

Tatar Style Guide

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What's New?

Last Updated: February 2011

The structure of the Style Guide was significantly changed to simplify it and provide only the necessary information in a more logical way. Though there are no major changes in its content, it's recommended to thoroughly review the complete document before localization.

New Topics

The following topics were added:

- n/a

Updated Topics

The following topics were updated:

- n/a

Introduction

This Style Guide went through major revision in February 2011 in order to remove outdated and unnecessary content. It contains information pertaining to all Microsoft products and services.

About This Style Guide

The purpose of this Style Guide is to provide everybody involved in the localization of Tatar 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 stylistic criteria. 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 Tatar localization.

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. [Microsoft Language Portal](#) can be used as reference for approved terminology.

Sample Text

25 августта ТР Милли музееенда каһарман-шагыйрь Муса Жәлилнең тууына 100 ел тулуга багышланган “Батыр үлә, үлмәс ат алып...” дип исемләнгән күчмә күргәзмәне тәкъдир итү чарасы булды. Мәгълүм булганча, ул агымдагы елның 15 февралендә – шагыйрьнең туган көнендә, Россия

Федерациясенәң Дәүләт Думасында тантаналы төстә ачылган иде. Әлеге күргәзмәнең авторлары – ТР Милли музей генераль директоры, тарих фәннәре кандидаты Гөлчәчәк Нәжипова, әдәбият бүлгәгә өлкән фәнни хезмәткәре, Татарстанның атказанган мәдәният эшлеклесе Флера Дәминова, Татарстанның Г.Тукай исемендәгә Дәүләт бүлгәгә, М.Жәлил исемендәгә республика премиясе лауреаты Рафаэль Мостафин, Татарстанның атказанган сәнгать эшлеклесе Сергей Матвеев.

Күргәзмә М.Жәлилнең тормышын һәм ижатын, Жәлилчеләрнең фашист зинданнарындагы көрәш сәхифәләрен чагылдыра. Анда озак еллар буена бөртекләп жыелган һәм ТР Милли музейда, Милли архивында, Г.Ибраһимов исемендәгә Тел, әдәбият һәм сәнгать институты мирасханәсендә саклана торган уникаль документлар һәм фотографиялар тәкъдим ителгән. Шулай ук монда шагыйрьнең шигырьләре тулган жыентыклар, аның турында язылган күп кенә басмалар да урын алган.

Прага архивында табылган һәм Жәлилчә Гайнан Кормашның яшерен оешма эшендә житди роль уйнавын чагылдырган документ исә беренче мәртәбә тәкъдим ителә. Сүз уңаеннан шунысын да әйтеп үтәргә кирәк: әлеге документ нигезендә, Берлиндагы Каршылык күрсәтү музейда жазалап үтерелгән Жәлилчеләрнең исемнәре уелып язылган истәлек куелган.

Күргәзмә ачылышында катнашкан язучы Мөсәгыйть Хәбибуллин үзенең кыска гына чыгышында: “Дөньяда бөек кешеләр була, каһарманнар була. Ләкин бөек тә, каһарман да кешеләр бик аз. Муса Жәлил – шуларның берсе. Ул безнең күңелдә мәңгә яшәр”, - диде.

Гомерен Жәлил тормыш юлы һәм ижатын өйрәнүгә багышлаган Рафаэль Мостафин да шагыйрь һәм аның көрәштәшләре турында түбәндәгә фикерләрен житкерде: “Алтымыш ике ел үтте дип әйтәбез. Бу бит бер кеше гомере. Кеше гомерендә нәрсәләр генә онытылмый, нәрсәләр генә юкка чыкмый. Әмма Жәлилчеләрнең батырлыгы онытылмады, юкка чыкмады.

Жәлилнең батырлыгы балта астына керүдә генә түгел. Аның Алманиядә калырга мөмкинлегә бар иде, ләкин ул хурлыклы юлны сайламый, ул халкына хыянәт итми.

Әгәр дә Жәлилчеләр легионны таркатмаган булса, халкыбызның язмышы икеле булыр иде. Чөнки Сталинның мөселман булган халыкларны сөргенгә жиберергә, шул ук вакытта үзенә татарлардан кемнәр хыянәт иткәнлегә турында житкереп торырга да кушкан. Аңа исә легион төзелгәнлегә турында, ләкин андагыларның барысының да дошманга каршы көрәшкәнлегә турында әйтәләр.

Шуңа да, без Жәлилнең батырлыгын гына түгел, ә татар халкын саклап калуын да искә алып, тагын бер кат баш иябез”.

М.Жәлилнең фашист төрмәләрендә язылган шигырьләре үлемсез. Ул илнең ике бүлгәгенә – Советлар Союзы Каһарманы исеменә һәм Ленин премиясенә (1956 ел) лаек булган бердәнбер шагыйрь.

Шагыйрьнең батырлык һәм кыюлык символына әверелгән шигырьләре дөнъяның күп телләренә тәржемә ителгән.

2006 ел – Жәлилчеләр Фуат Сәйфелмөлеков, Габдулла Батталов, Зиннәт Хәсәнов, Сәлим Бохаровларның 90 еллык юбилейлары белән дә истәлекле.

Рамил Галиев

420008, Казан шәһәре,

Кремль ур., 35-18

Телефон: (843) 2315109

Source: “Татар-информ агентлыгы”

Язылган вакыты: 26 август 2006 ел, 10:25

Recommended Reference Material

Use the Tatar 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. Информатика һәм мәгълүмат технологияләре терминнары = Terms of information science and information technologies = Термины информатики и информационных технологий: инглизчә-татарча-русча аңлатмалы сүзлек / Татарстан Фәннәр Академиясе; төзүчеләр: Ж. Ш. Сөләйманов, Ә. Ф. Галимжанов, М. Х. Вәлиев. – Казан: Мәгариф, 2006. – 383 б.
2. Татар теленең орфографик сүзлеге. – Казан: Татарстан китап нәшрияты, 1983. – 280 б.
3. Сафиуллина Ф. С., Ибраһимов С. М. Татар телендә тыныш билгеләре: Белешмә / Ф. С. Сафиуллина, С. М. Ибраһимов. – Казан: Мәгариф, 2004. – 47 б.
4. Татар теленең аңлатмалы сүзлеге = Толковый словарь татарского языка: өч томда / СССР ФА, Казан филиалы, Г. Ибраһимов исем. Тел, әдәбият һәм тарих институты; Редколлегия.: Л. Т. Махмутова һ. б. – Казан: Татарстан китап нәшрияты, 1977-1981.
5. Русско-татарский словарь = Русча-татарча сүзлек: около 47000 слов / Под ред. Ф. А. Ганиева. – М.: ИНСАН, 1997. – 718 с.

Informative References

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

1. Информатика буенча инглизчә-татарча-русча сүзнамә = English-Tatar-Russian vocabulary / Татарстан Фәннәр Академиясе, Казан дәүләт университеты, "Шәкли фәһем" урта фәнни эзләнү лабораториясе; Төзүчеләр: Ж. Ш. Сөләйманов, Ә. Ф. Галимжанов. – Казан: Казан Математика Жәмгыяте, 2000. – 131 б.
2. Татарская грамматика: В 3 томах. Т. 1, Введение. Фонетика. Фонология; РАН, АН Татарстана, Институт языка, литературы и истории им. Г. Ибрагимова; Редколлегия: М. З. Закиев (главный редактор) и др. – Казань: Татарское книжное издательство, 1993. – 584 с.
3. Татарская грамматика: В 3 томах. Т. 2, Морфология; РАН, АН Татарстана, Институт языка, литературы и истории им. Г. Ибрагимова; Редколлегия: М. З. Закиев и др. – Казань: Татарское книжное издательство, 1993. – 397 с.
4. Закиев М. З. Татарская грамматика: В 3 томах. Т.3, Синтаксис / М. З. Закиев; АН Татарстана, институт языка, литературы и истории им. Г. Ибрагимова. – Казань, 1995. – 576 с.

Language Specific Conventions

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

Country/Region Standards

Characters

Country/region	Russia, Tatarstan
Lower-case characters	а, ә, б, в, г, д, е, ё, ж, җ, з, и, й, к, л, м, н, ң, о, ө, п, р, с, т, у, ү, ф, х, һ, ц, ч, ш, щ, ь, ы, ь, э, ю, я
Upper-case characters	А, Ә, Б, В, Г, Д, Е, Ё, Ж, Җ, З, И, Й, К, Л, М, Н, Ң, О, Ө, П, Р, С, Т, У, Ү, Ф, Х, Һ, Ц, Ч, Ш, Щ, Ъ, Ы, Ь, Э, Ю, Я
Characters in caseless scripts	n/a
Extended Latin characters	n/a
Note on alphabetical order	Alphabetical order is not necessarily indicative of sorting order.
Total number of characters	39
Unicode codes	Unicode codes of Tatar letters are similar to Russian (from 0410 to 044F, 0401 and 0451). Six Tatar specific additional letters are: Ә (U+04D8), ә (U+04D9), Җ (U+0496), җ (U+0497), Ң (U+04A2), ң (U+04A3), Ө (U+04E8), ө (U+04E9), Ү (U+04AE), ү (U+04AF), һ (U+04BA), һ (U+04BB)
Notes	n/a

Date

Country/region	Russia, Tatarstan
Calendar/Era	Gregorian
First Day of the Week	Monday (Дүшәмбе)
First Week of the Year	The week that contains January 1
Separator	. (Period)
Default Short Date Format	dd.MM.yyyy

Country/region	Russia, Tatarstan
Example	17.03.2011
Default Long Date Format	dd MMMM yyyy ел
Example	17 март 2011 ел
Additional Short Date Format 1	dd.MM.yy
Example	17.03.11
Additional Short Date Format 2	n/a
Example	n/a
Additional Long Date Format 1	n/a
Example	n/a
Additional Long Date Format 2	n/a
Example	n/a
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	4
Leading Zero in Day Field for Long Date Format	Yes
Leading Zero in Month Field for Long Date Format	n/a
Number of digits for year for Long Day Format	4
Date Format for Correspondence	dd MMMM yyyy ел
Example	17 март 2011 ел
Notes	Partial date format: MMMM yyyy

Country/region	Russia, Tatarstan
Abbreviations in Format Codes	<p>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)</p> <p>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)</p> <p>y is for year, number of y's gives number of digits (yy = two digits, yyyy = four digits)</p>

Time

Country/region	Russia, Tatarstan
24 hour format	Yes
Standard time format	HH:mm:ss
Standard time format example	21:20:12
Time separator	Colon :
Time separator examples	15:27:38
Hours leading zero	Yes
Hours leading zero example	07:35:20
String for AM designator	n/a
String for PM designator	n/a
Notes	<p>Milliseconds are separated by a comma: 03:24:12,09</p> <p>Short time format: H:mm and HH:mm</p>

Days

Country/region: Russia, Tatarstan

Day	Normal Form	Abbreviation
Monday	дүшәмбе	дүш.
Tuesday	сишәмбе	сиш.
Wednesday	чәршәмбе	чәрш.

