Spanish Style Guide

Contents

What's New?

Last Updated: February 2011

New Topics

This version of the Spanish Style Guide has gone through a major restructure. The topics included are now reordered in an effort to standardize and streamlined the Style Guides for all languages.

Summarizing, we have:
- Included topics and specific sections/instructions containing information already available in other references:
    o in the Language Kit
    o in Microsoft reference materials owned by other Microsoft groups (for instance copyright information, programming language conventions, geopolitical concerns.)
- Screen dumps and more examples were added
- Information on keys was added too
- Requested Spanish-specific topics like *Leísmo* were also added
- Accessibility is now included

Please, make sure you read this entire document as most topics have suffered some modification.

Updated Topics

The overall Style Guide content was fully updated in February 2011 as part of a major Style Guide project performed for all languages. Please, make sure you read this entire document as most topics have suffered some modification.

Introduction

This Style Guide went through major revision in February 2011 in order to remove outdated and unnecessary content and to incorporate existing information in other documents.

About This Style Guide

The purpose of this Style Guide is to provide everybody involved in the localization of Spanish Microsoft products with Microsoft-specific linguistic guidelines and standard conventions that differ from or are more prescriptive than those found in language reference materials. These conventions have been adopted after considering context based on various needs, but above all, they are easy to follow and applicable for all types of software to be localized.

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

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

Scope of This Document

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

Worldwide Spanish

The importance of using neutral, international Spanish when localizing Microsoft products

There are around 400 million native Spanish-speakers globally, making Spanish one of the most widely spoken language in the world. Spanish is spoken in Spain, most Latin American countries and Equatorial Guinea. In total, Spanish is used as primary language in 21 nations. This wide-spread accounts for important variations and differences: While the language is fundamentally the same, the Spanish spoken in the different locales is rife with idiosyncrasies that distinguish those speakers and their region. Spanish speakers from one country or region might find that the nuances, colloquialisms and variations in word use in another Spanish-speaking country can cause confusion and even social embarrassment.

In today's world of localization, the need to localize into "neutral" or "international Spanish" is a recurrent theme. The term "neutral" or "international" Spanish does not refer to any specific dialect of the language, and it certainly does not imply creating a new language or coining new terms. Rather, it refers to the process of finding terms or phrases that would be understood or best suited to a multinational target audience. For instance, the term "computer" can be translated as "computadora", "computador" or "ordenador" depending on the country or region in which that term is used. In order to avoid this, we at Microsoft, decided to use either "su PC" or "equipo".

Spanish is supported in 20 different locales in Windows:

Spanish (Argentina)
Spanish (Bolivia)
Spanish (Chile)
Spanish (Colombia)
Spanish (Costa Rica)
Spanish (Dominican Republic)
Spanish (Ecuador)
Spanish (El Salvador)
Spanish (Guatemala)
Spanish (Honduras)
Spanish (Mexico)
Spanish (Nicaragua)
Spanish (Panama)
Spanish (Paraguay)
Spanish (Peru)
Spanish (Puerto Rico)
Spanish (Spain)
Spanish (United States)
Spanish (Uruguay)
Spanish (Venezuela)

The difference between these locales are found in the formatting of currency, date, time and numbers or decimal and thousands separators. However, the user interface, commands and content is the same, regardless of the locale.

The Spanish Style Guide provides pointers to help localize into neutral Spanish. Therefore it is imperative that the localization of Microsoft products, web sites and packaging complies with the Style Guide in order to guarantee an optimal user experience for all Spanish-speaking customers. No matter where Microsoft's Spanish-speaking users come from, we need to make sure that our products are understandable and that no legal issues might arise for using a non-neutral term or concept.

Style Guide Conventions

In this document, a plus sign (+) before a translation example means that this is the recommended correct translation. A minus sign (–) is used for incorrect translation examples.

In Microsoft localization context, the word *term* is used in a slightly untraditional sense, meaning the same as e.g. a segment in Trados. The distinguishing feature of a term here is that it is translated as one unit; it may be a traditional term (as used in terminology), a phrase, a sentence, or a paragraph.

References to interface elements really only refer to translatable texts associated with those interface elements.

Example translations in this document are only intended to illustrate the point in question. They are not a source of approved terminology. Always check for approved translation in the Microsoft terminology database.

Sample Text

Los usuarios de Windows Live Hotmail contarán con 5 GB de espacio

Más de 150 millones de cuentas ya migraron a la nueva versión de Hotmail en todo el mundo.

 Microsoft anunció que ha comenzado a migrar algunas cuentas de Hotmail al nuevo servicio que cuenta, entre otras nuevas funcionalidades, con una capacidad de almacenamiento de 5 GB. Más de 150 millones de personas en todo el mundo ya cuentan con la nueva versión de Hotmail, el proceso de migración será completado a principios del año que viene.

El aumento de la capacidad a 5 GB permitirá a los usuarios almacenar, por ejemplo, más de 5000 fotos en su sitio a las que podrán acceder desde cualquier PC sin ocupar memoria en el disco duro de su equipo. En Microsoft sostienen que esta capacidad se seguirá incrementando con el correr del tiempo.

El nuevo servicio cuenta además con herramientas adicionales que lo asemejan cada vez más a Outlook. La interfaz de Windows Live Hotmail es mucho más simple y permite a los usuarios leer los mensajes sin tener la necesidad de cargar otra página. Podrán también coordinar citas con otras personas en el calendario y ofrecer respuestas automáticas si se encuentran sin acceso a correo electrónico, entre otras nuevas funcionalidades.

La nueva versión de Hotmail podrá sincronizarse con Outlook 2007 y Outlook 2003 mediante Outlook Connector. Los usuarios podrán revisar sus mensajes de Windows Live Hotmail en Outlook y a través del teléfono celular o PDA con el servicio Live para Windows Mobile ingresando a http://mobile.live.com.

"*Lo que buscamos con esta nueva actualización es seguir mejorando nuestro servicio de Hotmail en base a las sugerencias que recibimos de los usuarios y que son el comienzo de algunos cambios que formarán parte de la nueva generación de Windows Live*", sostuvo David Castiglioni, Gerente general de la División de Servicios Online de Microsoft para Hispanoamérica.

 Microsoft es líder en el mercado online con sus servicios Live (Windows Live Hotmail, Windows Live Messenger y Windows Live Spaces). Según un informe publicado por ComScore para América Latina, las propiedades de Microsoft son las más visitadas por los usuarios en Internet, por sobre las de Google, Yahoo y Terra.

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Fuente: http://www.salemviale.com.ar

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Recommended Reference Material

Use the Spanish language and terminology as described and used in the following publications.

Normative References

These normative sources must be adhered to. Any deviation from them automatically fails a string in most cases. When more than one solution is allowed in these sources, look for the recommended one in other parts of the Style Guide.

1. *Diccionario panhispánico de dudas*, Real Academia Española & Asociación de Academias de la Lengua Española, Madrid, Ed. Santillana, 2005.

2. *Diccionario de la lengua española*, (Vigésima segunda edición), Real Academia Española, Madrid, Ed. Espasa-Calpe, 2001.

3. *Nueva gramática de la lengua española*, Real Academia Española y Asociación de Academias de la Lengua Española, Madrid, Ed. Espasa-Calpe, 2009.

4. *Ortografía de la lengua española*, Academias de la Lengua Española, Ed. Espasa, 2010.

Informative References

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

1. *Diccionario de tipografía y del libro*, Martínez de Sousa, J., Madrid, Paraninfo, 1981

2. *Diccionario de uso del español*, Moliner, M., Madrid, Ed. Gredos S.A., 1991

3. *Diccionario de informática (2.ª ed.),* Oxford University Press*,* Ed. Díaz de Santos, 1992

4. *Diccionario comentado de terminología informática*, Aguado de Cea, Ed. Paraninfo, 1996

5. *Microsoft Diccionario de Informática e Internet,* McGraw-Hill Interamericana, Madrid , 2001

6. *El lenguaje de la informática e Internet y su traducción,* Belda Medina, J.R.*,* Publicaciones de la Universidad de Alicante, 2003

7. *Diccionario de Internet ATI*: http://www.ati.es/novatica/glointv2.html

8. *Babel: A glossary of computer oriented abbreviations and acronyms*: http://www.cdpa.nsysu.edu.tw/~zmx/www.gtt-net.com/ebook/acroynm/intro.html

Language Specific Conventions

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

Country/Region Standards

Characters

Country/region	Argentina, Bolivia, Chile, Colombia, Costa Rica, Cuba, Dominican Republic, Ecuador, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama, Paraguay, Peru, Puerto Rico, Spain, Uruguay, Venezuela					
Lower-case characters	a, á, b, c, d, e, é, f, g, h, i, í, j, k, l, m, n, ñ, o, ó, p, q, r, s, t, u, ú, ü, v, w, x, y, z					
Upper-case characters	A, Á, B, C, D, E, É, F, G, H, I, Í, J, K, L, M, N, Ñ, O, Ó, P, Q, R, S, T, U, Ú, Ü, V, W, X, Y, Z					
Characters in caseless scripts	n/a					
Extended Latin characters	á, Á, é, É, í, Í, ó, Ó, ú, Ú, ü, Ü, ñ, Ñ, ¿, ¡					
Note on alphabetical order	Alphabetical order is not necessarily indicative of sorting order.					
Total number of characters	33					
Unicode codes	Character (decimal)	Decimal	Character (hex)	Hex	Character (entity)	Entity	Name
	¡	161	¡	00A1	¡	¡	Inverted exclamation mark
	¿	191	¿	00BF	¿	¿	Inverted question mark
	Á	193	Á	00C1	Á	Á	Capital A with acute
	É	201	É	00C9	É	É	Capital E with acute
	Í	205	Í	00CD	Í	Í	Capital I with acute
	Ñ	209	Ñ	00D1	Ñ	Ñ	Capital N

Country/region	Argentina, Bolivia, Chile, Colombia, Costa Rica, Cuba, Dominican Republic, Ecuador, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama, Paraguay, Peru, Puerto Rico, Spain, Uruguay, Venezuela					
							with tilde
	Ó	211	Ó	00D3	Ó	Ó	Capital O with acute
	Ú	218	Ú	00DA	Ú	Ú	Capital U with acute
	Ü	220	Ü	00DC	Ü	Ü	Capital U with diaeresis
	á	225	á	00E1	á	á	Small a with acute
	é	233	é	00E9	é	é	Small e with acute
	í	237	í	00ED	í	í	Small I with acute
	ñ	241	ñ	00F1	ñ	ñ	Small n with tilde
	ó	243	ó	00F3	ó	ó	Small o with acute
	ú	250	ú	00FA	ú	ú	Small u with acute
	ü	252	ü	00FC	ü	ü	Small u with diaeresis
Notes	Ñ/ñ is a letter distinct from n, although typographically composed of an n with a tilde and comes after "n". The Spanish alphabet does not contain á, Á, é, É, í, Í, ó, Ó, ú, Ú, ü, Ü, but these characters are used in the language. Written Spanish precedes exclamatory and interrogative clauses with inverted question and exclamation marks [¿ and ¡]. Examples: ¿Qué dices? (What do you mean?) ¡No es verdad! (That's not true!).						

Date

Country/region	Argentina, Bolivia, Chile, Colombia, Costa Rica, Cuba, Dominican Republic, Ecuador, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama, Paraguay, Peru, Puerto Rico, Spain, Uruguay, Venezuela
Calendar/Era	Gregorian Calendar
First Day of the Week	Monday (as per ISO 8601 that identifies Monday as day 1 of the week)
First Week of the Year	The one containing the first Thursday in January
Separator	hyphen (-), slash (/) or period (.); as per Diccionario Panhispánico de Dudas
Default Short Date Format	d-M-yy
Example	17-3-11
Default Long Date Format	dddd d de MMMM de yyyy
Example	jueves 17 de marzo de 2011
Additional Short Date Format 1	d/M/yy; dd/MM/yy
Example	17/3/11; 17/03/11
Additional Short Date Format 2	d.M.yy; dd.MM.yy
Example	17.3.11; 17.03.11
Additional Long Date Format 1	d de MMMM de yyyy
Example	17 de marzo de 2011
Additional Long Date Format 2	yyyy MMMM d (to be used only for scientific or technical papers to be distributed worldwide)
Example	2011 marzo 17
Leading Zero in Day Field for Short Date Format	yes
Leading Zero in Month Field for Short Date Format	yes
No. of digits for year for Short Day Format	2

Country/region	Argentina, Bolivia, Chile, Colombia, Costa Rica, Cuba, Dominican Republic, Ecuador, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama, Paraguay, Peru, Puerto Rico, Spain, Uruguay, Venezuela
Leading Zero in Day Field for Long Date Format	no
Leading Zero in Month Field for Long Date Format	no
Number of digits for year for Long Day Format	4
Date Format for Correspondence	City name, d de MMMM de yyyy
Example	Bogotá, 17 de marzo de 2011
Notes	The traditional format uses hyphens (-) as separators, and no leading zeros for days and months from 1 to 9. However, slashes (/) and periods (.) can also be used as separators. Also, the use of leading zeros (0) is common now because of the widespread use of technology from the USA which requires that months and days always be represented by two characters each. It is considered a mistake to use the thousands separator in numbers representing years. Neither days nor months are capitalized in Spanish.
Abbreviations in Format Codes	d is for day, number of d's indicates the format (d = digits without leading zero, dd = digits with leading zero, ddd = the abbreviated day name, dddd = full day name) M is for month, number of M's gives number of digits. (M = digits without leading zero, MM = digits with leading zero, MMM = the abbreviated name, MMMM = full name) y is for year, number of y's gives number of digits (yy = two digits, yyyy = four digits)

Time

The traditional format for time in Spanish speaking countries has been the 24-hour convention, without leading zeros for single digits, and with period (.) as the separator for hour, minutes and seconds. However , the influence of technology, particularly the widespread use of digital devices, has influenced the time format and it is now accepted to express time in the 24- or the 12- hour format, with leading zeros for single digits, and a colon (:) as the separator for hours, minutes and seconds. When using the 12-hour format, the abbreviations "a. m." and "p. m." will follow the number to indicate the correct time of the day.

Below please find a summary of time format and usage as per recent research on all different locales. The research entailed searching for time format in official time sites and format use in everyday life situations (like movie theater schedules)

Country/region	Costa Rica, Dominican Republic, El Salvador, Honduras, Puerto Rico, Venezuela
24 hour format	no
Standard time format	hh:mm:ss tt
Standard time format example	04:23 a. m.
Time separator	Colon (:) ; period (.)
Time separator examples	04:23:15 a. m., 4.30 a. m.
Hours leading zero	yes
Hours leading zero example	04:23:15 a. m.
String for AM designator	a. m.
String for PM designator	p. m.
Notes	The traditional format for time in the Spanish-speaking countries specified above is the 12-hour convention, without leading zeros for single digits, and with a period (.) as the separator for hours, minutes and seconds. However, the influence of technology, particularly the widespread use of digital devices, has influenced the time format and it is now more common to find time expressed in the 12-hour format, with leading zeros for single digits, and a colon (:) as the separator for hours, minutes and seconds.

Country/region	Argentina, Bolivia, Chile, Colombia, Cuba, Ecuador, Guatemala, Nicaragua, Panama, Paraguay, Peru, Spain, Uruguay
24 hour format	yes
Standard time format	H:mm:ss
Standard time format example	23:15:12
Time separator	Colon (:) ; period (.)
Time separator examples	8:12 ; 15.30
Hours leading zero	yes
Hours leading zero example	04:23:15
String for AM designator	n/a
String for PM designator	n/a

Country/region	Argentina, Bolivia, Chile, Colombia, Cuba, Ecuador, Guatemala, Nicaragua, Panama, Paraguay, Peru, Spain, Uruguay
Notes	The traditional format for time in the Spanish-speaking countries specified above is the 24-hour convention, without leading zeros for single digits, and with a period (.) as the separator for hours, minutes and seconds. However, the influence of technology, particularly the widespread use of digital devices, has influenced the time format and it is now more common to find time expressed in the 24-hour format, with leading zeros for single digits, and a colon (:) as the separator for hours, minutes and seconds.

Days

Country/region: **Argentina; Bolivia; Chile; Colombia; Costa Rica; Cuba, Dominican Republic; Ecuador; El Salvador; Guatemala; Honduras; Mexico; Nicaragua; Panama; Paraguay; Peru; Puerto Rico; Spain; Uruguay; Venezuela**

Day	Normal Form	Abbreviation
Monday	Lunes	lu.
Tuesday	Martes	ma.
Wednesday	Miércoles	mi.
Thursday	Jueves	ju.
Friday	Viernes	vi.
Saturday	Sábado	sá.
Sunday	Domingo	do.

First Day of Week: lunes

Is first letter capitalized?: No

Notes: n/a

Months

Country/region: : Argentina; Bolivia; Chile; Colombia; Costa Rica; Cuba; Dominican Republic; Ecuador; El Salvador; Guatemala; Honduras; Mexico; Nicaragua; Panama; Paraguay; Peru; Puerto Rico; Spain; Uruguay; Venezuela

Month	Full Form	Abbreviated Form	Long Date Form
January	enero	ene.	Same as full form
February	febrero	feb.	Same as full form
March	marzo	mar.	Same as full form
April	abril	abr.	Same as full form
May	mayo	may.	Same as full form
June	junio	jun.	Same as full form
July	julio	jul.	Same as full form
August	agosto	ago.	Same as full form
September	septiembre	sep.	Same as full form
October	octubre	oct.	Same as full form
November	noviembre	nov.	Same as full form
December	diciembre	dic.	Same as full form

Is first letter capitalized?: No

Notes: Although "setiembre" is also valid, we prefer the use of "septiembre".

Numbers

- The Spanish formats used for currency, dates, currency, dates, numbers and time differ from the English formats, and such differences should be taken into account during localization. Applications should be able to handle the following common national formats and separators which can be selected by the user:Currency
- Date
- Numeric values (decimal and thousands separators)
- List separator
- Measurement systems
- Time

Figures or Word?

Several factors work together to govern the choice of spelling out or using a figure for any particular number. Among them are whether the number is large or small, whether it is at the beginning of a sentence or not, and what kind of entity it stands for. Please, follow the normative rules on this topic provided in the normative references for Spanish listed on this Style Guide.

Some Microsoft-specific instructions follow:

1. Use figures for all measurements, even if the number is under 10. Measurements include distance, temperature, volume, size, weight, points, picas, etc. Bits and bytes are also considered units of measure.

