RingCentral Localization Style Guide Spanish

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Style Guide History

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Published date	Version	Changes	Author
August 06, 2015	0	Localization Style Guide Template Creation	Language Expert
August 17, 2015	1.0	Localization Style Guide Adaptation for Spanish	Exero Soluciones
November 18, 2016	2.0	Localization Style Guide Update	Treeloc
June 19, 2017		Localization Style Guide Update	Language Expert
December 15, 2017	2.0	Addition of: Fax Cover Style	Exero Soluciones
July 26, 2021	3.0	Spacing around tags Product names official translations	ESES Linguist

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What's New?

Last Updated: June 19, 2017

- Meta descriptions and meta titles section added
- Third-party products and trademarks section updated

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

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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 Spanish

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 wide Spanish-speaking audience. Avoid literal transposition of the English syntax in Spanish: 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

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. Depending on the project-specific requirements, pay particular attention to possible character/space limitations.

English	Incorrect translation	Correct translation
Add categories	Añada las categorías	Añadir categorías
Go to Profile's page and click press the Add categories button	Vaya a la página de perfiles y haga clic en el botón de añadir categorías	Vaya a Página de perfiles y haga clic en Añadir categorías
Remember to press the OK button save all the changes	Recuerde pulsar el botón OK para guardar todos los cambios	Pulse OK para guardar los cambios
If you wish to revise the document, you will have to download it	Si desea revisar el documento, tendrá que descargarlo	Descargue el documento para revisarlo

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.

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Adaptation to Spanish Market

Sometimes you may need to replace English examples by Spanish 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 '*ing' will select any knowledge base items that contain 'fishing', 'hunting', 'ring' or 'drinking'. Searching on '?ing' will return knowledge base items containing the word 'ring'.

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

Linguistic Overview

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Style and Tone

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 friendlier parts in order to provide better understanding.

Please use an appropriate style for technical texts and documents:

- **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
- **Correct**: content and numbers should be free of mistakes
- **Idiomatically correct**: use of correct verbs, metaphors, expressions, etc. so that text does not sound like a translation
- **Complete**: do not leave out content (words, phrases, whole paragraphs)
- **Keep an eye on the target reader**: use an appropriate tone

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Cross-references

You might encounter cross-references in some technical document.

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 shall 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*]"

Politically Correctness

Politeness

In general English tends to be "over polite". In Spanish it's recommended to use a formal style to address the user (usted). However, it is not necessary to use "Please" with the instructions given to the user. 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, introduce tu nombre de usuario.	Introduzca su nombre de usuario.

Gender

Gender is also a sensitive matter as shown in the examples. As far as gender is concerned, Spanish usually gives priority to masculine forms, unless differently needed based on a specific context.

English	Incorrect translation	Correct translation
The users can contact the service team whenever they need help.	Los usuarios y las usuarias pueden contactar con la asistencia al cliente cuando necesiten ayuda.	Los usuarios pueden contactar con la asistencia al cliente cuando necesiten ayuda.
Welcome	Bienvenido/a	Le damos la bienvenida

As shown in the second example, it is advisable to avoid gendered adjectives whenever possible.

Please note that, in English, sometimes "they" is used as a generic third-person singular pronoun.

Passive voice

Whenever possible, avoid the passive voice, which is not as common as in English and sounds wordy, and use the active form or the reflexive passive voice ("se"), 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 details have been provided in this topic.	Todos los detalles sobre este tema han sido facilitados.	Se han facilitado todos los detalles sobre este tema.

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Some new features are detailed in this white paper.	En este informe técnico son detalladas algunas funciones nuevas.	En este informe técnico aparecen algunas funciones nuevas.

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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 *your* files on either *your* computer, or *your* mobile device.	Puede editar sus archivos desde su ordenador o desde su teléfono móvil.	Puede editar los archivos desde un ordenador o desde su teléfono móvil.

Articles

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

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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, etc.

In Spanish the –ing form is typically translated as gerund, although the use of gerund is not always recommendable. In Spanish the gerund is not correct when it is used to describe an action occurring after or as a consequence of another one or when it acts like an adjective.

Gerunds used in English headings and titles should never be translated as gerunds, but rather use a noun form (see Titles, Header and Section names). Alternatively, use verbal forms consistently.

