project-specific requirements, pay particular attention to possible character/space limitations.

| English | Incorrect translation | Correct translation |
|---|--|---|
| Cancel | Cancele | Cancelar |
| Add User | Adicione um utilizador | Adicionar utilizador |
| Click the ' Save & Close ' button below. | Clique no botão "Guardar e fechar" abaixo. | Clique no botão Guardar e fechar , abaixo. |

Names of RingCentral Products, Applications and Features

In many cases, product/application names are trademarked, thus not localizable: however, it is paramount that before translating any product, application, third party or feature names you check your reference material and linguistic instructions, including terminology lists.

Adaptation to Portuguese Market

Sometimes you may need to replace English examples by Portuguese equivalents. The explanation about the use of wildcards is a good example of text in need of localization/adaptation:

Two wildcard operators are supported:

** will match any combination of characters*

? will match any single character

*For example, searching on '*este' will select any knowledge base items that contain 'nordeste', 'sudeste', 'este' or 'oeste'. Searching on 's?lva' will return knowledge base items like 'silva' and 'salva'.*

In addition, there is an implicit '' added to the end of all keywords so that searching on 'causa' will also select 'causador' and 'causalidade'.*

Linguistic Overview

Style and Tone

Important here to note is the following with regard to how the user should be addressed:

The target audience is businesses, so the style and tone should be appropriate for business. Use **Formal addressing**. Always address the user in the formal pronouns (third person), but never use the pronoun **você** or the informal treatment (tu).

Please remember that, in situations where text can be aimed at both males and females, the non-marked form (masculine) should be used: “Está pronto para começar?”. However, whenever possible and when it doesn’t affect quality, we encourage you to choose a more neutral option.

Overall, our register should be professional and welcoming. Try to make it **business casual**. Be precise and clear, consistent and natural. Rephrase sentences that are not clear enough, and rework sentences that sound like a translation. Do not hesitate to break up long English sentences into smaller parts in order to provide better understanding.

Even though we use the formal address, try to avoid an unnecessarily formal or pompous tone. Please refrain from using words that add formality without adding meaning.

Overview of Style Expectations

For most product UI, Support Content (Support site, KB Articles) and Customer Training Materials:

- **Accurate and concise (exact):** no ambiguities or mistranslations
- **Clear and coherent (readable):** target reader should understand the text easily
- **Objective:** neutral, do not insert your own opinion, avoid colloquial or slang words, be always politically correct, aim for bias-free language
- **Correct:** content and numbers should be free of mistakes
- **Complete:** do not leave out content (words, phrases, whole paragraphs)
- **Keep an eye on the target reader:** The tone of American documentation and software is often paternalistic. In your translation, avoid a condescending, childish or overly familiar tone and treat the reader as an adult and a professional. Strive for clarity without resorting to unnecessary repetition. Downplay humor and keep the tone business-like.

For Marketing Content, E-mails, Product Guides, PR letters, Customer Proposals and selected UI components:

All of the above requirements should be met. For these components excellent language quality content in Portuguese is expected. So there are some additional requirements:

- **Idiomatically correct:** use of correct verbs, metaphors, expressions, etc. so that text does not sound like a translation
- **Avoid literal translations.** Translating literally without paying attention to Portuguese rules for style can result in sentences that are hard to understand. Try to balance faithfulness to the source and readability in the target language.
- **Avoid the passive voice.** It is too formal and wordy. Passive voice is only advised in specific texts like legal and official documents (e.g. privacy policies, terms of a contract, NDAs, etc.)
- **Use of Possessives.** Possessive adjectives are typically used frequently in English, but in RingCentral translations, the use of possessives is to be avoided.

Cross-references

You might encounter cross-references in some technical documents.

Cross-references mention other parts of text or other documents, and can be either “internal” or “external”:

Internal Cross-references

References to chapters, sections, headings or titles within the file or within the document you are translating. (Do not forget that one document might be part of a larger translation kit.)

External Cross references

References to titles of other documents that you are not translating or have been already translated in a previous project. In these instances, please check whether this text or document has been localized before, and match the relevant translations, unless otherwise specified by project-specific instructions.

Tip: Cross-references have to be referenced consistently throughout your translation as well as throughout all files. Translation of document titles (external cross-reference) might be included in the terminology list or the reference material. If you are unable to retrieve this information, please contact the Project Management team or your Language Lead. If, on the other hand, the document has not been translated before, please leave as in source language.