EXAMPLES:	0 centímetros	0 cm
	0,5 centímetros	0,5 cm
	3 metros, 5 centímetros	3 m, 5 cm
	0,75 gramos	0,75 g
	Papel de 8,5 x 11 pulgadas	Papel de 8,5 x 11 pulg.

2. Maintain consistency in the use of figures within a sentence or paragraph. For example, if a number in a category requires a figure, use figures for all numbers in that category.

EXAMPLE:	Uno de los folletos tenía 16 páginas, el otro tenía 12 y el tercero 5 páginas.

3. Use figures to indicate coordinates in tables or worksheets, and for numbered sections in documentation.

EXAMPLES:	Fila 3, columna 4	Capítulo 10
	Volumen 2	Pieza nº 5

4. While in English it is common to pluralize spelled-out numbers and figures, in Spanish it is not. The following examples provide the Spanish equivalent to such instances.

English	Spanish
Temperatures in the twenties Windows NT was the operating system of the 90s.	Temperaturas de más de 20 grados. Windows NT fue el sistema operativo de la década del noventa. --Or-- Windows NT fue el sistema operativo de los años noventa.

Billions

In Spanish, a billion is a million millions, not a thousand millions as in the USA. In other words, one billion in Spanish speaking countries is a trillion in the USA. The correct term to translate *billion* is *millardo.*

A BILLION:		MILLARDO
USA: 1,000,000,000	=	SPANISH: 1 000 000 000 000

Phone Numbers

Phone number conventions vary from country to country. The following list will include only a **few countries**, in alphabetical order, to exemplify the use of phone numbers in Spanish.

Country/region	International Dialing Code	Area Codes Used?	Number of Digits – Area Codes	Separator	Number of Digits – Domestic	Digit Groupings – Domestic
Argentina	54	yes	2;3;4	space or hyphen	11	(0##) #### ####; (0###) ### ####; (0##) ####-####; (0###) ###-####; (0####) ## ####; (0####) ##- ####;

Country/region	Number of Digits – Local	Digit Groupings – Local	Number of Digits – Mobile	Digit Groupings – Mobile	Number of Digits – International	Digit Groupings – International
Argentina	6;7;8	#### ####; ### ####; ####-####; ###-####; ## ####; ##-####;	8;9;10	15 #### ####; 15 ### ####; 15 ####-####; 15 ###-####; 15 ## ####; 15 ##- ####;	12	54 ## #### ####; 54 ### ### ####; 54 ## ####-####; 54 ### ###-####; 54 #### ## ####; 54 #### ##- ####;

Notes:
- In Argentina phone numbers are made up of six, seven or eight digits. For long distance calls the number will be preceded by the long distance code "0" + area code. Telephone numbers are separated by a hyphen or a space. EXAMPLES: (011) 4337 1452; (011) 4337-1452
- Mobile phone numbers are more commonly composed by 0 + area code + 15 + phone number (6, 7 or 8 digits). EXAMPLE: (011) 15 4337 1452; (02267) 15527136
- For international calls to mobile numbers a "9" is added after the country code and before the area code and the "15" is dropped. EXAMPLE: to call 15594056 in area code 2293, the number to dial would be 54 9 2293 594056

Country/ region	International Dialing Code	Area Codes Used?	Number of Digits – Area Codes	Separator	Number of Digits – Domestic	Digit Groupings – Domestic
Mexico	52	yes	2; 3	hyphen;space	10	(##) #### ####; (###) ### ####; (##) ####-####; (###) ###-####; (##) ## ## ####; (###) # ## ## ##; (##) ##-##-##-##; (###) #-##-##-##

Country/ region	Number of Digits – Local	Digit Groupings – Local	Number of Digits – Mobile	Digit Groupings – Mobile	Number of Digits – International	Digit Groupings – International
Mexico	7; 8	#### ####; ### ####; ####-####; ###-####; ## ## ####; # ## ## ##; ##-##-##-##; #-##-##-##	13	044 ## #### ####; 044 ### ### ####; 044-##-####-####; 044-###-###-####; 044 ## ## ## ## ##; 044 ### # ## ## ##; 044-##-##-##-##-##; 044-###-#-##-##-##	12	52 ## #### ####; 52 ### ### ####; 52-##-####-####; 52-###-###-####; 52 ## ## ## ## ##; 52 ### # ## ## ##; 52-##-##-##-##-##; 52-###-#-##-##-##

Notes:

- In **Mexico** phone numbers are composed by seven or eight digits. For long distance calls the number will be preceded by the long distance code (01) + area code; even though the long distance code is not usually mentioned as it is widely known by the user. Telephone numbers are separated by a hyphen or a space. EXAMPLES: (81) 8337 1452; (55) 41 10 22 32

- Mobile phone numbers are more commonly composed by 044 and then 10 digits. EXAMPLE: 044 222 687 40 30. Some mobile phones, however, would have the same format used for long distance landline phones, i.e. 01 followed by 10 digits. EXAMPLE: 01 222 687 40 30. Numbers are grouped by sets of 3 and 2 digits.

- The Federal Telecommunications Commission has extensive information (in Spanish) on telephone numbers at http://www.cofetel.gob.mx/es/Cofetel_2008/Cofe_marcacion_y_claves_de_ld.

Country/region	International Dialing Code	Area Codes Used?	Number of Digits – Area Codes	Separator	Number of Digits – Domestic	Digit Groupings – Domestic
Peru	51	yes	1; 2	hyphen or space	8	(0#) ### ####; (0#) ###-#### (0##) ## ####; (0##) ##-####

Country/region	Number of Digits – Local	Digit Groupings – Local	Number of Digits – Mobile	Digit Groupings – Mobile	Number of Digits – International	Digit Groupings – International
Peru	6; 7	### ####; ###-#### ## ####; ##-####	9	9## ### ###	10	51 # ### ####; 51 ## ## ####

Notes:

- From September 4, 2010, a national Mobile Virtual Area was created meaning that all mobile numbers in Peru are *non-geographical* (not attached to any geographical region but instead to the new MVA). In addition to that all mobile numbers across the country turned to nine digits long

Country/region	International Dialing Code	Area Codes Used?	Number of Digits – Area Codes	Separator	Number of Digits – Domestic	Digit Groupings – Domestic
Spain	34	no	2; 3	space, hyphen	9	## ### ####; ##-###-#### ### ### ###; ###-###-###

Country/region	Number of Digits – Local	Digit Groupings – Local	Number of Digits – Mobile	Digit Groupings – Mobile	Number of Digits – International	Digit Groupings – International
Spain	9	## ### ####; ##-###-#### ### ### ###; ###-###-###	9	### ### ###; ### ## ## ##; ## ### ## ##	11	34 ## ### ####; 34 ##-###-#### 34 ### ### ###; 34 ###-###-###

Notes:
- Spain uses a closed telephone numbering plan since 1998. A *closed* dialing plan is one in which the subscriber's number is used for all calls, even in the same area. Countries migrating to this system usually make all numbers a standard length and incorporate the area code into the subscriber's number.
- Spanish landline phone numbers total nine digits: a two or three-digit area code and a six or seven-digit phone number beginning with the digit 9 (or sometimes 8) but excluding 90 and 80. Landline area codes follow a geographic numbering system.
- Mobile phone numbers begin with 6 or 7, followed by 8 digits.
- Mobile phones do not have area codes but have nine digits.

Addresses

Address formats may vary from country to country; however, the following applies to all:
- No comma should be used between street name and number for Latin America
- Comma is used between street name and number in Spain
- Postal codes format vary from country to country

The following list includes only a few countries, in alphabetical order, to exemplify the address format in Spanish.

Country/region: Argentina

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

Address Format:

1.[Title] FirstName [SecondName] LastName
2.[CompanyName]
3. Address1
4. PostalCode [-] City
5. [Country]

Example Address:

[Sr.] Eduardo Saavedra
[Galería del Gastrónomo]
Corrientes 348
[B]1043[FXD] Buenos Aires

[Argentina]

Local Postal Code Format: [X]XXXX[XXX]

Notes:

- The postal code contains 4 numbers that identify the town. However, some official correspondence also shows a letter before the number which identifies the province and three more letters after the number which identifies the side of the block where the property is located. For example: B1663FDR, in which "B" stands for Buenos Aires province, "1663" is the numeric code for the town, and "FDR" tell what side of the street block the property is located.
- The hyphen between the postal code and the city is optional.

Country/region: Mexico

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

Address Format:

1.[Title] FirstName [SecondName] LastName
2.[CompanyName]
3. Address1,[Neighborhood/quarter]
4. PostalCode City, [State/province abbreviation]
5. [Country]

Example Address:

[Sr.] Eduardo Saavedra
[Galería del Gastrónomo]
Américo Vespucio 348, Col. Nueva
46800 Puerto Vallarta, JAL,

[México]

Local Postal Code Format: XXXXX

Notes:

- The postal code in Mexico has 6 numbers. The first two usually identify the states or part of the state/province where the city is located.

Country/region: Spain

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

Address Format:

1.[Title] FirstName [SecondName] LastName
2.[CompanyName]
3. Address1
4. PostalCode City
5. [Country]

Example Address:

[Sr.] Eduardo Saavedra
[Galería del Gastrónomo]
Rambla de Cataluña, 23
08022 Barcelona

[España]

Local Postal Code Format: XXXXX

Notes: N/A

Currency

This section includes currency information for Spanish-speaking countries, in alphabetical order. Although the latest spelling guidelines specify that in order to conform to international standards numbers containing five figures and up will be grouped in threes, separated by a space (56 000) and that the decimal separator should be the period, for the sake of this style guide we will use the format as currently used in the different locales and as specified in Windows.

Country/region	Argentina
Currency Name	Argentine Peso (Peso)
Currency Symbol	$
Currency Symbol Position	Prefix, 1 char separation
Positive Currency Format	$ 1,10
Negative Sign Symbol	Minus sign (−) [002D] The minus sign between the symbol and the figure, no separation.>
Negative Currency Format	$−1,10
Decimal Symbol	,
Number of Digits after Decimal	2

Digit Grouping Symbol	.
Number of Digits in Digit Grouping	3
Positive Currency Example	$ 123.456.789,00
Negative Currency Example	$−123.456.789,00
ISO Currency Code	ARS
Currency Subunit Name	centavo
Currency Subunit Symbol	N/A
Currency Subunit Example	N/A

Note: In Currency name, the name enclosed in parentheses is the name of the currency in the native language.

Country/region	**Bolivia**
Currency Name	Bolivian Boliviano (Boliviano)
Currency Symbol	Bs
Currency Symbol Position	Prefix, 1 char separation
Positive Currency Format	Bs 1,10
Negative Sign Symbol	The number is enclosed in brackets.
Negative Currency Format	(Bs 1,10)
Decimal Symbol	,
Number of Digits after Decimal	2
Digit Grouping Symbol	.
Number of Digits in Digit Grouping	3
Positive Currency Example	Bs 123.456.789,00
Negative Currency Example	(Bs 123.456.789,00)
ISO Currency Code	BOB
Currency Subunit Name	centavo
Currency Subunit Symbol	N/A
Currency Subunit Example	N/A

Note: In Currency name, the name enclosed in parentheses is the name of the currency in the native language.

Country/region	**Chile**
Currency Name	Chilean Peso (Peso)
Currency Symbol	$
Currency Symbol Position	Prefix, 1 char separation
Positive Currency Format	$ 1,10
Negative Sign Symbol	Minus sign (−) [002D] The minus sign before the symbol and a space between the symbol and the figure.
Negative Currency Format	−$ 1,1
Decimal Symbol	,
Number of Digits after Decimal	2
Digit Grouping Symbol	.
Number of Digits in Digit Grouping	3
Positive Currency Example	$ 123.456.789,00
Negative Currency Example	−$ 123.456.789,00
ISO Currency Code	CLP
Currency Subunit Name	centavo
Currency Subunit Symbol	N/A
Currency Subunit Example	N/A

Note: In Currency name, the name enclosed in parentheses is the name of the currency in the native language.

Country/region	**Colombia**
Currency Name	Colombian Peso (Peso)
Currency Symbol	$
Currency Symbol Position	Prefix, 1 char separation
Positive Currency Format	$ 1,10
Negative Sign Symbol	The number is enclosed in parentheses, 1 char separation between symbol and figure
Negative Currency Format	($ 1,10)

Decimal Symbol	,
Number of Digits after Decimal	2
Digit Grouping Symbol	.
Number of Digits in Digit Grouping	3
Positive Currency Example	$ 123.456.789,00
Negative Currency Example	($ 123.456.789,00)
ISO Currency Code	COP
Currency Subunit Name	centavo
Currency Subunit Symbol	N/A
Currency Subunit Example	N/A

Note: In Currency name, the name enclosed in parentheses is the name of the currency in the native language.

Country/region	**Costa Rica**
Currency Name	Costa Rican Colon (Colón)
Currency Symbol	₡
Currency Symbol Position	Prefix, no separation
Positive Currency Format	₡1,10
Negative Sign Symbol	The number is enclosed in brackets.
Negative Currency Format	(₡1,10)
Decimal Symbol	,
Number of Digits after Decimal	2
Digit Grouping Symbol	.
Number of Digits in Digit Grouping	3
Positive Currency Example	₡123.456.789,00
Negative Currency Example	(₡123.456.789,00)
ISO Currency Code	CRC
Currency Subunit Name	céntimo
Currency Subunit Symbol	N/A

Currency Subunit Example	N/A

Notes:

- In Currency name, the name enclosed in parentheses is the name of the currency in the native language.
- The symbol "₡" has Unicode code point U+20A1, and the decimal representation is 8353. In HTML it can be entered as ₡.

Country/region	Cuba
Currency Name	Cuban Peso (Peso) and Cuban Convertible Peso (Peso Cubano Convertible)
Currency Symbol	$
Currency Symbol Position	Suffix, 1 char separation
Positive Currency Format	1,10 $
Negative Sign Symbol	Minus sign (−). The minus sign is used in front of the figure; there is no space between the minus sign and the figure.
Negative Currency Format	−1,10 $
Decimal Symbol	,
Number of Digits after Decimal	2
Digit Grouping Symbol	.
Number of Digits in Digit Grouping	3
Positive Currency Example	123.456.789,00 $
Negative Currency Example	−123.456.789,00 $
ISO Currency Code	CUP and CUC
Currency Subunit Name	centavo
Currency Subunit Symbol	N/A
Currency Subunit Example	N/A

Note:

- The convertible peso (sometimes given as *CUC$*) (informally called a *chavito*), is one of two official currencies in Cuba, the other being the peso. The Cuban peso is the currency Cuban citizens are paid in and is used for staples and non-luxury items. The convertible peso is used for tourism and for luxury items.
- In Currency name, the name enclosed in parentheses is the name of the currency in the native language.

Country/region	Dominican Republic
Currency Name	Dominican Peso (Peso oro)
Currency Symbol	[RD]$ The square bracket indicates that the characters are not always present. The regular symbol is "$", but "RD$" is used when distinction from other pesos (or dollars) is required.
Currency Symbol Position	Prefix, no separation
Positive Currency Format	RD$1.10
Negative Sign Symbol	The number is enclosed in brackets.
Negative Currency Format	(RD$1.10)
Decimal Symbol	.
Number of Digits after Decimal	2
Digit Grouping Symbol	,
Number of Digits in Digit Grouping	3
Positive Currency Example	RD$123,456,789.00
Negative Currency Example	(RD$123,456,789.00)
ISO Currency Code	DOP
Currency Subunit Name	centavo
Currency Subunit Symbol	¢
Currency Subunit Example	5¢

Note: In Currency name, the name enclosed in parentheses is the name of the currency in the native language.

Country/region	Ecuador
Currency Name	US Dollar (Dólar)
Currency Symbol	$
Currency Symbol Position	Prefix, 1 char separation
Positive Currency Format	$ 1,10
Negative Sign Symbol	The number is enclosed in brackets, 1 char separation between symbol and figure
Negative Currency Format	($ 1,10)
Decimal Symbol	,

Number of Digits after Decimal	2
Digit Grouping Symbol	.
Number of Digits in Digit Grouping	3
Positive Currency Example	$ 123.456.789,00
Negative Currency Example	($ 123.456.789,00)
ISO Currency Code	USD
Currency Subunit Name	cent
Currency Subunit Symbol	¢
Currency Subunit Example	17¢

Note: In Currency name, the name enclosed in parentheses is the name of the currency in the native language.

Country/region	**El Salvador**
Currency Name	US Dollar (Dólar)
Currency Symbol	$
Currency Symbol Position	Prefix, no separation
Positive Currency Format	$1,10
Negative Sign Symbol	The number is enclosed in brackets
Negative Currency Format	($1.10)
Decimal Symbol	.
Number of Digits after Decimal	2
Digit Grouping Symbol	,
Number of Digits in Digit Grouping	3
Positive Currency Example	$123,456,789.00
Negative Currency Example	($ 123,456,789.00)
ISO Currency Code	USD
Currency Subunit Name	cent
Currency Subunit Symbol	¢
Currency Subunit Example	17¢

Note: In Currency name, the name enclosed in parentheses is the name of the currency in the native language.

Country/region	Guatemala
Currency Name	Guatemalan Quetzal (Quetzal)
Currency Symbol	Q
Currency Symbol Position	Prefix, no separation
Positive Currency Format	Q1.10
Negative Sign Symbol	The number is enclosed in brackets.
Negative Currency Format	(Q1.10)
Decimal Symbol	.
Number of Digits after Decimal	2
Digit Grouping Symbol	,
Number of Digits in Digit Grouping	3
Positive Currency Example	Q123,456,789.00
Negative Currency Example	(Q123,456,789.00)
ISO Currency Code	GTQ
Currency Subunit Name	centavo
Currency Subunit Symbol	N/A
Currency Subunit Example	N/A

Note: In Currency name, the name enclosed in parentheses is the name of the currency in the native language.

Country/region	Honduras
Currency Name	Honduran Lempira (Lempira)
Currency Symbol	L
Currency Symbol Position	Prefix, 1 char separation
Positive Currency Format	L 1.10
Negative Sign Symbol	Minus sign (−). A minus sign between the symbol and the figure, with a space between the symbol and the minus sign and no space between the sign and the figure
Negative Currency Format	L −1.10

Decimal Symbol	.
Number of Digits after Decimal	2
Digit Grouping Symbol	,
Number of Digits in Digit Grouping	3
Positive Currency Example	L 123,456,789.00
Negative Currency Example	L −123,456,789.00
ISO Currency Code	HNL
Currency Subunit Name	centavo
Currency Subunit Symbol	N/A
Currency Subunit Example	N/A

Note: In Currency name, the name enclosed in parentheses is the name of the currency in the native language.