Day	Normal Form	Abbreviation
Thursday	пәнҗешәмбе	пәнж.
Friday	җомга	җом.
Saturday	шимбә	шим.
Sunday	якшәмбе	якш.

First Day of Week: Monday/дүшәмбе

Is first letter capitalized?: No

Notes: Shortest day names:

Day	Shortest Day Name
Monday	Д
Tuesday	С
Wednesday	Ч
Thursday	П
Friday	Ж
Saturday	Ш
Sunday	Я

Months

Country/region: Russia, Tatarstan

Month	Full Form	Abbreviated Form	Long Date Form
January	гыйнвар	гыйн.	n/a
February	февраль	фев.	n/a
March	март	мар.	n/a
April	апрель	апр.	n/a
May	май	май	n/a
June	июнь	июнь	n/a
July	июль	июль	n/a
August	август	авг.	n/a

Month	Full Form	Abbreviated Form	Long Date Form
September	сентябрь	сен.	n/a
October	октябрь	окт.	n/a
November	ноябрь	нояб.	n/a
December	декабрь	дек.	n/a

Is first letter capitalized?: No

Note: January is sometimes translated as январь.

Numbers

Phone Numbers

Country/ region	International Dialing Code	Area Codes Used?	Number of Digits – Area Codes	Separator	Number of Digits – Domestic	Digit Groupings – Domestic
Russia, Tatarstan	7	Yes	2; 3; 4; 5	Hyphen	6; 7; 8; 9; 10; 11	(###) ###-##-## (####) ##-##-## (#####) #-##-##
Country/ region	Number of Digits – Local	Digit Groupings – Local	Number of Digits – Mobile	Digit Groupings – Mobile	Number of Digits – International	Digit Groupings – International
Russia, Tatarstan	3; 4; 5; 6; 7	###-##-##, ###- ####, ##-##-##, ###-###, #-##-##, ##-##, #-##	10	+7 (###) ###-####	11	+7 ###-###-##- ##

Notes:

- Mobile phone numbers always have so called 'federal format' number which is always in +7 (###) ###-##-## format. When dialed from within Russia +7 might be replaced with 8. That is why sometimes +7 (###) ###-##-## numbers are written as 8 (###) ###-##-##. Mobile phone numbers also might or might not have associated number in 'domestic format' (e.g. the same format of numbers as fixed phones have); in that case mobile phone number will have the same format (and dialing rules) as fixed phone numbers.
- The area code is usually put in brackets. E.g. (843) 123-45-67 where 843 is the area code for Kazan, 123-45-67 is the telephone number.

Addresses

Country/region: Russia, Tatarstan

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

Address Format:

1. [Title/Honorific] LastName-FirstName+MiddleName [or initials]
2. [CompanyName]
3. [CountryCode-] PostalCode
4. [Country – for letters going outside Russia]
5. Region
6. [District – for little towns and villages]
7. City [village etc.]
8. Address

Example Address:

Исмәгыйлев Фәнил Ринат улына
654321
Татарстан Республикасы
Казан шәһәре
Татарстан ур., 25-14

Local Postal Code Format: xxxxxx

Notes:

- Items in brackets are optional
- Country should be included in international addresses only
- Name of addressee is written in Dative case.
- First name and Middle name are usually abbreviated when used, e.g. Ф.Р.Исмәгыйлевка
- The address of the sender is written according to the same format. Name of sender should be in Ablative case (e.g. Ф.Р. Исмәгыйлевтан).
- Address is positioned on the right side of the envelope; the return address is written in the upper left corner.

Currency

Country/region	Russia, Tatarstan
Currency Name	ruble – рубль – сум
Currency Symbol	р.
Currency Symbol Position	The currency is always displayed after the amount; there is always a space between amount and currency

Positive Currency Format	123 456,15 p. / 123 456,15 сум
Negative Sign Symbol	- (minus symbol) there should be no space between a minus symbol and amount
Negative Currency Format	-123 456,15 p. / -123 456,15 сум
Decimal Symbol	, (comma)
Number of Digits after Decimal	2
Digit Grouping Symbol	space
Number of Digits in Digit Grouping	3
Positive Currency Example	123 456 789,00 p. / 123 456 789,00 сум
Negative Currency Example	- 123 456 789,00 p. / 123 456 789,00 сум
ISO Currency Code	RUB
Currency Subunit Name	копеек – копейка – тиен
Currency Subunit Symbol	коп. / тиен
Currency Subunit Example	17 коп. / 17 тиен

Note: “Рубль” and “копейка” are the official currency name and currency subunit name in Russia. Tatar has its own names provided above for the same currency. In most of contexts you should use Tatar names for currency and currency subunit. Also note that currency name and currency subunit name usually are not abbreviated in Tatar.

Digit Groups

Country/region: Russia, Tatarstan

Decimal Separator: ,

Decimal Separator Description: Comma

Decimal Separator Example: Бастыру 16,78 секундта тәмамланчак. 150,67 сум акча түләргә кирәк.

Thousand Separator:

Thousand Separator Description: Space

Thousand Separator Example: 14 400

Notes:

- A period is used in the numbers of versions, e.g., Windows 3.11, Internet Explorer 5.5.
- It is acceptable to omit thousand separator (space) for number with 4 digits in their integer part.
- Numbers not in regular text may or may not have thousand separators. For examples, values in Excel do not have thousand separators.

Measurement Units

Metric System Commonly Used?: Yes

Temperature: Celsius

Category	English	Translation	Abbreviation
Linear Measure	Kilometer	километр	км
	Meter	метр	м
	Decimeter	дециметр	дм
	Centimeter	сантиметр	см
	Millimeter	миллиметр	мм
Capacity	Hectoliter	гекталитр	гл
	Liter	литр	л
	Deciliter	децилитр	дл
	Centiliter	сантилитр	сл
	Milliliter	миллилитр	мл
Mass	Ton	тонна	т
	Kilogram	килограмм	кг
	Gram	грамм	г
	Decigram	дециграмм	дг
	Centigram	сантиграмм	сг
	Milligram	миллиграмм	мг
English Units of Measurement	Inch	дюйм	"
	Feet	фут	фт
	Mile	миля	n/a
	Gallon	галлон	n/a
	Pound	фунт	n/a

Notes:

- Temperature is always measured using Celsius scale. All other temperature scales (e.g. Fahrenheit) must be recalculated into Celsius in the localized products.
- The standard way to display temperature is: x°C (x is the temperature, then goes the degree sign and then the capital Latin letter C).

- If the temperature is below zero, then the minus sign (-) is displayed before the temperature. However, if the temperature is equal or above zero, the plus sign (+) is optional and is rarely used. Example: -27°C, 0°C, 25°C.
- Please use the quotation mark instead of the word дюйм for inches only when it is technically impossible to use the full variant (for example, when there are length restrictions or the English source string with the " sign to denote inches is locked).

Percentages

The percent sign (%) in documentation (including online documents) should be separated from the number with a non-breaking space: 10 %.

The percent sign before numbers is not used in software and in references to the user interface in documentation.

Sorting

Sorting rules	<p>1. The upper case of a character comes before the lower case.</p> <p>2. Non-alphabetical characters (i.e. symbols like @ ! #) sort before the letters of the alphabet.</p> <p>3. Digits sort after the non-alphabetical characters and before the letters of the alphabet.</p> <p>4. Words are sorted according to the first letter; in the case the first letters are the same the words are sorted according to the second letter; and so forth — if the letters are the same the words are sorted according to the next letter; A word that happens to be the initial part of another word shall go first (e.g., бал, балта, балтачы)</p> <p>The upper case of a character comes before the lower case (e.g., Алабыра — the city — will go before the fish called “алабыра”)</p>
Character sorting order	<p>A 1040</p> <p>A 1072</p> <p>Ә 1240</p> <p>Ә 1241</p> <p>Б 1041</p> <p>Б 1073</p> <p>В 1042</p> <p>В 1074</p> <p>Г 1043</p> <p>Г 1075</p> <p>Д 1044</p> <p>Д 1076</p> <p>Е 1045</p>

	Е	1077
	Ё	1025
	Ё	1105
	Ж	1046
	Ж	1078
	Ж	1174
	Ж	1175
	З	1047
	З	1079
	И	1048
	И	1080
	Й	1049
	Й	1081
	К	1050
	К	1082
	Л	1051
	Л	1083
	М	1052
	М	1084
	Н	1053
	Н	1085
	Ң	1186
	Ң	1187
	О	1054
	О	1086
	Ө	1256
	Ө	1257
	П	1055
	П	1087
	Р	1056
	Р	1088
	С	1057
	С	1089
	Т	1058
	Т	1090

	Y 1059 Y 1091 Y 1198 Y 1199 Φ 1060 Φ 1092 X 1061 X 1093 h 1210 h 1211 Ц 1062 Ц 1094 Ч 1063 Ч 1095 Ш 1064 Ш 1096 Щ 1065 Щ 1097 Ъ 1066 Ъ 1098 Ы 1067 Ы 1099 Ь 1068 Ь 1100 Э 1069 Э 1101 Ю 1070 Ю 1102 Я 1071 Я 1103
Examples of sorted words	№ * 7 a абара

	агач
	Алабуга
	алабуга
	бал
	балта
	балтачы
	бәла-каза
	була
	ватык
	гер
	давыл
	дәрес
	давыл
	егет
	жанр
	җилбәзәк
	зиннәтле
	искиткеч
	йомран
	күрәк
	ләззәт
	мең
	нигез
	оя
	өстәмә
	папка
	республика
	салкын
	тигез
	уртача
	үгет
	фото
	хәреф
	һава
	цитата

	чабата
	шакылдау
	щит
	ырым
	эзләнү
	юка
	яңгыр

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

Adjectives

When translating attributive nominal constructions into Tatar, possessive forms (изафә) are a better choice than using an adjective. The examples in the table below illustrate this rule:

English example	Incorrect Tatar example	Correct Tatar example
Information unit	(-) Информацион блок	(+) Информация блогы
Arithmetic operation	(-) Арифметик гамәл	(+) Арифметика гамәле

Adjectives in Tatar often take negative meaning through the use of a derivative marker. The following examples show how it can be done.

English example	Tatar example
undefined	(+) билгеләнмәгән
invisible	(+) күренми торган
unavailable	(+) мөмкин түгел

Articles

There are no definite or indefinite articles in Tatar. But when the meaning of indeterminacy is important, you can use other linguistic categories of Tatar to express it. See the table for examples and explanation:

English example	Tatar example	Explanation
Insert a disc	(+) Диск куегыз	Don't use the affix (instead of "дискны")
Remove a printer	(+) Принтерларны бетерү	Plural form in Tatar can express the meaning of indeterminacy
Send or receive a file	(+) Файллар жибәрү яки алу	
Install a program from the network	(+) Программаларны челтәрдән урнаштыру	
You cannot change part of an array.	(+) Массив өлешләрен үзгәртәргә ярамый.	
Cell must contain a value.	(+) Шакмакта берәр кыйммәт булырга тиеш.	You can use the word "бер" and its forms as "indefinite"

English example	Tatar example	Explanation
Value must be a number.	(+) Кыйммәт берәр сан булырга тиеш.	article”
There is already a macro assigned to that key. You should assign a different keyboard shortcut.	(+) Әлеге төймәгә бер макрос билгеләнгән инде. Башка бер төймә билгеләгез.	

