

Irish Style Guide

Published: December, 2017

Table of Contents

1	About this style guide	4
1.1	Recommended style references	4
2	Microsoft voice	5
2.1	Choices that reflect Microsoft voice	5
2.1.1	Word choice	6
2.1.2	Words and phrases to avoid	8
2.2	Sample Microsoft voice text	10
2.2.1	Address the user to take action	10
2.2.2	Promote a feature	11
2.2.3	Provide how-to guidelines	11
2.2.4	Explanatory text and providing support	12
3	Language-specific standards	12
3.1	Grammar, syntax and orthographic standards	13
3.1.1	Abbreviations	13
3.1.2	Acronyms	16
3.1.3	Adjectives	18
3.1.4	Articles	19
3.1.5	Capitalization	21
3.1.6	Compounds	25
3.1.7	Contractions	29
3.1.8	Conjunctions	30
3.1.9	Gender	30
3.1.10	Genitive	31
3.1.11	Localizing colloquialism, idioms, and metaphors	32
3.1.12	Nouns	32
3.1.13	Prepositions	35
3.1.14	Pronouns	39
3.1.15	Punctuation	39
3.1.16	Sentence fragments	43

3.1.17	Symbols & nonbreaking spaces	44
3.1.18	Verbs.....	44
4	Localization considerations.....	45
4.1	Accessibility	45
4.2	Applications, products, and features.....	46
4.3	Trademarks	46
4.4	Geopolitical concerns.....	46
4.5	Software considerations.....	47
4.5.1	Error messages.....	47
4.5.2	Keys	50
4.5.3	Keyboard shortcuts/access keys.....	51
4.5.4	Arrow keys	52
4.5.5	Numeric keypad	54
4.5.6	Shortcut keys	54
4.5.7	English pronunciation.....	57

1 About this style guide

This style guide is intended for the localization professional working on localized products that run on a Microsoft platform. It's not intended to be a comprehensive coverage of all localization practices, but to highlight areas where Microsoft has specific preferences or deviates from standard practices for Irish localization.

The primary goal of this guide is to help you understand and learn how to address all of the necessary linguistic and stylistic nuances of Irish during the localization of your products and services.

The style guide covers guidelines and recommendations for translating the Microsoft voice into Irish including words, grammatical structures, the needs of the audience, and the intent of the text that are to be considered. Each of these areas is supplemented with samples.

Other language considerations covered in this style guide are accessibility, trademarks, geopolitical concerns and specific software considerations.

We welcome your feedback, questions and concerns regarding the style guide. Please send your feedback via [Microsoft Language Portal](#).

1.1 Recommended style references

Unless this style guide or the [Microsoft Language Portal](#) provides alternative instructions, use the orthography, grammar, and terminology in the following publications:

Normative references

When more than one solution is possible, consult the other topics in this style guide for guidance.

1. Microsoft LIP Glossaries
2. Foclóir Ríomhaireachta is Teicneolaíocht Faisnéise (An Gúm, 2004)
3. Foclóir FIONTAR (FIONTAR, 2004)
4. Taisce Téarmaíochta (An Coiste Téarmaíochta, An Gúm agus FIONTAR, 2004)
5. www.tearma.ie – terms tagged Computers, Computer Science or Information Technology

Microsoft User Interface reference

A helpful reference is the [Windows User Experience Interaction Guidelines](#).

2 Microsoft voice

Microsoft's brand personality comes through in our voice and tone—what we say and how we say it. The design of Microsoft products, services, and experiences hinges on crisp simplicity.

Three principles form the foundation of our voice:

- **Warm and relaxed:** We're natural. Less formal, more grounded in honest conversations. Occasionally, we're fun. (We know when to celebrate.)
- **Crisp and clear:** We're to the point. We write for scanning first, reading second. We make it simple above all.
- **Ready to lend a hand:** We show customers we're on their side. We anticipate their real needs and offer great information at just the right time.

The Microsoft voice targets a broad set of users from technology enthusiasts and casual computer users. Although content might be different for different audiences, the principles of Microsoft voice are the same. However, Microsoft voice also means keeping the audience in mind. Choose the right words for the audience: use technical terms for technical audiences, but for consumers use common words and phrases instead.

These key elements of Microsoft voice should extend across Microsoft content for all language locales. For each language, the specific choices in style and tone that produce Microsoft voice are different. The following guidelines are relevant for US English as well as many other languages.

Guidelines

Keep the following guidelines in mind:

- Write short, easy-to-read sentences.
- Avoid passive voice—it's difficult to read and understand quickly.
- Be pleasant and ensure that explanations appear individualized.
- Avoid slang and be careful with colloquialisms—it's acceptable to reassure and connect with customers in a conversational tone, but be professional in doing so.

2.1 Choices that reflect Microsoft voice

Translating Irish in a way that reflects Microsoft voice means choosing words and grammatical structures that reflect the same style as the source text. It also means considering the needs of the audience and the intent of the text.

The general style should be clear, friendly and concise. Use language that resembles conversation observed in everyday settings as opposed to the formal, technical language that's often used for technical and commercial content.

However, the intended audience does not consist of teenagers only, so avoid using technical jargon or overly colloquial language, since not all users may understand it. All information must be presented in such a way that it looks as simple as possible, so that the average user can follow what is said.

When you're localizing source text written in Microsoft voice, **feel free to choose words that aren't standard translations** if you think that's the best way to stay true to the intent of the source text.

Because Microsoft voice means a more conversational style, literally translating the source text may produce target text that's not relevant to customers. To guide your translation, consider the intent of the text and what the customer needs to know to successfully complete the task.

Try to translate the intended meaning of the sentence, instead of translating literally, word by word, which might not sound natural or fluent. Convey the same flavor into the target language using the most appropriate words and phrases to get a natural style.

It should be noted that localized text in Irish may seem less natural and casual than the equivalent English text due to the technical terms being newly created. In some cases, this may not be helped due to the public not being familiar with the terms. Other dimensions of language (for example, synonyms, short words, pronouns, etc.) can help to create the Microsoft voice in Irish as detailed further on in this guide.

2.1.1 Word choice

Terminology

Use terminology from the [Microsoft Language Portal](#) where applicable, for example key terms, technical terms, and product names.

Short word forms and everyday words

Microsoft voice text written in US English prefers short, simple words spoken in everyday conversations. In English, shorter words are friendlier and less formal. Short words also save space on screen and are easier to read quickly. Precise, well-chosen words add clarity, but it's important to be intentional about using everyday words that customers are accustomed to.

The following table lists some common words that are used for Microsoft voice in US English.

en-US word	en-US word usage
App	Use <i>app</i> instead of <i>application</i> or <i>program</i> .
Pick, choose	Use <i>pick</i> in more fun, less formal or lightweight situations ("pick a color," not "choose a color") and <i>choose</i> for more formal situations (don't use <i>select</i> unless necessary for the UI).
Drive	For general reference to any drive type (hard drive, CD drive, external hard drive, etc.). Use specific drive type if necessary.
Get	Fine to use as a synonym for "obtain" or "come into possession of" but avoid for other general meanings.
Info	Use in most situations unless <i>information</i> better fits the context. Use <i>info</i> when you point the reader elsewhere ("for more info, see <link>").
PC	Use for personal computing devices. Use <i>computer</i> for situations about PCs and Macs. Don't switch between <i>PC</i> and <i>computer</i> .
You	Address the user as <i>you</i> , directly or indirectly through the use of first- and second-person pronouns like "you." Avoid third-person references, such as "user," as they sound formal and impersonal.

The Irish Microsoft voice can also be conveyed through similar means by using shortened words or short words used by people in daily conversations. Adhere to approved terminology; don't use different target terms for already established and approved terms.

en-US source term	Irish target	Irish word usage
the following	seo	<i>seo</i> can replace <i>seo a leanas</i> for the translation of 'following' for example, <i>na laethanta seo</i> This is a more everyday register and it also saves space on screen
email	ríomhphost	This can be used to replace <i>teachtaireacht ríomhphoist</i> or <i>ríomhtheachtaireacht</i> in many cases, and reflects everyday language use. However, if the text needs to differentiate between the general concept of e-mail

en-US source term	Irish target	Irish word usage
		and the concept of a single specific email message, <i>ríomhtheachtaireacht</i> may need to be used. <i>R-phost</i> could also be used if required, although it should be noted that <i>ríomhphost</i> is much more common both in current usage and in the previously translated material
please	[leave untranslated] or <i>le do thoil</i>	Note that the translation of <i>please</i> can often be omitted in Irish. English tends to use “please” a lot more than Irish would naturally use “le do thoil”. Irish does not seem curt, abrupt or impolite if “please” is omitted, and can often seem clunky if it’s included. If translating, use the shorter version “le do thoil” rather than “más é do thoil é”

2.1.2 Words and phrases to avoid

Microsoft voice avoids an unnecessarily formal tone. The following table lists US English words that add formality without adding meaning, along with more common equivalents.

en-US word/phrase to avoid	Preferred en-US word/phrase
Achieve	<i>Do</i>
As well as	<i>Also, too</i>
Attempt	<i>Try</i>
Configure	<i>Set up</i>
Encounter	<i>Meet</i>
Execute	<i>Run</i>
Halt	<i>Stop</i>
Have an opportunity	<i>Can</i>
However	<i>But</i>
Give/provide guidance, give/provide information	<i>Help</i>

In addition	<i>Also</i>
In conjunction with	<i>With</i>
Locate	<i>Find</i>
Make a recommendation	<i>Recommend</i>
Modify	<i>Change</i>
Navigate	<i>Go</i>
Obtain	<i>Get</i>
Perform	<i>Do</i>
Purchase	<i>Buy</i>
Refer to	<i>See</i>
Resolve	<i>Fix</i>
Subsequent	<i>Next</i>
Suitable	<i>Works well</i>
Terminate	<i>End</i>
Toggle	<i>Switch</i>
Utilize	<i>Use</i>

For Irish Microsoft voice avoid using formal words and expressions listed in the table. Use less formal variants provided below. Note however that in some cases the 'classic' word may have to be used, depending on context.

en-US source	Irish old word/phrase	Irish new word/phrase
possible/able/can	Féadtar	Is féidir
Allow	Ceadaigh	Cuir ar chumas (<i>depending on situation, in the sense 'enable'</i>)

en-US source	Irish old word/phrase	Irish new word/phrase
It may...	D'fhéadfadh sé tarlú go...	Seans go... / B'fhéidir go...
Analyze	Anailísigh	Déan anailís ar
for	um	other relevant preposition (for example, <i>do</i> , <i>le haghaidh</i> ...). 'Um' is highly formal and should not be used in texts aiming to provide a Microsoft voice

2.2 Sample Microsoft voice text

The source and target phrase samples in the following sections illustrate the intent of the Microsoft voice.