Country/region	Mexico
Currency Name	Mexican Peso (Peso)
Currency Symbol	$
Currency Symbol Position	Prefix, no separation
Positive Currency Format	$1.10
Negative Sign Symbol	Minus sign (−).A minus sign is used in front of the symbol; there is no space between sign and symbol.
Negative Currency Format	−$1.10
Decimal Symbol	.
Number of Digits after Decimal	2
Digit Grouping Symbol	,
Number of Digits in Digit Grouping	3
Positive Currency Example	$123,456,789.00
Negative Currency Example	−$123,456,789.00
ISO Currency Code	MXN
Currency Subunit Name	centavo
Currency Subunit Symbol	¢

Currency Subunit Example	17¢

Note: In Currency name, the name enclosed in parentheses is the name of the currency in the native language.

Country/region	**Nicaragua**
Currency Name	Nicaraguan Cordoba Oro (Córdoba)
Currency Symbol	C$
Currency Symbol Position	Prefix, 1 char separation
Positive Currency Format	C$ 1.10
Negative Sign Symbol	The number is enclosed in brackets with 1 char separation between symbol and figure
Negative Currency Format	(C$ 1.10)
Decimal Symbol	.
Number of Digits after Decimal	2
Digit Grouping Symbol	,
Number of Digits in Digit Grouping	3
Positive Currency Example	C$ 123,456,789.00
Negative Currency Example	(C$ 123,456,789.00)
ISO Currency Code	NIO
Currency Subunit Name	centavo
Currency Subunit Symbol	N/A
Currency Subunit Example	N/A

Note: In Currency name, the name enclosed in parentheses is the name of the currency in the native language.

Country/region	**Panama**
Currency Name	Panamanian Balboa (Balboa)
Currency Symbol	B/.
Currency Symbol Position	Prefix, 1 char separation
Positive Currency Format	B/. 1.10
Negative Sign Symbol	The number is enclosed in brackets, 1 char separation between symbol and figure.

Negative Currency Format	(B/. 1.10)
Decimal Symbol	.
Number of Digits after Decimal	2
Digit Grouping Symbol	,
Number of Digits in Digit Grouping	3
Positive Currency Example	B/. 123,456,789.00
Negative Currency Example	(B/. 123,456,789.00)
ISO Currency Code	PAB
Currency Subunit Name	centésimo
Currency Subunit Symbol	N/A
Currency Subunit Example	N/A

Note: In Currency name, the name enclosed in parentheses is the name of the currency in the native language.

Country/region	**Paraguay**
Currency Name	Paraguayan Guarani (Guaraní)
Currency Symbol	Gs
Currency Symbol Position	Prefix, 1 char separation
Positive Currency Format	Gs 1,10
Negative Sign Symbol	The number is enclosed in parentheses, 1 char separation between symbol and figure.
Negative Currency Format	(Gs 1,10)
Decimal Symbol	,
Number of Digits after Decimal	2
Digit Grouping Symbol	.
Number of Digits in Digit Grouping	3
Positive Currency Example	Gs 123.456.789,00
Negative Currency Example	(Gs 123.456.789,00)
ISO Currency Code	PYG
Currency Subunit Name	céntimo

Currency Subunit Symbol	N/A
Currency Subunit Example	N/A

Note: In Currency name, the name enclosed in parentheses is the name of the currency in the native language.

Country/region	**Peru**
Currency Name	Peruvian Nuevo Sol (Nuevo sol)
Currency Symbol	S/.
Currency Symbol Position	Prefix, 1 character separation
Positive Currency Format	S/. 1.10
Negative Sign Symbol	Minus sign (−).A minus sign is used between the figure and the symbol with a space between the symbol and the minus sign but no space between the minus sign and the figure
Negative Currency Format	S/. −1.10
Decimal Symbol	.
Number of Digits after Decimal	2
Digit Grouping Symbol	,
Number of Digits in Digit Grouping	3
Positive Currency Example	S/. 123,456,789.00
Negative Currency Example	S/. −123,456,789.00
ISO Currency Code	PEN
Currency Subunit Name	céntimo
Currency Subunit Symbol	N/A
Currency Subunit Example	N/A

Note: In Currency name, the name enclosed in parentheses is the name of the currency in the native language.

Country/region	**Puerto Rico**
Currency Name	US Dollar (Dólar)
Currency Symbol	$
Currency Symbol Position	Prefix, no separation
Positive Currency Format	$1,10

Negative Sign Symbol	The number is enclosed in brackets
Negative Currency Format	($1.10)
Decimal Symbol	.
Number of Digits after Decimal	2
Digit Grouping Symbol	,
Number of Digits in Digit Grouping	3
Positive Currency Example	$123,456,789.00
Negative Currency Example	($ 123,456,789.00)
ISO Currency Code	USD
Currency Subunit Name	Cent
Currency Subunit Symbol	¢
Currency Subunit Example	17¢

Note: In Currency name, the name enclosed in parentheses is the name of the currency in the native language.

Country/region	**Spain**
Currency Name	Euro (Euro)
Currency Symbol	€
Currency Symbol Position	Suffix, 1 char separation
Positive Currency Format	1,10 €
Negative Sign Symbol	Minus sign (−). The minus sign is used in front of the figure; there is no space between the minus sign and the figure.
Negative Currency Format	1,10 €
Decimal Symbol	,
Number of Digits after Decimal	2
Digit Grouping Symbol	.
Number of Digits in Digit Grouping	3
Positive Currency Example	123.456.789,00 €
Negative Currency Example	−123.456.789,00 €
ISO Currency Code	EUR

Currency Subunit Name	(cent) centime
Currency Subunit Symbol	N/A
Currency Subunit Example	N/A

Note: In Currency name, the name enclosed in parentheses is the name of the currency in the native language.

Country/region	**Uruguay**
Currency Name	Uruguayan Peso (Peso uruguayo)
Currency Symbol	$U
Currency Symbol Position	Prefix, 1 char separation
Positive Currency Format	$U 1,10
Negative Sign Symbol	The number is enclosed in parentheses, 1 char separation between symbol and figure.
Negative Currency Format	($U 1,10)
Decimal Symbol	,
Number of Digits after Decimal	2
Digit Grouping Symbol	.
Number of Digits in Digit Grouping	3
Positive Currency Example	$U 123.456.789,00
Negative Currency Example	($U 123.456.789,00)
ISO Currency Code	UYU
Currency Subunit Name	Centesimo
Currency Subunit Symbol	N/A
Currency Subunit Example	N/A

Note: In Currency name, the name enclosed in parentheses is the name of the currency in the native language.

Country/region	**Venezuela**
Currency Name	Venezuelan Bolivar Fuerte (Bolívar Fuerte)
Currency Symbol	Bs.F.
Currency Symbol Position	Prefix, 1 char separation

Positive Currency Format	Bs.F. 1,10
Negative Sign Symbol	Minus sign (−). The minus sign is used between the figure and the symbol with a space between the symbol and the minus sign but no space between the hyphen and the figure.
Negative Currency Format	Bs.F. −1,10
Decimal Symbol	,
Number of Digits after Decimal	2
Digit Grouping Symbol	.
Number of Digits in Digit Grouping	3
Positive Currency Example	Bs.F. 123.456.789,00
Negative Currency Example	Bs.F. −123.456.789,00
ISO Currency Code	VEF
Currency Subunit Name	céntimo
Currency Subunit Symbol	N/A
Currency Subunit Example	N/A

Notes:

- In Currency name, the name enclosed in parentheses is the name of the currency in the native language.
- The government announced on 7 March, 2007 that the bolívar would be revalued at a ratio of 1 to 1000 on 1 January 2008 and renamed the *bolívar fuerte* in an effort to facilitate the ease of transaction and accounting. The name "bolívar fuerte" is only used temporarily to distinguish it from the older currency, (the "bolívar") that is being used along with the bolívar fuerte until this reconversion process ends.

Digit Groups

Country/region: Argentina, Bolivia, Chile, Colombia, Costa Rica, Cuba, Ecuador, Paraguay, Spain, Uruguay, and Venezuela

Decimal Separator: ,
Decimal Separator Description: comma
Decimal Separator Example: 0,25 cm
Thousand Separator: .
Thousand Separator Description: period
Thousand Separator Example: $ 1.500,00

Notes: The new spelling guidelines indicate to write 4 digit numbers together (for example: 2000 or 5467), and 5 digit numbers and above grouped in 3 digit groups separated with a small or thin non-break space (for example: 2 345 400); however, we will continue using the format specified above for now.

Country/region: Dominican Republic, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama, and Puerto Rico

Decimal Separator: .

Decimal Separator Description: period

Decimal Separator Example: 0.25 cm

Thousand Separator: ,

Thousand Separator Description: comma

Thousand Separator Example: $ 1,500.00

Notes: The new spelling guidelines indicate to write 4 digit numbers together (for example: 2000 or 5467), and 5 digit numbers and above grouped in 3 digit groups separated with a small or thin non-break space (for example: 2 345 400). It also recommends the use of the comma as the decimal separator. However, we will continue using the format specified above for now.

Measurement Units

Metric System Commonly Used?: Yes

Temperature: Celsius

Category	English	Translation	Abbreviation
Linear Measure	Kilometer	kilómetro	km
	Meter	metro	m
	Decimeter	decímetro	dm
	Centimeter	centímetro	cm
	Millimeter	milímetro	mm
Capacity	Hectoliter	hectolitro	hl
	Liter	litro	l
	Deciliter	decilitro	dl
	Centiliter	centilitro	cl
	Milliliter	mililitro	ml
Mass	Ton	tonelada	T
	Kilogram	kilogramo	kg
	Pound	libra	lb

Category	English	Translation	Abbreviation
	Gram	gramo	g
	Decigram	decigramo	dg
	Centigram	centigramo	cg
	Milligram	miligramo	mg
English Units of Measurement	Inch	pulgada	pulg.
	Feet	pie	ft
	Mile	milla	mi
	Gallon	galón	gal

Notes:
- The symbols for units of measurement do not take a period (cm, g, hl). They are symbols, not abbreviations.
- Use non-breaking spaces (Ctrl+Shift+Spacebar) between the numeral and the unit of measure that goes with it.
- Abbreviations for English Units of Measurement are kept mostly as in the original language, except for "pulg." which is widely spread in Microsoft products.

Percentages

Please, follow normative reference for percentages:
- Use space between figures and percentage symbol as per SI standard.
- The number and the symbol cannot be in separate lines.
- It is not considered incorrect to spell it out (por ciento) following a number, but the use of the symbol is preferred:
  15 por ciento
  15 %
- If the number is spelled out, then *por ciento* should be used instead of the symbol:

  (+) El seis por ciento tenía dudas sobre el resultado.
  (−) El seis % tenía dudas sobre el resultado.

Sorting

Sorting rules	1. Capital letters and lowercase letters are equal. No distinction is made between them. 2. Accented characters are equal to non-accented characters; so é and e are equal. 3. Ñ/ñ is a separate letter and it sorts after n

	4. Non-alphabetical characters (i.e. symbols like @ ! #) sort before the letters of the alphabet.
	5. Digits sort after the non-alphabetical characters and before the letters of the alphabet.
Character sorting order	HEX DEC a 0061 97 á 00E1 225 b 0062 98 c 0063 99 d 0064 100 e 0065 101 é 00E9 233 f 0066 102 g 0067 103 h 0068 104 i 0069 105 í 00ED 237 j 006A 106 k 006B 107 l 006C 108 m 006D 109 n 006E 110 ñ 00F1 241 o 006F 111 ó 00F3 243 p 0070 112 q 0071 113 r 0072 114 s 0073 115 t 0074 116 u 0075 117 ú 00FA 250 ü 00FC 252 v 0076 118 w 0077 119 x 0078 120 y 0079 121

	z 007A 122
Examples of sorted words	@
	1
	Aaron
	andere
	ändere
	chaque
	chemin
	cote
	coté
	côte
	côté
	čučēt
	Czech
	hiša
	irdisch
	lävi
	lie
	lire
	llama
	lõug
	Löwen
	lòza
	luč
	luck
	Lübeck
	lye
	Männer
	màšta
	mîr
	möchten
	myndig
	pint
	piña
	pylon

	sämtlich
	šàran
	savoir
	Šerbūra
	Sietla
	ślub
	subtle
	symbol
	väga
	verkehrt
	vox
	waffle
	wood
	yen
	yuan
	yucca
	žal
	žena
	Ženēva
	zoo
	Zürich
	Zviedrija
	zysk
	zzlj
	zzlz
	zznj
	zznz

Geopolitical Concerns

Part of the cultural adaptation of the US-product to a specific market is the resolving of geopolitical issues. While the US-product should have been designed and developed with neutrality and a global audience in mind, the localized product should respond to the particular situation that applies within the target country/region.

Sensitive issues or issues that might potentially be offensive to the users in the target country/region may occur in any of the following:

- Maps
- Flags
- Country/region, city and language names
- Art and graphics
- Cultural content, such as encyclopedia content and other text where historical or political references may occur

Some of these issues are relatively easy to verify and resolve: the objective should be for the localizer to always have the most current information available. Maps and other graphic representations of countries/regions and regions should be checked for accuracy and existing political restrictions. Country/region, city and language names change on a regular basis and need to be checked, even if previously approved.

A thorough understanding of the culture of the target market is required for checking the appropriateness of cultural content, clip art and other visual representations of religious symbols, body and hand gestures.

Grammar, Syntax & Orthographic Conventions

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

Adjectives

In Spanish, adjectives change form depending upon whether the word they modify is masculine or feminine, singular or plural. In other words, the inflection of the adjectives should coincide with that of the word they modify.

Note that in Spanish, unlike English, adjectives of nationality are <u>not</u> capitalized.

English	Spanish
Column " %1!s!" combines operations on Japanese characters with operations for Chinese characters.	(–) La columna " %1!s!" combina operaciones en caracteres Japoneses con operaciones de caracteres Chinos. (+) La columna " %1!s!" combina operaciones en caracteres japoneses con operaciones de caracteres chinos.

Possessive adjectives

The frequent use of possessives is a feature of English language. However in Spanish, this should be avoided. The possessive should be replaced by the definite article; **except** when instructed otherwise for specific reasons (your computer/*su PC*) or when using the article instead of the possessive would make the meaning too vague.

An exception to this rule is the desktop icons in Windows:

My Computer => *Mi PC*
My documents => *Mis documentos*
My network places => *Mis sitios de red*
My music => *Mi música*

You would also need to use the possessive form "*su, sus*" as a workaround to not clearly specify a gender inflection for words like "*la computadora*", "*el ordenador*" and "*el computador*", or "*la/el Macintosh*", and "*la/el portátil*". In those instances, "*su/sus*" are preferred to including an article that would show the regional gender variations. Phrases like "*On your computer...*" and "*On the computer...*" will be translated as "*En su PC*" or "*En el equipo...*"

English example	Spanish example
Name your settings file	(–) Asigne un nombre a su archivo de configuración (+) Asigne un nombre al archivo de configuración
Type your phone number	(+) Escriba su número de teléfono
Select a file on your computer	(–) Seleccione un archivo en la computadora (–) Seleccione un archivo en el ordenador (+) Seleccione un archivo en su PC (+) Seleccione un archivo en el equipo

Alternatively, the original sentence containing "your" can be rephrased like in the following example:

Your audio hardware cannot play files like the current file.	(+) No se pueden reproducir archivos de este tipo con el hardware de audio en uso.

This and these

Whenever possible, use the article (*el/los*) instead of the adjectives "this" and "these".

English	Spanish
Cannot find this file.	(–) No se puede encontrar este archivo. (+) No se puede encontrar el archivo.
This file is already in use.	(–) Este archivo ya está en uso. (+) *El* archivo ya está en uso.

Articles

General considerations

Follow the normative reference on this topic and the Microsoft-specific guidelines in this section.

Unlocalized Feature Names

Microsoft product names and non-translated feature names are used without definite or indefinite articles in the English language. We treat them the same way in Spanish products.

Example:

| Microsoft Office 2010 component | Componente de Microsoft Office 2010 |
| Visual Studio Add-in | Complemento de Visual Studio |

Localized Feature Names

Translated feature names are handled in this way:

When the localized feature can be treated as a proper noun, then no article is used.

When the localized feature name starts with a common name (tool, wizard, etc.), then usually the articles is included.

Example:

A page that can be easily edited in the web browser using Web Edit.	(–) Una página que se puede editar fácilmente en el explorador web con la Edición web. (+) Una página que se puede editar fácilmente en el explorador web con Edición web.
Create a new report project using Report Wizard.	(–) Crear un nuevo proyecto de informes con Asistente para informes. (+) Crear un nuevo proyecto de informes con el Asistente para informes.
You cannot quit the Office Customization Tool because a dialog is active.	(–) No se puede salir de Herramienta de personalización de Office porque hay un cuadro de diálogo activo. (+) No se puede salir de la Herramienta de personalización de Office porque hay un cuadro de diálogo activo.

Articles for English Borrowed Terms

When faced with an English loan word previously used in Microsoft products, consider the following options:

- Motivation: Does the English word have any formally motivated features that would allow a straightforward integration into the noun class system of Spanish language?
- Analogy: Is there an equivalent Spanish term whose article could be used?
- Frequency: Is the term used in other technical documentation? If so, what article is used most often?

The internet may be a helpful reference here.

Example:

| web | (–) el web
(+) la web | Feminine gender inflection used because of Spanish equivalent "(la) red" or "(la) telaraña". |

cache	(–) el caché (+) la caché	It takes the feminine inflection from the type of element it represents (memoria): la [memoria] caché
firewall	(+) el firewall	Masculine gender inflection used because of equivalent term in Spanish (servidor de seguridad)

Capitalization

Spanish capitalization differs from English capitalization. Please, follow normative rules in regards to capitalization.

General guidelines:

- For software interface elements, capitalize only the first letter of the first word in commands, dialog box titles, dialog box options, menus, buttons, and names of panes, views or windows.