English	Suggestion	
Our controllers come with a cache protecting your data integrity.	Nuestros controladores disponen de una memoria protegiendo la integridad de sus datos.	Nuestros controladores disponen de una memoria que protege la integridad de sus datos.
By accessing this web site, you agree to the terms and conditions.	Accediendo al sitio web, acepta los términos y condiciones.	Si accede al sitio web, acepta los términos y condiciones.
Getting started	Empezando	Primeros pasos, introducción
Introducing RingCentral	Presentando RingCentral	Presentamos RingCentral

Conciseness

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
Enter your name, your email address and your date of birth.	Introduzca su nombre, su dirección de correo electrónico y su fecha de nacimiento.	Introduzca sus datos personales.
This means you can access from now on the full content.	Esto significa que a partir de ahora puede acceder a todo el contenido.	Ahora puede acceder a todo el contenido.

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Repetitions

Besides standard grammar rules, when localizing software or documentation you should consider that repetitions are acceptable in English, but might not in Spanish. Do not hesitate to use pronouns or other "tricks" in order to avoid them.

English	Incorrect translation	Correct translation
To delete a *file* from your computer, select the *file* from the right pane and click Delete.	Para eliminar un archivo de su ordenador, seleccione el archivo en el panel derecho y haga clic en Suprimir.	Para eliminar un archivo de su ordenador, selecciónelo en el panel derecho y haga clic en Suprimir.

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
Abort	Abortar	Anular, cancelar
Actually	Actualmente	Realmente
Assess	Asesorar	Evaluar
Assume	Asumir	Suponer
Billion	Billón	Mil millones
Consistent	Consistente	Coherente, uniforme
Eventual	Eventual	Final
Fabric	Fábrica	Tejido
Facility	Facilidad	Instalación
Resume	Resumir	Reanudar
Support	Soporte	Asistencia

Capitalization

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

These are some examples where capital letter is necessary:

- Proper names, product names, geographical names.

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- The first word after a period, an exclamation mark, a question mark, after an ellipsis (when the sentence starting after the ellipsis is different or a repetition of the previous sentence).
- After a colon only when the sentence is a quote, when it is an explanatory sentence (in enumerations) or when the sentence is a note, notice, advertisement or warning.
- In title case, nouns and adjectives of organizations (United Nations), bodies, departments (Internal Affairs), awards, and events.

English makes extensive use of capitalization. The same might not apply in Spanish, where only the first word should be capitalized.

In addition, contrary to English, lower case is needed for nationalities, languages, religions, days of the week, months, season names, currencies, job titles in Spanish.

English	Incorrect translation	Correct translation
On Tuesday is not available	No disponible los Martes	No disponible los martes
It will be ready by July.	Estará listo a partir de Julio.	Estará listo a partir de julio.
1 US Dollar	1 Dólar Estadounidense	1 dólar estadounidense
Users who speak Polish	Los usuarios que hablan Polaco	Los usuarios que hablan polaco
Our friend is French	Nuestro amigo es Francés	Nuestro amigo es francés

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

English	Incorrect translation	Correct translation
How To Ensure a Smooth Transition	Cómo Garantizar una Transición Fluida	Cómo garantizar una transición fluida
XXX Terms And Conditions	Términos y Condiciones de XXX	Términos y condiciones de XXX
Page Layout	Diseño de la Página	Diseño de la página
Model Name	Nombre del Modelo	Nombre del modelo

An exception to this 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	Este acuerdo (el "acuerdo") es vinculante	Este acuerdo (el "Acuerdo") es vinculante
Install and use a copy of the Software.	Instalar y usar una copia del software	Instalar y usar una copia del Software

Note: Sometimes whole paragraphs are written with all upper case, and that formatting must be preserved as these conventions may have legal implications.
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Special symbols

Here is a list of the ASCII codes for the most common used quotes in Spanish.

Code	Symbol
Alt+0147	"
Alt+0148	"
Alt+0171	«
Alt+0187	»

Spelling

Do not forget to run the spell-checker when you have completed your translation.

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Punctuation

Spacing

Brand name tags need to be separated from the preceding or following text with a space.

In Spanish there is no space before any punctuation sign.

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

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

A comma is used when a natural pause is heard, but use of comma is quite subjective. There are, though, some guidelines to be followed in Spanish:

- In an enumeration, each element should be separated by a comma. The last element of the enumeration is preceded by a conjuction and no comma.

- In a sentence, the subject should not be separated by a comma from the predicate.

- A vocative particle must be always preceded and/or followed by a comma ("Hola, Juan").

