



RingCentral Localization Style
Guide
SWEDISH

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What's New?

Last Updated:

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

General Overview

This Style Guide is intended to help translators, reviewers and proof-readers to maintain unified style, avoid ambiguities, and understand expectations to ensure good language quality content in Swedish.

This Guide addresses general translation issues and specifics for the Swedish language. The Guide is not a complete list of rules or grammar. It focuses on ambiguities, customization and frequent errors.

In general, it is important you capture RingCentral content's intended meaning and transfer it into businesslike and clear language that is best suited to a wide Swedish-speaking audience. Avoid literal translations. Translating literally without paying attention to Swedish rules for style and idioms can result in sentences that are hard to understand.

As a rule, translations should be well-formed grammatically, contain correct spellings, adhere to common use of terms, titles and names, and be intuitively acceptable. A native speaker should at all times be able to sensibly interpret the translations.

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. Capitalize the first letter to indicate it is a button.
- Often the word 'button' itself (knapp) can be left out in Swedish

English	Incorrect translation	Correct translation
Open File	Öppna filen	Öppna
Cancel	Avbryta	Avbryt
To get started, click the 'Review & Transition' button below.	Klicka på "Granskning och övergång" nedan för att komma igång	Klicka på Granskning och övergång nedan för att komma igång.

Names of RingCentral Products, Applications and Features

In many cases, product/application names are trademarked, thus not to be localized. 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 Swedish Market

Sometimes you may need to replace English examples by Swedish 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 '*ning' will select any knowledge base items that contain 'lagning', 'löpning', 'inmatning' or 'uppringnin'. 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 'skriva' will also select 'skriva'.*

Linguistic Overview

Style and Tone

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

The target audience are businesses so the style and tone should be appropriate for business. Use **Formal addressing of people: du/din (you/your).**

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, like 'dock, 'med avseende på' ...

Please note the following with regard to the verb 'ska (shall): Always use 'du ska' NOT 'du skall'

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 Swedish 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 Swedish 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** and the use of the word 'men'. It is too formal and wordy. 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.)
- **Use of Possessives.** Possessive adjectives are typically used frequently in English, but in RingCentral translations, the use of the second-person possessive, as in "dina filer" is to be avoided. Simple articles can often replace possessive adjectives (filerna).

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

English may sometimes tend to be “over polite”. Instructions given to the user often begin with “Please”.

Swedish does not require the same caution. Do not hesitate to be more direct and use the imperative form or similar constructions where appropriate. Avoid the use of Vänligen (Please)

English	Incorrect translations	Correct translation
Please enter your user name.	Vänligen ange ditt användarnamn.	Ange ditt användarnamn.

Gender

Where the English uses "it, they or them" without having to use a gender, some "gendered" languages, such as Swedish, often need to choose between a feminine or masculine form. To promote diversity and inclusion we should try to avoid gendered sentences. Translators should do their best to use gender-neutral writing as much as possible. When referring to persons, if possible use words like 'hen' instead of 'honom' or 'henne' or re-formulate the sentence to avoid such construction. Try to find a good balance between bias-free language and fluency.

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

The service team will contact the customer and inform him/her.	Serviceteamet kommer att kontakta kunden och informera honom/henne.	Serviceteamet kommer att kontakta kunden och informera hen.
Ask your network administrator if he can adapt your computer for the application.	Fråga din nätverksadministratör om han kan anpassa datorn efter programmet.	Be din nätverksadministratör att anpassa datorn efter programmet.

Articles

For the proper use of articles, please refer to standard Swedish grammar rules regarding articles in www.svenska.se

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.

Keep the following guidelines into account:

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

- Avoid bloated expressions like „som gör det möjligt att ...“.
- Avoid overly long or complex compounds. Unintuitive compounds are ultimately an intelligibility and usability issue.

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

- "Please" and "sorry" are not translated.
- "Successfully" should not be included in the Swedish translation.
- Avoid starting a sentence with „Men ...“.
- Avoid starting a sentence with „Till exempel“.

Overtranslation

Overtranslation should be avoided. Overtranslation is the use of unnecessary words where a less verbose version of the text would be equally clear. A common example would be the use of 'med hjälp av' where 'med' works just as well.