Cross-references normally include the following standard or similar phrases:

Key phrases for internal cross-references:

- Refer to section [...]
- For more information see chapter [...] in this document
- See also table [...] below.
- See graphic 12.1 “[*title of graphic*]”

Examples of a key phrase for external cross-references:

- o For more information, see user manual “[*title*]” of previous product.
- o See also previously published user guide “[*title*]”

Political Correctness

Politeness

While in general English is more informal than Portuguese, it may sometimes tend to be “over polite”. Instructions given to the user often begin with “Please”.

Portuguese tends not to use the equivalent expression “Por favor”. Do not hesitate to be more direct and use the imperative form or similar constructions where appropriate.

| English | Incorrect translations | Correct translation |
|------------------------------|--|-------------------------------------|
| Please enter your user name. | Por favor, introduza o seu nome de utilizador. | Introduza o seu nome de utilizador. |

Gender

Translators should do their best to use gender-neutral writing as much as possible. However, in situations where text can be aimed at both males and females, the **non-marked form (masculine)** should be used.

| English | Incorrect translation | Correct translation |
|--|---|---|
| The sales team will contact the customer and inform him/her. | A equipa de vendas entrará em contacto com a/o cliente para lhe fornecer informações. | A equipa de vendas entrará em contacto com o cliente para lhe fornecer informações. |

Passive voice

Whenever possible, avoid the passive voice, which is too formal and wordy, and use the active form, to improve readability. Passive voice is only advised in specific texts like legal and official documents (e.g. privacy policies, terms of a contract, NDAs, etc.)

| English | Incorrect translation | Correct translation |
|---|--|---|
| All files are saved in the directory by the software. | Todos os ficheiros são guardados no diretório pelo software. | O software guarda todos os ficheiros no diretório. |
| This white paper highlights some new features. | Algumas das novas funcionalidades estão destacadas neste document técnico. | Este documento técnico destaca algumas das novas funcionalidades. |

Use of Possessives

Use of possessives is quite common in English. Do not transfer the extensive use of English possessive adjectives to target. When translating them, be aware of the following:

- In some cases, “our” refers to a subject in the third person.
- Simple articles can often replace possessive adjectives.

| English | Incorrect translation | Correct translation |
|--|--|---|
| You can edit <i>your</i> files on either <i>your</i> computer, or <i>your</i> mobile device. | Pode editar os seus ficheiros no seu computador ou no seu dispositivo móvel. | Pode editar os ficheiros num computador ou dispositivo móvel. |

Articles

For the proper use of articles, please refer to standard Portuguese grammar rules.

Here is a helpful link: [https://www.infopedia.pt/\\$artigo](https://www.infopedia.pt/$artigo)

Translation of the –ing form

The –ing form can be translated in different ways, based on context, such as a verb, a noun, an infinitive clause, a subordinate clause, etc.

You should use the most appropriate option among those suggested in the following table.

| English | Suggestion |
|---|--|
| Our controllers come with a cache protecting your data integrity | Os nossos controladores têm uma cache que protege a integridade dos dados |

| | |
|--|--|
| It requires installing software on the computer. | Requer a instalação de software no computador. |
| By accessing this web site, you agree to the terms and conditions (...) | Ao aceder a este site, aceita os termos e condições (...) |

Conciseness / Fluency

English sometimes uses additional words to express concepts. Check the context, concentrate on the meaning and render it as clearly as you can.

| English | Incorrect translation | Correct translation |
|--|--|-------------------------------------|
| Your Name, Your Email Address, Your Phone Number | O seu nome, o seu endereço de e-mail, o seu telefone | Nome, endereço de e-mail e telefone |
| This means you can now... | Isto significa que agora, pode... | Agora, pode... |

Overtranslation

Overtranslation should be avoided. Overtranslation is the use of unnecessary words where a less verbose version of the text would be equally clear.