Period

A period is used to end a sentence, a paragraph or an abbreviated word. When a sentence is placed between brackets or quotes, the period is placed outside. 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.

Colon

As a rule, try to avoid using colons, as English makes a wider use of them. Prefer commas wherever possible.

The colon is commonly used to introduce new sentences (enumerations, explanations, notices, advertisements, warnings). Uppercase should follow headings like "Advertencia", "Precaución", "Peligro", "Nota", etc. when the statement is a full sentence.

Semi-colon

Semi-colons are used less in Spanish than in English: they are mainly used to separate items in an enumeration, when using only commas would be confusing. As a rule, avoid the use of semi-colons. Start a new sentence instead.

Exclamation mark

Exclamation marks are not as common in Spanish as they are in English. Avoid using exclamation marks unless it is really necessary, as per voice and style, and emphasise the main unit of interest rather than a whole sentence. When they appear in groups (!!!), you may keep only one.

Hyphen/En dash (-), Em dash (—)

- Hyphen (-): Use it to join two parts of a compound term.
- En dash (-): This is usually used as a minus sign or in number ranges (en 3-10 días). Do not insert a space between the number and the en dash.
  - Please see section *Meta descriptions and meta titles*.
- Em dash (—): Use it to separate an element within a sentence. It should always be closed with a final em dash, even if it's before a period. There are always spaces around it but not inside. Avoid using this symbol when it can be replaced by brackets.
  - In many cases, if there is only one em dash in a sentence, it should be replaced by another type of punctuation that makes sense for the context (like a colon or a comma). Example: The jurors reached a unanimous verdict — guilty. >> Los miembros del jurado dieron un veredicto: culpable.

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Round and square brackets

In Spanish round brackets are commonly seen, and square brackets are only used when round brackets already appear on the sentence. However, bear in mind that often square brackets are used to define tags.

Quotation marks

Quotation marks are used to quote sentences taken from other sources, or to quote titles of other documents. Single quotes should be avoided, unless software requirements or other constraints force you to use them in order not to break builds or cause other technical issues. Punctuation should be placed outside the quotes.

Please use angular quotation marks («») in Spanish. To enclose a quotation inside within a quotation, please use curly quotation marks ("").

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Style to use in bulleted lists

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Example 1

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

- Inicie sesión y diríjase a la página de perfil.
- Haga clic en Preferencias y seleccione la opción Idioma.

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Example 2

If the bulleted items are phrases or single words, items shall not be followed by a period:

Según el tipo de campo se aceptarán determinados formatos de información:

- Símbolos numéricos
- Símbolos y caracteres alfanuméricos
- Cadenas de valores

Example 3

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, except the last element, which ends with a period. When there's a conjunction in the penultimate element, the semicolon goes before it:

Para crear una cuenta nueva debe:

- visitar la página inicial;
- hacer clic en Nuevo usuario;
- introducir sus datos personales; y
- hacer clic en Aceptar.

Meta descriptions and meta titles

• Meta descriptions have a maximum of 155 characters (including spaces and punctuation). The rule of thumb for meta descriptions is for it to not be shorter than 50 characters or longer than 155 characters. As long as the description accurately describes the content of the page and follows that rule of thumb, we should be okay.
• Meta titles have a maximum of 55 characters (including spaces and punctuation).
• Follow title case capitalization/formatting rules.
• Separate "RingCentral" from the rest of the meta title with a horizontal bar: Visual Voicemail | RingCentral.
• Use an en dash (–) to separate keywords/keyword phrases: Virtual PBX – Cloud PBX | RingCentral.

Abbreviations

Abbreviations should be avoided whenever possible, but you may need to abbreviate words in item such as UI options. Preferably, standardized abbreviations should be used.

Examples of common abbreviations:

Extended Version	Abbreviation
Código	Cód.
Departamento	Dpto.
Estados Unidos	EE. UU.
Etcétera	Etc.
Gran Bretaña	GB
Máximo	Máx.
Mínimo	Mín.

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Número	N.º
Página	Pág., p.
Por ejemplo	P. ej.
Teléfono	Tel., teléf.
Unión Europea	UE

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Acronyms

Translation of acronyms depends on RingCentral project-related requirements, and should always be investigated to confirm their localizability. Acronyms should not have plural endings.