2.2.1 Address the user to take action

When it comes to a “call-to-action”, remember, short copy is good copy! Motivate your target audience with clear statements.

en-US source	Irish target	Explanation/context/product
The password isn't correct, so please try again. Passwords are case-sensitive.	Ní shin é an pasfhocal ceart; bain triail as arís le do thoil. Bíonn pasfhocail cásiógair. [Note that it's often not necessary to translate <i>please</i> in Irish but it was translated here as the text would otherwise be abrupt and unfriendly.]	A user password is entered incorrectly. Action for user is to try again. Message is short and friendly.
This product key didn't work. Please check it and try again.	Níor oibrigh an eochair tháirge sin. Seiceáil an eochair agus bain triail eile aisti. [Note that it's often not necessary to translate <i>please</i> in Irish]	An error message for wrong product key
All ready to go	Ar aghaidh linn! [Note that a natural Irish phrase is used.]	Setup has completed, ready to start using the system. Windows.

en-US source	Irish target	Explanation/context/product
Give your PC a name—any name you want. If you want to change the background color, turn high contrast off in PC settings.	Ainmnigh do ríomhaire – úsáid aon ainm is maith leat. Más mian leat dath an chúlra a athrú, cas as an chodarsnacht ard i socruithe an ríomhaire. [Note that <i>ríomhaire</i> is used rather than <i>PC</i> .]	Asking users to specify the preferred color and name of PC

2.2.2 Promote a feature

en-US source	Irish target	Explanation/context/product
Picture password is a new way to help you protect your touchscreen PC. You choose the picture—and the gestures you use with it—to create a password that’s uniquely yours.	Slí nua is ea an pasfhocal pictiúir chun cuidiú leat do ríomhaire scáileán tadhaill a chosaint. Roghnaíonn tú féin an pictiúr — agus na gothaí a úsáidfídh tú leis — chun pasfhocal a chruthú a bhaineann leat féin amháin. [Note that <i>uniquely</i> is not literally translated here as it would appear stilted.]	Promoting Picture Password feature
Let apps give you personalized content based on your PC’s location, name, account picture, and other domain info.	Cuir ar chumas na bhfeidhmchlár inneachar oiriúnaithe a thabhairt duit, a bheidh bunaithe ar shuíomh agus ainm do ríomhaire, ar do phictiúr cuntais, agus ar fhaisnéis fearainn eile.	

2.2.3 Provide how-to guidelines

en-US source	Irish target	Explanation/context/product
To go back and save your work, click Cancel and finish what you need to.	Chun dul siar agus do chuid oibre a shábháil, cliceáil ar ‘Cealaigh’ agus críochnaigh aon rud is gá duit a chríochnú.	In Windows a message that inform user the required steps to save their work
To confirm your current picture password, just	Chun an pasfhocal pictiúir atá socraithe agat faoi láthair a	Message for user how to confirm picture password

en-US source	Irish target	Explanation/context/product
watch the replay and trace the example gestures shown on your picture.	dhearbhu, níl le déanamh ach é a athsheinm agus na gothaí samplacha a thaispeántar ar do phictiúr a rianú. [Note that <i>faoi láthair</i> is used rather than <i>reatha</i> to localize <i>current</i> . This is so that the text reads more naturally.]	

2.2.4 Explanatory text and providing support

en-US source	Irish target	Explanation/context/product
The updates are installed, but Windows 10 Setup needs to restart for them to work. After it restarts, we'll keep going from where we left off.	Tá na nuashonruithe suiteáilte, ach ní mór Cumraíocht Windows 10 a atosú ionas go n-oibreoidh siad. Tar éis di tosú arís, leanfaimid ar aghaidh san áit a stopamar.	Informing the user of update installation and restart is required to complete install.
If you restart now, you and any other people using this PC could lose unsaved work.	Má atosáíonn tú anois, seans go gcaillfidh tusa nó aon duine eile a bhí ag baint úsáide as an ríomhaire seo obair nach bhfuil sábháilte agaibh.	Informing the user on the outcome if a specific action is taken. In this case the action is a restart.
Something bad happened! Unable to locate downloaded files to create your bootable USB flash drive.	Tharla fadhb! Ní féidir na comhaid íoslódáilte a aimsiú chun do mhéaróg USB bútála a chruthú.	An error occurred. Windows.

3 Language-specific standards

Information about Irish-specific standards, such as phone number formats, date formats, currency formats, and measurement units are available from the [GoGlobal Developer Center](#).

3.1 Grammar, syntax and orthographic standards

This section includes information on how to apply the general language and syntax rules to Microsoft products, online content, and documentation.

3.1.1 Abbreviations

Common abbreviations

Avoid using unnecessary 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:

Menu titles, button or option names should ideally contain only one word. This guideline may present some challenges in the Irish translation, for example, **Edit** should ideally be translated as 'Déan eagarthóireacht ar', since the verb "eagraigh" means something else. Thus, the recommended solution is to use the form 'Cuir in eagar'.

If space does not allow for a word or phrase to be spelled in full, words should be abbreviated according to their natural semantic roots, and multiple consonant groups should be broken accordingly:

Irish example	Irish abbreviation
Doiciméad nua	(+) Doic. Nua (-) Doici. nua
Fuinneog nua	(+) Fuinn. Nua (-) Fuin. nua
Ceannlitreacha	(+) Ceannlit.

Some phrases, although brief in English, entail longer equivalents in Irish. A case in point is "Next", which is conveyed in Irish by 'An chéad x eile'. If absolutely necessary for reasons of space, a phrase such as "Next Comment" may be translated as follows:

Irish example	Irish abbreviation
An chéad nóta tráchta eile	(+) 1ú nóta tráchta eile

Use the common abbreviations listed in this section, but avoid extensive use of abbreviations. Don't abbreviate such words as "agus," "seachtain," "seisiún," or any

other word that may confuse users. If you have any doubt, spell out the word rather than using an abbreviation.

There are three main types of abbreviations:

- **general abbreviations** consist of a shortened form of a word or words, sometimes only the initial letter, and are normally followed by a full stop, for example, p. (page), etc. (et cetera), for example, (exempla gratia);
- **initialisms** are abbreviations created by combining the initial letters of some or all of the elements of the full form, are not followed by a full stop and are pronounced letter by letter, for example, PC (personal computer), CD (compact disc), HTML (Hypertext Markup Language);

Acronyms are abbreviations created by combining initial letters or syllables from the full form, are not followed by a full stop and are pronounced as a word, for example, ROM (Read-Only Memory), DOS (Disk Operating System).

List of common abbreviations:

The following tables list common English and Latin abbreviations and their equivalent, acceptable abbreviations.

English example	Acceptable abbreviation
p. (page)	(+) lch.
pp. (pages)	(+) lgh.
re (with regard to)	(+) m.l.
no./nos. (number/numbers)	(+) uimh.
y (year)	(+) bl.

Latin abbreviation	Irish abbreviation
e.g. (exempla gratia)	(+) m.sh. (mar shampla)
etc. (et cetera)	(+) etc. (agus rudaí eile)
i.e. (id est)	(+) i. (is é sin)

Latin abbreviation	Irish abbreviation
a.m. (ante meridiem)	(+) a.m.
p.m. (post meridiem)	(+) p.m.
vs. (versus)	(+) vs.

Additional guidelines:

- Use a nonbreaking space (CTRL+SHIFT+SPACEBAR) in any abbreviation.

If nonbreaking spaces can't be used (in Help files, for example) it's also acceptable to write these abbreviations without a space to avoid having one letter move to the beginning of the next line.

Measurement abbreviations

In addition to common measurements such as km, m, cm, mm, and so on, the abbreviations in the following table are used in the product user interface and in technical documentation.

Measurement	English abbreviation	Irish abbreviation	Comment/example
Gigabyte	GB	(+) GB	In order to eliminate confusion arising from contradictory usage in English, it's recommended that the abbreviated form for 'byte' should be a capital B and for 'bit' a lower case b.
Gigabit	GBit	(+) Gb	
Kilobyte	KB	(+) B	
Kilobit	KBit	(+) Kb	
Megabyte	MB	(+) MB	
Megabit	MBit	(+) Mb	
Terabyte	TB	(+) TB	
Terabit	TBit	(+) Tb	

Measurement	English abbreviation	Irish abbreviation	Comment/example
Megabits per second	MBit/s or Mbps	(+) Mbps	
Kilobits per second	KBit/s or Kbps	(+) Kbps	
Bytes per second	B/s	(+) Bps	
Megabytes per second	MB/s	(+) MBps	
Kilobytes per second	KB/s	(+) KBps	
Point	Pt.		No plural form
Inch	"	(+) ", or.	" is acceptable in Packaging and tables, but not in body text.
Megahertz	MHz	(+) MHz	
Hertz	Hz	(+) Hz	

3.1.2 Acronyms

Acronyms are words made up of the initial letters of major parts of a compound term. Common examples are WYSIWYG (What You See Is What You Get), DNS (Domain Name Server), and HTML (Hypertext Markup Language). All acronyms designating computing and IT concepts should be left in English.

Caution: Don't include a generic term after an acronym or initialism if one of the letters in the acronym stands for that term. Even though this might occur in the US-English version, it should be "corrected" in the localized version. The following examples show the redundancy in red for English terms and their Irish equivalents.