Repetitions

Besides standard grammar rules, when localizing software or documentation you should consider that repetitions are acceptable in English, but it is not the case in Portuguese. Do not hesitate to use pronouns or other “tricks” in order to avoid them.

| English | Incorrect translation | Correct translation |
|--|---|--|
| To delete a <i>file</i> from your computer, select the <i>file</i> from the right pane and click Delete. | Para eliminar um ficheiro do computador, selecione o ficheiro no painel direito e clique em Eliminar. | Para eliminar um ficheiro do computador, selecione-o no painel direito e clique em Eliminar. |

False friends

Please be careful with the so-called “false friends” and with literal translations that can have a different meaning from the source. Here are some of the most common examples:

| English | Incorrect translation | Correct translation |
|---------|-----------------------|---------------------|
|---------|-----------------------|---------------------|

| | | |
|-------------------|--------------|---------------------------------|
| actually | atualmente | realmente, de facto |
| support, to | suportar | oferecer suporte, apoiar |
| comprehensive | compreensivo | completo, exaustivo, abrangente |
| <i>particular</i> | particular | específico |
| <i>proper</i> | próprio | adequado |

Terminology and Word Choice

Technical Terms

- Regarding technical terms, the RingCentral Glossary is your first and binding source.
- For terms not listed in the glossary stick to Microsoft standard terminology where applicable:
(<https://www.microsoft.com/en-us/language>)
- Use available online resources like Wikipedia (be careful of the differences between Portuguese and Brazilian Portuguese), administrator web pages, large IT vendor portals etc.
- In case of doubt check back with your PM or Language Lead.

General Word Choice

This section will be complemented by the Language Lead when common word choices are noticed that need to be corrected regularly.

| English | Incorrect translation | Correct translation |
|---------|-----------------------|---------------------|
| | | |
| | | |
| | | |

| | | |
|--|--|--|
| | | |
| | | |

Capitalization

Portuguese capitalization differs from the English one, so please follow the Portuguese rules.

Lower case:

Contrary to English, lower case is needed for nationalities, languages, religions, days of the week, months, season names, currencies and job titles (when not part of a signature; if part of a signature, use Title Case).

| English | Incorrect translation | Correct translation |
|-------------------------|---------------------------|-------------------------------|
| Tuesday | na Terça-feira | na terça-feira |
| July | em Julho | em julho |
| 1 US Dollar | 1 Dólar Americano | 1 dólar americano |
| Users who speak English | Usuários que falam Inglês | Utilizadores que falam inglês |
| Our friend is Spanish | Nosso amigo é Espanhol | O nosso amigo é espanhol |

Title Case:

- Proper names, geographical names.
- Nouns and adjectives of organizations (Nações Unidas), bodies, departments (Ministério da Agricultura), awards, and events.
- Product names (as a rule, follow the source capitalization).

Sentence case:

In titles, headings, UI options, etc., only the first word of the string should be capitalized:

| English | Incorrect translation | Correct translation |
|--------------------------|---------------------------|---------------------------|
| XXX Terms And Conditions | Termos E Condições De XXX | Termos e condições de XXX |

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| | | |
|-------------|------------------|-------------------|
| Page Layout | Layout da Página | Esquema da página |
| Model Name | Nome do Modelo | Nome do modelo |

An exception is legal texts, where capitalization conveys a specific meaning and must be retained in the translation.

| English | Incorrect translation | Correct translation |
|---|--|--|
| This agreement (the "Agreement") is a binding agreement | O presente acordo (o "acordo") é um acordo vinculativo | O presente acordo (o "Acordo") é um acordo vinculativo |
| Install and use a copy of the Software. | Instale e use uma cópia do software. | Instale e use uma cópia do Software. |

Note: Sometimes whole paragraphs are written with all upper case, and that formatting must be preserved as these conventions may have legal implications. Do not forget the accentuation on uppercase letters.

Spelling

Do not forget to run the spell-checker when you have completed your translation. If possible, copy the translated word into Word to be able to use the grammar checker too.

Punctuation

Spacing

English documents often include double spaces after full stops. Run a controlled search and replace them by single spaces in Portuguese.

Use non-breaking spaces to prevent certain expressions to be separated at the end of a line, such as people's names, numbers, software names and versions, etc. To obtain such a space, press Ctrl + Shift + Space bar in MS Word or use Alt+0160.