Example:

From the **File** menu, disable **Save As Web Page Complete.**	(+) En el menú **Archivo**, deshabilite **Guardar como página web completa.**

- The use of capital letters on key names is normally limited to the initial letter of the key name (*tecla Control*); however, if the key name is abbreviated (CTRL, ALT, etc.) we recommend following the same character formatting used in the source: if the key appears all in caps in the source then it will be spelled the same way for Spanish; if the key appears in initial caps only, then the same approach will be followed in Spanish.

Example:

Mark all as read Ctrl+Shift+A	(+) Marcar todos como leídosCtrl+Mayús+A
Reply to group CTRL+G	(+) Responder al grupo CTRL+G

- In headings, captions, table and figure titles, use initial capitals only for the first word and for proper nouns and interface terms that require it.

Example:

Workings with Files	(–) Trabajo con Archivos (+) Trabajo con archivos
Quick Reference Guide	(–) Guía de Referencia Rápida (+) Guía de referencia rápida

The following tables show the correct capitalization for different elements:

Item	Initial capital?		Example
	English	Spanish	
Adjectives of nationality	☑	☒	argentino, brasileño, holandés, ruso
Names of days, months, seasons	☑	☒	lunes, enero, primavera
Names of languages	☑	☒	inglés, francés, chino, alemán
Names of templates	☑	☑	la plantilla Normal
Views	☑	☑	vista Hoja de datos (recommended form) vista Normal
Press Ctrl-C to exit from refresh.	☑	☑	Presione Ctrl-C para salir de la actualización

Usually All Capitals

Item	All caps?		Example
	English	Spanish	
Devices names	☑	☑	LPT1
Directories	Either way	Either way	directorio TMP or Tmp
Drive names	☑	☑	unidad C:
Environment variables	☑	☑	INCLUDE
File extensions	Either way	Either way	los archivos .TXT or .txt
Filenames	Either way	Either way	archivo GASTOS.XLM or Gastos.xlm
Program name abbreviations	☑	☑	el compilador de recursos (RC, *Resource Compiler*)
Message constants	☑	☑	el mensaje WM_PAINT
Paths	☒	☒	C:\Tablas.Tax.xls
Registers	☑	☑	DS
Symbolic constants	☑	☑	NULL

Usually Lowercase

Item	All lowercase?		Example
	English	Spanish	
Command-line commands	☑	☑	el comando **copy**
Command-line options	☑	☑	la opción /**l**:
Toolbar	☒	☑	barra de herramientas
Unnamed windows	☑	☑	la ventana del documento
User input	☑	☑	escriba **copy** *nombre_de_archivo* **b:**

Item	All lowercase?		Example
Utility names	☑	☑	la utilidad **chkdsk**

Accented Capital Letters

The use of accented capital letters is mandatory according to the Spanish grammar. Accented capital letters are to be used unless otherwise specified or when their use is not possible due to software incompatibilities. For instance, names of functions in programming languages cannot take accent marks. Should the user type the name of the function with an accented capital, the software will return an error message, very general in nature and not indicative of the actual cause of the error.

Compounds

Generally, compounds should be understandable and clear to the user. Overly long or complex compounds should be avoided. Keep in mind that unintuitive compounds are ultimately an intelligibility and usability issue. In this section "compounds" mean "compound words", like "auto-correct" or "bi-directional", as well as other type of compounds found in user input or programming languages elements ("FileName" or "varname")

For information on spelling of compound words in Spanish, please, refer to normative rules in normative references specified at the beginning of this Style Guide. Below please find a few examples of Microsoft-specific compound terms.

Example:

English	Spanish
bi-directional	(+) bidireccional
auto-correct	(+) autocorrección
auto-joining	(+) unión automática

When considering compounds in variables, user input or programming language elements, the first point to take into account is if the term is localizable or not. If it is not localizable, the term in the Spanish text will remain unchanged. If the element is localizable, the following examples will provide an insight on how the terms should be rendered into Spanish.

Examples of generic conventions:		
English	Spanish	Description
Sub, If, ChDir, Print, True, Click, Debug	Sub, If, ChDir, Print, True, Click, Debug	These indicate language-specific keywords. They will be either in English or Spanish, depending on the programming language.
object, varname, arglist	objeto, nombreDeVariable, listaDeArgumentos	These usually indicate placeholders for information the user supplies. They will always

		start with lowercase. If the placeholder is composed of more than one word, the first one will be in lowercase and the rest of the words will have the initial letters capitalized, to make it easier to read and understand.
PathName, fileNumber	nombreDeRutaDeAcceso, númeroDeArchivo	Bold, italic letters indicate placeholders for arguments where you can use either positional or named argument syntax. They will always start with lowercase. If the placeholder is composed of more than one word, the first one will be in lowercase and the rest of the words will have the initial letters capitalized, to make it easier to read and understand.
[expressionlist]	[listaDeExpresiones]	In syntax, items inside square brackets are optional. They will be translated and in italics. They will always start with lowercase. If the variable is composed of more than one word, the first one will be in lowercase and the rest of the words will have the initial letters capitalized, to make it easier to read and understand.
MyString = "Hello, world!" MyVar = 312	miCadena = "Hello, world!" miVariable = 312	This font is used for code, variables, and error message text.

Gender

Please follow normative rules regarding the use of gender.

Genitive

This section does not apply to Spanish.

Modifiers

This section does not apply to Spanish.

Nouns

General considerations

Please follow normative rules related to nouns.

Inflection

No applicable rules in this section

Plural Formation

No applicable rules in this section

Prepositions

Pay attention to the correct use of the preposition in translations. Influenced by the English language, many translators omit them or change the word order.

Avoid the common mistake of coordinating two verbs, each of them followed by different prepositions, when they share a common complement. For example:

English	Spanish
You'll be able to edit your document, but you won't be able to print or preview all of your data source entries until you reconnect.	(–) Podrá modificar el documento, pero no imprimir ni obtener vistas previas de los datos hasta que vuelva a conectarse al origen de datos. (+) Podrá modificar el documento, pero no imprimir todos los datos ni obtener vistas previas de los mismos hasta que vuelva a conectarse al origen de datos.

Also, do not coordinate two verbs needing different prepositions, as in "*correo enviado a y recibido de*", as this is also incorrect in Spanish.

Queísmo and Dequeísmo

Queísmo is the omission of the preposition "*de*" in cases where it is required and *Dequeísmo* is inclusion of the preposition in cases in which it is not necessary. These are common mistakes found in translations:

English	Spanish
Make sure your start date comes before the end of the repeating pattern.	(–) Asegúrese que la fecha de inicio es anterior a la fecha de finalización de la pauta de repetición. (+) Asegúrese de que la fecha de inicio es anterior a la fecha de finalización de la pauta de repetición.
This site may be experiencing a problem.	(–) Es posible de que se haya producido un error en el sitio.

English	Spanish
	(+) Es posible que se haya producido un error en el sitio.

For more information on this subject, please see the normative references.

Noun + a + infinitive in Spanish

Please, follow rules in normative references regarding the use of noun + preposition "a" + infinitive.

Pronouns

Please, follow normative rules regarding the use of pronouns.

Please, keep in mind that, in Spanish, the impersonal form is preferred over the excessive repetition of "*usted*" (you). However, including the subject when the verbs are in 3rd person is required when an error or the cause for a problem is mentioned. Only if the context alone is clear enough, the reference to the user will be removed.

English	Spanish
You installed a hardware device, and your computer stopped working	(+) El equipo ha dejado de funcionar debido al dispositivo de hardware que usted instaló.
You have not selected a modem. Press OK to go back and make a selection that matches your modem.	(+) No ha seleccionado un módem. Presione Aceptar para volver atrás y seleccionar un módem compatible.

Leísmo

The term *leísmo* ("use of *le*") occurs largely in Spain and involves using the indirect object pronoun *le* instead of the masculine direct object pronoun *lo*, when the direct object refers to a male person. Although this is acceptable, in Neutral Spanish we prefer the use of *lo*.

English	Spanish
This Wizard will help you …	(–) Este asistente le ayudará a… (+) Este asistente lo ayudará a…

Punctuation

Punctuation marks (periods, commas, colons, question marks, and so on) in each Latin-based language are the same as in English. The exceptions are the opening "¡" and "¿" used in Spanish. Please follow normative rules regarding the use of punctuation.

Comma

For rules about correct and incorrect use of commas, please see the normative reference.

Colon

Please, follow normative rules for use of colons in Spanish.

Dashes and Hyphens

Three different dash characters are used in English:

Hyphen

The hyphen is used to divide words between syllables, to link parts of a compound word, and to connect the parts of an inverted or imperative verb form. In Spanish, it is used to join two parts of a compound term and to divide words (into syllables) at the end of a line.

Example:

(+) Escriba **dblspace** a continuación del símbolo del sistema…
(+) MS-DOS

When a hyphenated compound should not be divided between lines (e.g., MS-DOS), use a non-breaking hyphen (U002D or Ctrl+Shift+Hyphen). Word will keep both parts of the compound together on the same line.

Words in titles should not be hyphenated in Spanish documentation.

En Dash

The en dash is used as a minus sign, usually with spaces before and after.

Example	− 18 °C

The en dash is also used in number ranges, such as those specifying page numbers. No spaces are used around the en dash in this case.

Example	páginas 204–206

Em Dash

In English, the em dash should only be used to emphasize an isolated element or introduce an element that is not essential to the meaning conveyed by the sentence. For uses of the em dash (*raya*) in Spanish, please see the normative references.

Ellipses (Suspension Points)

Please follow normative rules regarding the use of the ellipses.

Keep in mind the following when using ellipses/suspension points:

- Make sure you remove all spaces before the ellipses sign, even when this is used in source text.

English	Spanish
Connecting, please wait …	(–) Conectando, espere … (+) Conectando, espere…
Browse …	(–) Examinar … (+) Examinar…

- Sometimes command names appear in menus followed by ellipses to indicate that when pressing it, a dialog window will open. The same convention applies in Spanish in SW; however, in references to that command (for instance in documentation or messages) the ellipses are not kept.

Period

For general usage information, please refer to the normative rules.

Microsoft-specific considerations regarding the use of periods are:

- Insert only one space after a period. As a general rule complete sentences end in a period.
- A period is always used after abbreviations (except with SI abbreviations or measurement units) if space permits and/or when it wouldn't confuse the user (as might be the case with macros, functions, etc.).
- When a colon introduces a bulleted list, use a period after each bulleted item if it is a complete sentence or a phrase that completes the introductory sentence, unless the list consists of one-word entries.

Example:	(+) Cuando finalice la ejecución del programa de instalación de DoubleSpace, las unidades de su PC estarán configuradas de una manera distinta: • Su PC tendrá una unidad sin comprimir. • La unidad C estará comprimida y tendrá más espacio libre.

- Items in a list (chapters, sections, products, system requirements, etc.) that are neither sentences nor continuations of sentences begin with capitals but have no ending punctuation.

Example:	(+) Requisitos de configuración del sistema:

	Microsoft Windows NT® 4.0 con Service Pack 6 o un sistema operativo posterior Unidad de CD-ROM o DVD-ROM

Quotation Marks

In Microsoft Spanish localization, quotation marks are used to refer to **chapters**, **sections** and **topics** in user assistance content.

There are different types of quotation marks:

- the guillemets or chevrons (« »), (also called Spanish or Latin quotation marks) (« »)
- the English curly or smart quotesones (" ")
- and finally the single ones quotes (' ').

The recommended use in the normative references for written text is the Spanish quotation marks. However, with the widespread use of English texts and translations, that generally use the English soft text as the basis for the new translated text, curly quotes ("") are seen in Spanish printed material. In Microsoft Spanish documentation, curly or smart quotes will be used in normal text. Use the term *comillas de apertura* (opening quotation marks) or *comillas de cierre* (closing quotation marks) when referring to an individual set of quotation marks.

Do not use quotation marks with user input unless the quotation marks are part of the input. In technical material, specify **sencilla** (') or **doble** (") quotation marks when the user must type them.

Note For use of punctuation marks with quotes, please refer to the normative rules in the normative references listed in this Style Guide

Example:

(+) Para obtener más información, consulte el tema "Comando Mostrar todo" al final de este capítulo.
(+) Para obtener más información acerca de cómo reparar su sistema, consulte "Mantenimiento del sistema con el programa de instalación de Windows NT" en el capítulo 12, "Reparación del sistema".

Parentheses

Please follow the basic rules for the use of parentheses in Spanish. Note that there is no space between the parentheses and the text inside them.

Singular & Plural

Please follow normative rules regarding the use of singular and plural. Also, refer to the acronyms section for exceptions to the normative rules in regards to acronyms in the Spanish localization of Microsoft products.

Plural with "(s)"

In order to avoid number agreement mismatch between adjective or article, and noun, we recommend, avoiding the use of the plural option with (s). Lack of agreement is particularly evident when the phrase contains a numeric variable, as shown in the examples below. Rephrasing and other workarounds, like in examples below, are preferable.

English	Translation
%d unread	(+) %d sin leer (−) %d no leídos
in use by %1 other(s)	(+) Otras personas que lo usan: %1 (−) en uso por %1 persona(s)
To use Chat, hang up and call the participant(s) again.	(+) Para usar Conversación, cuelgue y llame de nuevo a los participantes. (−) Para usar Conversación, cuelgue y llame de nuevo al (a los) participante(s).

Split Infinitive

Split infinitives in English are constructions in which an adverb comes between "to" and the "verb". They do not apply to Spanish as infinitives in Spanish do not follow the same format as in English. For example, the infinitive form of the verb "to go" is "ir". However, when translating this type of constructions, be aware of any difference in meaning when the adverb comes between the "to" and the "verb". For example, the sentence:

You really have to watch him. [i.e. 'It's important that you watch him']

does not have quite the same meaning as:

You have to really watch him. [i.e. 'You have to watch him very closely']

Please, we aware of differences in meaning depending on adverb position in source when translating into Spanish.

Subjunctive

The subjunctive is an important resource in Spanish. It should be used when required by the content. The lack of the subjunctive impoverishes the text. The only point to remember is that, when having the option of using "*cantara/cantase*", the second option is less accepted in some Latin American countries, so use "*cantara*" instead.

Symbols & Non-Breaking Spaces

Symbols are abbreviations used in the scientific and technical field and that are made up of letters or non-alphabetical characters. Symbols are used, for instance, to represent units of measurement or currency.

Example:

Symbol	Full term
cm	centímetro
€	euro
kB	kilobyte*
°	grados

*kB is the new normative symbol for "kilobytes". It has been translated in legacy material as "KB", not following the recommended capitalization. However, from now on the correct spelling should be implemented in new and updated material.

Always use a non-breaking space instead of a normal space between a unit of measure or currency and the number that goes with it.

Example:	(+) Choose to include 1 € as the starting amount
	(–) Choose to include 1 € as the starting amount

Syntax

Please follow normative rules regarding the use of syntax. Do not transfer the English structure to the localized text. Follow Spanish word order and syntax for the localized material to be as fluent as if it would have been originally written in Spanish.

Structure of Procedures

In Microsoft documentation, a procedure is a series of steps the user must follow to complete a specific action.

A procedure list begins with an infinitive phrase (*Para imprimir un documento*). The infinitive phrase can appear as text or as a heading. If the introductory phrase is text, it should end in a colon, and there should be no intervening text between the introductory phrase and the numbered steps. If the introductory phrase is a procedure heading, use no punctuation at the end of it. Steps are written in complete sentences, beginning with capitals and ending with periods.

EXAMPLE:	**Para eliminar un borde del marco**
	1. Seleccione el marco.
	2. Elija **Borde** en el menú **Formato**.

A table can also present a procedure or instructions to the user on how to do something.

EXAMPLE:	**Para**	**Presione**
	Cerrar una ventana	CTRL+F4
	Modificar el tamaño de una ventana	CTRL+F8

Branching within Procedures with "O bien"

If one step provides two ways to do the same thing, the possibilities should be in separate paragraphs, separated by "– O bien –".

EXAMPLE:	1. En el menú **Archivo**, elija **Guardar como**.
	– O bien –
	Presione F12.

If a one step procedure provides alternative ways to do the same thing, bulleted items are used, and are also separated by "– O bien– ".

EXAMPLE:	Para guardar un documento con otro nombre
	En el menú **Archivo**, elija **Guardar como**.
	– O bien–
	Presione F12.

Verbs

Verbs for Actions

The use of action words in procedures is very specific and is directly related to the different elements of the user's interface. It is important to use the right verbs in every context. Many of these verbs will correspond directly to English verbs used in the US documentation, but some do not. For example, *select* in the English may become *seleccionar* or *activar*, depending upon the context.

The following are some commonly used procedural verbs:

- *Elegir* indicates that an action will be initiated. When a user **chooses** a command or a command button, a dialog box may appear or an action may be carried out.
- *Seleccionar* highlights text or an object before carrying out an action on it. The user also **selects** options within dialog boxes, but merely selecting an object does not execute a process.
- *Activar* and *desactivar* apply to check boxes. The equivalent terms in English documentation are **select** and **clear**.
- *Habilitar* and *deshabilitar* also apply to check boxes. The equivalent terms in English are **enable** and **disable**.
- *Hacer clic* implies that a mouse must be used. This verb is used only when giving mouse instructions.
- *Seleccionar* and *Anular la selección* for Select/Deselect (deselect=unselect). Please avoid translating **deselect** as *deseleccionar* or *cancelar la selección.*

The following table shows correct usage and syntax.

English	Spanish
From the **Options** menu, choose **Minimize On Use**.	En el menú **Opciones**, elija **Minimizar en uso**.
Choose the **Add** button	Elija el botón **Agregar**.
Select the **Italic** check box Clear the **Italic** check box	active la casilla de verificación **Cursiva** desactive la casilla de verificación **Cursiva**
Type **helv** or select Helv from the list	escriba **helv** o seleccione "Helv" de la lista
select the **Left** option button	seleccione el botón de opción **Izquierda**

Verbs for Input

The following verbs are used to instruct the user to press keys or enter information.

- When specifying text for the user to type (boldface), use *escribir*.

EXAMPLE:	(+) Escriba **win** y, a continuación, presione ENTRAR.

- When specifying the name of a key for the user to press, use *presionar*.

EXAMPLE:	(+) Para guardar su archivo, presione G.

- When specifying keys by generic names, use *usar* or *utilizar*.

EXAMPLE:	(+) Para mover el punto de inserción, use las teclas de dirección.

Do not use *entrar* or *introducir* as a substitute for "*escribir*".

In the **File Name** box, enter the filename	(+) En el cuadro **Nombre de archivo**, escriba el nombre de archivo.