- (-) RPC**call**
- (-) **glao** RPC
- (-) HTML**language**
- (-) **teanga** HTML
- (-) TCP/IP-**Protocol**

- (-) **prótacal** TCP/IP
- (-) **PIN**Number
- (-) **uimhir** PIN

Localized acronyms

All computing and IT acronyms and initialisms should be left in English, and the question of localization only arises in instances of acronyms and initialisms of a general nature such as PIN where there is a choice between the English acronym and the Irish equivalent, UAP. Since the vast majority of acronyms and initialisms in the product will be of a purely computing nature and therefore in English, it's recommended that general acronyms and initialisms should also be left in English in order to avoid confusion for users.

In online help or documentation, spell out the words that comprise an acronym or initialism the first time it's used in the text. You should include the Irish term, the English term, and the acronym or initialism as in the following examples:

- (+) **Oibiachtaí Rochtain Sonraí, DAO** (Data Access Objects, DAO)
- (+) **Oibiacht Sonraí ActiveX, ADO** (ActiveX Data Objects, ADO)

In the user interface, there is usually not enough space for all three terms (English term, Irish term, and the acronym or initialism); only in wizards can the acronym or initialism be easily spelled out on first mention.

Above all, it's important to be consistent within a product with your use of acronyms and initializations.

Since acronyms and initialisms are standardized and remain untranslated, they are only followed by their full spelling in English if the acronym or initialism needs to be explained to the speakers of a different language. In other cases, where the acronym or initialism is rather common, adding the fully spelled-out form will only confuse users. In these cases, the acronym or initialism can be used on its own.

The following list contains examples of acronyms and initialisms that are considered commonly understood; these acronyms and initialisms should not be spelled out in full in English:

- ISO (International Standards Organization)
- ISDN (Integrated Services Digital Network)
- DOS (Disk Operating System)
- DSL (Digital Subscriber Line)

- CD (Compact Disc)
- DVD (Digital Versatile Disc)

If you're unsure what an acronym or initialism stands for or refers to, contact your PM.

If a plural form of an acronym or initialism is required, add the suffix –anna in Irish:

en-US source	Irish target
CDs (compact discs)	(+) CDanna (dlúthdhioscaí)
CD-ROMs	(+) CD-ROManna
DVDs (digital versatile disks)	(+) DVDanna (dioscaí digiteacha ilúsáide)

Unlocalized acronyms

As stated above, all acronyms designating computing and IT concepts should be left in English.

Examples:

en-US source	Irish target
D-ROM	(+) D-ROM
TCP/IP	(+) TCP/IP

3.1.3 Adjectives

In Irish, handle adjectives in the following manner.

According to the rules of Irish grammar nouns and adjectives must agree in gender, number and case. However, a difficulty arises when two nouns are qualified by the same adjective and the nouns are not of the same gender or number. In this event it's recommended that the adjective agree with the noun nearest to it:

en-US source	Irish target
Please select a valid device or directory.	(+) Roghnaigh gléas nó comhadlann bhailí.
Enter correct name or data.	(+) Cuir isteach ainm nó sonraí cearta.
Find corresponding text or files.	(+) Aimsigh téacs nó comhaid chomhfhreagracha.

3.1.4 Articles

General considerations

In many cases, the article (definite or indefinite) is omitted in English terms or titles although it's conceptually implied.

Pay attention to this phenomenon when translating, as in Irish it's usually more natural to include the article in such cases. While the terms provided in the Community Glossary often appear without the article due to shortage of space and/or lack of context, it's recommended that the Irish translation reflects the natural style and rhythm of the language insofar as space allows:

en-US source	Irish target
Change paragraph formatting	(+) Athraigh formáidiú na n-alt.
Change appearance of text	(+) Athraigh cuma an téacs.

Many error messages in English vary with regard to the use of articles, demonstrative and possessive pronouns. Be consistent in how you deal with such variation in Irish.

For instance, in English the article may be omitted but is implied, and should be included in the Irish translation. On the other hand, demonstrative pronouns are unnecessary in some contexts (see examples below) and should not be included in such contexts in the Irish translation. Possessive pronouns are often superfluous in error messages and can safely be replaced with the article.

en-US source	Irish target	Explanation
File already exists The file already exists This file already exists	(+) Is ann don chomhad cheana.	In complete sentences, use determiners consistently even if the US string does not.
Not enough memory to complete this operation.	(+) Níl dóthain cuimhne ann chun an oibríocht a chur i gcrích.	No need to use a demonstrative construction, unless it's important in context.
Windows 10 can't start your system. If the problem persists, contact your network administrator.	(+) Ní féidir le Windows 10 an córas a thosú. Má leanann an fhadhb ar aghaidh, téigh i dteagmháil leis an riarthóir líonra.	Avoid using possessive marker "your" unless ownership is important in context.

Unlocalized feature names

Microsoft product names and non-translated feature names are used without definite or indefinite articles in the English language. Follow the natural syntax of the Irish language while treating the product or component name as a non-Irish proper name, i.e. without any grammatical inflection.

Examples:

en-US source	Irish target
Windows Mail shares your Internet Connection settings with Internet Explorer	(+) Déanann Windows Mail do shocruithe Nasc Idirlín a chomhroinnt le Internet Explorer.
Website addresses will be sent to Microsoft	(+) Cuirfear seoltaí suíomhanna Gréasáin chuig Microsoft.

Localized feature names

Translated feature names are handled in the following way: Product names and non-translated feature names should also be treated as proper nouns in Irish.

In contrast with the above, translated feature names are used with a definite or indefinite article as they are not treated as proper names.

Examples:

en-US source	Irish target
Hide the Task Manager when it's minimized	(+) Folaigh an Bainisteoir Tascanna nuair atá sé íoslaghdaithe.
Check for updates in your installed Media Player's language	(+) Lorg nuashonrúcháin

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 the Irish language?
- Analogy: Is there an equivalent Irish 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.

Check the [Microsoft Language Portal](#) to confirm the user of a new loan word and its proper article to avoid inconsistencies.

Technology-related acronyms in English are generally borrowed in Irish, for example CD-ROM, DVD (see [Acronyms](#) section).

3.1.5 Capitalization

If the first word in the English source string is capitalized, the corresponding first word in the target language should also be capitalized. If the word in the English source string is not capitalized, the corresponding first word in the target language should also not be capitalized, unless language-specific rules specify different capitalization.

Overcapitalization looks unnatural in Irish and should be avoided.

In the Irish translation, only the initial word of a string should be capitalized:

en-US source	Irish target
Save As	(+) Sábháil mar
Save as Web Page	(+) Sábháil mar leathanach Gréasáin
Print Preview	(+) Amharc roimh phriontáil

If a string appears as a part of another string, single quotes should be used and the enclosed words should not be inflected, either initially or terminally:

en-US source	Irish target
Continue without Undo?	(+) Lean ar aghaidh gan 'Cealaigh'?
Are you sure you want to exit Setup?	(+) An bhfuil tú cinnte go bhfuil fonn ort scor de 'Suiteáil'?

Names of features, specific to Microsoft products, should be capitalized, but if they are everyday concepts they don't need to be in single quotes even when the context requires inflection:

en-US source	Irish target
Do you want to send this file to the Recycle Bin?	(+) An bhfuil fonn ort an comhad seo a sheoladh go dtí an Bosca Athchúrsála?
There are new icons on your Desktop.	(+) Tá deilbhíní nua ar do Dheasc.

Some common terms, however, should always be capitalized in the Irish translation. These include Internet and Web, as they are proper nouns:

en-US source	Irish target
Internet	(+) Idirlíon
Internet connection	(+) nasc Idirlín
Web	(+) Gréasán
Web site	(+) láithreán Gréasáin, suíomh Gréasáin
Save as Web Page	(+) Sábháil mar leathanach Gréasáin

Other proper nouns, such as tradenames and copyright product names, should not be translated and are always capitalized:

en-US source	Irish target
Microsoft	(+) Microsoft
Microsoft Access	(+) Microsoft Access
Microsoft Office	(+) Microsoft Office
Windows	(+) Windows

Acronyms and initialisms should also be capitalized, but only those which refer to proper names should be capitalized in their complete form:

en-US source	Irish target
GUI (Graphical User Interface)	(+) GUI (comhéadan grafach úsáideora)
HTML (Hypertext Markup Language)	(+) HTML (Teanga Mharcála Hipirtéacs)
IP (Internet Protocol)	(+) IP (Prótacal Idirlín)
ID (identity)	(+) ID (aitheantas)
PIF (Program Information File)	(+) PIF (comhad faisnéis ríomhchláir)
WWW (World Wide Web)	(+) WWW (An Gréasán Domhanda)

Some measurement abbreviations require capitalization:

en-US source	Irish target
M (mega-)	(+) M (meigea-, meigi-)
MB (megabyte)	(+) MB (meigibheart)
Mb (megabit)	(+) Mb (meigighiotán)
Hz (hertz)	(+) Hz (heirts)
MHz (megahertz)	(+) MHz (meigiheirts)

Names of countries, nationalities and their derivative adjectives, and languages should be capitalized in Irish:

en-US source	Irish target
Republic of Ireland	(+) Poblacht na hÉireann
Irish (<i>noun, of nationality</i>)	(+) Éireannach
Irish (<i>adjective</i>)	(+) Éireannach
Irish (<i>language</i>)	(+) Gaeilge
American (<i>adjective</i>)	(+) Meiriceánach

Names of days and months are also capitalized in Irish, but not seasons of the year:

en-US source	Irish target
Monday, Tuesday, Sunday, etc	(+) Luan, Máirt, Domhnach, etc.
January, February, December, etc	(+) Eanáir, Feabhra, Nollaig, etc.
spring, summer, autumn, winter	(+) earrach, samhradh, fómhár, geimhreadh

In the English software additional short text in brackets often starts with a capital letter. This practice should be followed in the Irish translation, but standard punctuation procedures should be followed, i.e. if the string is a grammatical sentence the word(s) in brackets should follow the full stop and be preceded by one space:

en-US source	Irish target
Let Windows manage my virtual memory settings (Recommended).	(+) Déanadh Windows

In some English product-specific terms, a capital letter appears in the middle of a word. This practice is unacceptable in Irish and should be avoided at all costs:

en-US source	Irish target
AutoCorrect	Uathcheartaigh
AutoFormat	Uathfhormáidigh

Some strings are concatenated 'at run-time' and you will occasionally find strings that seem to lack a subject or simply start in the middle. Be careful not to start such strings with an upper-case letter, unless the spelling rules of your language require it.