Capitalization

In Tatar capitalization is used very sparingly therefore follow the rule: capitalize only when you have to.

Note: Capitalization of source term doesn't necessarily mean that this term have to be capitalized in Tatar. 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 Tatar 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.

What to capitalize?

- Names of user interface elements (commands, menus, dialog box titles), program names, etc. Only the first word is capitalized. When referred to, names of user interface elements should always be enclosed in quotes.

English example	Tatar example
On the View menu, click Filter	(+) “Күренеш” сайлагында “Фильтр” пунктын сайлагыз
On the Tools menu, click Internet Options, and click the Security tab	(+) “Сервис” сайлагында “Интернет көйләүләре” параметрын сайлап, “Иминлек” салымасын ачыгыз.

- If an English noun is capitalized in the source string and translated by two words in Tatar, usually only first word is capitalized. Be consistent in the application of spelling rules.
- There are several names in which both words are capitalized: country and state names (Татарстан Республикасы, Американың Кушма Штатлары), political names (Дәүләт Советы, Министрлар Кабинеты). If you are sure that all the words should be capitalized, do it.
- Names of people (Исмәгыйлев Фәнил Ринат улы).
- Acronyms (OLE, BIOS).
- The word “Интернет” is capitalized in Tatar.

Do not capitalize

- Languages and nationalities, and adjectives derived from them are not capitalized. (Tatar interface – татарча интерфейс, the English – англизләр, Spanish – испан теле).
- Month names and day names (гыйнвар, жомга).
- The term “Web” is not capitalized (Файлы вебкә нәшер итү).
- If the first word in the English source string is capitalized, the corresponding first word in Tatar 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.

English example	Tatar example
unknown software exception\r\n	(+) билгесез программа искәрмәсе\r\n
Acquired	(+) Алынган
Log off user	(+) Кулланучы сеансын тәмамлау
Edit...	(+) Төзәтү...

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.

English example	Tatar example
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	(+) бу санакка тоташмакчы була. Рәхсәт итсәгез, сезнең белән тоташу өзәлчәк, ләкин соңыннан аны дәвам итеп булчак. Бу тоташуны рәхсәт итәсезме? \r\n

Be careful not to start such strings with an upper-case letter, unless the spelling rules of Tatar require it.

Compounds

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.

Generally, compounds should be understandable and clear to the user. Overly long or complex compounds should be avoided by verbally expressing the relationship among the various compound components. Keep in mind that unintuitive compounds are ultimately an intelligibility and usability issue.

English example	Tatar example
Internet Accounts	(+) Интернет хисап язмалары
Logon script processing	(+) Теркәлү сценарие башкарыла
Workgroup Administrator	(+) Эш төркеме администраторы
Internet News Server Name	(+) Интернеттагы яңалыклар серверы исеме

Please follow the instructions below while translating compounds with components like “audio”, “video”, “web”, etc. These components are not localized but transliterated. If a component ends with a vowel, it is written jointly. If one ends with a consonant, it is written with a hyphen.

English example	Tatar example
Media player	(+) Медиауйнаткыч
Audio record	(+) Аудиоязма
Video card	(+) Видеокарта
Web page	(+) Веб-бит
Web content	(+) Веб-эчтәлек
Flash drive	(+) Флэш-диск
Media player	(+) Медиауйнаткыч

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. Tatar additions to a product or component name should usually be written separately in a possessive form (изафә).

English example	Tatar example
Windows password	(+) Windows сепсүзе
Microsoft Word document	(+) Microsoft Word документы
Microsoft SQL Server Database	(+) Microsoft SQL Server мәгълүмат базасы
Microsoft BackOffice product family	(+) Microsoft BackOffice продуктлар төркеме
ActiveX Control	(+) ActiveX идарә элементы

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 example. The Tatar examples below show how such constructions should be translated.

English example	Tatar example
CD-ROM drive	(+) CD-ROM йөрткече
2-D gridlines	(+) 2-D сызыклары
24 bit color value	(+) 24 битлы төс сыйфаты
3.5 Floppy	(+) 3,5 дюймлы дискета
5 1/4-inch Floppy	(+) 5 1/4 дюймлы дискета
35mm slides	(+) 35 мм-лы слайдлар

Gender

This section does not apply to Tatar.

Genitive

This section does not apply to Tatar.

Modifiers

This section does not apply to Tatar.

Nouns

Tatar language doesn't differentiate between different noun classes based on features such as animacy, shape, gender, and so on. But you should add correct "hard" or "mild" case and plural affixes to English loan words. Usually English loan words are considered "hard" and get "hard" affixes, like word "сервер" below. However such words which end with "-ция" in Tatar ("-ion" in English) get "mild" affixes, like word "функция" (функциягә, функциянең etc.).

English example	Tatar example
Delete it from server.	(+) Аны сервердан бетерү
Enter a password to log into the server	(+) Серверга кереп теркәлү өчен серсүз кертгез
DNS cannot resolve the server IP address	(+) DNS сервер IP-адресын ачыкый алмады
Verify the name of the server's certificate	(+) Сервер сертификатының исемен тикшерү
Clients	(+) Клиентлар
Websites	(+) Веб-сайтлар
Functions	(+) Функцияләр
Telephones	(+) Телефоннар
Administrators	(+) Администраторлар

Prepositions and postpositions

Localizing English prepositional phrases is a specific issue in Tatar because syntactic cases on Tatar nouns are marked instead of prepositions, but with postpositions and/or case affixes. Pay attention to the correct translation of the prepositions.

Prepositional phrases in English need to be translated according to their context. When a prepositional phrase is unfinished, or contains a placeholder, avoid using non-grammatical constructions with incorrect word order. Try to rephrase it using nouns with appropriate common meanings instead of prepositions if possible.

The table below contains frequently used verbs and the prepositions that follow them. Please use this table as a reference about how these constructions are to be expressed in Tatar.

US Expression	Tatar Expression	Comment
migrate to (e.g., disk)	(+) (Дискка) күчерү (-) ...га күчерү (-) Кая күчерү (+) Күчерү урыны	Rephrasing is possible

US Expression	Tatar Expression	Comment
Migrate from (e.g., disk)	(+) (Дисктан) күчерү (-) ...дан күчерү (-) Кайдан күчерү (+) Шуннан күчерү:	Rephrasing is not possible, you can use demonstrative pronouns and a colon, although it is not a better translation.
import to (e.g., an application)	(+) (ниндидер) кушымтага импортлау (-) Кая импортлау (+) Импорт: (+) Импорт урыны	
import from (e.g., an application)	(+) (ниндидер) кушымтадан импортлау (-) Кайдан импортлау (+) Импорт чыганагы	
export to (e.g., an application)	(+) (ниндидер) кушымтага экспортлау (-) Кая экспортлау (+) Экспорт: (+) Экспорт урыны	
export from (e.g., an application)	(+) (ниндидер) кушымтадан экспортлау (-) Кайдан экспортлау (+) Экспорт чыганагы	
update to (e.g., version)	(+) (версиягә) кадәр яңарту (-) ...кадәр яңарту (-) -га яңарту (+) Яңарту:	
upgrade to (e.g., version)	(+) (версиягә) кадәр яңарту (-) ...кадәр яңарту (-) -га яңарту (+) Яңарту:	The term “upgrade” is translated similarly to “update”
change to (e.g., another format)	(+) (башка форматка) үзгәртү (-) -га үзгәртү (-) ...итеп үзгәртү	

US Expression	Tatar Expression	Comment
	(+) үзгәртү:	
click on (e.g., link)	(+) (сылтамага) чирттерү (-) -га чирттерү (-) өстенә чирттерү (+) монда чирттерегез:	
connect to (e.g., network)	(+) (челтәргә) тоташу (-) Кая тоташу (+) Тоташу	
welcome to ... (e.g., program)	(+) Рәхим итегез:	Use a colon (:) instead of periods

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

US Expression	Tatar Expression	Comment
in the toolbar	(+) кораллар аслыгында	A locative case is a Tatar equivalent for English prepositions in/on/at
on the tab	(+) салынмада/салынмасында	A possessive form is used when these words refer to particular, named objects, e.g., on Home tab... etc.
on the menu	(+) сайлакта/сайлагында	
on the net	(+) челтәрдә/челтәрендә	
on the Internet	(+) Интернетта	This word is capitalized
on the Web	(+) вебта, Интернетта	The word “веб” is not capitalized. “Интернет” is preferred in some contexts.
on a web site	(+) веб-төөндә	This word is spelled with a hyphen
on a web page	(+) веб-биттә	This word is spelled with a hyphen

Pronouns

This section does not apply to Tatar.

Punctuation

General punctuation rules are available in the recommended reference material. Here you can find some additional guidelines explaining how to use Tatar-specific punctuation in place of the US-English punctuation found in the source interface and content.

Comma

Notes:

- Use lowercase after a comma, unless where the following word needs to be capitalized.
- Commas are used to separate decimals. Refer to this section of the style Guide.
- Commas are used to separate the place name and the date in letters, as in (+) “Казан, 25 июль 2009 ел”.

Additional guidelines.

US English uses a period as the decimal separator, while many other languages use a comma. In Tatar a comma is used. Do not 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. However, in Tatar you will have to show the conversion into IS measurements. Remember that paper sizes are normally expressed in IS units (mm), so make sure you use the right conversion. Check with your language coordinator in case you have any doubt on this.

English example	Tatar example
5.25 cm	(+) 5,25 см
5 x 7.2 inches	(+) 5 x 7,2 дюйм
Letter Landscape 11 x 8.5 in	(+) Letter альбомча 11 x 8.5 (27,94 x 21,59 см)

Colon

Make sure you include a space after colons. After a colon, do not capitalize the following word, unless this is used in enumerations that consist of full sentences. Refer to normative sources for more information on this.

You can use either a period or a colon to separate hours, minutes and seconds (18:30), but use preferably the colon to avoid inconsistencies.

Semicolon

You should use a semicolon (;) as a list separator. If list items are whole sentences use a period.

Dashes and Hyphens

Three different dash characters are used in English and in Tatar:

Hyphen (сызыкча)

The hyphen is used to divide words between syllables and to link parts of a compound word. In Tatar a hyphen has no spaces before or after and should not be used instead of a dash.

Example:

(+) веб-бит

En Dash (сызык)

The en dash is used as a minus sign, usually with spaces before and after. Space is omitted only when the minus is used to show that the number is negative.