Use of punctuation

Comma (,)

Find below some examples of typical comma use:

| Structure | Examples |
|---|---------------------------------------|
| Vocatives and interjections with vocative | Olá, [nome do utilizador], |
| apposition | O pai, advogado, conseguiu... |
| subordinate clauses, conditional clauses | Quando for necessário, use a vírgula. |

| | |
|---|---|
| | Se necessário, use a vírgula. |
| When an object or a simple word or expression starts the sentence (placed before the subject) | Nestes casos, use a vírgula. |
| Interspersed clauses | Os casos em que, como referido acima, deve usar a vírgula. |
| reduced clauses of infinitive, participle, omitted verb | Ao entrar, clique aqui. Fechada a janela, ele sentou-se. Ele é, eu não. |
| Adversatives | Before “mas” Before and after “porém”, “todavia”, “contudo”. |

Period (.)

A period is used to end a sentence, a paragraph or an abbreviated word.

Please consider the following uses of the period when translating RingCentral content into Portuguese:

- Do not use full stops after headings and titles, after columns in a table, or after captions used with illustrations, tables etc., unless the expression considered is a full sentence.
- Do not use full stops if a sentence ends with an abbreviation, an interrogation or exclamation mark, ellipsis, or colon.

When a sentence is placed between brackets or quotes, the period is placed outside.

Colon (:)

As a rule, use colons only in the following situations:

- To introduce lists.
- Before a quotation.

Give preference to commas or period wherever possible.

| English | Incorrect translation | Correct translation |
|--|--|---|
| Open the Create Package wizard: click the Package tab. | Abra o assistente Criar um módulo: clique no separador Pacote. | Abra o assistente Criar um módulo e clique no separador Pacote. OU Abra o assistente Criar um módulo. Em seguida, clique no separador Pacote. |

Note: Remember that if a colon is followed by more text, the first word after the colon is not capitalized (unless it starts in a new line or it is a mandatory Title Case or Sentence case term).

Semicolon (;)

As a rule, avoid the use of semicolons. Start a new sentence instead.

| English | Incorrect translation | Correct translation |
|--|---|--|
| Categories include: computers, laptops, and mobile devices; operating systems, applications, and mobile apps; network, routers, and firewalls. | As categorias incluem: computadores, portáteis e dispositivos móveis; sistemas operativos, aplicações e aplicações móveis; rede, routers e firewalls. | As categorias incluem: computadores, portáteis e dispositivos móveis, sistemas operativos, aplicações e aplicações móveis, assim como rede, routers e firewalls. |
| Note the information in the Username and Password fields; you will need them later for logging in. | Note as informações nos campos Nome de utilizador e Palavra-passe; precisará delas mais tarde para iniciar sessão. | Note as informações nos campos Nome de utilizador e Palavra-passe. Precizará delas mais tarde para iniciar sessão. |

For marketing and PR content semicolons should not be used. Cut the sentence in two smaller ones to enhance readability.

Semicolons should be mainly used to separate items in an enumeration, when using only commas would be confusing.

Ellipsis (...)

The use of the ellipsis should be avoided in Portuguese.

However, especially in UI elements, when ellipsis is used in English, it should be used in Portuguese as well.

| English | Incorrect translation | Correct translation |
|------------------------|-----------------------|--------------------------|
| Installing software... | A instalar o software | A instalar o software... |

Question mark

As Portuguese tends to be more formal, use question marks with caution. In titles, please give preference to affirmative sentences.

| English | Incorrect translation | Correct translation |
|----------------------|-------------------------|-----------------------|
| What' new? | O que há de novo? | Novidades |
| What is RingCentral? | O que é o RingCentral ? | Acerca do RingCentral |

Exclamation mark

As Portuguese tends to be more formal, use exclamation marks with caution. They do not necessarily translate well into Portuguese. Sometimes it is better to remove them. When they appear in groups (!!!), keep only one (!).

| English | Incorrect translation | Correct translation |
|-----------------|--------------------------|--------------------------|
| File not found! | Ficheiro não encontrado! | Ficheiro não encontrado. |
| Be careful!!! | Atenção!!! | Atenção! |

Hyphen (-) / n dash (–) / m dash (—)

- Hyphen is used in compound words, to split words and as negative sign.
- n dash is used in ranges of numbers (1–10), letters (A–Z), and preferably without surrounding blank spaces. It is also useful to establish logical connections (e.g., viagem Porto–Lisboa).
- m dash is used to give stronger emphasis. It must be surrounded by blank spaces. Note, however, that sometimes it can be changed to brackets or a colon.