Example of a string:

is trying to connect to this computer. If you allow, you will be disconnected, but you can resume later. Do you want to allow this connection?\r\n

en-US source	Irish target
unknown software exception\r\n	(+) eisceacht neamhaithnid bogearra\r\n

en-US source	Irish target
acquired	(+) faighte
Log off user	(+) Logáil amach úsáideoir.
Edit...	(+) Cuir in eagar ...

Many more nouns and verbs are capitalized in the English source string than would normally be expected. You should not try to mimic the capitalization in the source strings, but use your knowledge of the spelling conventions of Irish to decide which words in a string to capitalize and which to leave lower-case. Over-capitalization is awkward and leads to inconsistencies in the UI.

Should an English noun be capitalized in the source string and be translated by two words in the target language, be consistent in capitalizing either both words, or neither word, or capitalize one word and not the other. Be consistent in the application of spelling rules.

3.1.6 Compounds

Compounds should be understandable and clear to the user. Avoid overly long or complex compounds. Keep in mind that unintuitive compounds can cause intelligibility and usability issues.

Noun and verb compounds are a frequent word formation strategy in English. Product user interfaces, online help, and documentation contain a number of such examples. However, not all languages use compounding to create complex word meanings.

Examples:

en-US source	Irish target
Internet Accounts	(+) Cuntais Idirlín
Logon script processing	(+) próiseáil script logála isteach
Workgroup Administrator	(+) Riarthóir Grúpa Oibre
Internet News Server Name	(+) Ainm Freastalaí Nuachta Idirlín

Compounds in general

The Irish language has a natural and traditional facility for deriving compounds in term formation. Such terms typically take the form of prefix + noun, prefix + verb, prefix + adjective and prefix + adverb. The prefix can be an adjective, a noun or a particle.

en-US source	Irish target
compact disc	(+) dlúthdhiosca
core-dumping	(+) córdhumpáil
paste special	(+) sainghreamaigh
mismatch	(+) mímhaitseáil
transmit	(+) tarchuir
download	(+) íoslódáil
spacebar	(+) spásbharra
password	(+) pasfhocal
navigation	(+) nascleanúint
write head	(+) scríobhchnoga
interface	(+) comhéadan
mutually exclusive	(+) omheisiach
double click	(+) déchliceáil
well-defined	(+) dea-shainithe
subsequent	(+) iartheachtach
composite	(+) ilchodach
overflow	(+) róshreabhadh
backward	(+) siarghabhálach

Compounds can also be formed using suffixes:

en-US source	Irish target
directory	(+) comhadlann
computer	(+) ríomhaire
icon	(+) deilbhín
hierarchy	(+) ordlathas
cutting	(+) gearrthóg

Terms can also be formed by compounding nouns with nouns, nouns with verbs, nouns with adjectives:

en-US source	Irish target
file name	(+) comhadainm
keyword	(+) eochairfhocal
thesaurus	(+) stórchiste
print	(+) clóbhuail
typeset	(+) clóchuir
endorse	(+) droimscríobh
handwritten	(+) lámhscríofa

This facility can be extremely useful in the formation of technical terms but it's important to keep term transparency in mind at all times so that new terms will not confuse or baffle the user. For instance, while the preferred term for 'file name' is 'ainm comhaid' the compound form (comhadainm) is easily recognizable and may be preferred if space constraints prevail. The other compounds cited above are well-established and should not be split up into their individual elements.

Compounds with products or component names

The compounds below contain both product and component names. The product names are marked in red. Product names are usually trademarked and, therefore,

must remain unchanged. Additions to a product or component name are added with a hyphen or, if that's not appropriate, you need to create a periphrastic construction.

Follow the natural syntax of the Irish language while treating the product or component name as a non-Irish proper name, i.e. without any grammatical inflection.

en-US source	Irish target
Windows password	(+) pasfhocal Windows
Microsoft Word document	(+) doiciméad Microsoft Word
Microsoft SQL Server Database	(+) bunachar sonraí Microsoft SQL Server
Microsoft BackOffice product family	(+) táirgí gaolmhara Microsoft Back Office
ActiveX Control	(+) rialtán ActiveX

Note: The major product groups use the following unlocalized product portfolio names; these are considered product names and are always used without a hyphen or article in any language:

- Microsoft Office System
- Microsoft Windows Server System
- Windows Mobile

Compounds with abbreviations or numerals

Follow the natural syntax of the Irish language while treating compound terms containing abbreviations or numerals. Don't insert hyphens unless the hyphen is an integral part of an English acronym or initialism. While accepted guidelines for inflection and plural forms after numerals written in Irish recommend that the normal rules be implemented from 1 to 19 (when the figures are designated by numbers), there will be many instances in the localization project where the numerals will be indicated by a place-holder, thus making it impossible to know which plural form or which initial inflection should apply. For this reason, it's recommended that all numerals are followed by the uninflected form of the nominative singular noun.

The compounds below contain either an abbreviation or a numeral followed by a component name. The abbreviation or numeral is marked in red in the English examples. The Irish examples below show how such constructions should be translated.

en-US source	Irish target
CD-ROM drive	(+) tiomántán CD-ROM
2-D gridlines	(+) línte greille 2D
24 bit color value	(+) luach datha 24 giotán
3.5 Floppy	(+) diosca bog 3.5", diosca bog trí horlach go leith
51/4-inch Floppy	(+) diosca bog 5¼", diosca bog cúig orlach is eathrú
35mm slides	(+) sleamhnáin 35 mm

Hyphenation and compound terms

In translating compounds which combine noun and verb or adjective using hyphenation in English, avoid following this format literally, as far as possible. It's recommended that a prepositional phrase be used instead:

en-US source	Irish target
context-dependent	(+) spleách ar (an) chomhthéacs/ar an gcomhthéacs (-) comhthéacs-spleách
machine-readable	(+) inléite ag meaisín (-) meaisín-inléite
type-compatible	(+) comhoiriúnach maidir le cineál (-) cineál-chomhoiriúnach
input/output-limited	(+) teoranta ag ionchur/aschur (-) ionchur/aschur-theoranta
content-rich software	(+) bogearraí ar mhórán inneachair (-) bogearraí inneachar-shaibhir

3.1.7 Contractions

For en-US Microsoft voice, contractions help convey a conversational tone and used whenever possible.

en-US long form	en-US contracted form
Do not	Don't

Standard verb forms should always be used in Irish rather than contracted regional variations, for example, use *tá siad* instead of *táid*, use *bhí mé* instead of *bhíos*.

3.1.8 Conjunctions

For en-US Microsoft voice, conjunctions can help convey a conversational tone. Starting a sentence with a conjunction can be used to convey an informal tone and style.

en-US old use of conjunctions	en-US new use of conjunctions
As <product> gains features, there is a risk that older content may not display correctly.	But because of these features older content may not display correctly.

Starting sentences with conjunctions can be natural in Irish in some cases (for example, *toisc, ós rud é, seachas...*) but care should be taken not to use this practice when not natural to do so. If the translated sentence seems unnatural, it probably is—and in such a case an alternative translation should be used.

3.1.9 Gender

Instead of using phrases which mention the two genders separately, use a general term that includes both genders such as “daoine” or “úsáideoir”.

Avoid writing sentences that refer to a single person whose gender is unknown. You can often avoid this situation by rewriting the sentence to make the subject plural. In cases where a reference to a single person is impossible to avoid, don't use “sé” or “sí”, “é” or “í”, or “a” (his or hers). The language in Microsoft products should sound natural, as if part of a spoken conversation. Also, generally avoid the use of slashes to combine both genders (although sometimes exceptions are made – see table below).

Use the following strategies to avoid the use of overtly gender-based expressions:

Linguistic method	Example	Context
Use a Neutral noun	(+) duine, an té, ceann foirne, saineolaí, fostaí, úsáideoir	Concept descriptions, explanations

Combine both genders by means of a slash	(+) sé/sí	Only in exceptional cases such as License Terms, sometimes in tables (headers or column/row titles, for example)
Use the autonomous form of verbs	(+) úsáidtear, seoltar	When referring to actions designated to neutral subjects

Since Irish distinguishes gender on pronouns, including prepositional pronouns, a US-English source text has to be paraphrased or restructured to avoid any overt mentioning of gender by the pronoun.

- (-) An duine a chruthaigh foclóir saincheaptha, **ní mór dó** leas a bhaint as.
- (+) **Ní mór don duine** a chruthaigh foclóir saincheaptha leas a bhaint as.
- (-) Más úsáideoir nua é, **is gá dó** ainm úsáideora a chlárú.
- (+) **Is gá d'úsáideoirí** nua ainm úsáideora a chlárú.
- (-) Gach duine a úsáideann an ghné seo, **ní mór dó** clárú.
- (+) **Ní mór do gach duine** a úsáideann an ghné seo clárú.
- (-) Fiú mura staitisteoir **é an t-úsáideoir**, cuireann Microsoft Excel **ar a chumas** ...
- (+) Fiú mura staitisteoir **tú**, cuireann Microsoft Excel **ar do chumas** ...
- (-) Fiú mura dtuigeann **an t-úsáideoir** mórán faoi staitistic, cuireann Microsoft Excel **ar a chumas** ...
- (+) Fiú mura dtuigeann **tú** mórán faoi staitistic, cuireann Microsoft Excel **ar do chumas** ...
- (-) Teastaíonn ón ngrianghrafadóir go mbeidh **a chuid grianghraf** ar an gcaighdeán is airde.
- (+) Teastaíonn ón ngrianghrafadóir go mbeidh **na grianghraif** ar an gcaighdeán is airde.

