RingCentral Localization Style Guide Spanish (Latin America)

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Style Guide History

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
December 15, 2017	2.0	Addition of: Fax Cover Style	Exero Soluciones

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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 and help translators, proof-readers and reviewers to ensure top language quality content in Latin American Spanish.

In general, the main goal 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. A native speaker should, at all times, be able to interpret and understand the translations.

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.*

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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.

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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.

Translation of buttons itself should not end with a period, unless they include more of one sentence.

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
Cancel	Cancelar.	Cancelar

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 and Do Not Translate (DNT) lists**.

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Adaptation to Latin American 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

Style and Tone

Always keep in mind the user/target audience. Keep a professional and welcoming tone, but refrain from being patronizing or pompous.

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.

The basic style expectations are the following:

- **Focus on usability.**
- **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 and aim for bias-free language.
- **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**: once again, use an appropriate tone. Keep it business-like.

For some projects, you may find additional style expectations/requirements. Please, always follow the instructions fully.

Terminology

- **Consistency is of the utmost importance**. Make sure your translations are consistent within and across files. Use the provided tools and documents approved by RingCentral.
- **Always check RingCentral term lists (glossaries and DNT list)**: they are your first and binding source for translation, proofing and reviewing. Be sure to always use the most recent version, since they are frequently updated.
- For other terms or concepts, you can consult **Microsoft Language Portal** (https://www.microsoft.com/en-us/language) and other **available online resources** such as IT vendor portals.

Finally, do not hesitate to double check with your Project Managers, Language Leads and/or Quality Managers.

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*]"

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Politically Correctness

Politeness

In general, English tends to be "over polite". Use formal addressing of people: usted, and not tu or vos. 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 in Spanish 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. Whenever possible, try to find neutral forms. Aim to find balance between bias-free language, fluency and character limitations (if there are any).

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

Passive voice

Whenever possible, avoid the passive voice, which is not as common as in English and sounds wordy in Spanish. 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.
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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Negative constructions

Whenever possible and appropriate, avoid reproducing negative constructions of English into Spanish, since it may sound unnatural or confusing for the reader/user (specially in instructions). Sometimes, positive constructions are better, but always check to avoid distortions/deviations from source.

English	Incorrect translation	Correct translation
Do not unmark the box if not mandatory	No desmarque la casilla si no es obligatorio	Solo desmarque la casilla si es obligatorio

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 computadora o desde su celular	Puede editar los archivos desde una computadora o desde un celular

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 marks an action in progress which takes place before or at the same time as the main action. Using 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	Incorrect translation	Correct translation
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.

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 computadora, selecciónelo en el panel derecho y haga clic en Suprimir.

Remember that to use the adjective "mismo/misma" as pronouns is incorrect.

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.
- 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

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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

Unless needed for clarity, do not capitalize web and email addresses.
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.

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.
It is encouraged to also copy and paste the translated text in a Word document and run Spelling & Grammar (F7).

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Punctuation

Spacing

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 conjunction 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).
- Introduce a list of items.
- Separate two clauses (of which the second expands or illustrates the first).
- Indicate proportion between two numbers (a ratio of 10:1).
- Separate hours from minutes in numerical times of day.

Remember to start with an uppercase after headings such as "Advertencia", "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 emphasize the main unit of interest rather than a whole sentence. When they appear in groups (!!!), you may keep only one. Always use the initial and final exclamation marks.

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 add a space between the en dash and the numbers.
- 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

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. Do not use quotation marks for emphasis, remarks or to differentiate a term that belongs to other language but must be kept as it (i.e., DNT terms).

Bar

Placed between two words, indicates two or more possible options. Do not use spaces between the bar and the words.

English	Incorrect translation	Correct translation
country/region	país / region	país/región

Ampersand (&)

Avoid using an ampersand wherever possible (with a few notable exceptions, such as trademarked

or product names: AT&T, H&R Block).

Accent marks

Please, follow the standard Spanish rules about accent marks. Remember that accent marks are mandatory in capitalized letters or words.

Style to use in bulleted lists

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.

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 lowercase letter and end with a semicolon, except for the last element, which ends with a period:

Para crear una cuenta nueva debe:
- visitar la página inicial;
- hacer clic en Nuevo usuario;
- introducir sus datos personales; y
- hacer clic en Aceptar.

Be consistent. Each item in a list must be structured the same way. That is, all list items should be either fragments or complete sentences. Match tone, voice, and verb tense throughout a single list. Do not introduce a bullet list with a preposition.

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

If standardized abbreviations are not available, please, just follow the Spanish rules. You will find more information [here](#).

Acronyms

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

Unless it is specified, do not add "por sus siglas en inglés" between brackets. Acronyms should not have plural endings (i.e., ONGs).

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

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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) minuto	Revoluciones por (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.

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

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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	milílitro	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
Gallon	galón	Gal

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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% and not 37 %.

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 bar.
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

The symbols for time measures should be as follows, without a period:

Hour	H
Minutes	Min
Seconds	S

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

Enero	ene.
Febrero	feb.

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Marzo	mar.
Abril	abr.
Mayo	may.
Junio	jun.
Julio	jul.
agosto	ago.
septiembre	sep.
octubre	oct.
noviembre	nov.
diciembre	dic.

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
RC US/CA/UK/EU/AU	Latin America Spanish	es_419	Spanish (Latin America)	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	Latin America Spanish template

Template ID

"1 Latin America Spanish template"=new es_419 template

Template Names on SW/MW

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All legacy templates	Use the same names as before	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Latin America Spanish	Spanish (Latin America)	Spanish (Latin America)	Espagnol (Amérique latine)	Espagnol (Amérique latine)	Spanisch (Lateinamerika)	Español (Latinoamérica)	Spagnolo (America Latina)	Español (Latinoamérica)

Template Names on Mobile apps

Templates	Names
All legacy templates	Use the same names as before
Latin America Spanish template	Español (Latinoamérica)

Fax Cover Template Layout

Brand	Language	Locale	User Language Display Name	Cover Layout
RC US/CA/UK/EU	Latin America Spanish	es_419	Español (Latinoamérica)	Left: To | Right: From

Currency

If source refers to non-alphabetizable symbols, they are prefixed and joined to the numeral: $20 and not $ 20 (currency symbols placed after the numeral and preceded by a non-breaking space are common in Spain and not in Latin America). Use two decimal figures.

When using ISO codes, even though ISO places the code after the numeral, in America is common and acceptable that it is prefixed (USD 20), always separated from the numeral by a non-breaking space.

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

Prepositions

Please, follow the standard Spanish rules about prepositions.

Pay attention to the correct use of the preposition in translations. Influenced by the English language, many linguists omit them or change the word order. For UI terminology, the use of prepositions can sometimes cause problems. For that reason, please consult the Microsoft Language Portal for use of prepositions for Spanish UI content.

Miscellaneous

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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. Example: Haga clic en Abrir archivo
- If software has not been translated, please use bilingual format, i.e., English first, followed by target in brackets. Example: Haga clic en Open file (Abrir archivo)

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 Teléfono: **+1** 888-528-RING (7464) o **+1**-650-472-4100

Recommended Spanish Language References

- Fundeu has a Language Advice Service, which answers questions about the Spanish language via email and social media (Twitter @fundeu). Fundeu also provides information/recommendations about Spanish through conferences, electronic newsletters, books and a website.
- Diccionario panhispánico de dudas (RAE), seeking to provide answers to the most common queries about Spanish language. You may also consult RAE through social media (Twitter @RAEinforma), using the hashtag #dudaRAE.