Compound tenses

As a rule of thumb, please avoid the use of compound verbal tenses. Using compound tenses does not adhere to the International Spanish guidelines and will unnecessarily lengthen the translation.

English	Spanish
The wizard finished successfully	(−) El asistente ha finalizado correctamente (+) El asistente finalizó correctamente.
You did not select any options	(−) No ha seleccionado ninguna opción (+) No seleccionó ninguna opción.
Unable to install the %1 font	(−) No se ha podido instalar la fuente %1 (+) No se puede instalar la fuente %1.

Use present tense when translating "could" in this kind of error messages, with the following structure:

English	Spanish
Could not create the file	(+) No se puede crear el archivo.
Operation could not be started	(+) No se puede iniciar la operación.
The log file header could not be read	(+) No se puede leer el encabezado del archivo de registro.

Use of Gerunds

The most common examples of misuse of gerunds are:

- Using a gerund in Spanish to mark a noun with an adjectival quality as in the following examples:

Spanish:
(−) Vínculos de acciones de filtrado, cada uno **conteniendo** asociaciones a Filtros. (+) Vínculos de acciones de filtrado, cada uno de los cuales contiene asociaciones a Filtros.
(−) MDL contiene la dirección física de cada página de la transferencia **permitiendo** el acceso directo a memoria (DMA) de las páginas. (+) MDL contiene la dirección física de cada página de la transferencia que permite el acceso directo a memoria (DMA) de las páginas.

- Using the gerund as a coordinating element; i.e. using it to link consecutive actions which could be coordinated otherwise. Please, see examples below:

(−) Para seleccionar archivos o carpetas que son consecutivos, mantenga presionada la tecla CTRL haciendo clic en los elementos que desee.
(+) Para seleccionar archivos o carpetas que son consecutivos, mantenga presionada la tecla CTRL y haga clic en los elementos que desee.
(−) Quizá esté usando una variable no inicializada o intentando obtener acceso a memoria habiéndola eliminado.
(+) Quizá esté usando una variable no inicializada o intentando obtener acceso a memoria después de haberla liberado

- Not all "ing" forms are gerunds in English. The following sentence in Spanish is a "suspect" for inaccuracy:

Example	Explanation
(−) Dependiendo de dónde esté ubicado (el tumor), su forma y su tamaño, el médico podrá optar por…	This is a literal translation of "depending on where it is located…".
(+) Según su ubicación, forma y tamaño, el médico podrá optar por…	This is a better translation.

In English, **depending on** (*según*) and phrases like **considering** (*considerando*, *teniendo en cuenta*), or **judging from** (*a juzgar por*), act as prepositions.

- Use Spanish nouns or infinitives to translate English gerunds in titles and section section headings.

English	Spanish
Installing a printer	(+) Instalación de una impresora
	(+) Instalar de una impresora
	(−) Instalando una impresora

Passive Voice

Passive voice is not as common in Spanish as it is in English. If possible, change passive sentence in English into an active one in Spanish.

English	Translation
The file or directory is being used by another process.	(+)Ya hay un proceso que está utilizando este archivo o directorio.
	(−) El archivo o directorio está siendo utilizado por otro proceso

In Spanish, a variety of the passive voice is the "*pasiva refleja*", which is widely used, and has the following structure:

    Subject + se + verb in active voice + (agent)

NOTE: The inclusion of the agent is optional and mostly omitted as the interest to know about the agent is not longer present

English	Spanish
Setup is being restarted.	(+) Se está reiniciando el programa de instalación.
	(−) El programa de instalación está siendo reiniciado.
WARNING: The Redirect port specified is being ignored.	(+) ADVERTENCIA: se ha omitido el puerto de Redirección especificado.
	(−) ADVERTENCIA: el puerto de Redirección especificado está siendo omitido.

The generalization of the "*pasiva refleja*" construction makes it ambiguous sometimes to distinguish between reflexive, reciprocal or "*pasiva refleja*" constructions.

English	Spanish
Cannot create dictionary files:	(+) No se pueden crear archivos de diccionario:
	(−) No se puede crear archivos de diccionario:

In the example above the idea prevails of the dictionaries not being created (passive impersonal) rather than somebody not being able to create them (active impersonal).

Word Order

Please follow the basic rules for word order in Spanish.

Style and Tone Considerations

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

Audience

The audience of Microsoft products varies greatly depending on the product. Some products are directed to IT professionals while other are focused on home users. Always bear this in mind when localizing your product.

Style

General Tips

- Do not be too "local" – Due to the differences in language and vocabulary across de Spanish speaking world, the translator should avoid conflicting terms and should strive to find terms that would be understood across country borders.
- Be precise and clear.
- Be consistent – Do not repeat US inconsistencies in localized version.
- Do not transfer the extensive use in English of possessive adjectives (your keyboard, your software, etc.) to the localized version; **except** when instructed otherwise for specific reasons (see PC/computer)
- Do not transfer the extensive use of English personal pronouns (because a subject is required in all English sentences) to the localized version. For example, **you can do this or that** doesn't need the "*usted*" in the translation. An **exception** is when the "*usted*" is needed in order to clarify the "doer" for a given task: the computer, the program, or the user. Only in that case we have to keep the reference to the user including "*Usted*" or the proper subject for that sentence.
- Avoid literal translations.
- Reword every sentence that is not clear enough in Spanish.
- Rework every sentence that "sounds" like a translation.
- Do not hesitate to break-up long sentences into smaller parts in order to help better understanding.
- Translator should avoid conflicting terms and should strive to find terms that would be understood across country borders.

Tone

The tone of the Spanish localization should match that of the source product. As a general rule, the prevailing tone is formal; however, there are products like Windows Live in which the tone is informal. Avoid a condescending tone or one that is overly intimate.

Voice

The use of the Spanish pronouns "*tú*, *vos*, *usted*, *ustedes*, *vosotros*" varies from area to area in the Spanish speaking world. The recommendation for most products is to use the form "*usted*" to address the user. However, there might be cases or products in which it is necessary to address de user in an informal way. In those cases, we prefer the use of "*tú*" and "*ustedes*" for the pural form.

As the use of "*ustedes*" or "*vosotros*" for the second person plural form of addressing the users also presents a problem, we recommend rephrasing the sentences to avoid the use of either pronoun. With a little bit of creativity, a translator would usually be able to achieve this. However, when the use is unavoidable, the final recommendation is to use "*ustedes*".

The following table shows how the use of "*vosotros*" has been avoided in the translation:

Incorrect	Correct
(-) Vosotros hablasteis y Hotmail os escuchó.	(+) Cuando el usuario habla, Hotmail escucha.
(-) Durante el año pasado, muchos expresasteis vuestro deseo de que Hotmail fuera más despejado y rápido. Para satisfacer esas necesidades, se lanzó el nuevo Hotmail. Ahora, basándonos en vuestros comentarios, hemos agregado más mejoras.	(+) Durante el año pasado, muchos de los comentarios recibidos expresaban el deseo de que Hotmail fuera más despejado y rápido. Para satisfacer esas necesidades, se lanzó el nuevo Hotmail. Ahora, basándonos en esos comentarios, hemos agregado más mejoras.
(-) Agradecemos todos vuestros comentarios y además os damos las gracias por usar Windows Live Hotmail.	(+) Agradecemos todos los comentarios recibidos. Una vez más, ¡gracias por usar Windows Live Hotmail!

Summarizing, the best options for most Microsoft products are: "*usted*" and "*ustedes*" as the polite forms of addressing, singular and plural, respectively. The informal treatment "*tú*" is not considered a neutral form as in some countries a different second person singular is used; however it is used for some products (for instance, in the Windows Live family of products).

	Familiar/Informal	Courtesy/Formal
		usted (puede/debe, etc.)
Singular	tú (puedes/debes, etc.)	
Plural	ustedes (pueden/ deben, etc.)	ustedes (pueden/deben, etc.)

Example:

English	Spanish
You are now connected to the Internet.	(+) Ahora está conectado a Internet (–) Usted está ahora conectado a Internet

Localization Guidelines

This section contains guidelines for localization into Spanish.

General Considerations

The following sections will provide a set of guidelines for handling different elements while localizing UI and user assistance content.

Please, make sure to always use current terminology and phrases for the product being localized. Consistent use of Microsoft approved terminology in all localized products is one of the major factors in achieving the required quality for localized products.

Abbreviations

Common Abbreviations

You might need to abbreviate some words in the UI (mainly buttons or options names) due to lack of space. This can be done in the following ways:

- The order of the letters in the abbreviation should match that of the source word (art. for article).
- A word should not be abbreviated by omitting only one letter.
- In order to avoid confusing the reader, do not abbreviate a word in such a way that its abbreviation would coincide with an established convention for a different word.

Note: Please follow the normative reference for this topic. There is a very comprehensive list of recommended abbreviations and rules in the new *Ortografía de la Lengua Española*.

List of common abbreviations:

Expression	Acceptable Abbreviation
aproximadamente	aprox.
artículo	art.
biblioteca	bibl.
capítulo	cap.
código	cód.
departamento	dpto.

Expression	Acceptable Abbreviation
derecha	dcha.
documento	doc.
figura	fig.
izquierda	izqda.
máximo	máx.
mínimo	mín.
página	p. / pg. / pág.
por ejemplo	p. ej.
principal	ppal.
punto	pto.
puntos	ptos.
referencia	ref.
símbolo	símb.
teléfono	tel.

Accessibility

This section does not apply to Spanish. General accessibility information can be found at
http://www.microsoft.com/enable/education/

Acronyms

Acronyms are words made up of the initial letters of major parts of a compound term. Some well-known examples are WYSIWYG (What You See Is What You Get), OLE (Object Linking and Embedding), or RAM (Random Access Memory).

Acronyms behave like nouns. If a gender is needed, it is that of the spelled-out form. In the case of non-Spanish words, the gender will vary according to usage.

They have no plural, i.e., no "–s" added at the end. The number is usually given by the preceding determiner. In the case of *PC*, however, we will use the plural form *PCs* in order to avoid the problem of conflicting gender in Spain and Latin America arisen from the use of a determiner. For instance, instead of *"en los/las PC"*, we will use *"en PCs" or "en sus PCs"*.

In the past, we have also used *CDs* as the plural form for "CD" and *DVDs* as the plural form for "DVD". These exceptions to the normative rules were originally based on the need to save precious space in software

translations but it also extended to packaging and documentation. For packaging, the recommendation is to follow the normative rules as this is a high visibility piece of the product.

Localized Acronyms

When dealing with localized acronyms, if the acronym is widely used it should be used "as is" (without including the spelled out term). However, if the acronym appearing in the approved terminology database is not widely used or could be mistaken by another acronym, the recommendation is to spell out the term and include the acronym in brackets the first time the acronym appears the text.

Example:

(+) Vea la sección P+F antes de contactar al soporte técnico.
(+) Este servidor administra un sistema de alimentación ininterrumpida (SAI) conectado a este equipo.

Unlocalized Acronyms

When an acronym will remain in English throughout a manual or other text, we need to consider the following:

- If the acronym is rather common, adding the fully spelled-out form will only confuse users. In these cases, the acronym can be used on its own. The following list contains examples of acronyms and/or abbreviations that are commonly understood. These should not be localized or spelled out in full in English:
  • ANSI (American National Standards Institute)

  • CD

  • DOS

  • DSL

  • DVD

  • ISO (International Standards Organization)

  • IP

- If the acronym is not widely used, the first time it occurs, write its full name in Spanish in normal font followed in parentheses by the English acronym. If there would be a need to spell the full name in English the first time the acronym appears in order to make it clear to the reader, spell the full name in Spanish in normal font followed in parentheses by the acronym and its full spelling in English in italics.

Example:

(+) Si la aplicación a la que se exporte acepta el intercambio dinámico de datos (DDE) o la vinculación e incrustación de objetos (OLE), también se puede pegar un documento de gráfico vinculado en la otra aplicación.

> (+) Si la aplicación de origen acepta el intercambio dinámico de datos (DDE, *Dynamic Data Exchange*), se puede vincular la copia de la imagen con el documento de origen para que la copia se actualice siempre que éste se actualice.

Applications, Products, and Features

Application/product names are often trademarked or may be trademarked in the future and are therefore rarely translated. Occasionally, feature names are trademarked, too (e.g. IntelliSense™).

Note: Wizard names into Spanish should follow the approved format: **Asistente + para + noun** or **Asistente + para + infinitive + object**.

Frequent Errors

Use of the following words is considered a Terminology error.

Not to be used	Standard translation for Microsoft	Reason/Comment
abortar	anular	Better
accesar	tener acceso (o según contexto "obtener acceso"). Also "acceder" as per [Diccionario de la RAE](#).	Neutral term
aplicar para	solicitar	Context: applying for a job
atajo	acceso directo, método abreviado	Depending on context: icons or keys
autentificar	autenticar	Approved by the Subs
buffer	búfer	Plural form: búferes
caída del sistema	bloqueo del sistema	Neutral term
capacitación	curso, aprendizaje, entrenamiento	Term not understood in Spain.
cerciorarse	asegurarse, comprobar	
checar	comprobar	
chequear	comprobar	
click	hacer clic	"ck" is not a consonant group in Spanish

Not to be used	Standard translation for Microsoft	Reason/Comment
coger	tomar	Offensive word in Latin America
compartición	recurso compartido, compartir	
contactar	ponerse en contacto, consulte	
copia de respaldo	copia de seguridad	Neutral term
correr el programa	ejecutar el programa	
defragmentar	desfragmentar	
el API	la API	
el Internet	Internet	Proper noun, no determiner.
el PC	su PC	Neutral, when modified by adjective needs to be changed to "equipo" to avoid gender issue.
exitoso	con éxito	Neutral term
fallo	error	Neutral term
fiable	confiable	Neutral term
formación	curso, aprendizaje, entrenamiento	Not used in Latin America
gestión	administración	Neutral term
gráfica	gráfico	Neutral term
incorporado	integrado	Approved by Sub as translation for "built-in"
introducir	escribir	Use when the keyboard is used to enter data
la PC	su PC	Neutral option
liberar	lanzar	Launch a product
marcación	marcado	Context: phone calls
mercadeo	marketing	Preferred by Subs.

Not to be used	Standard translation for Microsoft	Reason/Comment
monitorear	supervisar, monitorizar	Depending on context
negrilla	negrita	As the translation for "bold" (boldface)
oprimir	presionar	Use when referring to keys or mouse buttons
ordenador	PC	Neutral term when there is no gender conflict; when qualified by an adjective, please change to "equipo" => "equipo predeterminado"
pixeles	píxeles	
pizarrón	pizarra	Neutral term (see NetMeeting)
PM	p. m.	Abbreviation, not an acronym
por defecto	predeterminado (or "de forma preterminada")	More appropriate
potente	eficaz	
presionar (a button on a screen)	elegir o hacer clic	Not OK in MS contexts; it could only be OK to use this concept when referring to button in a touch screen.
priorizar	establecer prioridades	Not an acceptable word
pulsar	presionar	Use when referring to keys or mouse buttons
ratón	mouse	Neutral option.
ratones	los mouse	Not to be used as per Style Guide
reentrar	volver a entrar	Not an acceptable word
referenciar	hacer referencia a	Not an acceptable word
remover	extraer	False friend
removible	extraíble	False friend

Not to be used	Standard translation for Microsoft	Reason/Comment
renombrar	cambiar el nombre	False friend
reporte	informe	
resetear	restablecer, reiniciar	Depending on context
ruteador	enrutador	Neutral term
sangrar	aplicar sangría	
serial	serie	As in "puerto en serie"
sobreescribir	sobrescribir	Spelling
teclee	escriba	
thread	subproceso	
utilerías	herramientas	Not neutral
versión española	versión en español	If it were a version just for Spain, it would be correct.
violar/violación	infringir/infracción	Offensive term
dañino (código, usuario)	malintencionado	
malicioso (código, usuario)	malintencionado	

The following subsections include a list of word and word pairs that frequently pose problem in localization.

Check and Verify

The distinction between *comprobar* and *verificar* should be maintained.

Verificar should be used:

- To check if something is true or false
- To check if a mathematical condition is met

Comprobar should be used with the meaning of:

- Make sure of something (something that is suspected or alleged)
- Know something with absolute certainty

The term "*comprobar*" will be used as the translation for "to check".

English	Spanish
Please, check that the network cable is…	(+) Compruebe si el cable de la red está…
CHKDSK is verifying free space (stage %1 of %2)…	(−) CHKDSK está verificando el espacio disponible (etapa %1 de %2)… (+) CHKDSK está comprobando el espacio disponible (etapa %1 de %2)…
Tells cmd.exe whether to verify that your files are written correctly to a disk.	(−) Especifica si cmd.exe debe comprobar que los archivos se escriban de forma correcta en un disco. (+) Especifica si cmd.exe debe verificar que los archivos se escriban de forma correcta en un disco

Click and Point

English writers started using the imperative "point" to avoid repetitions of the verb "click" in procedures. The translation should be as in the example below.

English	Spanish
Click the Start button, point to Programs, and then click Windows Explorer.	(+) Haga clic en el botón Inicio, elija Programas y, luego, haga clic en el Explorador de Windows.

Handle

See below a few examples to assist you in the translation of "**handle**"*. In any of the scenarios, avoid translating as "manejar".*

Scenarios	English	Spanish
handle a request=atender una solicitud	The server is too busy to handle this request. Re-enter the request or try again later.	(−) El servidor está demasiado ocupado para administrar esta petición. Vuelva a escribir la petición o inténtelo de nuevo más tarde. (+) El servidor está demasiado ocupado para atender esta petición.

Scenarios	English	Spanish
		Vuelva a escribir la petición o inténtelo de nuevo más tarde.
	Unhandled exception.	(−) Excepción no controlada. (+) Excepción no atendida.
handle email=administrar correo	Change the appearance of messages and the way they are handled.	(−) Cambiar la apariencia de los mensajes y la forma en que se gestionan. (+) Cambiar la apariencia de los mensajes y la forma en que se administran.
	Messages handled by a mailing list rule will never be classified as junk e-mail.	(−) Los mensajes manejados por una regla de lista de distribución de correo nunca se clasificarán como correo electrónico no deseado. (+) Los mensajes administrados por una regla de lista de distribución de correo nunca se clasificarán como correo electrónico no deseado.
Handle an event = controlar un evento	Event '|1' cannot be handled because it is not accessible from '|2'	(+) El evento '|1' no se puede controlar debido a que no se puede obtener acceso desde |2

ID

ID is the equivalent of identification = *identificación* (also "*identificador*").