3.1.10 Genitive

Remember that product names and non-translated feature names will remain unchanged in the genitive.

In the case of acronyms, all borrowed acronyms should be treated as masculine, and the article should be treated as such. In the case of feminine acronyms in Irish, the masculine form of the article should be used in the genitive singular.

Convention 1

Product names and non-translated feature names remain unchanged in the genitive

Example:

en-US source	Irish target
Microsoft products	(-) Táirgí Mhicrosoft (+) Táirgí Microsoft

Convention 2

Masculine form of article with acronyms

(+) an DVD

(+) ainm an DVD

3.1.11 Localizing colloquialism, idioms, and metaphors

The Microsoft voice allows for the use of culture-centric colloquialisms, idioms and metaphors (collectively referred to "colloquialism").

Choose from the following options to express the intent of the source text appropriately.

- Don't attempt to replace the source colloquialism with an Irish colloquialism that fits the same meaning of the particular context unless it's a perfect and natural fit for that context.
- Translate the *intended* meaning of the colloquialism in the source text (not the literal translation of the original colloquialism in the source text), but only if the colloquialism's meaning is an integral part of the text that can't be omitted.
- If the colloquialism can be omitted without affecting the meaning of the text, omit it.

3.1.12 Nouns

General considerations

Due to the possibility of nouns in Irish undergoing eclipsis or lenition, the same noun may differ depending on grammatical circumstances. This may cause problems where the same string is used repeatedly in different contexts, but is only translated once. It may be necessary to correct this during the review stage.

Inflection

In the case of numbers, you will generally only see a placeholder where a number in numeric form will at some point be automatically inserted into the text. As the actual number can vary, it's impossible to judge how to treat the following noun in advance. As such, it's recommended that all nouns following placeholders for numbers should be left in the singular and uninflected. This will occur before nouns such as "day(s)", "week(s)", "month(s)", "year(s)", and in other contexts referring to the number of files, items, folders etc. to be deleted, uploaded, exported etc.

Watch out for placeholders which may unexpectedly turn out to be numbers:

en-US source	Irish target
Are you sure you want to send the <x> items to the Recycle Bin?	(+) An bhfuil fonn ort go cinnte an <x> mír seo a sheoladh chuig an mbosca athchúrsála?

Use of eclipsis or lenition after singular preposition and article

Both practices are standard but it's important to be consistent within the same product. Choose one and adhere to it throughout.

Plural formation

Note the plural of *suíomh* > *suíomhanna* (rather than *suímh*)

In the case of acronyms, add the suffix *anna*. For example *DVD* > *DVDanna*

Pay attention to nouns and their meaning – sometimes what appears to be a plural noun may in fact refer to a singular meaning. Cases in point are "media", "software" and "hardware". Examine the context carefully to decide which is meant. If in doubt, raise a query.

en-US source	Irish target
Insert media	(+) Ionsáigh an meán. (-) Ionsáigh meáin, Ionsáigh na meáin.
Found new hardware	(+) Aimsíodh crua-earra nua. (-) Aimsíodh crua-earraí nua.
Do you want to delete this software?	(+) An bhfuil fonn ort an bogearra seo a scrios? (-) An bhfuil fonn ort na bogearraí seo a scrios?

Translation of English phrases which allow both singular and plural forms at the same time should be translated in the same manner in Irish:

en-US source	Irish target
Beginning to delete file(s)	(+) Ag tosú ar chomha(i)d a scrios.

Use the nominative singular form of the noun without inflection after numerals, unless you can be sure of the numeral in question and that you're certain this numeral will not vary.

Personification

Don't use the first person in reference to actions performed by the software product. If possible, use a verbal noun phrase:

en-US source	Irish target
Unable to save the file	(+) Ní féidir an comhad a shábháil.
Deleting file	(+) Ag scrios an chomhaid

If the agent is mentioned in the US text, use it in the translation as well.

en-US source	Irish target
Word is deleting file	(+) Tá an comhad á scrios ag Word.

While the operating system, Windows, is personalized and referred to actively in the English version, it's recommended that the passive form be used in Irish where possible:

en-US source	Irish target
Windows is shutting down	(+) Tá Windows á mhúchadh.

In general, avoid the impersonal as much as possible – except where you want to avoid instances of gender bias. In cases where the passive is used intentionally in English, i.e. the agent is not known or is not relevant, the phrase or string should be translated in the autonomous form in Irish:

en-US source	Irish target
The message has been sent	(+) Tá an teachtaireacht seolta.

3.1.13 Prepositions

Be aware of proper preposition use in translations. Many translators, influenced by the English language, omit them or change the word order.

For the Microsoft voice, use of prepositions is another way to help convey a casual or conversational tone. Starting or ending a sentence with a preposition is acceptable practice in conveying Microsoft voice.

This practice is standard in Irish. Prepositions can also be joined to relative clauses (*an ceol **lena** bhfuil tú ag éisteacht* / *an ceol a bhfuil tú ag éisteacht leis*). While the second option is more casual and used in everyday language, note that the first option is very useful in order to avoid using gender-specific male/female prepositional pronouns when referring to people (for example, *an múinteoir **lena** bhfuil tú ag éisteacht*).

Note that the preposition *um* should be avoided as this belongs to a highly formal language register.

Pay attention to the correct use of prepositions in Irish, although no preposition may appear in the English text:

en-US source	Irish target
Ignore	(+) Déan neamhaird de ...
Add	(+) Cuir ... le/leis
Exit	(+) Scoir de ...
Click the Refresh button	(+) Cliceáil ar an gcnaipe 'Athnuaigh'.

Prepositions are also necessary between some pairs of nouns in Irish:

en-US source	Irish target
data model	(+) samhail de shonraí/ na sonraí
requirements analysis	(+) anailís ar (na) riachtanais
object request	(+) iarratas ar oibiacht

In translating phrases such as “on disk”, pay attention to the difference in meaning between “on (an individual) disk” and “the state of (data) being stored on disk”. The former meaning is indicated in Irish by lenition (where possible) and the latter by non-lenition:

en-US source	Irish target
on [a] disk	(+) ar dhiosca
[state of being] on disk	(+) ar diosca
on [a] tape	(+) ar théip
[state of being] on tape	(+) ar téip

Use of eclipses or lenition after singular preposition and article. Both practices are standard but it's important to be consistent within the same product. Choose one and adhere to it throughout:

en-US source	Irish target
Click on the button	(+) Cliceáil ar an chnaipe. (+) Cliceáil ar an gcnaipe.
context-dependent	(+) spleách ar an chomhthéacs (+) spleách ar an gcomhthéacs

The preposition “for” in product names should be translated:

en-US source	Irish target
Word for Windows	(+) Word le haghaidh Windows

Use the 2nd person singular of pronouns and prepositional pronouns to address the user.

en-US source	Irish target
Type your name	(+) Clóscríobh d’ainm.
Are you sure you want to exit this program?	(+) An bhfuil tú cinnte go bhfuil fonn ort scor den chlárseo?

Prepositional phrases in English need to be translated according to their context; anglicisms should be avoided. The table below contains frequently used verbs and the prepositions that follow them. Use this table as a reference. Prepositional usage does not translate exactly from one language to another. Thus while some verbs in English require prepositions, their Irish equivalents may not. More commonly, however, the

reverse is the case so that English verbs not requiring a preposition are often rendered in Irish by a verb with a preposition. In some cases, Irish verbs require different prepositions depending on the context. Furthermore, an English preposition may need to be rendered in Irish by different prepositions depending on the context. Sometimes a preposition is implied but not written in English and this needs to be taken into account in the translation.

en-US source	Irish target	Comment
migrate to	(+) ascain go /go dtí	With verbs of movement 'go dtí' is often more appropriate than 'go'
Migrate from	(+) ascain ó	
import o	(+) iompórtáil go /go dtí	With verbs of movement 'go dtí' is often more appropriate than 'go'
import from	(+) iompórtáil ó	
export to	(+) easpórtáil go /go dtí	With verbs of movement 'go dtí' is often more appropriate than 'go'
export from	(+) easpórtáil ó	
update to	(+) nuashonraigh go	
upgrade to	(+) uasghrádaigh go	
change to	(+) athraigh go	
click on	(+) cliceáil ar	
connect to	(+) ceangail le /nasc le	While both verbs are correct, 'ceangail' is probably more familiar and 'nasc' slightly more technical but useful to avoid ambiguity.
welcome to ...	(+) fáilte go ...	
send o ...	(+) seol chuig ... /cuir chuig ...	Note that 'go' would not be appropriate here.
write o ...	(+) scríobh chuig ...	Note that 'go' would not be appropriate here.
add	(+) cuir le/cuir leis	Follow normal Irish usage if the target to which something is being added is known; when it's not known use 'cuir leis'.
analyse	(+) déan anailís ar	Although the transitive verb 'anailísigh' exists, it does not enjoy popular usage.

en-US source	Irish target	Comment
extract	(+) asbhain /bain as	Although 'asbhain' exists, it will often be more natural to write 'bain as'.
protect	(+) cosain, cosain ar, cosain ó	Since 'cosain' can be transitive or intransitive, you need to check the context to see if a preposition is required and which one is appropriate.
copy protection	(+) cosaint ar chóipeáil	The English term does not include the information that the process in question is 'protection from copying'

The examples below contain frequently occurring noun phrases that are preceded by a preposition. Use this table as a reference.

en-US source	Irish target	Comment
in the toolbar	(+) ar an mbarra uirlisí	'sa' would not be appropriate here
below/under the toolbar	(+) faoin mbarra uirlisí	
beside the toolbar	(+) taobh leis an mbarra uirlisí	
on the tab	(+) ar an táb	
on the menu	(+) ar an roghchlár	
on the net	(+) ar an líonra	
on the Internet	(+) ar an Idirlíon	
on the Web	(+) ar an nGréasán	
on a web site	(+) ar shuíomh Gréasáin/ar láithreán Gréasáin	
on a web page	(+) ar leathanach Gréasáin	
at the top	(+) ag an mbarr	
to the top	(+) go dtí an barr	
from the top	(+) ón mbarr	

3.1.14 Pronouns

It will be necessary in many cases to paraphrase or restructure source segments to avoid any overt mentioning of gender by the pronoun.