| Incorrect use | Correct use |
|--------------------------------------|--|
| Conservar a -20 °C | Conservar a -20 °C |
| 5-10 minutos | 5–10 minutos |
| RingCentral–A solução ideal! | RingCentral — A solução ideal! |
| Segunda-sexta, 8-16 h Páginas 1-4 | De segunda a sexta, das 8 h às 16 h Páginas de 1 a 4 OU Páginas 1–4 |

| | |
|---|--|
| Ativar — Clique nesta opção para ativar o servidor. | Ativar: clique nesta opção para ativar o servidor. |
|---|--|

Round and square brackets

Use round brackets for further explications, which would otherwise disrupt the sentence, for spelling out acronyms, for indicating singular/plural forms or for translations of UI items in cases where the UI has not been localized.

Square brackets are sometimes used for indicating variables or for indicating additional information within round brackets ([]).

| Examples |
|---|
| Introduza o endereço (UNC ou URL) e clique em Validar. |
| É possível transferir ficheiros grandes via FTP (File Transfer Protocol). |
| Clique em Open File (Abrir ficheiro). |
| Especifique o caminho (UNC [interno] ou URL [externo]) e clique em Guardar. |

Quotation marks

Always use curly double quotes (" "), even if the source has single quotes (' ').

Note: When the use of quotation marks is inconsistent in the source, please use curly quotation marks only on the Portuguese translation.

Apostrophe

Please use straight apostrophes consistently in the translations, instead of curly apostrophes.

Enumerations

The items of an enumeration are usually preceded by a bullet or a sequential number. Use the same format in your translation as in the original text.

Complete sentences

If the bulleted items are complete sentences (with a conjugated verb), each begins with a capital and ends with a period.

Os seguintes casos são possíveis:

- O servidor está na rede.
- O servidor está fora da rede.

Phrases/words

If the parts of an enumeration consist of a single word or a small group of words, the punctuation marks may be omitted altogether.

O servidor pode estar nas seguintes localizações:

- dentro da rede
- fora da rede

Parts of sentences

If the list items are not full sentences and depend syntactically on the introductory sentence, each element should start with a lower case letter and end with a semicolon. End the last item with a period.

Instale o software se:

- o servidor estiver na rede;
- o servidor estiver fora da rede;
- o servidor estiver acessível a partir de dispositivos móveis.

Abbreviations

Abbreviations should be avoided whenever possible, except for standard abbreviations ("etc.") or those included in RingCentral glossary.

If the use of an abbreviation is absolutely necessary, make sure to be consistent and do not abbreviate a term in some sentences and spell it out in other sentences.

With regard to text length the use of abbreviations and the omission of articles and prepositions in on-screen text is only allowed in exceptional situations. If there is insufficient space, articles and prepositions can often be omitted first, without the text losing content or clarity. However, do not use this 'telegram style' if it is not necessary.

Acronyms

Translation of acronyms depends on RingCentral project-related requirements, and should always be investigated to confirm their localizability.

Here are some examples of how to approach the translation of acronyms:

| Description | English | Portuguese | Guidelines |
|--|-------------------------------------|--|---|
| <i>The acronym is before the spelled out version.</i> | CSV (Comma Separated Values) | CSV (Valores separados por vírgulas) | <i>On first appearance, spell it out. Full term between brackets, immediately after the acronym. After this initial clarification, the acronym can be used without the full term.</i> |
| | HPFS (High Performance File System) | HPFS (High Performance File System) | <i>If there is no translation, keep the spelled out term between brackets after the acronym.</i> |
| <i>The spelled out term is followed by an acronym in brackets.</i> | Operating System (OS) | Sistema operativo (SO) | <i>If there is a translation, insert the full version and the acronym between brackets.</i> |
| <i>The acronym is not spelled out.</i> | OLE | OLE OLE (ligação e incorporação de objetos) | <i>Use the acronym only (if it requires no explanation) or insert a brief explanation the first time it appears. Afterwards, use only the acronym.</i> |

Numbers

Numbers should be written in full:

- When used as nouns.
- At the beginning of a sentence.
- When appearing alone and representing simple quantities, usually the numbers 1–10.

Dates, large numbers, ages, document references (paragraph, page, etc.) should be written as numbers.

Numbers 1 to 9999 should be written without spacing. For numbers above, separate them with non-breaking spaces (10 150, 100 000, 200 000 000).