Example:

(+) $1 - 2 = -1$

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:

(+) 10–20 битләрне карагыз.

Em Dash

In Tatar Microsoft materials, the em dash should be used for dashes wherever technically possible. It separates words in a sentence and has a grammatical function. Dashes should not be substituted with hyphens.

Ellipses (Suspension Points)

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

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

English example	Tatar example
Predefined ...	(-) Алдан билгеләнгән ... (+) Алдан билгеләнгән...
Browse ...	(-) Күзәтү ... (+) Күзәтү...

Some command names appear in the menu followed by the ellipsis sign to indicate that when pressing it, a dialog window will open. The same convention applies in Tatar.

Period

Please adhere to the following guidelines about using a period:

- Do not use a period in titles or headings.
- Do not use a period after IS measurement units (E.g. см, кг), unless these are written at the end of a full sentence.
- Do not use a period after question or exclamation marks or after an ellipsis sign.
- Make sure to include a space after commas and periods.
- After a period, the following word is always capitalized, unless this period is used in an abbreviation.
- When an abbreviation is ending a sentence, only one period is written.
- If bulleted items are complete sentences: each ends with a period.
- If bulleted items continue an introductory clause: do not use a period.
- For items in a list (chapters, sections, products, system requirements, etc.) that are neither sentences nor continuations of sentences, do not use a period.
- 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 period if it improves the Tatar style.
- Never put a period after just one word.
- The same convention applies to instruction lists, captions, and callouts.

Quotation Marks

Please follow the basic rules for the use of quotation marks in Tatar.

Note that there are several kinds of quotation marks: chevrons (« »), curly quotation marks (" "), straight quotation marks (" ") and simple quotation marks (' '). There is no strict rule for what type of quotation marks to use. But in the documentation normally chevrons are used, inside chevrons curly quotation marks are used, e.g. (+) «“Әзәр” тәймәсе».

In the software and on Web-pages use straight quotation marks (same as in English).

Notes:

- Period stands outside the chevrons.
- Do not use single quotation marks, also in software strings.
- Do not use angle brackets (< >) instead of quotation marks.

Parentheses

There is no space between the parentheses and the text inside them both in English and in Tatar. The placement of a period with the parentheses depends on what they refer to: if they enclose a part of the sentence, the period is placed outside the closing bracket; if they enclose the full sentence, the period is placed inside the parentheses.

Example:

(+) Дәвам итү өчен, «Алга» тәймәсенә чирттерегез (продукт ачкычын кертү кирәк булырга мөмкин).

(+) Дәвам итү өчен, «Алга» тәймәсенә чирттерегез. (Продукт ачкычын кертү кирәк булырга мөмкин.)

Semicolon

Semicolon is used as list separator.

Singular & Plural

This section does not apply to Tatar.

Split Infinitive

This section does not apply to Tatar.

Subjunctive

This section does not apply to Tatar.

Symbols & Non-Breaking Spaces

This section does not apply to Tatar.

Syntax

In Tatar it is preferable to use “synthetic” constructions in sentences. Keeping this rule makes a sentence shorter and it sounds “more Tatar”. In the following table English analytic constructions and their Tatar synthetic equivalents are marked in red.

English example	Tatar example
When file sharing is on, files and printers that you have shared from this computer can be accessed by people on the network	(+) Файллар уртақ кулланылганда, челтәрдәге кулланучылар сез шушы санактан уртақ кулланырлык иткән файлларга һәм басакларга керә алачак.
Change how web pages are displayed in tabs	(+) Веб-битләрнең салымаларда күрсәтелү рәвешен үзгәртү.
This document will not print until the document owner resumes the print job	(+) Бу документ, хужасы биремне дәвам иттермичә, бастырылмыйча торачак.
Cannot find matching data to delete.	(+) Бетерерлек мәгълүмат табылмады.
Microsoft Office Excel did not find anything to print.	(+) Microsoft Office Excel бастырырлык берни дә тапмады.

You may come across procedural instructions of the type “To do this and that, click on ...” You should rearrange such sentences to first mention the action the user needs to do and then the purpose. The reason for putting the action first is that the action usually matters most to the user. However, sometimes it is important to stress the purpose of an action before describing it. In this case, you can start the sentence with the purpose, followed by the action. Also you should remember that such structures where the action is first are not always typical in Tatar. So it is preferable not to rearrange a sentence if it would sound unnatural.

English example	Tatar example
To open the shortcut menu, click View Source	(+) Ярлык сайлагын ачу өчен, “Чыганагын карау” пункттын сайлагыз
To end the install, click Cancel	(+) “Баш тарту” төймәсенә басып, урнаштыруны тәмамлагыз

It is also preferable to use short constructions if possible:

English example	Tatar example	Preferred Tatar example
Right-to-left writing languages	(-) Уңнан-сулга язучы кулланучы телләр	(+) Уңнан-сулга язучы телләр

Verbs

Such English verb forms as simple form and gerund may have different translations in Tatar, and may be localized as verbs, nominalized forms (исем фигыль), or even nouns. You should choose the appropriate Tatar forms and avoid incorrect translations.

English example	Tatar example	Preferred Tatar example
%d hour(s) %d minute(s) (%d%) remaining	(-) %d сәгать %d минут (%d%) саклану	(+) %d сәгать %d минут (%d%) калды

Sometimes an English verb can be used as loan word in Tatar. Such loan words usually follow the syntactic and morphological rules of Tatar language: they are usually derived with “-ла/-лә” verb-making affixes. The examples below demonstrate some verbal categories in Tatar. For the sake of exposition, let us assume that the verb “to block” below are not translated in Tatar.

English example	Tatar example: nominalized	Tatar example: infinitive	Tatar example: Adjective participle	Tatar example: Adverbial participle	Tatar examples: Present tense
Block	блоклау	блокларга	блоклаучы	блоклап	блоклый

In English, the basic pattern for negating a sentence is through the use of the negative particle “not” in conjunction with the auxiliary “do”. In Tatar it is a derivative marker. The example sentences below contain the most frequently occurring negative verb phrases.

English example	Tatar example
Is not supported/installed	(+) Эшләми/урнаштырылмаган
could not be opened/found	(+) Ачып/табып булмый
You will not be able to	(+) ...мөмкин булмаячак
Is not available	(+) ...мөмкин түгел

Word Order

The main word order issue during localization from English to Tatar is position of the predicate. In Tatar it is a strict rule that the predicate stands at the end of the sentence. Please avoid word order errors.

English example	Incorrect Tatar example	Correct Tatar example
Click Save.	(-) Чирттерегез “Саклау” тәймәсенә.	(+) “Саклау” тәймәсенә чирттерегез.

Style and Tone Considerations

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

Audience

Please take the target audience into account when translating Microsoft products. For example, translation of learning materials targeted at new users should be more direct and friendly than that of IT Pro materials, which should be more formal.

Style

Do not use colloquial, slang, local, poetic, rare words and expressions or other words and expressions, which do not belong to standard literary language.

The influx of English into other languages has significantly increased in recent years. While it is acceptable to use English terms if they are indeed the industry standard in your country or region, you should also research current industry standards. When incorporating English terms, you must follow the spelling, grammar, and syntax rules of Tatar. Sometimes English words get incorporated as a whole into other languages, but most often the English word gets “phonologized” and integrated into the target language. If you are sure that there is no Tatar-specific equivalent for an English loan word and decide to incorporate an English word instead, please check with your translation lead and other team members.

As a tradition, English words are “phonologized” the same way like in Russian. But there is a new trend which is based more on the Tatar language system. For example, many English sounds are represented in Tatar but not in Russian (e.g., “ө”). It is preferable to transliterate English words as it is shown in following examples: tag – (+) тәр; flash – (+) флэш; stack – (+) стәк.

The following examples illustrate “direct translations” with lexical mistakes that you should try to avoid in your own translations.

English example	Incorrect Tatar example	Correct Tatar example
Open on a new tab	(-) Яңа таблицада ачу	(+) Яңа салынмада ачу
Select media type	(-) Медиа тибын сайлау	(+) Йөрткеч тибын сайлау
Additional characters	(-) Өстәмә характерлар	(+) Өстәмә символлар
Unknown artist	(-) Билгесез артист	(+) Билгесез башкаручы

Tone

In general please use formal tone, though in online materials the tone can be more friendly.

You should avoid ethnic or racial offensive words. For example, translating “Russian” as (-) “урыс/урысча” is offensive, so it is recommended to use (+) “рус/русча”.

Avoid using exclamation marks following the English source. In English it is more common to use them to emphasize any piece of information, but in Tatar this is considered to be informal language. Avoid using exclamation marks when possible.

English example	Tatar example
Welcome to the Data Connection Wizard!	(-) Мәгълүмати тоташулар остасына рәхим итегез! (+) Мәгълүмати тоташулар остасына рәхим итегез

Voice

The tone of the Tatar translation should mimic the tone of the source product, but should also be respectful. Any word forms that are specific to a particular dialect should be avoided.

When addressing to the user, you should use plural respectful verb forms and pronouns. In some cases passive voice should be used rather than active, even if active voice is used in English.

English	Translation
You are now connected to the Internet.	(+) Интернетка тоташу урнаштырылды.
Reenter the password	(+) Серсүзне кабат кертегез

Note: Remember that word “сез” must be in lower-case (not capitalized).

Localization Guidelines

This section contains guidelines for localization into Tatar.

General Considerations

The localized text should be as if it was originally written in Tatar. It has to be accurate, correct and clear. To achieve that try to avoid wordiness and word-by-word translation.

Localization: Localization means that the translated text needs to be adapted to the local language, customs and localization standards. For example, in many cases you would need to use Tatar names rather than English, e.g. Edward – Рәшит, New York – Яр Чаллы. Do not translate every word, but use the style that is natural for Tatar.

Accuracy: As a rule all English text needs to be translated. In some cases though, text can be omitted or added; there should be a specific reason for that and you might need to check it with project team. The translated text will correctly reflect product functionality.

Consistency: Please ensure that all terminology is used consistently both within one component and across different components (software, help, and documentation). In most cases terminology needs to be consistent also across different products. Moreover please use consistent style and register and translate similar phrases consistently.

Abbreviations

Common Abbreviations

You might need to abbreviate some words in the UI (mainly buttons or options names) due to lack of space or other reasons (such as avoiding grammatically wrong structures). Do not abbreviate words arbitrarily; use only the commonly accepted abbreviations listed below.

List of common abbreviations:

Expression	Acceptable Abbreviation
һәм башкалар	(+) һ. б.
һәм башка шундыйлар	(+) һ. б. ш.
сәлам белән	(+) с/б
галәйһиссәлам	(+) г. с.
рәсем	(+) рәс.
Бит	(+) б.

Notes:

- Use a non-breaking space (CTRL+SHIFT+SPACEBAR) in any abbreviation.
- If non-breaking spaces cannot be used (in Help files, for example) it is also acceptable to write these abbreviations without a space to avoid having one letter move to the beginning of the next line.