In Help & Doc – The use of abbreviations and acronyms is much more common in English than in Spanish. The guidelines for "ID" is to expand the abbreviation to its corresponding full form "*identificador*" or "*identificación*".

If the use of the abbreviation is absolutely necessary, then it should not be written in initial uppercase when used in the middle of the sentence. Abbreviations should be subject to the same capitalization rules as the full form they represent. Thus, for the phrase "*el identificador del cliente*", we would not specify "*el Id. del cliente*", but rather "*el id. del cliente*" (if the abbreviation were justified).

In SW - The usual argument supporting the use of abbreviations in SW strings is the lack of space. Thus, the use of "*id.*" would be justified when there are space constrains but not when there is none (like in the case of error messages).

See below a few examples of the various scenarios in SW.

English	Spanish	Explanation
Customer ID	(–) Id de cliente (+) Id. cliente	Preposition can be omitted **only** if absolutely necessary.
Customer ID	(–) ID del cliente (+) Id. del cliente	
Customer ID	(–) Id cliente (+) Id. cliente	There are no examples where "Id" is justified in space constraints situations. In this case the original string length "Customer ID" allows for the period.
Customer ID validation	(–) Validación de Id. de cliente (+) Validación de id. de cliente	No need to use initial caps in the middle of the sentence.
Please, specify a different ID for…	(–) Especifique un Id. diferente para… (+) Especifique un identificador diferente para…	Error message. An abbreviation is not justified.
SharePoint only supports AutoNumber for their <ID> field.	(+) SharePoint sólo admite Autonumérico para el campo Id.	In this example, the use of "Id." (with initial cap) is justified because it refers to a SW option (Id.) and it should match the field name translation in the SW.

A few scenarios of its usage in Help files:

Examples
(–) Para ver los resultados correspondientes a un cliente determinado, especifique el **Id. del cliente** que desee en el campo **Id. de cliente**
(+) Para ver los resultados correspondientes a un cliente determinado, especifique el **identificador del cliente** que desee en el campo **Id. de cliente**

Ignore

Translating "**ignore**" as *ignorar* is incorrect as it is a false friend. There are quite a few alternatives that can be used instead: *omitir, pasar por alto, hacer caso omiso, prescindir*, etc. The choice of one or another has to be determined on an case by case basis, to see which one fits best. Please, try to avoid the "bulk" translations using *omitir* in all cases.

English	Spanish	Comment
Ignore this error throughout the document	(–) Omitir este error en el resto del documento	In this examples a better translation would be "**Pasar por**

Ignore words in uppercase (in a spellchecker)	(–) Omitir palabras en mayúsculas	**alto**"
Found a private Information Store mailbox for server %1. The DS/IS consistency check will be ignored.	(+) Se omitirá la comprobación de coherencia DS o IS…	**Omitir** is a suitable translation for these examples
The mapping of the URL %1 to the queue %2 was ignored. This URL is already mapped to another queue	(+) Se omitió la asignación de la dirección URL %1 a la cola %2. Esta dirección ya está asignada a otra cola.	

Instance

The term "instance" should not be translated as *instancia* when it refers to an occurrence. See examples below:

English	Spanish
Choose the authentication mode you would like to configure for this Membership Server instance.	(–) Elija el modo de autenticación que desea configurar para esta instancia del servidor de suscripciones. (+) Elija el modo de autenticación que desea configurar para esta sesión del servidor de suscripciones.
Another instance of this property page detected, pane disabled.	(–) Se detectó otra instancia de esta página de propiedades. Panel deshabilitado. (+) Se detectó otra versión de esta página de propiedades. Panel deshabilitado.

Occurrence

The standard translation would be *repetición*, *caso*, not *ocurrencia*.

Examples:
(–) Reemplaza las ocurrencias de Desde por Hasta (+) Reemplaza las repeticiones de Desde por Hasta
(–) Número de ocurrencias (+) Número de repeticiones

Plan and Planning

Although both *planificar* and *planear* are correct translations, the preferred Microsoft term is *planear/planeación*, since this is the neutral and acceptable term across most markets. *Programar* is also an accepted term in certain contexts. However please note that in some MS Learning courses, we have decided to translate *diseño* instead of *planeación*. See below a few examples:

English	Spanish
Also, plan the deployment of new client software, so users can access their e-mail on Exchange.	(–) Además, planifique la distribución del software del nuevo cliente de modo que los usuarios puedan tener acceso a su correo electrónico en Exchange. (+) Además, planee la distribución del software del nuevo cliente de modo que los usuarios puedan tener acceso a su correo electrónico en Exchange.
Update Plans and Schedules	(–) Actualizar planes y planeaciones (+) Actualizar planes y programaciones
Exchange 2000 Server Planning and Installation (MSLearning title)	(+) Diseño e instalación de Exchange 2000 Server

Report and Notify

Both "report" and "notify" should be translated as notificar. Please note two possible sentence structures:

1. Notify somebody>> *Notificar a alguien*

2. Notify somebody about something >> **Notificar a alguien de algo**

English	Spanish
Notify operators	(+) Notificar a los operadores
Notify users of new passwords	(+) Notificar a los usuarios las nuevas contraseñas
Report This Website to Microsoft	(+) Notificar a Microsoft de…

Service Pack

When not part of a product name, it will remain unlocalized but word order will change in relation the original source text.

English	Spanish	Note
Specify Windows Service Pack installation file location	(+) Especificar ubicación del archivo de instalación del Service Pack de Windows	This is not considered as a product name.

Standby/Sleep/Hibernate

These 3 terms are closely related and thus prone to confusion when translating. See Terminology Studio entries. The examples below should help you translate them correctly.

English	Spanish
The computer is awake (not in standby or hibernate)	(–) El equipo está activo (no en estado de suspensión o hibernación)
	(+) El equipo está activo (no está en modo de espera ni de hibernación)
Sleep time	(–) Tiempo de espera
	(+) Tiempo de suspensión
System standby	(–) Pasar a inactividad:
	(+) Pasar a modo de espera:

Support

Please note the word *soporte* is reserved to technical support. In all other instances it should be translated as *compatible/compatibilidad*.

When used in intransitive sentences, that is, when support is not followed by an object, the preferred option would be "*admitir(se)*".

See a few examples below:

English	Spanish
Could not register font [2]. Verify that you that you have sufficient permissions to install fonts, and that the system supports this font."	(–) No se pudo registrar la fuente [2]. Compruebe si dispone de permisos para instalar fuentes y si el sistema soporta esta fuente."
	(+) No se pudo registrar la fuente [2]. Compruebe si dispone de permisos para instalar fuentes y que esta fuente es compatible con el sistema."
Language Support	(–) Soporte de idioma
	(+) Compatibilidad de idioma
Online Support	(+) Soporte técnico en Internet

English	Spanish
The object is not of a supported type	(–) Tipo de objeto no compatible. (+) Tipo de objeto no se admite.
This application is not supported.	(–) Esta aplicación no es compatible. (+) Esta aplicación no se admite.

Training and Course

These are two very common terms, bound to appear mostly in Courseware terminology. While "course" will be normally translated as *curso*, "training" tends to be translated as *formación*. However, please avoid translating "training" as *formación*. *Formación* is not used in Latin America. Alternative solutions for "training" are either *curso* or *aprendizaje*.

See a few examples below:

English	Spanish
Core Training for Microsoft Visio Standard 2002	(–) Formación de base para Microsoft Visio Standard 2002 (+) Curso básico para Microsoft Visio Standard 2002
Develop training specifications for end users	(–) Desarrollar las especificaciones de formación para los usuarios finales (+) Desarrollar las especificaciones de aprendizaje para los usuarios finales

Translation of Server Names

Please note that server product names will have a different translation depending on whether they refer to a product name or just to an instance of a server; in the first scenario they'll be left as *SQL Server*, *ISA Server* and so on (preceded or not by the word "Microsoft") and in the latter they'll drop the word "Server" (*servidor Exchange*, *servidor ISA*), with the exception of *servidor SQL Server*. See a few examples below.

English	Spanish
During this project this application will need to stop and restart both your SQL Server	(–) Durante este proceso, esta aplicación deberá detener y reiniciar ambos servidores SQL (+) Durante este proceso, esta aplicación deberá detener y reiniciar ambos servidores SQL Server
Alternative ISA Server	(–) Servidor ISA Server alternativo (+) Servidor ISA alternativo
ISA Server version	(–) Versión del servidor ISA

English	Spanish
	(+) Versión de ISA Server
Choose the Exchange Server where data will be restored, and select the desired restore options.	(–) Elija en qué servidor Exchange Server se restaurarán los datos y seleccione las opciones de restauración deseadas.
	(+) Elija en qué servidor Exchange se restaurarán los datos y seleccione las opciones de restauración deseadas.

URL and URI

Whenever used with an article please use the feminine form before URL:

la dirección URL/la URL

As for URI, please use the masculine form:

el identificador uniforme de recursos (URI)/el URI (but not *el identificador URI*)

Web

Sometimes it is necessary to add an article for the word *web*. Also, there might be instances in which a gender reference cannot be avoided, for instance when there are adjoining adjectives. In those cases the feminine form is to be used.

Regarding capitalization of the word web, the term will be spelled in lowercase in Spanish. The only instances when Web will be written with initial uppercase will be when it is used as an abbreviated form for "World Wide Web" or Internet. Examples:

English	Spanish	
…colors and fonts used in your Web site	(–) …colores y fuentes utilizados en el sitio Web	(+) …colores y fuentes utilizados en el sitio web
Use same permissions as parent web		(+) Usar los mismos permisos que para el sitio web primario
Develop applications for the Web	(–) Desarrollar aplicaciones para el Web	(+) Desarrollar aplicaciones para Web

Recurring Patterns

Successfully and Successful

Avoid translating these terms as "*exitosamente*" or "*exitoso*". Even though "*con éxito*" is a valid translation, other synonyms are preferred: *correctamente*, *satisfactoriamente*. You can even avoid the translation altogether, context permitting, provided its removal does not create ambiguities or information is lost.

English	Spanish
The command completed *successfully*.	(+) El comando se ha completado satisfactoriamente.
Information in s% has been *successfully* registered in the database.	(+) La información de s% ha sido registrada en la base de datos.

Welcome and Congratulations

Avoid translating "Welcome" and "Congratulations" except in cases like the ones specified under "**Note**". Please, see below for some examples:

English	Spanish
Welcome to Microsoft Word for Windows Setup	(+) Programa de instalación de Microsoft Word para Windows.
Welcome to the Upgrade Device Driver Wizard	(+) Este es el Asistente para actualización de controlador de dispositivo (TXB) -OR- (+) Asistente para actualización de controlador de dispositivo (TXT)
Congratulations! You have successfully installed the selected device!	(+) Ha instalado correctamente el dispositivo seleccionado.
Congratulations on choosing Windows […], the software that makes your computer more powerful, reliable, manageable and entertaining.	(+) Ha elegido Windows […], el software que hace su equipo más eficaz, confiable, fácil de administrar y entretenido.

Note: Translations like: *Le damos la bienvenida a/Bienvenidos a…* should be avoided. "Congratulations" can at times be translated in some products, i.e. games or products like Publisher, in which case the term "*Felicidades*" (rather than "*Enhorabuena*") should be used, the former being the neutral term.

And then

The expression *and then* is generally used when enumerating two or several procedures in a single sentence, with the last element linked by *and then*, preceded by a comma. When translating such sentences in

documentation you should use "*y, a continuación*,"; whereas in SW you should use "*y luego*" or "*y después*", or simply "**y**" for shorter.

English	Spanish
Quit some programs to increase available memory*, and then* try again.	(+) Cierre algunos programas para aumentar memoria y luego vuelva a intentarlo.
You cannot update to a new driver until you remove the old one. Remove that old driver, quit and restart Windows, *and then* try again.	(+) No se puede actualizar el controlador hasta que no quite el antiguo. Quite el controlador anterior, cierre y reinicie Windows, y vuelva a intentarlo.

Please

As a rule of thumb, avoid translating "please". Use "*por favor*" only when the user is asked to wait while the program performs an operation. **Do not use** "*favor de esperar*" as this is a local expression not used or accepted in all Spanish speaking markets; use "*Por favor, espere*" instead.

English	Spanish
There is not enough room on the disk to install Microsoft Word for Windows. Please, cancel Setup and make more room, and then run Setup again.	(+) Espacio insuficiente en el disco duro para instalar Microsoft Word para Windows. Cancele la instalación, libere espacio y después vuelva a ejecutar el programa de instalación.
Please wait while Setup updates WIN.INI	(+) Por favor, espere mientras Setup actualiza WIN.INI

Please wait +Gerund

Phrases like *Please wait +gerund* should not be translated using a gerund.

English	Spanish
Please wait, testing the backup location.	Por favor, espere. Se está comprobando la ubicación de la copia de seguridad.
Please wait. Searching for WMI filters.	Por favor, espere. Se están buscando los filtros WMI.

Please verify…

English	Spanish	Explanation
Drive %wc does not exist. Please veri*fy* the appropriate drive was given.	(+) La unidad %wc no existe. Compruebe que la unidad dada es la correcta.	"Verify" in this case has the meaning of "*cerciorarse*".
Cannot create the %% file. *Please verify* that the correct path and filename are given.	(+) No se puede crear el archivo %%. Compruebe que la ruta y el nombre de archivo sean correctos.	"Verify" in this case has the meaning of "*cerciorarse*".

Standardized Translations

There are a number of standardized translations mentioned in all sections of this Style Guide, especially in the correct examples given. In order to find standardized translations more easily, the most relevant topics and sections are compiled here for you reference.

- [Recurring Patterns](#)
- [Unlocalized Items](#)
- [The Importance of Standardization](#)
- [Standard Phrases in Error Messages](#)
- [Spanish Style in Error Messages](#)
- [Cross-References](#)

Unlocalized Items

Trademarked names and the name Microsoft Corporation shouldn't be localized. A list of Microsoft trademarks is available for your reference at the following location: http://www.microsoft.com/trademarks/t-mark/names.htm.

Below please find a list of Microsoft frequent words that are written the same in Spanish.

Word	Comment
actual	Adjective, same spelling as in English but it means "current"
alias	Noun, masculine gender
atlas	Noun, masculine gender
audio	Noun, masculine gender
base	Noun, feminine gender

blog	Noun, masculine
bytes	Noun, masculine gender
cardinal	adjective
CD	Noun, masculine gender
chat	Noun
color	Noun, masculine
compatible	Adjective
control	Noun, masculine
cookie	Noun, feminine
copyright	noun
cursor	Noun, masculine
decimal	Adjective
digital	Adjective
director	Noun, masculine
DVD	Noun, masculine
editor	Noun, masculine
error	Noun, masculine
extranet	Noun, feminine
fax	Noun, masculine
firewall	Noun, masculine
firmware	Noun, masculine
gadget	Noun, masculine
general	Adjective
global	Adjective
hardware	Noun, masculine
hexadecimal	Adjective
horizontal	Adjective
host	Noun, masculine
Internet	Noun

intranet	Noun, feminine
macro	Noun, feminine
manual	Adjective
multimedia	Noun/adjective
normal	Adjective
proxy	Noun, masculine
script	Noun, masculine
software	Noun, masculine
token	Noun, masculine
vertical	Adjective
virtual	Adjective
zoom	Noun, masculine

Using the Word Microsoft

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

Example:

(–) Usar MS Word para modificar plantillas	(+) Usar Microsoft Word para modificar plantillas

Software Considerations

This section refers to all menus, menu items, commands, buttons, check boxes, etc., which should be consistently translated in the localized product.

Refer to http://msdn.microsoft.com/library/aa511258.aspx for a detailed explanation of the Windows user interface guidelines (English).
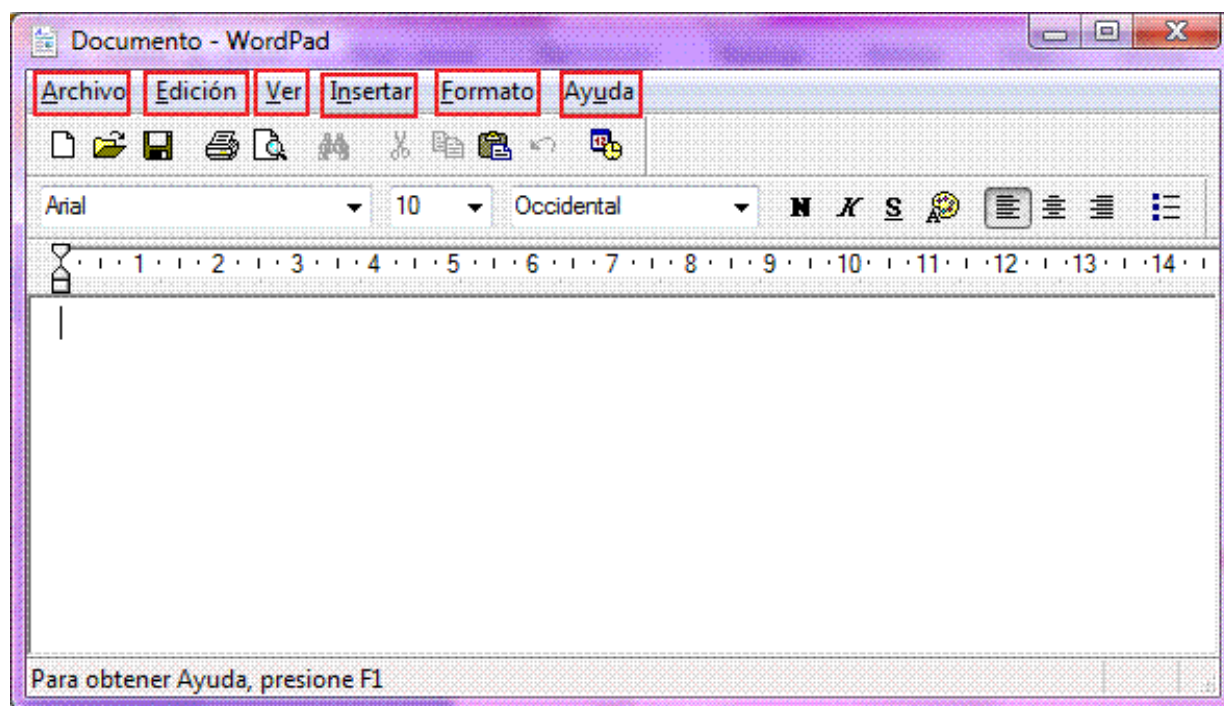
User Interface

User interface elements are handled in the following way in Spanish products.