Remember to replace the decimal point by a comma and the thousand separator by a non-breaking space.

| English | Incorrect translation | Correct translation |
|-----------|-----------------------|---------------------|
| 0.25 | 0.25 | 0,25 |
| 1,254.28 | 1,254.28 | 1 254,28 |
| 9,567 | 9 567 | 9567 |
| 8,990,500 | 8,990,500 | 8 990 500 |

Note: Avoid mixing numerical and alphabetical forms.

Units of Measure

Portugal uses the metric system. Pounds, miles, inches, feet and gallons have no legal meaning and are to be avoided as much as possible.

If the content includes units of measures that do not apply to your locale, for example imperial system ones, you might be instructed to either add converted value of the system that applies to your locale first and leave the original one in brackets, or to convert the value into its metric equivalent, based on the project requirements. Use the following table for reference.

Units of measure should be separated from the preceding number by a non-breaking space, e.g. 15 °C.

| Imperial | Metric |
|-------------------|----------|
| 1 inch (" , in) | 2,54 cm |
| 1 foot (ft.) | 30,48 cm |
| 1 yard (yd.) | 91,44 cm |
| 1 mile (m, ml) | 1,609 km |
| 1 pint (pt.) | 0,57 l |
| 1 quart (qtr.) | 1,136 l |
| 1 gallon (g, gal) | 4,546 l |
| 1 ounce (oz.) | 28,349 g |
| 1 pound (lb.) | 453,59 g |
| 1 stone (st) | 6,348 kg |
| 1 ton (t) | 1016 kg |

Note: monitor sizes are always expressed in inches and represent, therefore, one of the few exceptions.

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Here is a list of some current units of measure and their Portuguese equivalents:

| English | Translation | Abbreviation |
|----------------|--|---|
| Kilometer (Km) | quilómetro | km |
| meter | metro | m |
| decimeter | decímetro | dm |
| centimeter | centímetro | cm |
| millimeter | milímetro | mm |
| liter | litro | l, L (use uppercase if there is a chance of mix-up with the number 1) |
| deciliter | decilitro | dl |
| centiliter | centilitro | cl |
| milliliter | mililitro | ml |
| ton | tonelada | t |
| kilogram | quilograma | kg |
| pound | libra | lb |
| gram | grama (never forget it's a masculine word) | g |
| decigram | decigrama | dg |
| centigram | centigrama | cg |
| milligram | miligrama | mg |
| kilobyte | quilobyte | KB |
| megabyte | megabyte | MB |
| gigabyte | gigabyte | GB |
| gigabit | gigabit | Gb |
| inch | polegada | in |
| feet | pés | ft |
| mile | milha | mi |
| gallon | galão | gal |
| millisecond | milissegundo | ms |
| second | segundo | s |
| minute | minuto | min |
| Volt | volt | V |
| Watt | watt | W |

| | | |
|----------------------------|------------------------|------|
| Hertz | hertz | Hz |
| Megahertz | mega-hertz | MHz |
| Celsius degree | grau Celsius | °C |
| bits per second | bits por segundo | bps |
| kilobit per second (kbps) | quilobits por segundo | kbps |
| megabit per second (Mbps) | megabits por segundo | Mbps |
| gigabit per second (Gbps) | gigabits por segundo | Gbps |
| byte per second (Bps) | bytes por segundo | Bps |
| kilobyte per second (kBps) | quilobytes por segundo | kBps |
| megabyte per second (MBps) | megabytes por segundo | MBps |
| gigabyte per second (GBps) | gigabytes por segundo | GBps |

Note: unit symbols are not abbreviations, therefore, they should never be followed by a “dot”.

Percentages

Percentages are usually written in numbers followed by the symbol %. A non-breaking space is used between the number and the symbol, e.g.: 37 %.

Date and time

Follow the Portuguese convention.

Date:

The short format can be separated either by a slash and less frequently by a hyphen.