Literal Translations

Translating literally without paying attention to Swedish rules for style and idiom can result in sentences that are hard to understand and thus higher the risk of mistranslation. In some cases, literal translations may also be ungrammatical. Here are some of the most common examples:

English	Incorrect translation	Correct translation
You may also find it easier to write complex formulas if parts of those formulas contain named, shorter formulas.	<i>Det kan vara enklare att skriva komplexa former om delar av dessa formler innehåller namngivna, kortare former.</i>	<i>Komplexa formler kan vara enklare att skriva om de består av kortare formler med namn.</i>
When you have finished selecting your product, click the Next button..	<i>När du är klar med att välja din produkt, klcoka på knappen Nästa.</i>	<i>Klicka på Nästa när du har valt din produkt.</i>
GPS drains the battery quickly so you'll want to use it only for a limited time.	<i>GPS laddar ur batteriet snabbt så du vill kanske bara använda det under begränsad tid.</i>	<i>Då GPS snabbt laddar ur batteriet är det bättre att använda det under en kort tid.</i>

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, 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

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

Always adhere to the following guidelines:

- When referring to UI elements, always use Uppercase.
- The first word following a colon should not be written with a capital in Swedish, unless there is more than one sentence after the colon. In that case, the first word should be written with a capital.
- In sentences and headings, only use uppercase at the beginning of the sentence.
- Even if titles and headings are fully capitalized in English, follow the Swedish rules. An exception to this are legal texts, where capitalization conveys a specific meaning and must be retained in the translation.

Ex:

This individual agreement (the "Individual Agreement") is a binding agreement...

Detta enskilda avtal (det 'Enskilda avtalet') är ett bindande avtal

...

- Product names follow the source capitalization.

- Use lowercase in months, days and currencies.

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 Swedish.

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. Do not use non-breaking spaces in software files, though.

Use of punctuation

Please follow the Swedish punctuation rules as described [here](#) or by any other official Swedish references.

Comma

Use a comma in situations where a sentence would otherwise be too long or complicated, or where omission of the comma could cause confusion. Do not use the comma to separate two sentences. Consult the link above or other official resources for more information on how the comma is used in Swedish.

Period

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

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

- Acronyms and units of measurement are not spelled with periods.
- The period is used as a separator in the following situations:
 - Version numbers
- 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

Try to avoid using colons, esp in marketing related content.

Use colons to introduce lists and at the end of a sentence that introduces a procedure.

Remember that if a colon is followed by more text, the first word after the colon does not get a capital, if the item following the colon is a single sentence.

Semicolon

As a rule, semicolons are preferably avoided. In case semicolons are used, make sure Swedish punctuation rules with regard to the use of the semicolon are respected.

Ellipsis (...)

What is important to know is that in front and behind an ellipsis in general there is a space. However, if a word is aborted, there is no space in front. Unless the hyphen is in parentheses, the hyphen does not have a period at the end of a sentence. The third period is then the end of the sentence.

When ellipsis dots are used in English, they must be used in Swedish as well.

English	Incorrect translation	Correct translation
Installing software...	Installerar mjukvara	Installerar mjukvara ...

Hyphen (-) / n dash (–) / m dash (—)

- Use of normal hyphen (-)

=> to connect the components of certain compounds.

=> to separate words across a line break

=> as an ellipsis marker for a component that has been omitted. It cannot be used for ellipsis of a whole word and the ellipped component should be a word part of equal value, not a separate word.

=> in cases where a word or word combination cannot be broken down in the location of the hyphen (a non-breaking hyphen).

=> The hyphen is also used as the minus sign.

Examples:

Incorrect use for RC	Correct use for RC
PowerPoint presentation	PowerPoint-presentation
hard och software	hård- och mjukvara

- **Use of n dash and m dash:**

Do not use the En or Em-dash. Replace En or Em dashes that appear in English text by commas or brackets. Only use en-dash to replace 'to', e.g. August–September, 15–35, etc. Note: no space is used before or after the en-dash.

Incorrect use RC	Correct use for RC
Uppgifterna i cellen – text, nummer eller formel – påverkar dess resultat.	Uppgifterna i cellen (text, nummer eller formel) påverkar dess resultat.
Antal användare: 2 – 4	Antal användare: 2–4

Round and square brackets

- Use round brackets:

=> For further explications which would otherwise disrupt the sentence. The first letter is a lower case unless the sentence in parentheses is an independent sentence.

=> When adding the full form of an acronym. See below for more info on the use of acronyms.

- Use of square brackets: For detailed rules, please follow [these](#) guidelines.

=> Square brackets are sometimes used for indicating variables or for indicating additional information within round brackets.

Examples
Ange de begärda uppgifterna (siffror) på den streckade linjen.

XML (Extended Markup Language)
Skriv ut (ej obligatoriskt)
Ange sökvägen (UNC-sökväg [intern] eller URL [extern]) och klicka sedan på Spara.