Don't abbreviate such words as мәсәлә, секунд, минут, сәгать.

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).

Note: In the US-English version it is not correct to include a generic term after an acronym or abbreviation if one of the letters in the acronym stands for that term, though this might appear on the strings. In the Tatar version this is not considered to be incorrect when acronyms are not well known or stand for English words as using this generic term can help the user to understand its meaning.

English example	Tatar example
(-) HTML language	(+) HTML теле
(-) TCP/IP-Protocol	(+) TCP/IP протоколы
(-) PIN Number	(+) PIN-код

Localized Acronyms

In online help or documentation, spell out the words that comprise an acronym or abbreviation the first time that acronym is used in the text. You should include the language-specific translation, the US term, and the acronym as in the following example:

(+) Мәгълүматка керү объектлары (Data Access Objects, DAO)

(+) ActiveX мәгълүмат объектлары (ActiveX Data Objects, ADO)

In the user interface, there is usually not enough space for all three terms (US term, language-specific translation, and the acronym); only in wizards, the acronym can easily be spelled out and localized on first mention. If there are space constraints or there is no 'first' occurrence, it is up to you to judge to the best of your knowledge whether the acronym or abbreviation can be left as is or should be spelled out and localized.

Note: Although the English acronym cannot generally be derived from the language-specific translation, creating a new acronym derived from the language-specific translated term is not an option. For example, do not replace an English acronym with a language-specific acronym; instead, leave the English acronym or abbreviation intact, as in the following examples:

English example	Tatar example
OLE control containers	(+) OLE идарә элементлары контейнерлары
DPI Scaling	(+) DPI масштаблау
BIOS settings	(+) BIOS көйләүләре

Unlocalized Acronyms

Many abbreviations and acronyms are standardized and remain untranslated. They are only followed by their full spelling in English if the acronym needs to be explained to the speakers of a different language. In other cases, where 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 abbreviations that are considered commonly understood; these acronyms and abbreviations should not be localized or spelled out in full in English:

- ANSI (American National Standards Institute)
- ISO (International Standards Organization)
- ISDN
- DOS
- DSL
- CD
- DVD

If you are unsure what an acronym or abbreviation stands for or refers to, please contact the Moderator responsible for this Style Guide.

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™). Before translating any application, product, or feature name, please verify that it is in fact translatable and not protected in any way.

Those product names that are very well localizable or contain a well localizable part are usually localized.

The general rule is that product names are not translated if they include the word Microsoft and/or are trademarked (for example, Microsoft Draw or Microsoft Graph).

Microsoft product names are usually trademarked and remain unlocalized. Product names and non-translated feature names should also be treated as proper nouns in Tatar.

Frequent Errors

In this section you can find examples of frequent errors in Tatar localizations.

- Avoid using incorrect word for word translations. In the table below correct Tatar contextual translations for English word “current” are given.

English example	Incorrect Tatar example	Correct Tatar example
Current folder	(-) Агымдагы папка	(+) Кулланылучы папка
Current page	(-) Агымдагы бит	(+) (Хэзер) ачылган бит
Current entry	(-) Агымдагы язма	(+) Гамәлдәге язма
Current view	(-) Агымдагы күрсәтелеш	(+) Гамәлдәге күрсәтелеш
Current location	(-) Агымдагы урын	(+) Хәзерге (гамәлдәге) урын

- The English term “size” has several meanings which have different translations into Tatar. If the term refers to disc space, e.g. “file size”, it should be translated as “күләм”, e.g. “файл күләме”. If it refers to any relative measurement, it should be translated as “үлчәм”, e.g. “font size” – “шрифт үлчәме”. Please don’t mix up those meanings.
- The word “please” is very often in English interface. Usually it is not translated when used for respect. In Tatar the word “зинһар” is used only as a request. Avoid “overusing” the word “зинһар” in Tatar localization.

English example	Incorrect Tatar example	Correct Tatar example
Please wait...	(-) Зинһар, көтегез...	(+) Көтегез...

- Another issue is using the word “мәгълүмат” – “data”. There is no need to use it in plural form - “мәгълүматлар”, as it has the plural meaning itself.
- There are some frequent constructions in software strings referring to user which shouldn’t be translated literally word for word. Please follow the rules of translating such constructions:

English example	Incorrect Tatar example	Correct Tatar example
Do you want to...?	(-) Сез ... телисезме?	(+) ...рамы/ргәме?
Do you want to save the changes you made to the Personal Macro Workbook?	(-) Сез макросларның шәхси дәфтәренә ясаган үзгәрешләрегезне сакларга телисезме?	(+) Макросларның шәхси дәфтәренә ясаган үзгәрешләрегезне сакларгамы?

English example	Incorrect Tatar example	Correct Tatar example
There is a large amount of information on the Clipboard. Do you want to be able to paste this information into another program later?	(-) Алмашу буферында зур күләмдә мәгълүмат бар. Бу мәгълүматны алга таба башка программаларга өстәп булсын өчен сакларга телисезме?	(+) Алмашу буферында зур күләмдә мәгълүмат бар. Бу мәгълүматны алга таба башка программаларга өстәп булсын өчен сакларгамы?
Are you sure you want to...	(-) Сез чыннан да ... телисезме?	(+) Сез ... раслыйсызмы?
Are you sure that you want to set the current chart as the default chart type for creating new charts?	(-) Сез чыннан да гамәлдәге диаграмманы яңа диаграммалар төзү өчен килешенгәнчә кулланылучы тип итеп билгеләргә телисезме?	(+) Сез гамәлдәге диаграмманы яңа диаграммалар төзү өчен килешенгәнчә кулланылучы тип итеп билгеләүне раслыйсызмы?

- Please remember that in Tatar words preceded by a numeral stays singular, don't use it in plural even if it is so in English source text: "5 seconds" – "5 секунд".
- It is not allowed to add affixes directly to the placeholders. It may cause non-grammatical constructions at run-time.

Glossaries

You can find the translations of terms and UI elements of Microsoft products at Microsoft Language Portal (<http://www.microsoft.com/Language/en-US/Default.aspx>).

Recurring Patterns

This section does not apply to Tatar.

Standardized Translations

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

- [The importance of standartization](#)
- [Standard Phrases in Error Messages](#)
- [Checkboxes and Radio buttons](#)
- [Dialog Box Contents and Titles](#)
- [Menus, Commands, Buttons, and Other Interface Text](#)
- [Copyright notice](#)

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>.

English acronyms that do not have commonly accepted Tatar translations should not be translated.

Using the Word Microsoft

Both in English and in Tatar, it is prohibited to use MS as an abbreviation for Microsoft.

Notes:

- The word "Microsoft" is not transliterated in unlocalized product names.
Example: Microsoft Word
- The word "Microsoft" is translated as Майкрософт ширкәте when referring to Microsoft Corporation or its products descriptively in text. In this case the descriptor ширкәте can be omitted for the sake of fluency.
Example: Microsoft Knowledge Base – Майкрософт белем базасы; Microsoft products – Майкрософт ширкәте продуктлары; Microsoft software – Майкрософт программ тәэминаты.
- There is a standard construction for the copyright notice. See an example of using the word Microsoft in a copyright notice [here](#).

Software Considerations

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

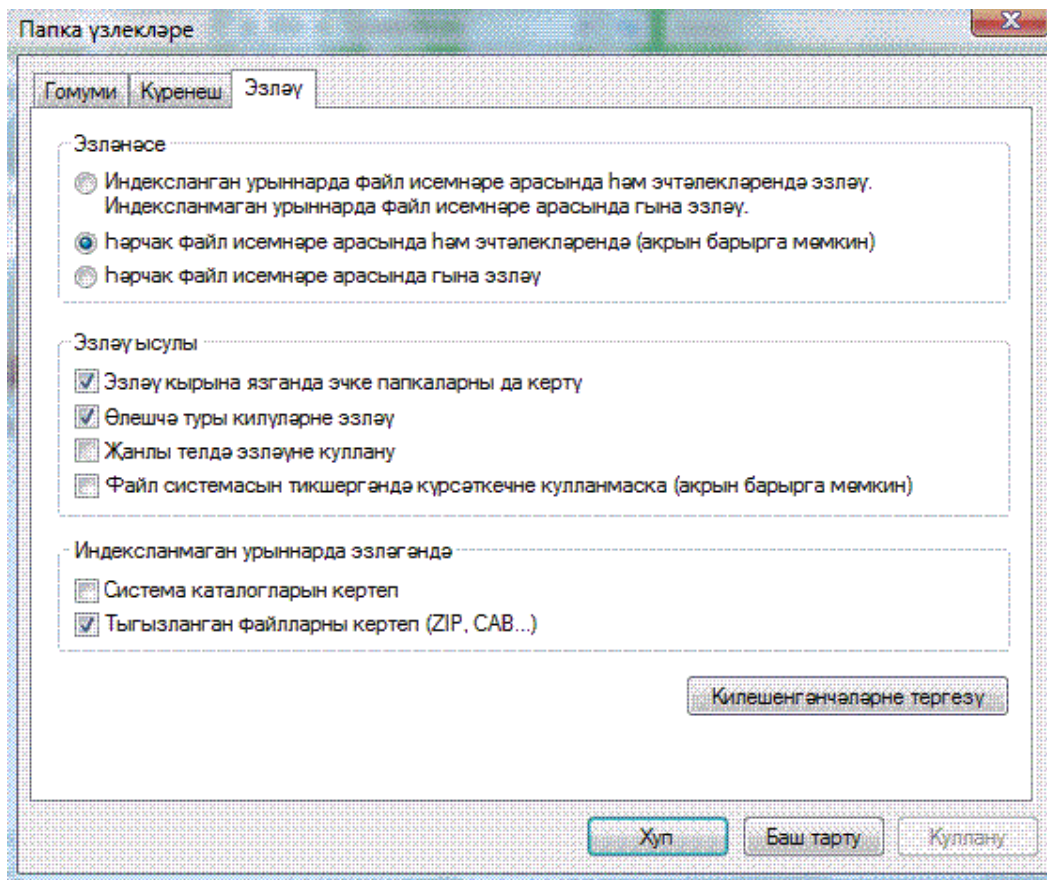
Refer to <http://msdn.microsoft.com/library/aa511258.aspx> for a detailed explanation of the Windows user interface guidelines (English).

User Interface

Translating UI items can be a challenge at times, in part because you do not always know the context or the exact function of a particular UI item. This topic is intended to give some general guidelines about localizing user interface.

Always use all available resources to establish the context for UI items. If you need more context for a string, contact your Engineering Partner.

Checkboxes and Radio Buttons



Checkbox items should be typically translated in nominalized form (исем фигыль). But in negative form you should use an infinitive.

English example	Tatar example
Enable reminder	(+) Искә төшерүчене кабызу
Don't show me this dialog again.	(+) Бу диалогны бүтән күрсәтмәскә.