Menus

Traditionally menu names are translated following the structure of the original software:

- Nouns whenever nouns are used in English (for instance, **Tools** - *Herramientas)*
- Infinitive whenever verbal form is used in English (for instance, **View** - *Ver*). An exception to this rule is the Edit menu that is localized as *menú Edición*.

English Menu Names	Spanish Menu Names
File	Archivo
View	Ver
Format	Formato
Insert	Insertar
Tools	Herramientas
Edit	Edición

In new interface types, like Office 2010 for instance, traditional menus are no longer used. In those instances, you should aim at achieving stylistic consistency in group and section names, for example by using only nouns.
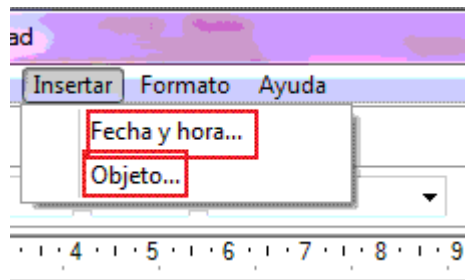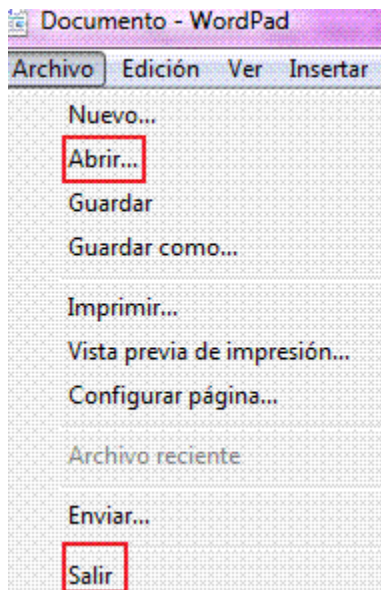
Commands

Traditionally command names are translated following the structure of the original software:

- Nouns whenever nouns are used in English (for instance **Print Preview** - *Vista previa de impresión*)
- Infinitive whenever verbal form is used in English (for instance **Save** - *Guardar*)

Some command names appear in the menu followed by ellipses (suspension points) to indicate that when pressing it, a dialog window will open. The same convention applies in Spanish; whereas when referring to the command (for instance in documentation or messages) the periods are not kept.

Dialog Box Components

As a rule of thumb, the name of the dialog will match that of the command or button that opens the dialog box. For instance in Word, clicking in menu *Formato*, then in *Numeración y viñetas…* will open dialog of the same name *Numeración y viñetas*. Sometimes slight variations might occur: In Word clicking in *Tabla,* then in *Ordenar…* will open the dialog *Ordenar texto.*

Infinitive or noun should be used as preferential, avoiding the use of the gerund.
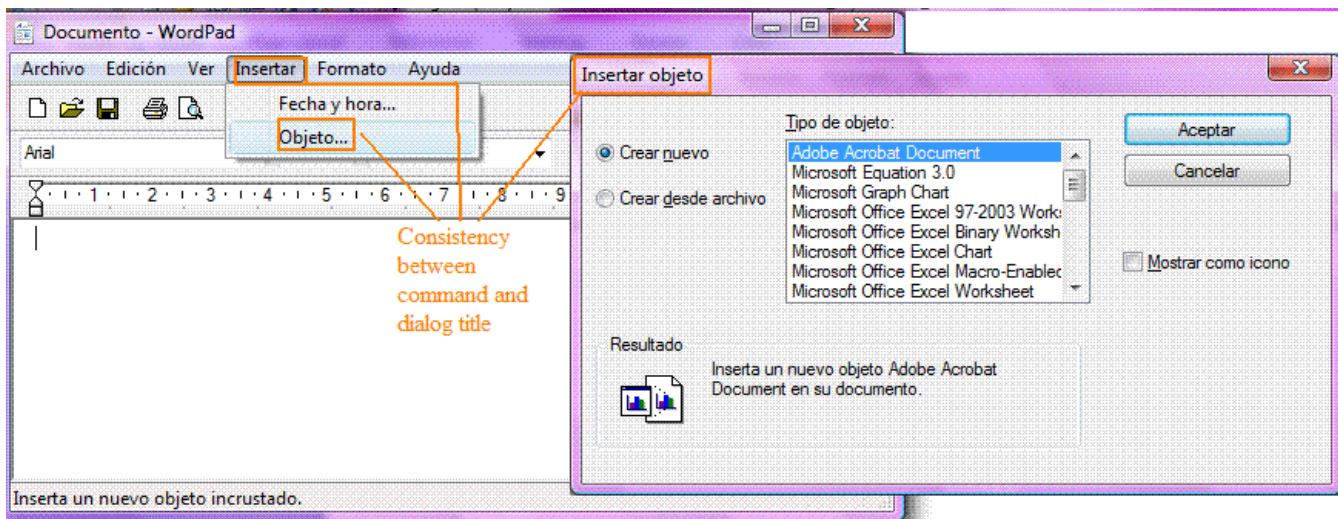
Buttons and Checkboxes

Make sure to follow these guidelines when translating buttons and checkboxes:

- Nouns should be used whenever nouns are used in English.
- Whenever the source label starts with a verb, the target label should start with an infinitive verb.
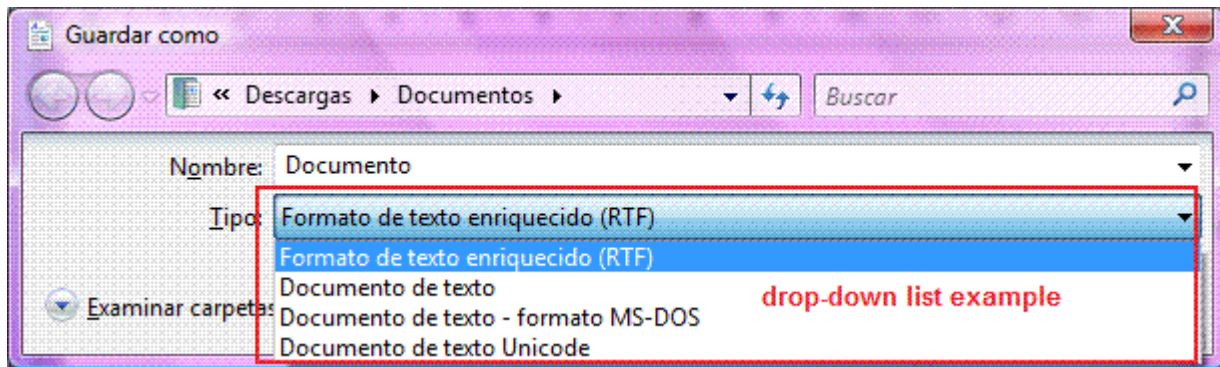- Follow the punctuation in the source text.
- Be concise.

Example:
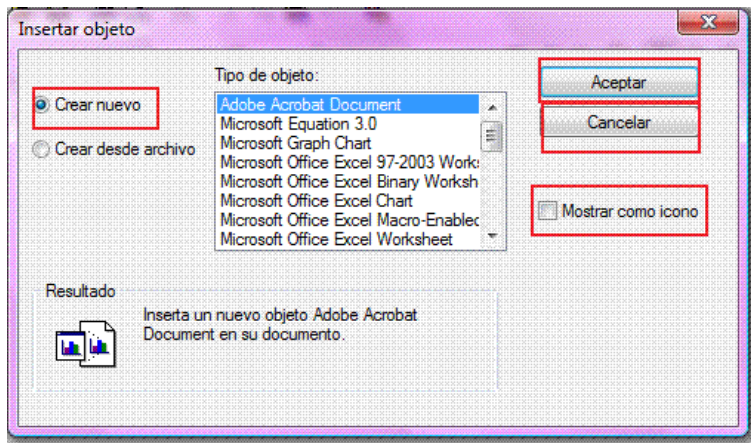
Drop down lists

Drop-down lists are translated following the structure of the original software:

- Nouns should be used whenever nouns are used in English.

- Infinitive should be used whenever a verb is used in English.

Examples:

Tooltips

Tooltips are small pop-up windows that display a single line text describing the purpose of a tool in an application. In such cases, tooltips should be short and concise and they are usually translated using nouns or infinitives. When the tooltip is a phrase, it us usually translated using the present indicative form.
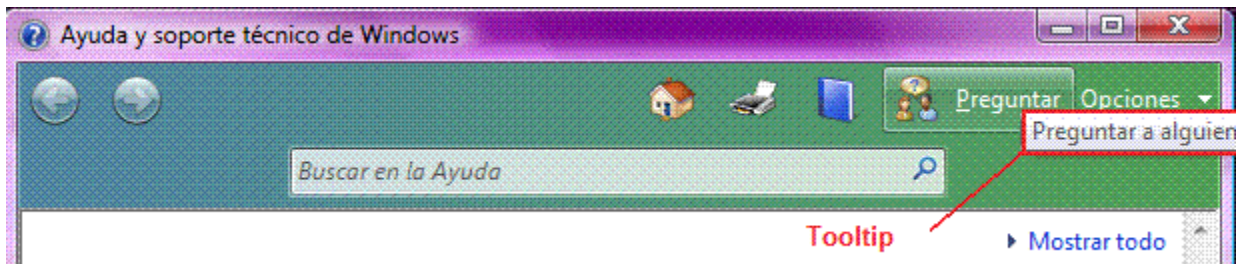
The concept and use of a tooltip has evolved and we see more and more tooltips that serve as short explanations, such as seen in Office 2010 or Windows Live applications extended tooltips.
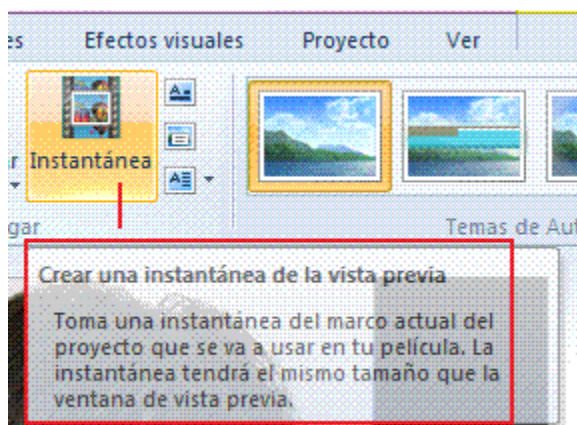
Wizards

Wizard names should adhere to the following structure:

Syntax	English	Spanish
Asistente para + noun	New Instant Messaging Virtual Server Wizard	(–) Asistente de nuevo servidor virtual de mensajería instantánea (+) Asistente para nuevo servidor virtual de mensajería instantánea
	Start New task wizard	(–) Iniciar el Asistente para agregar nueva tarea (+) Iniciar el Asistente para nueva tarea
Asistente para + infinitive + object (plural)	Add SourceSafe Database Wizard	(–) Asistente para la adición de una base de datos SourceSafe (+) Asistente para agregar una base de datos SourceSafe

An **exception** to this is Installation Wizard which will be translated as *Asistente para instalación* or *Asistente para la instalación de*… when you need to localize [product] + Installation Wizard.

Please avoid translation of **Welcome** in the Wizard screens:

English	Spanish
Welcome to the Virtual Server Wizard	(–) Bienvenido al Asistente para servidor virtual
	(–) Éste es el Asistente para servidor virtual (although not incorrect as such, it should not be used to avoid truncations)
	(+) Asistente para servidor virtual

Also avoid using gerund in the completion screen. Nouns are the preferred option, rather than infinitive:

English	Spanish
Completing the New Multicast Scope Wizard	(–) Completando el Asistente para ámbito de multidifusión nuevo
	(–) Completar el Asistente para ámbito de multidifusión nuevo
	(+) Finalización del Asistente para nuevo ámbito de multidifusión

You have successfully…

Translate phrases like "You have successfully completed…" as "*El Asistente XXXX se completó correctamente*".

English	Spanish
You have successfully completed the Import Settings Wizard	(+) El Asistente para importar configuración se completó correctamente.

Messages

Messages, warnings, instructions or descriptions provide users with information on the functioning of the product or warn him of certain aspects that require particular attention.

It is important that messages are translated consistently, so the user can immediately recognize the message type: error message, status bar message or interactive message.

See below some basic examples of the standard terms you might come across:

Caution	Precaución
Hint	Sugerencia

| Important	Importante
Note	Nota
Warning	Advertencia

When translating messages, it is recommended to use impersonal forms (**Se recomienda…, Es recomendable…**), instead of personalizing the program or any of its components (***El programa le recomienda que…**).

Only when the error info serves to identify where the problem resides, it will be necessary to specify clearly the lexical subject of the action. For instance, "*…Word no encuentra el archivo CUSTOM.DIC…*"

Status Messages

What is a Status Bar Message?

A status bar message is an informational message about the active document or a selected command as well as about any active or selected interface item. Messages are shown in the status bar at the bottom of the window when the user has chosen a menu, a command or any other item, or has started a function. The status bar messages refer to actions being performed or already complete (for example in Paint below).
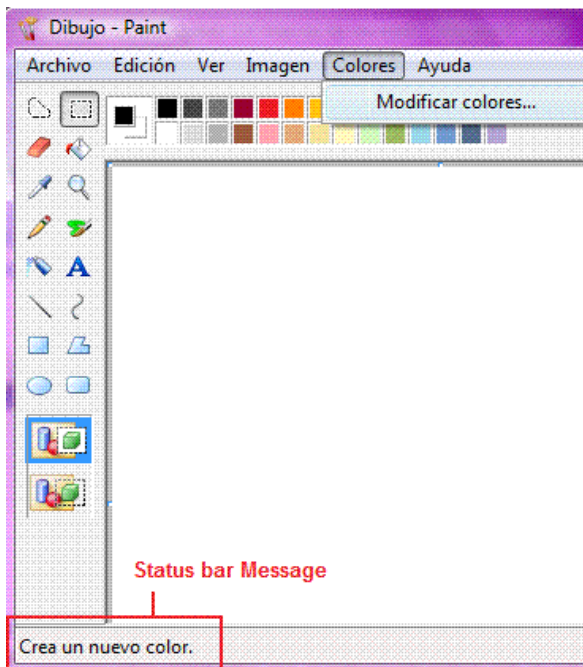
Spanish Style in Status Bar Messages

In English, the status bar messages have different forms dependent on the information they must convey. In *Spanish,* menu and commands status bar messages are usually translated using the 3rd person singular form of the present tense (indicative). Please, avoid mixing messages in the present tense with messages in the infinitive form.

Name	Spanish Name	Category	English Status Bar message	Spanish Status Bar message
New	Nuevo	command	Creates a new document	(+) Crea un nuevo documento

Status bar messages are descriptive in nature. They describe UI elements or ongoing actions.

Messages describing UI elements

They are usually full sentences describing the use of the menu or command and the main verb should be translated using the 3rd person singular form of the present tense.

English	Spanish
Opens an existing document	(+) Abre un documento existente.

Messages describing ongoing actions

The status bar also shows a series of messages that provide user with info on the action being carried out at this moment. These messages that in English follow the structure verb + ing, will translate into Spanish as a gerund.

Alternatively "nominal form of the verb + *en curso*" can be used.

English	Spanish
Word is repaginating…	(+) Word está *repaginando…*
Word is repaginating…	(+) *Repaginación* en curso*…*

Interactive Messages

Interactive messages require that user confirms the operation about to take place before it occurs. In order to do that, the user must confirm or cancel the operation by pressing a button, the key for the letter S(í) or N(o), or else the key ENTER or ESCAPE. Those keys probably appear within the message box in the shape of a button. The most frequent syntax for this type of questions is: "Do you want to…?".

Regardless of the possible variations of the English text for this type of messages (Do you want to…/ Do you wish to… /Would you like to…), the standard translation in Spanish is the 3rd person singular, present indicative, form of the verb "*desear*".

Standard translation for Are you sure you want to…? would be *¿Está seguro de que…?*, which will be preferred to *¿Seguro que…?*

| English	Spanish
Do you want to save changes to \"%s\"?	(+) ¿Desea guardar los cambios de \"%s\"?
All data after the position %s will be deleted. Do you want to continue?	(+) Se eliminarán todos los datos a partir de la posición %s. ¿Desea continuar?
Save document now?	(+) ¿Desea guardar el documento ahora?
Are you sure you want to cancel?	(+) ¿Está seguro de que desea cancelar?

The importance of standardization

In the US product you can often find messages that are phrased differently even though they have the same meaning. Try to avoid this in the localized Spanish version. Use one standard translation as in the examples below:

English term	Correct Spanish translation
Press F1 to get Help	(+) Presione F1 para obtener ayuda
If you want Help press F1	
To get Help press F1	
Not enough memory	(+) Memoria insuficiente
Insufficient memory	
There is not enough memory	
Save changes to %1?	(+) ¿Desea guardar los cambios en %1?
Do you want to save changes to %1?	

Error Messages

What Is An Error Message?

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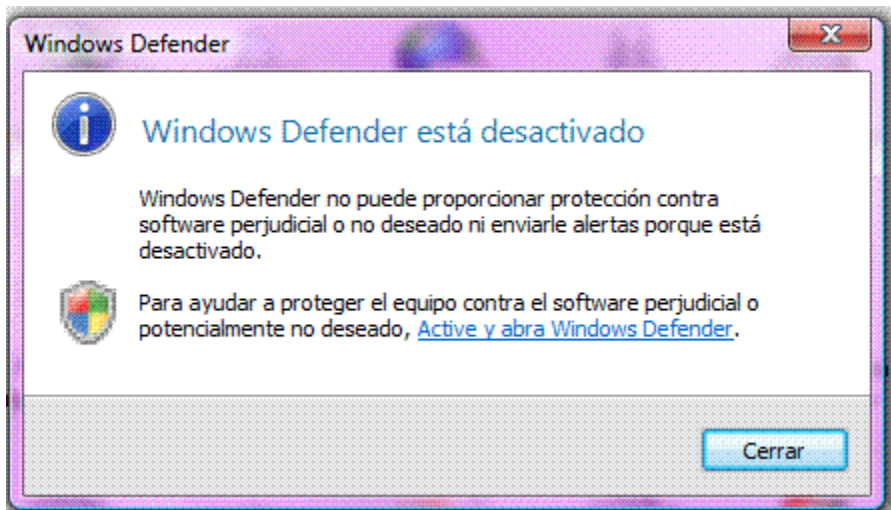
Error messages are messages sent by the system or a program, informing the user that there is an error that must be corrected in order for the program to keep running. For example, the messages can prompt the user to take an action or inform the user of an error that requires rebooting the computer.