Quotation marks

- We use **right double quotation marks (“like this”)** (**alt+0148**) are used.
- Double quotes are used for direct quotations, and also to give a bit of sarcastic sense to the sentence.
- In English, file names and other variables are often placed between single quotation marks. In Swedish, we omit these.
- Please consult [Svenska Akademiens grammatik](#) for the use of quotation marks in combination with other punctuation marks.

Examples
Vill du spara ändringarna i Profil?
Kontoret var förmodligen “tillfälligt” stängt.

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

The sentence introducing the enumeration ends with a colon. Each part of the enumeration starts with a capital letter and ends with a period (or question mark).

Följande fall är möjliga:

- Servern finns i nätverket.
- Servern finns utanför nätverket.

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.

Servern kan placeras på följande platser:

- inom nätverket
- utanför nätverket

Parts of sentences

If the enumeration consists of phrases or parts of sentences, then the sentence introducing the enumeration ends with a colon. Each part of the enumeration starts with a lowercase letter and ends without any punctuation mark. Only the last part of the enumeration gets a period.

Du måste installera programvaran om:

- servern finns i nätverket
- servern finns utanför nätverket
- servern finns tillgänglig från mobila enheter.

Abbreviations

Do not use abbreviations in body text. Expressions such as 'till exempel' and 'med mera' must be written in full instead of being abbreviated to, respectively, 't.ex.' and 'm.m.'.

Abbreviations are only used when absolutely necessary, except for units or when there are space issues. 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

- **The most important rule** is that we write an acronym without any periods and in lowercase where the acronym is used as a word (aids, covid-19). If an organisation uses a notation that deviates from this rule, we follow their notation. This often applies to names of products and standards, so that capitals are copied and used.
- **The second important rule applies to compounds and derivatives.** For acronyms that are used as words, normal grammar rules apply. For acronyms that are written with capitals (PC, FN) a hyphen is used in compounds and for genitive case or plural in some cases, a colon is used after the acronym in order to add the genitive s or plural form.

Examples:

cd-romskiva

PC-användare

FN:s huvudkontor

- When an acronym makes its first appearance in the text, we recommend spelling it out (in cases where the acronym is not commonly known). Put the full term between brackets, immediately after the acronym. After this initial clarification, the acronym can be used without the full term.
- If the acronym refers to a term that is not normally translated into Swedish, then only give the full English term. If the term that the acronym refers to does have a generally accepted translation, use the acronym followed by the Swedish term. In both cases, use only the acronym once the term has been clarified.

Example:

LAN (Local Area Network)

- For detailed guidelines on the spelling of acronyms in compounds, please follow the guidelines as described in [here](#).

Examples:

LAN-port

- Acronyms that require no explanation include: ADSL MS-DOS GUI PC ASCII ANSI EGA VGA PCI ROM UNIX TCP/IP cd-rom dvd
- Very few acronyms are localized in Swedish. Most of these are names or organizations or countries.

Numbers

Numbers should be written in full:

- When used as nouns.
- When appearing alone and representing simple quantities, usually the numbers up to 12.
- 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 blank space.

English	Incorrect translation	Correct translation
0.25	0.25	0,25
1,254.28	1,254.28	1 254,28
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

Sweden 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 table below 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

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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 Swedish equivalents:

English	Swedish	Abbreviation
Kilometer (Km)	Kilometer	km
meter	meter	m
decimeter	decimeter	dm
centimeter	centimeter	cm
millimeter	millimeter	mm
liter	liter	l
deciliter	deciliter	dl
centiliter	centiliter	cl
milliliter	milliliter	ml
ton	ton	t
kilogram	kilogram	kg
pound	pund	lb.
gram	gram	g
decigram	decigram	dg
centigram	centigram	cg
milligram	milligram	mg
kilobyte	kilobyte	kB

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megabyte	megabyte	MB
gigabyte	gigabyte	GB
gigabit	gigabit	Gbit
inch	tum	"
feet	fot	'
mile	mile	m
gallon	gallon	gal
millisecond	millisekund	ms
second	sekund	s
minute	minut	min
Volt	Volt	V
Watt	Watt	W
Hertz	Hertz	Hz
Megahertz	Megahertz	MHz
Celsius degree	grader Celsius	C
bit per second (bps)	bit per sekund	bit/s
kilobit per second (kbps)	Kilobit per sekund	kbit/s
megabit per second (Mbps)	megabit per sekund	Mbit/s
gigabit per second (Gbps)	Gigabit per sekund	Gbit/s
byte per second (Bps)	Byte per sekund	B/s
kilobyte per second (kBps)	Kilobyte per sekund	kB/s
megabyte per second (MBps)	megabyte per sekund	MB/s
gigabyte per second (GBps)	gigabyte per sekund	GB/s
points	punkter	p.