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

Description	English	Spanish	Guidelines
Acronym is before its expansion	CSV (Comma Separated Values)	CSV (valores separados por comas, Comma Separated Values)	*If a translation is possible, it should be located before the English.*
	HPFS (High Performance File System)	HPFS (High Performance File System)	*If a translation is not possible, leave the expansion in parenthesis.*
The expansion comes before its acronym	Revolution per minute (RPM)	Revoluciones por minuto (RPM, revolution per minute)	*If a translation is possible, add the English expansion in parenthesis after the acronym.*
	Desktop Publishing (DTP)	Desktop Publishing (DTP)	*If a translation is not possible, leave expansion and its acronym in parenthesis.*
The acronym is not followed by its expansion	ROI	ROI	*Use the acronym without expansion.*

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Numbers

Numbers should be written in full:

- When used as nouns

- When at the beginning of a sentence

- When appearing alone and representing simple quantities, usually the numbers up to 9.

- In expressions like "in the 80s".

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

Remember to replace the decimal point by a comma and the thousand separator by a non-breaking space (when the number has 5 digits or more).

English	Incorrect translation	Correct translation
0.25	0.25	0,25
1,254.28	1,254.28	1254,28
18,567	18,567	18 567
8,990,500	8,990,500	8 990 500

Note: Avoid mixing numerical and alphabetical forms.
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Units of Measure

Units of measure should be separated from the preceding number by a non-breaking space, e.g. 533 MHz.

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.

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)	1 016 kg

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

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

English	Translation	Abbreviation
Kilometer (Km)	kilómetro	km
Meter	metro	m
Decimeter	decímetro	dm
Centimeter	centímetro	cm
Millimeter	milímetro	mm
Liter	litro	l
Deciliter	decílitro	dl
Centiliter	centílitro	cl
Milliliter	mililitro	ml
Ton	tonelada	t
Kilogram	kilogramo	kg
Pound	libra	lb
Gram	gramo	g
Decigram	decigramo	dg
Centigram	centigramo	cg
Milligram	miligramo	mg
Kilobyte	kilobyte	KB
Megabyte	megabyte	MB
Gigabyte	gigabyte	GB
Gigabit	gigabit	Gb
Inch	pulgada	in
Feet	pie	ft
Mile	milla	mi

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Gallon	galón	gal
Millisecond	milisegundo	ms
Second	segundo	s
Minute	minuto	min
Volt	voltio	V
Watt	vatio	W
Hertz	hercio	Hz
Megahertz	megahercio	MHz
Celsius degree	grados celsius	ºC
bits per second	bits por segundo	b/s

Percentages

Percentages are usually written in figures followed by the symbol %. Although the Spanish grammar rules recommend the use of a blank space between the figure and the symbol, this can lead to misunderstandings or confusions when reading a text with many numbers. Therefore, no blank spaces should be used between the figure and the symbol, e.g.: 37%.
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Date and time

Adapt date and time formats to Spanish standards.

Date format, for example, should follow day-month, and not month-day.

The short format can be separated either by hyphen (-) or slash.

Recommended formats:

Short date: DD/MM/YYYY. Example: 28/09/2015

Long date: dddd de mmmmm de yyyy. Example: 28 de septiembre de 2015

The standard time format is hh:mm:ss. The 24-hour clock format should be used.

English format	Spanish format
11:30 PM	23:30 h
8AM to 8PM	desde las 8 h hasta 20 h
8-June-2014	8 de junio de 2014

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

enero	ene.
febrero	feb.
marzo	mar.
abril	abr.
mayo	may.
junio	jun.
julio	jul.
agosto	ago.
septiembre	sep.
octubre	oct.
noviembre	nov.
diciembre	dic.

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Fax Cover Page

This page is the reference for Fax cover page for IBO/Localization.

Products: Service Web, Mobile Web, Mobile App, Spartan(?).

Brand - Language - Fax cover template Matrix (10.0)

Brand	User Language	Locale	User Language Display Name	Cover Pages	Default Cover

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RC US/CA/UK/EU/AU	Spanish	es_ES	Español	1 UK English template + 1 US English template + 1 Canada French template + 1 Europe French template + 1 German template + 1 Spanish template + 1 Italian template + 1 Latin America Spanish + 1 Japanese template + 1 Brazilian Portuguese template: 10 in total	Spanish template

Template ID

"All US English legacy templates" = (1-13) in db

"1 Spanish template" = new es_ES template

Template Names on SW/MW

Template	en_US Name	en_GB Name	fr_CA Name	fr_FR Name	de_DE Name	es_ES Name	it_IT Name	es_419 Name
All legacy templates	Use the same names as before	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Spanish template	Spanish	Spanish	Espagnol	Espagnol	Spanisch	Español	Spagnolo	Español

Template Names on Mobile apps

Templates	Names
All legacy templates	Use the same names as before
Spanish template	Español

Fax Cover Template Layout (10.0)

Brand	Language	Locale	User Language Display Name	Cover Layout
RC US/CA/UK/EU	Spanish	es_ES	Español	Left: To | Right: From

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Currency

Currency symbols are placed after the numeral and preceded by a non-breaking space, with two decimal figures 135,80 €).