Spanish Style in Error Messages

It is important to use consistent terminology and language style in the localized error messages, and not just translate as they appear in the US product.

Syntax and Punctuation

Syntax and punctuation in error messages may not necessarily be consistent in English. An error message is usually made of two distinct elements: the part that mentions the problem, and the sentence describing the steps to resolve it or indicating the consequences of the error. The English text can separate those two elements either with a period, a semicolon, or a colon. Because of the need to reach a concise and homogeneous style, we simplified all scenarios and choose **the period as a separator**. The result is that each element is clearly defined and is more visible.

The need for a concise style leads us to use phrases made out of nouns and adjectives to replace, instead of full sentences.

English	Spanish
The disk is full. You cannot save this file.	(+) Disco lleno. No se puede guardar el archivo.

Quite often error messages in English take exclamation marks. There is no need to transfer those exclamation marks to the Spanish translation.

English	Spanish
Operation failed!	(+) No se pudo realizar la operación.

The impersonal form is preferred over the excessive repetition of "*usted*". However, including the subject when the verbs are in 3rd person is required when an error or the cause for a problem is mentioned. Only if the context alone is clear enough, the reference to the user will be r removed.

English	Spanish
You installed a hardware device, and your computer stopped working	(+) El equipo dejó de funcionar debido al dispositivo de hardware que instaló.
You have not selected a modem. Press OK to go back and make a selection that matches your modem.	(+) No seleccionó un módem. Presione Aceptar para volver atrás y seleccionar un módem compatible.

Verbs ser and estar

Very often you can omit the verb "to be" without jeopardizing the message. Whenever possible, the nominal form will be adopted in short sentences.

English	Spanish
The specified device is invalid.	(–) El dispositivo especificado no es válido. (+) Dispositivo especificado no válido.
This command is not available.	(–) Este comando no está disponible. (+) Comando no disponible.

However, in long sentences when there are lots of participles, the verbal structure will be preferred.

English	Spanish
An error number was specified that is not defined in the system.	(–) Número de error especificado no definido en el sistema. (+) El número de error especificado no está definido en el sistema.

Standard Phrases in Error Messages

When translating standard phrases, standardize. Note that sometimes the US uses different forms to express the same thing.

Examples:

English	Translation	Example	Comment
Cannot… Not possible… Unable to … You cannot …	No se puede…	No se puede abrir el archivo.	Messages that start with one of these forms usually convey, in a generic way, the impossibility to carry on a task. These forms should all be translated as "No se puede + infinitive". The stress should be in the action, rather than the subject.
Could not… It was impossible… Failed to….	No se pudo…	No se pudo finalizar la operación debido a un error en el sistema.	The past tense form seems to introduce the notion of a more specific event. That notion, in some cases, may be relevant. For this reason, use the past tense in the translations as well.
Failure … …failed	Error ….	Error durante la operación criptográfica. Error en la conexión.	Translate messages that finish with failed or start with Failure… as Error + preposition. Avoid using fallo/falló.
Not enough … Insufficient … There is not enough … There is not enough … available Out of …	… insuficiente	Memoria insuficiente para completar la operación. Espacio en disco insuficiente para instalar los programas selecionados.	Even though there are several valid ways to convey this idea, it is always preferable to be concise and consistent when translating error messages.
…not found	No se encuentra…	No se encuentra el archivo… No se encuentra el valor en el Registro de	Please, use this form when encountering messages like File not found or Value not found in Configuration Registry

English	Translation	Example	Comment
		configuraciones.	
… occurred … has occurred	Error…	Error de escritura. Error durante la reconexión de %2 a 3%.	It is advisable to omit the translation for occurred or has occurred in error messages like "A write fault occurred" or "An error occurred while reconnecting %2 to %3" and whenever possible. Do not use "ha ocurrido" or "ocurrió"

Error Messages Containing Placeholders

When localizing error messages containing placeholders, try to find out what will replace the placeholder. This is necessary for the sentence to be grammatically correct when the placeholder is replaced with a word or phrase. Note that the letters used in placeholders convey a specific meaning, see examples below:

%d, %ld, %u, and %lu means <number>

%c means <letter>

%s means <string>

Examples of error messages containing placeholders:

"Checking Web %1!d! of %2!d!" means "Checking Web <number> of <number>".

"INI file "%1!-.200s!" section" means "INI file "<string>" section".

Keys

The *keyboard* is the primary input device used for text input in Microsoft Windows. For accessibility and efficiency, most actions can be performed using the keyboard as well. While working with Microsoft software, you use keys, key combinations and key sequences.

In English, References to key names, like arrow keys, function keys and numeric keys, appear in normal text (not in small caps). The same formatting is applicable for Spanish.

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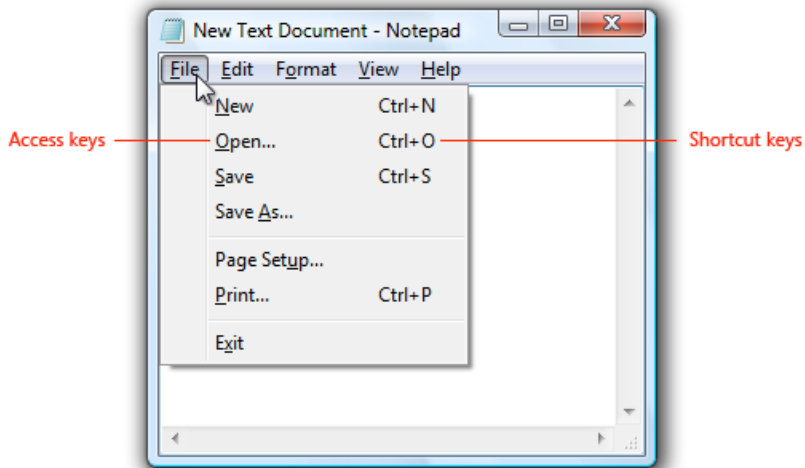
Sometimes, there are underlined or highlighted letters in menu options, commands or dialog boxes. These letters refer to access keys (also known as hot keys) that allow you to run commands, perform tasks, etc. more quickly.

The following table lists special options for hot keys in US-English interfaces and describes whether each option is allowed in Spanish:

Hot Key Special Options	Usage: Is It Allowed?	Notes
"Slim characters", such as I, l, t, r, f can be used as hot key	yes	Only when no other character is available.
Characters with downstrokes, such as g, j, y, p and q can be used as hotkeys	yes	Only when no other character is available.
Extended characters can be used as hotkeys	no	
An additional letter, appearing between brackets after item name, can be used as hotkeys	no	
A number, appearing between brackets after item name, can be used as hotkey	no	

Hot Key Special Options	Usage: Is It Allowed?	Notes
A punctuation sign, appearing between brackets after item name, can be used as hotkey	no	
Duplicate hotkeys are allowed when no other character is available	N/A	This is an engineering decision. Please contact your product team representative for further information on how to deal with this situation.
No hotkey is assigned when no more characters are available (minor options only)	N/A	This is an engineering decision. Please contact your product team representative for further information on how to deal with this situation.

Additional notes:

- When choosing access keys, it is important to choose the most significant letters, generally the first character, for the most important commands in a specific context, e.g. *Archivo*, *Nuevo*, and using the remaining letters for the remaining items. If possible, use characters as close to the beginning of a word as possible. Ideally, there should be no items in the same dialog using the same access key, but if not enough letters are available, localizers will have to resort to duplicates.
- Access key consistency should be kept throughout a product and within a product family. Office and Windows should be used as reference.

Arrow Keys

The arrow keys move input focus among the controls within a group. Pressing the right arrow key moves input focus to the next control in tab order, whereas pressing the left arrow moves input focus to the previous control. Home, End, Up, and Down also have their expected behavior within a group. Users can't navigate out of a control group using arrow keys.

Numeric Keypad

It is recommended that you avoid distinguishing numeric keypad keys from the other keys, unless it is required by a given application. When the keys to be pressed are not obvious, provide necessary explanations.

Shortcut Keys

Shortcut keys are keystrokes or combinations of keystrokes used to perform defined functions in a software application. Shortcut keys replace menu commands and they are sometimes given next to the command they represent. In opposition to the access keys, which can be used only when available on the screen, shortcut keys can be used even when they are not accessible on the screen.

Standard Shortcut Keys

US Command	US English Shortcut Key	Spanish Command	Spanish Shortcut key
General Windows Shortcut keys			
Help window	F1	Ayuda	F1
Context-sensitive Help	Shift+F1	Ayuda contextual	Mayús+F1
Display pop-up menu	Shift+F10	Mostrar el menú contextual	Mayús+F10
Cancel	Esc	Cancelar	Esc
Activate\Deactivate menu bar mode	F10	Activar o desactivar las opciones de la barra de menús	F10
Switch to the next primary application	Alt+Tab	Cambiar a la siguiente aplicación en ejecución	Alt+Tab
Display next window	Alt+Esc	Mostrar la siguiente ventana	Alt+Esc
Display pop-up menu for the window	Alt+Spacebar	Mostrar menú emergente de la ventana	Alt+Barra espaciadora
Display pop-up menu for the active child window	Alt+-	Mostrar el menú emergente de la ventana secundaria activa	Alt+-
Display property sheet for current selection	Alt+Enter	Mostrar la hoja de propiedades del elemento seleccionado	Alt+Entrar ("Intro" in some keyboards, but it has been localized as "Entrar" in all Microsoft products)

US Command	US English Shortcut Key	Spanish Command	Spanish Shortcut key
Close active application window	Alt+F4	Cerrar la ventana de la aplicación activa	Alt+F4
Switch to next window within (modeless-compliant) application	Alt+F6	Conmuta entre varias ventanas de la misma aplicación	Alt+F4
Capture active window image to the Clipboard	Alt+Prnt Scrn	Capturar la imagen de la ventana activa al Portapapeles	Alt+Imp Pan
Capture desktop image to the Clipboard	Prnt Scrn	Capturar la imagen del escritorio al Portapapeles	Imp Pan
Access Start button in taskbar	Ctrl+Esc	Obtener acceso al botón Inicio en la barra de tareas	Ctrl+Esc
Display next child window	Ctrl+F6	Mostrar la siguiente ventana secundaria	Ctrl+F6
Display next tabbed pane	Ctrl+Tab	Mostrar la siguiente ficha	Ctrl+Tab
Launch Task Manager and system initialization	Ctrl+Shift+Esc	Iniciar el Administrador de tareas	Ctrl+Mayús+Esc
File Menu			
File New	Ctrl+N	Archivo Nuevo	Ctrl+U
File Open	Ctrl+O	Archivo Abrir	Ctrl+A
File Close	Ctrl+F4	Archivo Cerrar	Ctrl+F4
File Save	Ctrl+S	Archivo Guardar	CTRL+G
File Save as	F12	Archivo Guardar como	F12
File Print Preview	Ctrl+F2	Archivo	Ctrl+F2
File Print	Ctrl+P	Archivo Imprimir	Ctrl+P
File Exit	Alt+F4	Archivo Salir	Alt+F4
Edit Menu			
Edit Undo	Ctrl+Z	Edición Deshacer	Ctrl+Z

US Command	US English Shortcut Key	Spanish Command	Spanish Shortcut key
Edit Repeat	Ctrl+Y	Edición Repetir	Ctrl+Y
Edit Cut	Ctrl+X	Edición Cortar	Ctrl+X
Edit Copy	Ctrl+C	Edición Copiar	Ctrl+C
Edit Paste	Ctrl+V	Edición Pegar	Ctrl+V
Edit Delete	Ctrl+Backspace	Edición Eliminar	Ctrl+Barra espaciadora
Edit Select All	Ctrl+A	Edición Seleccionar todo	Ctrl+E
Edit Find	Ctrl+F	Edición Buscar	Ctrl+B
Edit Replace	Ctrl+H	Edición Remplazar	Ctrl+L
Edit Go To	Ctrl+B	Edición Ir a	Ctrl+I
Help Menu			
Help	F1	Ayuda	F1
Font Format			
Italic	Ctrl+I	Cursiva	Ctrl+K
Bold	Ctrl+G	Negrita	Ctrl+N
Underlined\Word underline	Ctrl+U	Subrayado	Ctrl+S
All caps	Ctrl+Shift+A	Mayúsculas	Ctrl+Mayús+U
Small caps	Ctrl+Shift+K	Versalitas	Ctrl+ Mayús+L
Paragraph Format			
Centered	Ctrl+E	Centrar	Ctrl+T
Left aligned	Ctrl+L	Alinear a la izquierda	Ctrl+Q
Right aligned	Ctrl+R	Alinear a la derecha	Ctrl+D
Justified	Ctrl+J	Justificado	Ctrl+J

Document Translation Considerations

Document localization may require some specific considerations that are different from software localization. This section covers a few of these areas.

Titles

In English the titles for chapters usually begin with "How to …" or with phrases such as "Working with …" or "Using …". In the Spanish version of Microsoft documentation, titles in "-ing" form should not be translated using gerunds. The excessive rigidity produced by the systematic use of *Cómo*… should also be avoided. The preferred forms are noun and infinitive, in that order of preference.

ENGLISH:	Importing Graphics
	Scaling, Cropping and Adding Borders to Graphics
SPANISH:	(+) Importación de gráficos
	(+) Ajustar, recortar y agregar bordes a los gráficos

The infinitive form with "to" (*Para imprimir un documento*) is reserved for procedure headings. For more information, see the "Procedures" section below.

The following table provides the Spanish translations for various manual components. The words *capítulo* and *apéndice* are lowercased and spelled out when mentioned in the text (el capítulo 4, el apéndice A).

English	Spanish
Contents	Contenido
Figura	Ilustración (or Figura*)
Guidelines	Instrucciones
Hint	Sugerencia
In Brief	Resumen
Index	Índice
Table of contents	Contenido
Topic	Tema
Troubleshooting	Solución de problemas

* Use the word *figura* only in the case of a series of numbered illustrations. (For example: Figura 4.1).

When translating or editing titles and headings that will be alphabetized, as in chapter opening pages, make sure to put the most significant word first.

For example:

(+) Etiquetas
(–) Las etiquetas (–) Acerca de las etiquetas

See the section on "Capitalization" in this guide concerning the Spanish rules for capitalization in titles.

Manual Titles

See a few examples below:

English	Spanish
Addendum	Addendum
Administrator's Reference	Referencia del administrador
Feature Guide	Guía de características
Function Reference	Referencia de funciones
Getting Started	Introducción
Language Reference	Referencia de lenguaje
Roadmap	Guía básica

References to Titles within the Text

Book titles are set in italics when they are mentioned in the text. If a book is available only in English, do not translate the title, but use the title as published. When the title is mentioned in a sentence, it might be necessary to add an initial article, set in normal font, in front of such title (…el Manual del usuario de Microsoft Word para Windows…). Also, sometimes it is necessary to include "guía" or "guía de" in normal font, when such word is not included in the title, so that it may be adjusted to fit the syntax of the sentence in Spanish.

Chapter and section titles are set in normal text within quotation marks. For more information on this topic, see "Cross-references".

(+) Para obtener más información acerca de la instalación de filtros adicionales, consulte el *Manual del usuario de Microsoft Word para Windows*.
(+) Para obtener más información acerca de cómo conectar su sistema a una red, consulte la guía de *Operaciones de red de Microsoft Windows NT Advanced Server*.

Captions and Callouts

Most art requires some sort of explanatory material to make it understandable to the reader. This is supplied by the *caption*. A *callout* points to a specific item that should be noticed by the reader.

Captions

Two kinds of captions are used in Microsoft documentation: *title* captions, which simply label a piece of art, and *descriptive* captions, which explain what the user is to do. Title captions should be concise.

TITLE CAPTION:	(+) Elementos de un cuadro de diálogo
DESCRIPTIVE:	(+) Seleccione los temas que desee buscar en el Índice de la Ayuda del Administrador de programas.

Both kinds of captions always begin with a capital letter. Only the descriptive caption will end with a period. If you are in doubt about whether a caption is a title caption or is a descriptive caption use the following rule of thumb:

- Whenever the caption has a verbal form in the 1st, 2nd, or 3rd person, it should end with a period.
- If the caption only contains a verb in infinitive, a gerund or if there is no verb, then, there shouldn't have a final period.

Callouts

Observe these rules when writing callouts:

- Callouts should be concise, and terminology should match the terminology used in the text
- If a callout is a complete sentence, it should have a period. If it is only a label or fragment, no period is used.
- The first letter of a callout should be capitalized, unless the callout is a continuation beginning with ellipsis (…).

Cross-references

Cross-references delineate connections between topics and are used to assist the reader in navigating through them.

All cross-references need to be checked, i.e., when referring to another chapter, Web page, Help topic etc., the title should reflect the referred title correctly. However, if the referred title can't be checked, the recommendation is to translate the cross-reference descriptively.

Example:

English	Spanish
See "Adding Bullets and Numbers."	Consulte el tema sobre adición de viñetas y números.

Note: Historically, Microsoft has used different translations for the term "see" in cross-references, depending if it appeared in printed documentation (consulte), in Help (vea) or in an Index (véase). With the widespread use of

translations memories and the recycling of text between online and printed documentation, this differentiation works against the translation memory model. Thus, the information below is just a recommendation and the use of "vea" in printed documentation should not be considered an error.

The following translations are the standard formulation for cross-references, even if the original text varies:

In a cross-reference like	Use
See Chapter 28, "Adding Bullets and Numbers."	Consulte el capítulo 28, "Adición de viñetas y números".
For details about how frames are displayed in other views, see "Displaying Frames in Different Views".	Para obtener información más detallada acerca de cómo se muestran los marcos en otras aplicaciones, vea "Marcos en diferentes vistas".
For more information, see "Indents and Paragraph Borders," earlier in this chapter.	Para obtener más información, consulte "Sangrías y bordes de párrafo" previamente en este capítulo.

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Copyright	(+) Copyright
All rights reserved	(+) Todos los derechos reservados
Microsoft Corporation	(+) Microsoft Corporation

Unlocalized UI Elements

In documentation files, UI references to non-localized Microsoft products or third-party products should be left in English. Normally, translation is provided in parentheses, unless otherwise instructed.