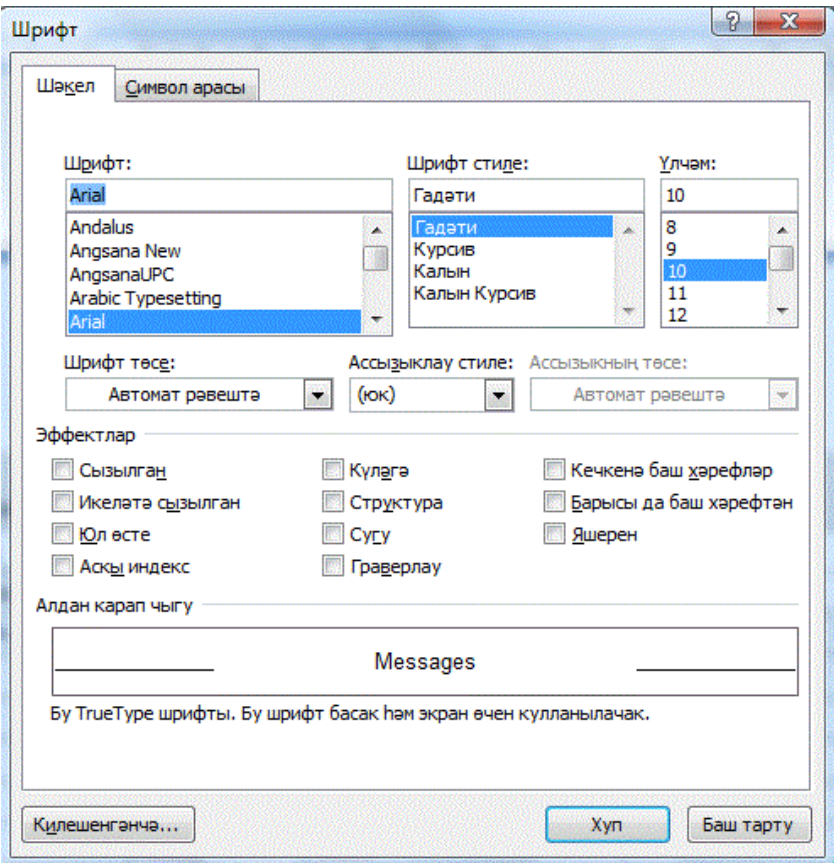
Note: If checkbox is selected, it should be translated in Tatar as “тамгаланган” or “сайланган”. When it is deselected, it should be translated as “тамганы алу”.

If checkbox items are forming a list, don't capitalize them. If they are not forming a list, capitalize the items.

Punctuation in the source text often indicates whether a string is to be interpreted as a full sentence, but unfortunately this is not always the case. As a general rule, text in checkboxes and radio buttons receive no period at the end. If the period is there in the source text and if the string is a complete sentence, the localized string should also end with a period. A period is also advised if the target string is a complete and complex or long sentence (full sentence with sub-clauses or stretching over several lines).

English example	Tatar example
I accept the license terms.	(+) Лицензия шартларын кабул итәм.
I accept this agreement.	(+) Бу килешүне кабул итәм.
Confirm file format conversion on open	(+) Ачканда файл форматын үзгәртүне раслату

Dialog Box Contents and Titles



When translating dialog box contents, you are expected to use consistent terminology and language style in all dialog boxes and ensure that your translations are consistent with translations in other localized applications. Also, applications that are not currently localized may be localized in the future, and the same translations will be used in those applications.

Dialog box titles should be consistent with the menus items or menu commands that call them. Typically, menus are nominalized verbs (исем фигыль); therefore, dialog titles should be nominalized verbs too. This pattern is usually observed in the source text, and the source text format is decisive here. If the source text does use a headline format (“Doing xyz”), the Tatar equivalent (nominalized form or present tense, depending on context) to this format should be used.

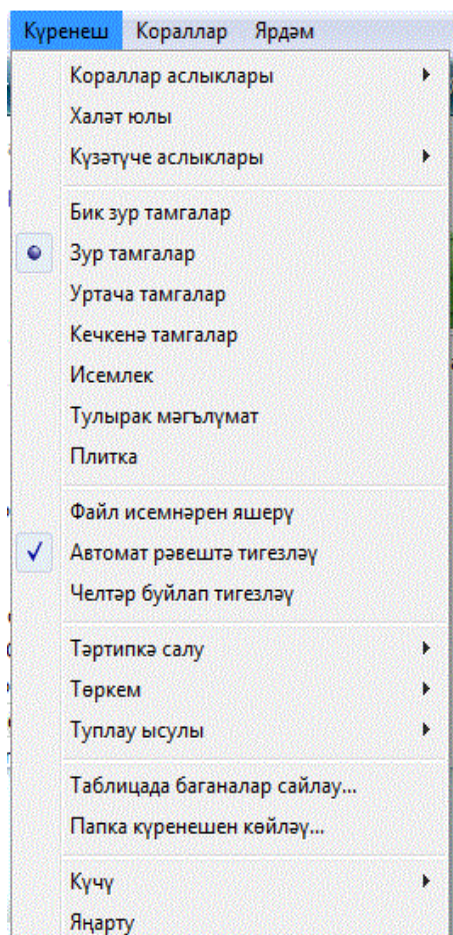
English example	Tatar example
Insert Table	(+) Таблица өстәү

Use parallel language for dialog box elements that are parallel in function, such as the contents of lists and tables. Ensure that all items are similar in form, and use the same part of speech. For example, translate all items in a list within a dialog box using an infinitive verb, or translate them all as nominalized verbs, or translate them all as imperative verbs. Rely on the rules for Tatar to determine the best way to translate the contents of dialog box elements such as lists and tables.

The imperative mood is used only in the event of evident address to user. For example, it is used in instruction text in dialog boxes.

English example	Tatar example
Select a data file in the list, then click Settings for more details.	(+) Исемлектән мәгълүмат файлын сайлап алыгыз да, “Параметрлар”ны ачып, өстәмә үзлекләрне карагыз

Menus, Commands, Buttons, and Other Interface Text



When translating menus, commands, and buttons, you should translate a verb as a verb, unless there is a good reason not to do so. Always try to establish whether a word is a noun or a verb, using all available context and material. In English, some words can be both nouns and verbs (such as “View” in English interfaces), so be sure you know the context in which the word is being used in the interface. If the part of speech is ambiguous, there are often instructions that clarify whether you are dealing with a noun, verb, or adjective in a given context.

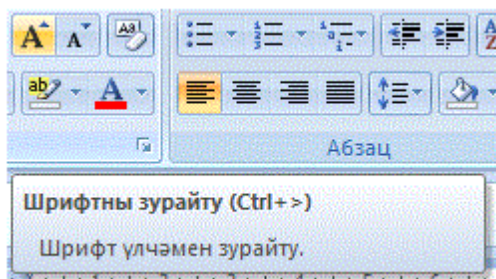
English example	Tatar example
Archive <small>[noun]</small>	(+) Архив
Set <small>[verb]</small> Query <small>[noun]</small>	(+) Таләп урнаштыру
View <small>[verb]</small>	(+) Күзәтү

Command and button names should be preferably translated as nominalized verbs, e.g. Save – Саклау (don't use Infinitive form –ырга/-епрә/-пра/-прә if possible). But you should know that if a command or a button in source is a negative verb it is translated as infinitive (e.g., Don't Save - Сакламаска).

Command names should be consistently translated in all localized products, the same US term should have identical translation in all localized applications.

An important notice about button naming: usually you will use phrases like “Әйе” тәймәсе, “Баш тарту” тәймәсе to name the buttons in the instruction texts. However, in some cases it is normal not to use the word “тәймәсе”, but just use the name of the button. E.g. “Юк” тәймәсенә яки 'Әйе'гә басыгыз. Дәвам итү өчен “Әйе” тәймәсенә, ә чыгу өчен “Баш тарту”га басыгыз. Note that you will never use “Юк” without “тәймәсе” word; the reason is because the phrase “Юк”ка басыгыз is stylistically incorrect. Avoid using such constructions.

Tool Tips and InfoTips



A tool tip is a short description of the icon or function over which the user hovers with the cursor. Tool tips are typically shown in a software interface for a short amount of time.

Tool tips should be short and concise, but helpful to the users. In very many cases, they have exactly the same linguistic form as menus, commands, or buttons, and use an impersonal style without a period. In other cases they serve as short explanations and address the user directly (see, for example, the extended tool tips in Office 2007). You should translate tool tip text using a consistent and usability-centered approach, and you should ensure that consistency is maintained; avoid using multiple different translations for the same tool tip.

English example	Tatar example
Insert Microsoft Excel Worksheet	(+) Microsoft Excel битен өстәү
Click here to begin	(+) Башлау өчен монда чирттерегез
No feeds detected on this page (Alt+J)\nFeeds provide updated website content	(+) Бу биттә каналлар табылмады (Alt+J)\nКаналлар аша яңартылган веб-төен эчтәлегә житкерелә

InfoTips are similar to tool tips because they appear briefly and explain a specific part of an interface. InfoTips contain short sentences or sentence fragments that describe what an item does or how it can be used.

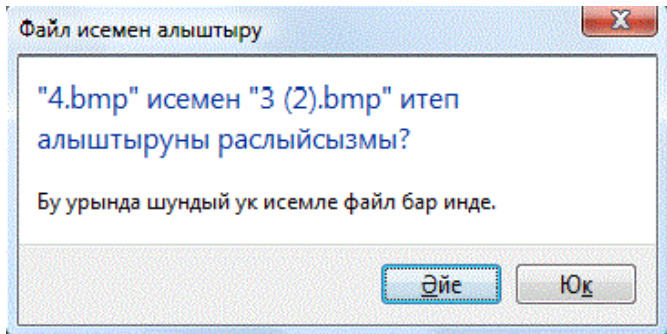
For items that describe what the user can do with the item (one that users can manipulate upon opening), use nominalized form (исем фигылъ). This is the most common type of InfoTip. Even if an English variant uses personal form, avoid it in Tatar and use non-personal form.

English example	Tatar example
Analyze items with a spreadsheet application	(+) Элементларны электрон таблица кушымтасы ярдәмендә анализлау

For items that have an automatic action (one that requires no user manipulation) upon opening, use either nominalized form (as a rule) or present tense in the third person (sometimes).

English example	Tatar example
Opens the calendar	(+) Календарьны ачу / Календарьны ача

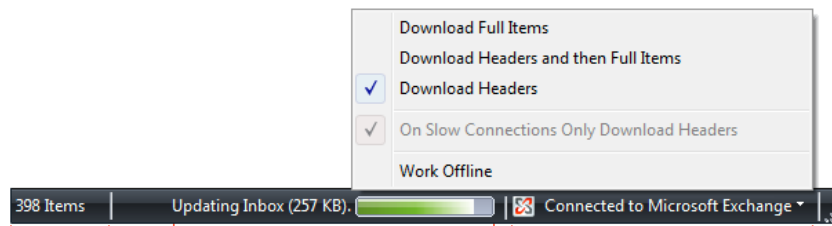
Messages



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 Outlook below).