Recommended formats:

Short date: DD/MM/YYYY. Example: 18/08/2015

Long date: dddd d mmmm yyyy. Example: 18 de agosto de 2015

Time:

RingCentral Localization Style Guide – Portuguese (Portugal)

The 24-hour clock format should be used in the following format: hh:mm:ss.

| English format | Portuguese format |
|----------------|--|
| 11:30 PM | 23:30 |
| 8AM to 8PM | Das 8:00 às 20:00 Or if necessary: 08:00–20:00 |
| 2000-04-05 | 05/04/2000 |

The name of the months, in extended and abbreviated forms should be as follows:

| | |
|-----------|------|
| janeiro | jan. |
| fevereiro | fev. |
| março | mar. |
| abril | abr. |
| maio | mai. |
| junho | jun. |
| julho | jul. |
| agosto | ago. |
| setembro | set. |
| outubro | out. |
| novembro | nov. |
| dezembro | dez. |

The name of the days, in extended and abbreviated forms should be as follows:

| | |
|---------------|------|
| segunda-feira | seg. |
| terça-feira | ter. |
| quarta-feira | qua. |
| quinta-feira | qui. |
| sexta-feira | sex. |
| sábado | sáb. |
| domingo | dom. |

Currency

The currency symbol or code should always be written AFTER the number, regardless of how it is written in the source:

100 €

1,50 USD

Add non-breaking spaces between the currency and the number.

To make a distinction between US dollars and CA dollars, give preference to the ISO abbreviation.

100 USD

Specific expressions

Here are some examples and suggestions on how to translate some recurrent expressions:

| English | Portuguese |
|---------------------------------------|--|
| about | sobre |
| as shown in figure xx | como mostra a imagem xx |
| For more information on xxx, see xxx. | Para obter mais informações sobre xxx, consulte xxx. |
| N/A (Non Available) | N/D (não disponível) |
| Please note that | Note que |
| Refer to xxx for instructions on xxx. | Consulte xxx para obter instruções sobre xxx. |
| registered trademark | marca registada |
| trademark | marca comercial |
| troubleshooting | resolução de problemas |
| User's Guide | Manual do utilizador |
| Are you sure you want to...? | Tem a certeza de que pretende...? |
| Contact [support]. | Contacte [support]. |
| Follow these steps to xxx | Para xxx, siga estes passos: |

Miscellaneous

Trademarks and Product Names

Application/product names are often trademarked 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.

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adobe.com/misc/pdfs/adobe_trademark_database_external.pdf

Apple trademarks list:

<https://www.apple.com/legal/intellectual-property/trademark/appletmlist.html>

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<https://www.google.com/permissions/trademark/trademark-list/>

Microsoft trademarks list:

<https://www.microsoft.com/en-us/legal/intellectualproperty/Trademarks/EN-US.aspx>

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References to links

Whenever source files include references to URLs, translators should query if said link has a local version, and modify the document accordingly. If not, the relevant URL will be left as it appears in the source English text.

References to UI Options

In regards to UI option translation for software projects, instructions may vary based on RingCentral project-specific guidelines. However, in general, please adhere to the following:

- If software has been translated, please match the relevant translation memory or string list provided with the translation package.
- If software has not been translated, please use bilingual format, i.e. English first, followed by target in brackets. In case there are formatting tags, insert the translation outside of the formatting tags.

When necessary, please refer to Microsoft approved terminology for your language on the MS Portal: <http://www.microsoft.com/Language/en-US/Default.aspx>

Addresses and Phone Numbers

In general, please follow the principles outlined below:

- Translate country and city names based on your country/region's conventions.
- Localize address formats, if necessary, based on your country/region's conventions.
- If source only includes toll free numbers and US numbers, please add an international country code to the local number for international users, as shown below:

Source:

RingCentral, Inc. (Belmont/HQ) 20 Davis Drive, Belmont, California 94402
Phone: 888-528-RING (7464) or 650-472-4100

Target:

RingCentral, Inc. (Belmont/HQ) 20 Davis Drive, Belmont, California 94402
Phone: 888-528-RING (7464) or +1-650-472-4100

Recommended Portuguese Language References

[Infopédia](#)

[Portal da Língua Portuguesa](#)

[Lista dos Estados, territórios e moedas](#)

Note for IT-related terminology:

For general IT-related terminology, you can refer to the [Microsoft Language Portal](#). You can perform online searches within the portal or even download a .tbx file from the Microsoft Terminology Collection, available at <https://www.microsoft.com/en-us/language/Terminology>

Note that some terms will be already translated in RingCentral glossary. In case of any discrepancies, Ring Central's glossaries take precedence.