Examples:

- (-) Gach duine a úsáideann an ghné seo, **ní mór dó** clárú.
- (+) **Ní mór do gach duine** a úsáideann an ghné seo clárú.

Use the 2nd personal singular form of pronouns and prepositional pronouns to address the user where possible.

en-US source	Irish target
Type your name	(+) Clóscríobh d'ainm.
Are you sure you want to exit Setup?	(+) An bhfuil fonn ort go cinnte scor de 'Cumraigh'?

3.1.15 Punctuation

Follow the following basic rules for the use of punctuation marks in Irish.

When items are complete sentences, each of them should start with a capital letter and end with a full stop in the Irish translation, even when no punctuation appears in the English version. When items are not complete sentences, they start with a capital letter and don't end with a full stop.

General punctuation conventions in Irish are identical to those in English, except in the case of series of adjectives, which are generally punctuated with commas in English but not in Irish. Thus translators should leave series of adjectives unpunctuated if they arise. Decimal separators and thousand separators are as in English.

Punctuation spacing in Irish is also as in English, i.e. punctuation marks are not preceded by a space but are always followed by one space.

Use nonbreaking spaces (CTRL (+) SHIFT (+) SPACEBAR or ALT (+) 0160) between words which should not be separated onto different lines. If two words are connected by a nonbreaking space, Word will keep them together, even if subsequent editing causes line breaks to change. On your screen, a nonbreaking space looks like a degree symbol (°), but it will print like a space.

Table column and row headings should follow the same language style throughout the software. Column and row headings should start with capital letters and they usually don't end with any punctuation marks.

When table items are complete sentences, each of them starts with a capital letter and ends with a full stop. When table items are not complete sentences, they start with a capital letter and don't end with a full stop.

en-US source	Irish target
Please select a valid device or directory.	(+) Roghnaigh gléas nó comhadlann bhailí.

Comma

US English uses a full stop (period) as the decimal separator, while many other languages use a comma. In Irish a full stop (period) is used. Don't use a space for this purpose as a space separates the numeral from the abbreviation.

In paper sizes (the last example in the table below) the decimal separator and the abbreviation "in" for inches are kept, since the sizes are US norms and should be represented accordingly.

en-US source	Irish target
5.25 cm	(+) 5.25 cm
5 x 7.2 inches	(+) 5 x 7.2 orlach
Letter Landscape 11 x 8.5 in	(+) Tírdhreach Letter 11 x 8.5 in

For thousands, English uses a comma while many other languages use a full stop (period) (at Microsoft we normally don't use a space for this purpose, but we use a period instead to avoid wrapping problems). In Irish a comma is used.

en-US source	Irish target
1,526	(+) 1,526
\$ 1,526.75	(+) €1,526.75

Colon

Use colons to introduce lists or other information.

Example: *Bhí na daoine seo i leanas i láthair ar an oíche: Máire Ní Bhriain, Marcas Mac an Rí, agus Síle Ní Dhúshláine*

Don't use colons with a conjunction such as *ach*, *ná* or *is ea*

Example: *Cé a bhí ann ach Máire, Marcas agus Síle!*

Dashes and hyphens

Three different dash characters are used in English:

Hyphen

The functions of the hyphen are summarized in *Graiméar Gaeilge na mBráithre Críostaí* pp19-20. In general, try to avoid hyphenation unless necessary due to space restrictions. Nonbreaking hyphens should be used in the case of *t-* and *n-*.

Examples: *an t-athair*, *sin-seanathair*, *an-mhaith*, *ró-óg*

En dash

The en dash is used as a minus sign, usually with spaces before and after. It's also used to denote a negative number (without a space). It's obtained by pressing Alt + 0150 OR ctrl + - (num) in Windows.

Examples: (+) 13 – 5 = 8; 5 – 10 = –5

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.

Examples: (+) *lgh 19–23*; *le linn na tréimhse 1916–1921*

Em dash

The em dash should only be used to emphasize an isolated element or introduce an element that's not essential to the meaning conveyed by the sentence. It should be used sparingly.

Ellipses (suspension points)

Ellipses are generally used to indicate missing words, sentences or paragraphs from a text or quotation, or to leave something to the idea of the reader. They may be enclosed between square brackets.

Example: Ní raibh de sholas sa seomra ach a dtáinig isteach tríd an bhfuinneog [...] ach mura raibh féin bhí bean ann.

Period

Full stops are used after abbreviations, but not after contractions

Examples: (+) An Dr Seán de Barra

(+) Féach lgh 59-65

(+) An tOll. Mícheál de Brún

Adhere to the following guidelines when determining whether to include a full stop (period) at the end of a list or table entry:

- If bulleted items are complete sentences: each ends with a full stop.
- If bulleted items continue an introductory clause: don't use a full stop.
- For items in a list (chapters, sections, products, system requirements, etc.) that are neither sentences nor continuations of sentences, don't use a full stop.
- If your translation is longer than the US text, or if you split your translation into several independent sentences, use common sense and insert a full stop if it improves the Irish style.
- Never put a full stop after just one word.

The same convention applies to instruction lists, captions, and callouts.

Quotation marks

In US source strings, you may find software references surrounded by English quotation marks. Please follow the following basic rules for the use of quotation marks in Irish.

Use smart single quotes to set a feature name or a button name apart in order to avoid grammatical inflection.

en-US source	Irish target
Start Menu	(+) Roghchlár 'Tosaigh'
Use the INS key for Paste	(+) Úsáid an eochair INS do 'Greamaigh'.

Click the Refresh button	(+) Clíceáil ar an gcnaipe 'Athnuaigh'.
Continue without Undo?	(+) Lean ar aghaidh gan 'Cealaigh'?
Are you sure you want to exit Setup?	(+) An bhfuil tú cinnte go bhfuil fonn ort scor de 'Suiteáil'?

Use smart double quotes to indicate direct speech. Should the direct speech contain a quotation, use single quotes for the inner quotation.

en-US source	Irish target
A user who calls up the helpline and says "I need help!" should be listened to.	(+) Ní mór éisteacht le húsáideoir a ghlaonn ar an líne chabhrach a rá "Tá cabhair uaim!"
"What did you reply when the user said 'I need help!'"	(+) "Cén freagra a thug tú nuair a dúirt an t-úsáideoir 'Tá cabhair uaim!'"

Parentheses

In Irish, there is no space between the parentheses and the text inside them.

3.1.16 Sentence fragments

For the Microsoft voice, use of sentence fragments helps convey a conversational tone. They are used whenever possible as they are short and to the point.

en-US long form	en-US sentence fragment
Use the following steps.	Here's how

The Irish Microsoft voice can also be conveyed through the use of sentence fragments. In many cases, the same segments may reoccur frequently so a standard translation can be used.

en-US source	Irish long form	Irish sentence fragment
Learn more	Taispeáin tuilleadh faisnéise dom	Tuilleadh faisnéise
Edit	Déan eagarthóireacht ar	Cuir in eagar
Sorry	Gabh ár leithscéal	Ár leithscéal (this should be used instead of <i>tá bron orainn</i>)

3.1.17 Symbols & nonbreaking spaces

In general, symbols used in Irish texts are the same as those used in English texts.

Use nonbreaking spaces (CTRL (+) SHIFT (+) SPACEBAR or ALT (+) 0160) between words which should not be separated onto different lines. If two words are connected by a nonbreaking space, Word will keep them together, even if subsequent editing causes line breaks to change. On your screen, a nonbreaking space looks like a degree symbol (°), but it will print like a space.

3.1.18 Verbs

For US English Microsoft voice, verb tense helps to convey the clarity of Microsoft voice. Simple tenses are used. The easiest tense to understand is the simple present, like we use in this guide. Avoid future tense unless you're describing something that will really happen in the future and the simple present tense is inapplicable. Use simple past tense when you describe events that have already happened.

en-US old use of verb tense	en-US new use of verb tense
After you're finished installing the tool, the icon will appear on your desktop. ["are finished" is in present perfect tense]	After you finish installing the tool, the icon appears on your desktop. ["finish" is in simple present tense]

Microsoft voice in Irish can be conveyed similarly through the use of verb tense in Irish. The simple present tense (*aimsir láithreach*) should be used except in cases where actions in the past or future are specifically referred to or implied. Verbs often appear without subjects in en-US (for example, *Opens a new window*), but in Irish this is not normal. Instead, use the present tense with 'seo' (> *Osclaíonn seo fuinneog nua*). Use present tense of the verb *bí* plus an adjective to refer to states rather than repeated actions for example, *Tá an comhad dúnta* rather than *Dúnann tú an comhad*. The future tense should be used for future actions e.g. *Click Next when you have finished previewing* > *Cliceáil ar 'Ar aghaidh' nuair a **bheidh** tú críochnaithe leis an réamhamharc*.

The present continuous is sometimes used in English to refer to future actions. In Irish, please use the future.

en-US source	Target
Every Thursday this December, we're giving away free Skype Credit.	Tá Creidmheas Skype saor in aisce á thabhairt amach againn gach Déardaoin i mí na Nollag

Avoid using constructions with *arna* (for example, *arna dhéanamh*, *arna nglacadh*) as this is very formal.

en-US source	Irish old use of verb tense	Irish new use of verb tense
After you're finished installing the tool, the icon will appear on your desktop.	Tar éis duit an uirlis a shuiteáil, beidh an t-íocón le feiceáil ar an deasc.	<i>Beidh an t-íocón le feiceáil ar an deasc nuair a bheidh an uirlis suiteáilte agat.</i>

4 Localization considerations

Localization means that the translated text needs to be adapted to the local language, customs and standards.

The language in Microsoft products should have the "look and feel" of a product originally written in Irish, using idiomatic syntax and terminology, while at the same time maintaining a high level of terminological consistency, so as to guarantee the maximum user experience and usability for our customers.