Tatar Style in Status bar Messages

In English, the status bar messages have different forms dependent on the information they must convey. In *Tatar*, menu and commands status bar messages should follow the format below.

Name	Tatar Name	Category	English Status Bar message	Tatar Status Bar message
Edit	(+) Төзәтү	menu	Contains editing commands	(+) Төзәтү командалары
Copy to Folder...	(+) Папкага күчермәләү...	menu	Copies the selected items to a new location	(+) Тамгаланган элементларны яңа урынга күчермәләү
New	(+) Яңа	command	Creates a new document	(+) Яңа документ төзү

Name	Tatar Name	Category	English Status Bar message	Tatar Status Bar message
			Make object visible	(+) Объектны күрсәтү
			Word is converting the document. Press Esc to stop.	(+) Документ үзгәртелә. Туктату өчен ESC тәймәсенә басыгыз.
			Datasheet View	(+) Таблица режимы
			Done	(+) Тәмам

Messages reporting that a process is executing usually use a verb in the “-ing” form plus three dots after the text. In Tatar you should choose a verb tense and/or aspect that expresses the ongoing nature of the action. Typical form for such situation in Tatar is present tense and passive voice (хәзерге заман, төшем юнәлеше).

Difficulties can arise if this convention is not kept in the US text and the status or progress message is not immediately recognizable as such (although sometimes the Resource ID will tell). The standard syntax should be applied to status bar messages wherever possible.

English example	Tatar example
Scanning files...	(+) Файллар тикшерелә...
Opening message...	(+) Хәбәр ачыла...

The importance of standardization

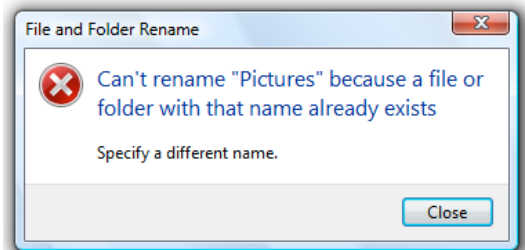
In the US product you can often find messages that are phrased differently even though they have the same meaning. Try to avoid this in the localized Tatar version. Use one standard translation as in the examples below:

English term	Correct Tatar translation
Press F1 to get Help	(+) Ярдәм өчен F1 тәймәсенә басыгыз
If you want Help press F1	
To get Help press F1	
Not enough memory	(+) Хәтер җитми
Insufficient memory	
There is not enough memory	
Save changes to %1?	(+) %1 өчен үзгәрешләрне сакларгамы?
Do you want to save changes to %1?	

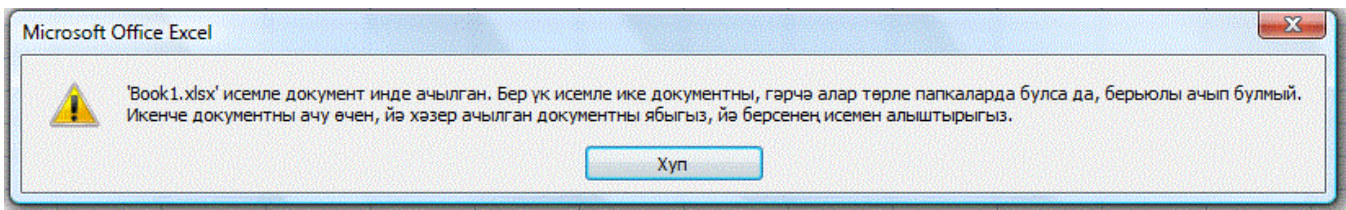
Error Messages

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.



Tatar 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.

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

English example	Tatar example	Explanation
File already exists The file already exists This file already exists	(+) Мондый файл бар инде	In complete sentences, use determiners consistently even if the US string does not.
Not enough memory to complete this operation.	(+) Гамәлне тәмамлау өчен хәтер житми	No need to use a demonstrative construction, unless it is important in context.
Windows Vista cannot start your system. If the problem persists, contact your network administrator.	(+) Windows Vista системаны эшләтеп жибәрә алмый. Проблема хәл ителмәсә, чөлтәр администраторына мөрәҗғәгать итегез.	Avoid using possessive marker “your” unless ownership is important in context.

English example	Tatar example	Explanation
Access was denied. Access denied.	(-) Керү тыела (+) Керү тыелган	In complete sentences, use verbs and the same tense as in the source string.
The file '%s' is an unknown graphics format.	(+) '%s' файлы билгесез график форматка ия.	Rephrase “is” with “have” if necessary to produce an appropriate translation.
The application may attempt to convert the graphic.	(+) Кушымта графиканы конвертлау омтылышы ясарга мөмкин	may + Verb can be rephrased as Verb + possibly
A problem occurred while trying to connect to the network share '%1!s!'.	(+) '%1!s!' уртақ челтәр ресурсына тоташканда проблема чыкты.	Shorten and rephrase if necessary to “A problem occurred while connecting to the network share '%1!s!'”
The following error occurred: '%1!s!' (error #%%2!lx!)	(+) Хата: '%1!s!' (хата #%%2!lx!)	Shorten this construction where possible, e.g. Error: '%1!s!' (error #%%2!lx!).
An unknown error has occurred./ No error occurred.	(+) Билгесез хата./ Хата юк.	Shorten this construction where possible, e.g. Unknown error. / No error

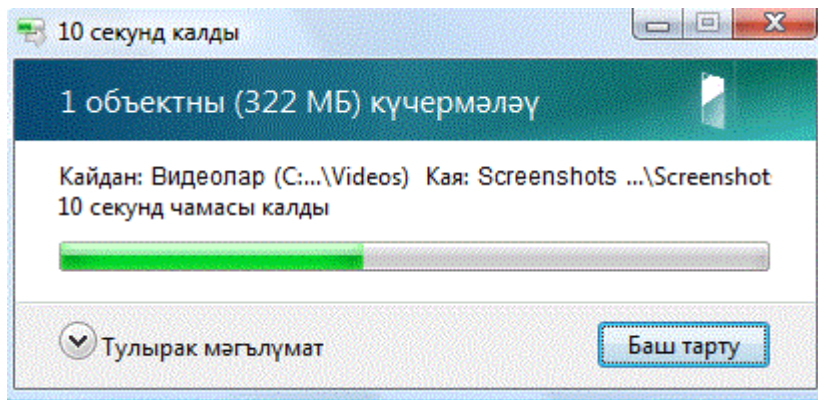
Standard Phrases in Error Messages

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

English	English example	Tatar example
Cannot ... Could not ...	File could not be found File cannot be found	(+) Файл табылмады
Failed to ... Failure of ...	Failed to connect Failure to connect	(+) Тоташып булмады
Cannot find ... Could not find ... Unable to find ... Unable to locate ...	Cannot find driver software Could not find driver software Unable to find driver software Unable to locate driver software	(+) Драйвер програм тәэминаты табылмады
Not enough memory	Not enough memory	(+) Хәтер җитми

English	English example	Tatar example
Insufficient memory There is not enough memory There is not enough memory available	Insufficient memory There is not enough memory There is not enough memory available	
... is not available ... is unavailable	The command is not available The command is unavailable	(+) Команданы башкару мөмкин түгел

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:

Placeholder text	Error message text that users will see
%d, %ld, %u, and %lu	Number (such as 3 or 512)
%c	Letter (such as “f” or “s”)
%s	String (such as “Click here to continue.”)
“Checking Web %1!d! of %2!d!”	“Checking Web <number> of <number>”
“INI file “%1!-.200s!” section”	“INI file “<string>” section”

In Tatar nouns, when not in nominative case, often have affixes which differ depending on vowels in the root. Therefore, it may be important to know what exact string replaces the placeholder string. Be mindful of such issues when localizing software and try to reword the translation in analytic construction without affixes to avoid a potentially ungrammatical sentence. Also avoid using such common words as “object” (“объект”) after a placeholder, because the text shown to the user may not be considered as “object”.

English example	Message User will see	Incorrect Tatar example	Correct Tatar example
Replace invalid %s?	Replace invalid data? Replace invalid file?	(-) Ялгыш %s-ны алмаштырыргамы?	(+) Ялгыш %s алмаштырылсынмы?
%s already exists	File already exists Name already exists	(-) %s объекты бар инде	(+) %s бар инде
%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	(-) %s объекты шәхси контактыгыз буларак урнаштырылган.	(+) %s шәхси контактыгыз буларак урнаштырылган.
%s stopped working and was closed	The application stopped working and was closed The program stopped working and was closed	(-) %s-ның эше тукталылган һәм ул ябылган булган	(+) %s эштән туктап, ябылган булган

When you don't know what exact string user will see, please follow rephrasing recommendations given in the table below.

English example	Incorrect Tatar example	Correct Tatar example	Explanation
Replace existing definition of ' '?	(-) ' ' -ның билгеләмәсен алмаштырыргамы?	(+) ' ' өчен билгеләмәне алмаштырыргамы?	Rephrase the translation in analytic construction without affixes.
Rename file %1 to %2	(-) %1 файлының исеме %2-гә үзгәртү	(+) %1 файлының исеме %2 итеп үзгәртү	
Cannot save ' ' because the volume is locked.	(-) Том бикләнгән булганга, ' ' -ны саклап булмый.	(+) Том бикләнгән булганга, ' ' саклана алмый.	Although it is not recommended to use personified subjects, you can put the placeholder in nominative case if you cannot rephrase the string in any other way.
Redefine ' ' based on selection?	(-) Тамгалауга нигезләнеп, ' ' -ны башкача билгеләргәме?	(+) Тамгалауга нигезләнеп, ' ' башкача билгеләнсенме?	Use a passive voice of the verb and nominative case of the placeholder".
Microsoft Office Excel cannot find ' 0'	(-) Microsoft Office Excel ' 1'-да ' 0'-ны таба алмады.	(+) Microsoft Office Excel тарафыннан ' 1' эчендә	Analytic construction and passive voice.

English example	Incorrect Tatar example	Correct Tatar example	Explanation
on ' 1'.		' 0' табылмады.	
Cannot access ' '. The file may be in use.	(-) ' -га кереп булмый. Файл инде кулланылышта булырга мөмкин.	(+) ' ' файлына кереп булмый. Ул инде кулланылышта булырга мөмкин.	The English example has two sentences. The placeholder in the first sentence is determined in the second. To avoid using the affix, move the determiner to the first sentence in Tatar.
Cannot access ' '	(-) ' -га кереп булмый.	(+) ' ': керү мөмкинлеге юк.	If any other way is impossible, you can use such constructions with a colon.
from %1 to %2	(-) %1-дан %2-га кадәр	(+) %1 - %2	A way to represent the range with placeholders.