- Canadian dollar ($): Use with numerals: 100 $. If "CAD" is needed for clarity, use in parentheses: 100 $ (CAD).
- European currency (€): Use with numerals and without "EUR": 100 €, not: €100 EUR.
- Great Britain pound (£): Use with numerals and without "GBP": 100 £, not: £100 GBP.
- US dollar ($): Use with numerals: 100 $. If "USD" is needed for clarity, use in parentheses: 100 $ (USD).

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Specific expressions

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

English	Spanish
About	Acerca de, sobre, alrededor de
as shown in figure xx	tal como aparece en la imagen xx
For more information on xx, see xxx.	Para obtener más información sobre xx, consulte xxx.
N/A (Non Available)	No disponible
Please note that	Tenga en cuenta que
Refer to xx for instructions on xxx.	En xx encontrará instrucciones sobre xxx.
registered trademark	marca comercial registrada
Troubleshooting	resolución de problemas
Trademark	marca comercial
User's Guide	Guía de usuario
want (to), would like	desea
we recommend…	le aconsejamos, le sugerimos
Follow these steps to xxx	Siga los pasos que aparecen a continuación para xxx

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Miscellaneous

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Trademarks and Product Names

RingCentral has a number of registered and unregistered trademarks and trademarked phrases. Please refer to the most updated version of the approved RingCentral term list for your language. Note that, unless otherwise indicated, you shall use trademark and registered trademark symbols only on the first mention in the translated version of your content.

For third party products mentioned in RingCentral content, please complete an extensive research to determine whether an official, approved trademarked translated version is available: otherwise, use as in source.

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Copyright Information, Footer, Publication Dates

Copyright notices tend to be standard texts. Please make sure you receive instructions on whether an official and approved translated version of the below is available.

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Use the copyright symbol to denote copyright ownership for works other than sound recordings. To create a copyright symbol on a Mac, press opt + [g]. In Windows, hold alt and type 0169. When a copyright symbol is needed in plain-text format, use a lowercase "c" in parentheses: (c) 2016 RingCentral.

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.
- Use bold type to reference on-screen instructions, commands, menu items, or buttons: Tap the Transfer icon.

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

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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.
- Unless needed for clarity, don't capitalize web or email addresses. Learn more at ringcentral.com.
- Do not include www or http/s in URLs.
- If a URL comes at the end of the sentence, use a period after. Be sure the period is not part of a hyperlinked URL.
- 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
Teléfono: +1-888-528-RING (7464) o **+1**-650-472-4100

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Third-party products and trademarks

If a term is not listed in this section, check the common and industry-specific terms section. Note that unless otherwise indicated, use trademark and registered trademark symbols only on the first mention.

Adobe products and trademarks

Adobe trademarks list:

adobe.com/misc/pdfs/adobe_trademark_database_external.pdf

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Acrobat Reader®	Dreamweaver®	Photoshop®
Adobe®	Flash®	
Creative Cloud®	Illustrator®	

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Apple trademarks list:

apple.com/legal/intellectual-property/trademark/appletmlist.html

Product icons guidelines:

https://developer.apple.com/softwarelicensing/agreements/files/iPod-iPhone-iPad-Icons-Guidelines.pdf

Apple®	Apple Watch®	FaceTime®	iPad®	iPod touch ®	MacBook ®	Mac OS X®
Apple Calendar	Apple Watch Sport®	iCal®	iPad Air®	iTunes Store®	MacBook Air®	Mac Pro®
Apple Pay ™	App Store™	iMac®	iPad mini ™	Mac®	MacBook Pro®	Safari®
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Box	Flick®, Glassdoor®	Kapost	Reddit	Vimeo	
Cisco®, Cisco WebEx®	Grandstream	LinkedIn®	ServiceNow®	Vine	
CNET Desk, Desk.com	inContact®	Linux®	SlideShare	Wikipedia®	
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