No two languages function in exactly the same manner. Along with differences in looking at different concepts and expressing these concepts, the mechanics of language change from one language to another. For example, Irish has a system of lenition and eclipses which does not exist in English, and this sometimes causes problems localizing an English-language product. The relationship between numbers and singular/plural forms of nouns are is not the same. Word order is different. These need to be taken into account during the localization process, and need to be treaded consistently in order to avoid confusion. Context is also very important. It's not always clear from the source string whether an English word is a noun or a verb (for example, View). In the case of any confusion, check the context of the string to make sure the translation is accurate.

4.1 Accessibility

Accessibility options and programs are designed to make the computer usable by people with cognitive, hearing, physical, or visual disabilities.

Hardware and software components engage a flexible, customizable user interface, alternative input and output methods, and greater exposure of screen elements.

General accessibility information can be found at <http://www.microsoft.com/enable/education/>.

4.2 Applications, products, and features

Product and application names are often trademarked or may be trademarked in the future and are therefore rarely translated. Occasionally, feature names are trademarked, too (for example, IntelliSense™). Before translating any application, product, or feature name, please verify that it's in fact translatable and not protected in any way. This information can be obtained [here](#).

Version numbers

Version numbers always contain a period (for example, Version 4.2). Note punctuation examples of "Version x.x":

US English	Irish target
Version 4.2	Leagan 4.2

Version numbers are usually also a part of version strings, but technically they are not the same.

4.3 Trademarks

Trademarked names and the name Microsoft Corporation shouldn't be localized unless local laws require translation and an approved translated form of the trademark is available. A list of Microsoft trademarks is [here](#).

4.4 Geopolitical concerns

Part of the cultural adaptation of the US-product to a specific market is the resolution of geopolitical issues. While the US-product is 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 are present

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

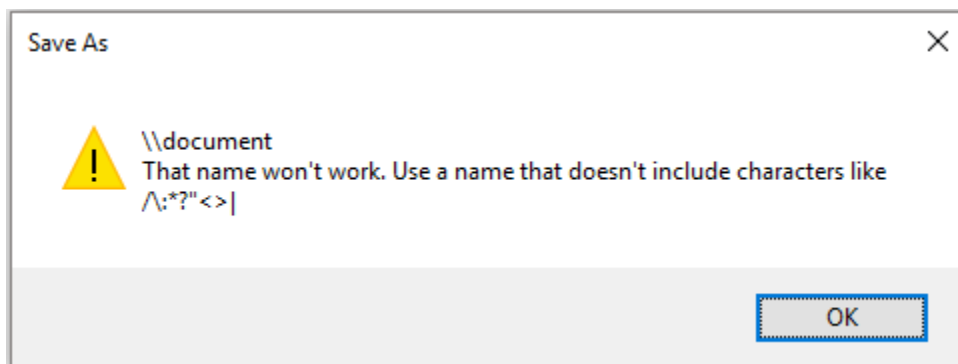
A thorough understanding of the culture of the target market is required for checking the appropriateness of cultural content, clip art and other visual representations of religious symbols, and body and hand gestures.

4.5 Software considerations

This section refers to all menus, menu items, commands, buttons, check boxes, and other UI elements that should be consistently translated in the localized product.

4.5.1 Error messages

Here is an example:



Error messages are messages sent by the system or a program, informing the user of an error that must be corrected in order for the program to keep running. The messages can prompt the user to take action or inform the user of an error that requires restarting the computer.

Considering the underlying principles of Microsoft voice, translators are encouraged to apply them to ensure target translation is more natural, empathetic and not robot-like.

English term	Correct Irish translation
Oops, that can't be blank...	(+) Hoips, ní féidir leis sin a bheith bán...
Not enough memory to process this command.	(+) Níl dóthain cuimhne ann chun an t-ordú seo a phróiseáil.

Irish style in error messages

Use consistent terminology and language style in the localized error messages, and not just translate them as they appear in the US product.

Use the present tense, except when the message refers specifically to an event in the past:

en-US source	Irish target
The product has been removed from your computer.	(+) Tá an táirge bainte de do ríomhaire.
Word was unable to open the file.	(+) Theip ar Word an comhad a oscailt.

Standard phrases in error messages

When translating usual phrases, standardize. Note that sometimes the US uses different forms to express the same thing. As you localize the software into Irish, you should ensure that you use a standard phrase for error messages that have the same meaning and purpose in the US-English version.

These phrases commonly occur in error messages. When you translate them, try to use the provided target phrases. However, feel free to use other ways to express the source meaning if they work better in the context.

Examples:

en-US source	Irish target	Example
Can't ... Could not ...	(+) Ní féidir teacht ar angcomhad	File could not be found File can't be found
Failed to ... Failure of ...	(+) Theip ar an nasc.	Failed to connect Failure to connect

en-US source	Irish target	Example
Can't find ... Could not find ... Unable to find ... Unable to locate ...	(+) Ní féidir teacht ar anmbogearra tiománaí	Can't find driver software Could not find driver software Unable to find driver software Unable to locate driver software
Not enough memory Insufficient memory There is not enough memory There is not enough memory available	(+) Cuimhne lán	
... is not available ... is unavailable	(+) Níl fáil ar an ordú.	The command is not available The command is unavailable

Error messages containing placeholders

When localizing error messages containing placeholders, try to anticipate 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.

Examples:

%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."

As Irish has agreement between adjectives and nouns, when the noun is a placeholder, it can be important to know what exact string will be in the placeholder, so that an adjective can be inflected accordingly. The wording of most source strings has already been adjusted to avoid such localization issues and a syntactic construction has been

chosen in which a placeholder is not modified by an adjective. However, be mindful of such issues when localizing software:

en-US source	Message user will see	Irish target
Replace invalid %s?	Replace invalid data? Replace invalid file?	(+) Ionadaigh %s neamhbhailí?
%s already exists	File already exists Name already exists	(+) Is ann don %s cheana.
%s is now set as your personal contact.	Regina is now set as your personal contact Mr. Kim is now set as your personal contact	(+) Tá %s socraithe anois mar do theagmhálaí pearsanta.
%s stopped working and was closed	The application stopped working and was closed The program stopped working and was closed	(+) Stop an %s ag obair agus dúnadh é.

4.5.2 Keys

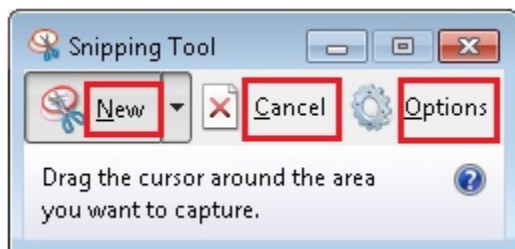
In English, references to key names, like arrow keys, function keys and numeric keys, appear in normal text (not in small caps). This formatting should be followed in Irish. Refer to key names as they appear on the keyboard.

English key name	Irish key name
Alt	Alt
Backspace	Backspace
Break	Break
Caps Lock	Caps Lock
Ctrl	Control
Delete	Delete
Down Arrow	Saighead Síos
End	End
Enter	Enter

English key name	Irish key name
Esc	Esc
Home	Home
Insert	Insert
Left Arrow	Saighead Chlé
Num Lock	Num Lock
Page Down	Page Down
Page Up	Page Up
Pause	Pause
Right Arrow	Saighead Dheas
Scroll Lock	Scroll Lock
Shift	Shift
Spacebar	Spásbharra
Tab	Tab
Up Arrow	Saighead Suas
Windows key	Eochair Windows
Menu Key	Eochair Roghchláir
Print Screen	Print Screen

4.5.3 Keyboard shortcuts

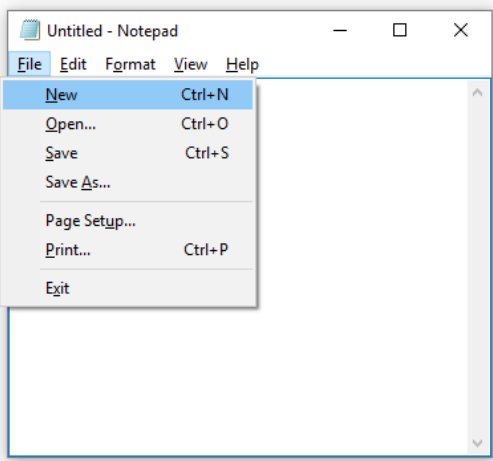
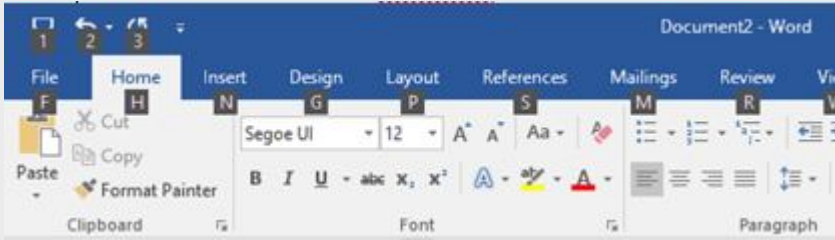
Sometimes, there are underlined or highlighted letters in menu options, commands or dialog boxes. These letters refer to keyboard shortcuts (also known as access keys) that allow you to run commands, perform tasks, etc., more quickly.



Keyboard shortcuts special options	Usage: is it allowed?	Comments
"Slim characters," such as I, l, t, r, f can be used as keyboard shortcuts	Yes	This is the normal practice in Irish.
Characters with downstrokes, such as g, j, y, p and q can be used as keyboard shortcuts	Yes	Only g, j and p are applicable in Irish and it's better to avoid using them as keyboard shortcuts.
Extended characters can be used as keyboard shortcuts	No	This option can't be employed in Irish because we use a length accent (síneadh fada) on vowels.
An additional letter, appearing between brackets after item name, can be used as a keyboard shortcut	No	This practice is not known in Irish.
A number, appearing between brackets after item name, can be used as a keyboard shortcut	Yes	
A punctuation sign, appearing between brackets after item name, can be used as a keyboard shortcut	No	This practice is not known in Irish.
Duplicate keyboard shortcuts are allowed when no other character is available	No	
No keyboard shortcut is assigned when no more characters are available (minor options only)	No	

Additional notes: generally speaking, any character which does not have a downstroke may be used, as long as the same letter is not used twice in the same menu. Small letters should be given first preference as capitals will entail an extra keystroke.