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). In Tatar all such references should be capitalized. When referring to a key always use a descriptor "төймәсе".

Examples:

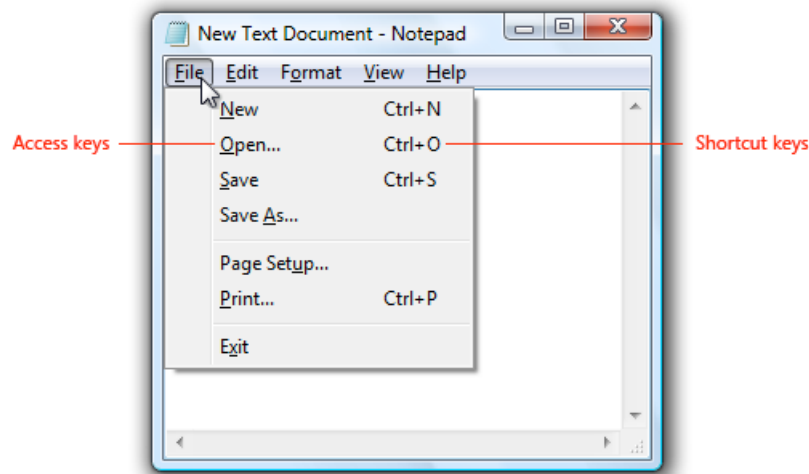
(+) ESC төймәсенә басыгыз

(-) ESC'ка басыгыз

Below is the list of key names that should be translated into Tatar. All other key names are not localized.

English name	Tatar name
Space bar	(+) БУШ АРА төймәсе
Up	(+) ӨСКӨ УК төймәсе
Down	(+) АСКА УК төймәсе
Left	(+) СУЛГА УК төймәсе
Right	(+) УҢГА УК төймәсе

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.

Төзәтү	Күренеш	Кораллар	Ярдәм
Бетерү гамәленнән баш тарту	Ctrl+Z		
Кайтару	Ctrl+Y		
Кисеп алу	Ctrl+X		
Күчермәләү	Ctrl+C		
Өстәү	Ctrl+V		
Ярлык өстәргә			
Папкага күчермәләү...			
Папкага күчерү...			
Барысын да билгеләү	Ctrl+A		
Тамгалауны инвертлау			

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

Hot Key Special Options	Usage: Is It Allowed?	Notes
"Slim characters", such as l, I, t, r, f can be used as hot key	n/a	There are no "slim characters" in Tatar alphabet
Characters with downstrokes, such as g, j, y, p and q can be used as hotkeys	yes	Note that it can be difficult to see the hotkey underline for these characters

Hot Key Special Options	Usage: Is It Allowed?	Notes
Extended characters can be used as hotkeys	n/a	There are no extended characters in Tatar alphabet
An additional letter, appearing between brackets after item name, can be used as hotkeys	yes	
A number, appearing between brackets after item name, can be used as hotkey	yes	
A punctuation sign, appearing between brackets after item name, can be used as hotkey	yes	
Duplicate hotkeys are allowed when no other character is available	no	
No hotkey is assigned when no more characters are available (minor options only)	yes	

The following table lists the hot keys that are permissible in Tatar. Please note that ё, ж, ц, щ, ъ, ь are not allowed to use as hotkeys in Tatar. Those characters are not included in Tatar keyboard layout since they are not very often in Tatar texts. However, users can type those characters using combinations with ALT key (ALT+h=ё, ALT+җ=ж, ALT+ө=ц, ALT+ә=щ, ALT+ү=ъ, ALT+җ=ь).

Hot key character	Preferred or allowed?	Case-sensitive?
A	preferred	false
Ә	preferred	false
Б	preferred	false
В	preferred	false
Г	preferred	false
Е	preferred	false
З	preferred	false
И	preferred	false
Й	preferred	false

Hot key character	Preferred or allowed?	Case-sensitive?
К	preferred	false
Л	preferred	false
М	preferred	false
Н	preferred	false
О	preferred	false
Ө	preferred	false
П	preferred	false
Р	preferred	true
С	preferred	false
Т	preferred	false
У	preferred	true
Ү	preferred	true
Ф	preferred	true
Х	preferred	false
Һ	preferred	false
Ч	preferred	false
Ш	preferred	false
Ы	preferred	false
Э	preferred	false
Ю	preferred	false
Я	preferred	false
Д	allowed	false
Ж	allowed	false
Ң	allowed	false
Р	allowed	true
У	allowed	true
Ү	allowed	true

Hot key character	Preferred or allowed?	Case-sensitive?
Ф	allowed	true
Ё	not allowed	false
Ж	not allowed	false
Ц	not allowed	false
Щ	not allowed	false
Ъ	not allowed	false
Ь	not allowed	false
0	numeric	n/a
1	numeric	n/a
2	numeric	n/a
3	numeric	n/a
4	numeric	n/a
5	numeric	n/a
6	numeric	n/a
7	numeric	n/a
8	numeric	n/a
9	numeric	n/a

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.

All arrow key names should be localized and capitalized, as described [above](#).

Numeric Keypad

It is recommended that you avoid distinguishing numeric keypad keys from the other keys, unless it is required by a given application. In case which keys to be pressed is 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.

When referring to shortcuts please use тәймәләренә басыгыз, not тәймәләр кушылмасына басыгыз. Key names in shortcuts should be separated with a plus sign without spaces (even if they have a different format in the source).

Standard Shortcut Keys

US Command	US English Shortcut Key	Tatar Command	Tatar Shortcut key
General Windows Shortcut keys			
Help window	F1	Ярдәм тәрәзе	F1
Context-sensitive Help	Shift+F1	Контекст ярдәме	SHIFT+F1
Display pop-up menu	Shift+F10	Калкучан сайлакны күрсәтү	SHIFT+F10
Cancel	Esc	Баш тарту	ESC
Activate\Deactivate menu bar mode	F10	Сайлак юлы режимын ялгау яки өзү	F10
Switch to the next primary application	Alt+Tab	Киләсе төп кушымтага күчү	ALT+TAB
Display next window	Alt+Esc	Киләсе тәрәзне күрсәтү	ALT+ESC
Display pop-up menu for the window	Alt+Spacebar	Тәрәз өчен калкучан сайлакны күрсәтү	ALT+ПРОБЕЛ
Display pop-up menu for the active child window	Alt+-	Актив бәйле тәрәз өчен калкучан сайлакны күрсәтү	ALT+-
Display property sheet for current selection	Alt+Enter	Тамгаланган объект өчен үзлекләр битен күрсәтү	ALT+BВОД
Close active application window	Alt+F4	Актив кушымта битен ябу	ALT+F4
Switch to next window within	Alt+F6	Модаль булмаган кушымта	ALT+F6

US Command	US English Shortcut Key	Tatar Command	Tatar Shortcut key
(modeless-compliant) application		эчендә киләсе тәрәзгә күчү	
Capture active window image to the Clipboard	Alt+Prnt Scrn	Актив тәрәз сурәтен алмашу буферына төшерү	ALT+PRNT SCRΝ
Capture desktop image to the Clipboard	Prnt Scrn	Эш өстәле сурәтен алмашу буферына төшерү	PRNT SCRΝ
Access Start button in taskbar	Ctrl+Esc	Биремнәр аслыгындагы «Башлау» тәймәсенә керү мөмкинлеге	CTRL+ESC
Display next child window	Ctrl+F6	Киләсе бәйлә тәрәзгә күрсәтү	CTRL+F6
Display next tabbed pane	Ctrl+Tab	Киләсе салынмалы өлкәгә күрсәтү	CTRL+TAB
Launch Task Manager and system initialization	Ctrl+Shift+Esc	Биремнәр диспетчерын эшләтәп җибәрү һәм системаны башлату	CTRL+SHIFT+ESC
File Menu			
File New	Ctrl+N	«Файл», «Яңа»	CTRL+N
File Open	Ctrl+O	«Файл», «Ачу»	CTRL+O
File Close	Ctrl+F4	«Файл», «Ябу»	CTRL+F4
File Save	Ctrl+S	«Файл», «Саклау»	CTRL+S
File Save as	F12	«Файл», «Саклау рәвешенә»	F12
File Print Preview	Ctrl+F2	«Файл», «Карап алу»	CTRL+F2
File Print	Ctrl+P	«Файл», «Бастыру»	CTRL+P
File Exit	Alt+F4	«Файл», «Чыгу»	ALT+F4
Edit Menu			
Edit Undo	Ctrl+Z	«Төзәтү», «Баш тарту»	CTRL+Z
Edit Repeat	Ctrl+Y	«Төзәтү», «Кайтару»	CTRL+Y
Edit Cut	Ctrl+X	«Төзәтү», «Кисеп алу»	CTRL+X
Edit Copy	Ctrl+C	«Төзәтү», «Күчермәләү»	CTRL+C
Edit Paste	Ctrl+V	«Төзәтү», «Өстәү»	CTRL+V
Edit Delete	Ctrl+Backspace	«Төзәтү», «Бетерү»	CTRL+BACKSPACE

US Command	US English Shortcut Key	Tatar Command	Tatar Shortcut key
Edit Select All	Ctrl+A	«Төзәтү», «Барысын да тамгалау»	CTRL+A
Edit Find	Ctrl+F	«Төзәтү», «Эзләү»	CTRL+F
Edit Replace	Ctrl+H	«Төзәтү», «Алмаштыру»	CTRL+H
Edit Go To	Ctrl+B	«Төзәтү», «Күчү»	CTRL+B
Help Menu			
Help	F1	Ярдәм	F1
Font Format			
Italic	Ctrl+I	Курсив	CTRL+I
Bold	Ctrl+G	Калын	CTRL+G
Underlined\Word underline	Ctrl+U	Астына сызу	CTRL+U
Large caps	Ctrl+Shift+A	Баш хәрефләр	CTRL+SHIFT+A
Small caps	Ctrl+Shift+K	Кече баш хәрефләр	CTRL+SHIFT+K
Paragraph Format			
Centered	Ctrl+E	Үзәктән	CTRL+E
Left aligned	Ctrl+L	Сулдан тигезләү	CTRL+L
Right aligned	Ctrl+R	Уңнан тигезләү	CTRL+R
Justified	Ctrl+J	Киңлеккә карап	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 Tatar version of Microsoft documentation, various constructions are used. Often it is a nominalized verb form (исем фигыль).

English example	Tatar example
How to create ...	(+) ... тәзү тәртибе
Working with ...	(+) ... белән эшләү
Using ...	(+) ... кулланышы

Copyright

Copyright protection is granted to any original work of authorship fixed in any tangible medium of expression from which it can be perceived, reproduced, or communicated.

Translation of copyright text should be consistent both within the product being localized and across Tatar versions of Microsoft products.

The following translations must be used:

English example	Tatar example
Copyright	(+) Авторлык хокукы
All rights reserved	(+) Барлык хокуклары да сакланган