Note: After abbreviations of units of measurement - according to official Swedish standards - there is no period.

Percentages

The percent sign is %, as in 99 % for example, with non-breaking space between the number and the percent sign.

Date and time

- **Date**

- Default Short Date Format: dd-mm-yy

In the short date format, the month (with leading zero, the day (with leading zero) and the year (without century) are displayed in numbers.

Ex: 05-10-20

- Default Long Date Format: dddd mmmm yyyy

In the default long date format, the names of the days are optional and the name of the month is spelled out completely. The years are written in four numbers. The names of the workdays and months start with a lower case. Please use abbreviations listed below

Ex: tisdag 26 maj 2020 OR 26 maj 2020

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

januari	jan
februari	feb
maart	mars [no abbreviation]
april	apr
mei	maj [no abbreviation]
juni	juni [no abbreviation]
juli	juli [no abbreviation]
augustus	aug
september	sept
oktober	okt
november	nov
december	dec

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

maandag	mån
dinsdag	tis
woensdag	ons
donderdag	tors
vrijdag	fre
zaterdag	lör
zondag	sön

• Time

Please consult [Svenska akademiens grammatik](#) for detailed rules.

- In a general context, the abbreviation kl. is used or just the hours when referring to opening hours. In Swedish we use the 24-hours format (not am, pm) and we separate the hour and minutes with a period, not colon.
Ex: Mötet börjar kl. 8.30.
Öppningstider: 9.30–12.30; 13.30–18.30.
- In technical and scientific texts the symbols h, min and s are common. These symbols have been internationally agreed and laid down in an ISO standard. They are written between the figures: 17 h 03 min 16 s.
- The symbol h is also common in general language for speed indications (without a period).
Ex: Han körde i 150 km/h på motorvägen.

Currency

The currency sign is written after the amount:

23,50 €

23,50 EUR

50 cent

The currency sign is followed by a space.

Specific expressions

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

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This section will be updated by the Language Lead.

English	Swedish
About XYZ	Om ...
as shown in table xx	enligt tabell xx
For more information on xxx, see xxx.	Se xxx för mer information om xxx.
Please note that	Observera att ...
Refer to xxx for instructions on xxx.	Vi hänvisar till xxx för anvisningar om xxx
registered trademark	registrerat varumärke
troubleshooting	felsökning
trademark	varumärke
User's Guide	manual
Follow these steps to xxx	Följ dessa steg för att xxx
Contact [support].	Kontakta [support].
Are you sure you want to...?	Är det säkert att du vill ...?

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 Swedish UI content.

A few examples:

English	Correct translation
migrate to	migrera till
import from/to	importera från/till
export to	exportera til
integration with	integrera med
update/upgrade to	uppdatera/uppgradera till
change to	ändra till
compatible with	kompatibel med
click (on)	klicka på
connect to	anslut till
in the toolbar	i verktygsfältet
on the Web	på internet
on the menu	i menyn
on a page	på en sida

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.

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 Swedish. Note that, unless otherwise indicated, you will 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 do research to determine whether an official, approved trademarked translated version is available: otherwise, use as in source.

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Below are some useful links:

Adobe trademarks list:

adobe.com/misc/pdfs/adobe_trademark_database_external.pdf

Apple trademarks list:

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

Google trademarks list:

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

Microsoft trademarks list:

microsoft.com/en-us/legal/intellectualproperty/Trademarks/EN-US.aspx

Salesforce trademarks list:

http://www.sfdcstatic.com/assets/pdf/misc/salesforce_TM_list.pdf

Copyright Information, Footer, Publication Dates

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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: **Klicka på Öppna fil.**
- If software has not been translated, please use bilingual format, i.e. English first, followed by target in brackets. Put the translation outside the formatting.
Example: **Klicka på Open File (öppna fil).**

When Microsoft terminology or Microsoft UI items are quoted, 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, Kalifornien 94402
Tel: 888-528-RING (7464) eller +1-650-472-4100

Recommended Swedish Language References

[Svenska akademiens grammatik](#) – General Swedish grammar rules

[Microsoft language Portal](#)

[SAOL](#) (Svenska akademiens ordlista) – Swedish dictionary