Content writers usually just refer to "keyboard shortcuts" in content for a general audience. In localization, however, we distinguish the following terms:

Term	Usage
access key	<p>A subtype of keyboard shortcut. A letter or number that the user types to access UI controls that have text labels. Access keys are assigned to top-level controls so that the user can use the keyboard to move through the UI quickly.</p> <p>Example: F in Alt+F</p> <p>Example in UI localization: H&ome</p>  <p>In keyboard shortcuts, most access keys are used with the Alt key.</p>
key tip	<p>The letter or number that appears in the ribbon when the Alt key is pressed.</p> <p>In UI localization, the key tip is the last character present in the strings after the "`" character.</p> <p>Example: In UI localization Home`H</p> 
shortcut key	<p>A subtype of keyboard shortcut. A key that the user types to perform a common action without having to go through the UI. Shortcut keys are not available for every command.</p> <p>Example: Ctrl+N, Ctrl+V</p> <p>In keyboard shortcuts, most shortcut keys are used with the Ctrl key.</p> <p>Ctrl+letter combinations and function keys (F1 through F12) are usually the best choices for shortcut keys.</p>

4.5.4 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.

4.5.5 Numeric keypad

Avoid distinguishing numeric keypad keys from the other keys, unless it's required by a given application. If it's not obvious which keys need to be pressed, provide necessary explanations.

4.5.6 Shortcut keys

Shortcut keys are keystrokes or combinations of keystrokes that perform defined functions in a software application. Shortcut keys replace menu commands and are sometimes given next to the command they represent. While access keys 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	Irish command	Irish shortcut key
General Windows shortcut keys			
Help window	F1	Cabhair	F1
Context-sensitive Help	Shift+F1	Cabhair chomhthéacs-íogair	Shift+F1
Display pop-up menu	Shift+F10	Taispeáin roghchlár aníos	Shift+F10
Cancel	Esc	Cealaigh	Esc
Activate\Deactivate menu bar mode	F10	Gníomhachtaigh/Díghníomhachtaigh mód an bharr roghchláir	F10
Switch to the next primary application	Alt+Tab	Malartaigh chuig an gcéad fheidhmchlár phríomhúil eile	Alt+Tab

US command	US English shortcut key	Irish command	Irish shortcut key
Display next window	Alt+Esc	Taispeáin an chéad fhuinneog eile	Alt+Esc
Display pop-up menu for the window	Alt+Spacebar	Taispeáin roghchlár anuas don fhuinneog	Alt+Spacebar
Display pop-up menu for the active child window	Alt+-	Taispeáin roghchlár anuas don mhacfhuinneog ghníomhach	Alt+-
Display property sheet for current selection	Alt+Enter	Taispeáin leathanach airíonna don roghnú reatha	Alt+Enter
Close active application window	Alt+F4	Dún fuinneog an fheidhmchláir ghníomhaigh	Alt+F4
Switch to next window within (modeless-compliant) application	Alt+F6	Malartaigh chuig an chéad fhuinneog eile laistigh den fheidhmchlár (gan mód-oiriúnach)	Alt+F6
Capture active window image to the Clipboard	Alt+Prnt Scrn	Gabh an fhuinneog ghníomhach chuig an nGearrthaisce	Alt+Prnt Scrn
Capture desktop image to the Clipboard	Prnt Scrn	Gabh íomhá den Deasc chuig an nGearrthaisce	Prnt Scrn
Access Start button in taskbar	Ctrl+Esc	Rochtain ar an gcnaipe 'Tosaigh' sa tascbharra	Ctrl+Esc
Display next child window	Ctrl+F6	Taispeáin an chéad macfhuinneog eile	Ctrl+F6
Display next tabbed pane	Ctrl+Tab	Taispeáin an chéad phána tábáilte eile	Ctrl+Tab
Launch Task Manager and system initialization	Ctrl+Shift+Esc	Lainseáil an Bainisteoir Tascanna agus túsú an chórais	Ctrl+Shift+Esc
File menu			

US command	US English shortcut key	Irish command	Irish shortcut key
File New	Ctrl+N	Comhad Nua	Ctrl+N
File Open	Ctrl+O	Comhad Oscail	Ctrl+O
File Close	Ctrl+F4	Comhad Dún	Ctrl+F4
File Save	Ctrl+S	Comhad ábháil	Ctrl+S
File Save as	F12	Comhad Sábháil mar	F12
File Print Preview	Ctrl+F2	Comhad Amharc roimh phriontáil	Ctrl+F2
File Print	Ctrl+P	Comhad Priontáil	Ctrl+P
File Exit	Alt+F4	Comhad Scoir	Alt+F4
Edit menu			
Edit Undo	Ctrl+Z	Cuir in eagar Cealaigh	Ctrl+Z
Edit Repeat	Ctrl+Y	Cuir in eagar Athdhéan	Ctrl+Y
Edit Cut	Ctrl+X	Cuir in eagar Gearr	Ctrl+X
Edit Copy	Ctrl+C	Cuir in eagar Cóipeáil	Ctrl+C
Edit Paste	Ctrl+V	Cuir in eagar Greamaigh	Ctrl+V
Edit Delete	Ctrl+Backspace	Cuir in eagar Scrios	Ctrl+Backspace
Edit Select All	Ctrl+A	Cuir in eagar Roghnaigh gach	Ctrl+A
Edit Find	Ctrl+F	Cuir in eagar Aimsigh	Ctrl+F
Edit Replace	Ctrl+H	Cuir in eagar Athchuir	Ctrl+H
Edit Go To	Ctrl+B	Cuir in eagar Téigh go	Ctrl+B
Help menu			
Help	F1	Cabhair	F1
Font format			
Italic	Ctrl+I	Cló Iodálach	Ctrl+I
Bold	Ctrl+G	Cló trom	Ctrl+G
Underlined\Word underline	Ctrl+U	Líne faoi/Líne faoi fhocal	Ctrl+U

US command	US English shortcut key	Irish command	Irish shortcut key
Large caps	Ctrl+Shift+A	Ceannlitreacha móra	Ctrl+Shift+A
Small caps	Ctrl+Shift+K	Ceannlitreacha beaga	Ctrl+Shift+K
Paragraph format			
Centered	Ctrl+E	Láraigh	Ctrl+E
Left aligned	Ctrl+L	Ailínigh an téacs ar chlé	Ctrl+L
Right aligned	Ctrl+R	Ailínigh an téacs ar dheis	Ctrl+R
Justified	Ctrl+J	Comhfhadaigh	Ctrl+J

4.5.7 English pronunciation

General rules

Generally speaking, English terms and product names left unlocalized in target material should be pronounced the English way. For instance, Microsoft must be pronounced the English way. However, if your language has an established pronunciation for some common term (such as "server") the local pronunciation should be used. Moreover, pronunciation can be adapted to the Irish phonetic system if the original pronunciation sounds very awkward in Irish.

Example	Phonetics	Comment
SecurID	[sɪ'kjuər aɪ di:]	Pronounced the English way
.NET	[dot net]	Product name, therefore pronounced the English way
Skype	[skaɪp]	Product names are pronounced in Irish the same way that they are pronounced in the source language.

Acronyms and abbreviations

Acronyms are pronounced like real words, adapted to the local pronunciation:

Example	Phonetics	Comment
RADIUS	['reɪdjəs]	Pronounced the English way
LAN	[læn]	Pronounced the English way
WAN	[wɒn]	Pronounced the English way

Other abbreviations are pronounced letter by letter.

Example	Phonetics	Comment
ICMP	[aɪ si: em pi:]	Pronounced the English way
IP	[aɪ pi:]	Pronounced the English way
TCP/IP	[ti: si: pi: aɪ pi:]	Pronounced the English way
XML	[eks em el]	Pronounced the English way
HTML	[ertò ti: em el]	Pronounced the English way

URLS

"http://" should be omitted; the rest of the URL should be read entirely.

"www" should be pronounced as "www".

The "dot" should be omitted, but can also be read out. If you read it out, then it must be pronounced the Irish way, as "ponc".

Example	Phonetics	Comment
http://www.microsoft.com	www ponc microsoft ponc com	Punctuation marks should be pronounced in Irish (see below)

Punctuation marks

Most punctuation marks are naturally implied by the sound of voice, for example, ? ! : ; ,

En Dash (–) are used to emphasize an isolated element. It should be pronounced as a comma, i.e. as a short pause.

Special characters

Pronounce special characters such as / \ ^ < > + - using the Irish approved translations.

The information contained in this document represents the current view of Microsoft Corporation on the issues discussed as of the date of publication. Because Microsoft must respond to changing market conditions, it should not be interpreted to be a commitment on the part of Microsoft, and Microsoft cannot guarantee the accuracy of any information presented after the date of publication.

This white paper is for informational purposes only. Microsoft makes no warranties, express or implied, in this document.

Complying with all applicable copyright laws is the responsibility of the user. Without limiting the rights under copyright, no part of this document may be reproduced, stored in, or introduced into a retrieval system, or transmitted in any form or by any means (electronic, mechanical, photocopying, recording, or otherwise), or for any purpose, without the express written permission of Microsoft Corporation.

Microsoft may have patents, patent applications, trademarks, copyrights, or other intellectual property rights covering subject matter in this document. Except as expressly provided in any written license agreement from Microsoft, the furnishing of this document does not give you any license to these patents, trademarks, copyrights, or other intellectual property.

© 2017 Microsoft Corporation. All rights reserved.

The example companies, organizations, products, domain names, email addresses, logos, people, places, and events depicted herein are fictitious. No association with any real company, organization, product, domain name, email address, logo, person, place, or event is intended or should be inferred.

Microsoft, list Microsoft trademarks used in your white paper alphabetically are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.

The names of actual companies and products mentioned herein may be the trademarks of their respective owners.