Microsoft

Igbo Style Guide

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Table of Contents

1 About this style guide

This style guide is intended for the localization professional working on Microsoft products. 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 Igbo language 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 Igbo language during the localization of your products and services.

The style guide covers guidelines and recommendations for translating the Microsoft voice into Igbo language 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. Igbo Metalanguage series for Igbo language

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 Igbo language 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.

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.

Examples:

English source	Literal Igbo translation	Preferred Igbo translation
Network status	Ọkwa netwọọk	Ọnọdụ netwọọk
Height	Ogologo	Ogo
High	Elu	Ogo
*Product Label	Mmado Mepụta/ Nyeaha mmepụta	Akara mmeputa
Go to your inbox	Gaa na ìgbe mbata gị	Gaa na ìgbeoz ī nnabata gị

In translation generally, context matters a lot. The word **label** (Verb) can be translated as *Nyeaha* – "name/mark" but when used as (a noun) used in the asterisked example above, it should be translated as *akara* – "mark" which is very comprehensible and easily understood by Igbo natives. Never should **label** be translated as *mmado*. This translation is totally confusing.

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 the short, simple words spoken in everyday conversations. In English, shorter words are generally 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 *app* instead of *application* or *program*.
Pick, choose	Use *pick* in more fun, less formal or lightweight situations ("pick a color," not "choose a color") and *choose* for more formal situations (don't use *select* 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 *information* better fits the context. Use *info* when you point the reader elsewhere ("for more info, see <link>").
PC	Use for personal computing devices. Use *computer* for situations about PCs and Macs. Don't switch between *PC* and *computer*.
You	Address the user as *you*, 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.

Describe how short words and everyday words are to be used to convey the Igbo Microsoft voice.

en-US source term	Igbo word	Igbo word usage
Check	Chọọ/Chọta	Use when you have to check for updates, software versions, upgrades and not when you have to check (mark) a selection box. Often *tulee* is also used to translate check but it does not carry the intended meaning. *Tulee* gives the sense of considering between two options or pondering over something, not to find/look out for/check. Use *nyochaa* when you intend verify.
Wipe off	Hichaa/Hichapụ	Use when you intend to format/erase the contents of a drive. When the intention is to cancel an erroneous input, use *kagbuo* or *kachapụ*
Choose, Pick, Select	Họrọ/họpụta	Any of these English words can be translated as họrọ/họpụta within both formal and informal settings

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	*Do*
As well as	*Also, too*
Attempt	*Try*
Configure	*Set up*
Encounter	*Meet*
Execute	*Run*
Halt	*Stop*
Have an opportunity	*Can*
However	*But*

Give/provide guidance, give/provide information	*Help*
In addition	*Also*
In conjunction with	*With*
Locate	*Find*
Make a recommendation	*Recommend*
Modify	*Change*
Navigate	*Go*
Obtain	*Get*
Perform	*Do*
Purchase	*Buy*
Refer to	*See*
Resolve	*Fix*
Subsequent	*Next*
Suitable	*Works well*
Terminate	*End*
Toggle	*Switch*
Utilize	*Use*

en-US source	Igbo word to avoid	Igbo word/phrase
Terminate	bibie	Kwụsị
Inbox	Ìgbe	Ìgbeozī
Refer to	Lelee	Gaa na/Chọọ na
Resolve	Nkwekọrita	Dozie/Mezie
Cut (connection)/Disconnect	Chapụ/Chabie	Wepu

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

US English	Igbo target	Explanation
The password isn't correct, so please try again. Passwords are case-sensitive.	Okwuntughe a ezighi ezi. Okwuntuge niile nwere mmetụta nha nke mkpụrụedemede.	The user has entered an incorrect password so provide the user with a short and friendly message with the action to try again.
This product key didn't work. Please check it and try again.	Ọtụgwo ihemmepụta a arụghị ọrụ. Biko nyochaa ya ma ṅwaa ọzọ.	The user has entered incorrect product key. The message casually and politely asks the user to check it again and try again.
All ready to go	Adịla njikere ịga	Casual and short message to inform user that setup has completed, ready to start using the system.
Would you like to continue?	Ị chọrọ ịga n'ihu?	Use of the second person pronoun "you" to politely ask the user if they would like to continue.
Give your PC a name—any name you want. If you want to change the background color, turn high contrast off in PC settings.	Nye PC gị otu aha- aha ọbụla ị chọrọ. Ọ bụrụ ma ị chọọ ịgbanwe ụcha bàkgraụnd ahu, gaa na mwube PC gbanyụọ ngō elu.	Address the user directly using the second person pronoun to take the necessary action.

2.2.2 Promote a feature

US English	Igbo target	Explanation
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.	Okwuntughe foto bụ ụzọ ọhụrụ i ji nye aka chekwaa enyòngosìpụta kemkpatụ PC gị. Ị ga ahọrọ foto ahu- ma ahụmmegharị ị ga-eji ya na ya rụọ ọrụ- iji kewapụta okwuntughe nke sọọsọ gị nwe.	Promoting a specific feature with the use of em-dash to emphasis the specific requirements to enable the feature which in this case is picture password.
Let apps give you personalized content based on your PC's location, name, account picture, and other domain info.	Kwe ka apps nye gị ndịnà nkeonwe site na ebendobe PC gị, aha, foto akaụnt, nakwa ụfọdụ ozi nsiebe ndị ọzọ.	Promoting the use of apps. Depending on the context of the string you can add familiarity to the text by using everyday words for example, PC.

2.2.3 Provide how-to guidelines

US English	Igbo target	Explanation
To go back and save your work, click Cancel and finish what you need to.	Iji laghachi azụ ma chekwaa ọrụ gị, pịkịnye Kàgbuo ma mechaa ihe ikwesiri ime.	Short and clear action using the second person pronoun.
To confirm your current picture password, just watch the replay and trace the example gestures shown on your picture.	Iji kwadoo okwuntughe kefoto ndịnugbua gị, legharịa anya mgbe ana-egosi ya ọzọ ma chọọ ọmụmatụ ahụmmeharị egosipụtara na foto gi.	Voice is simple and natural. The user isn't overloaded with information; we tell them only what they need to know to make a decision.

2.2.4 Explanatory text and SUPPORT

US English	Igbo target	Explanation
The updates are installed, but Windows 10 Setup needs to restart for them to work. After it restarts,	E wubela mmezilite mana ekwesịrị ibìdoghaṛị mwube Windows 10 ka ha nwee ike ịrụ ọrụ Mgbe ọ bidogharịchara, anyị ga na-aga	The language is natural, the way people talk. In this case voice is reassuring, letting the user know

we'll keep going from where we left off.	n'ihu, bido na ebe anyị kwụsịrị.	that we're doing the work. Use of "we" provides a more personal feel.
If you restart now, you and any other people using this PC could lose unsaved work.	Ị bidogharịa kọmpụta gị ugbua, ọrụ gị nakwa nke ndị ọzọ ana-echekwabeghị ga-efu.	Voice is clear and natural informing the user what will happen if this action is taken.
This document will be automatically moved to the right library and folder after you correct invalid or missing properties.	Dọkụmenti a ga-eji mmereonwe gafee n'ọbaakwụkwọ nakwa foldà kwesịrị ekwesị mgbe ị mezichara njirimara ndị na-ezighi ezi maọbụ ndị nke furu efu.	Voice talks to the user informatively and directly on the action that will be taken.
Something bad happened! Unable to locate downloaded files to create your bootable USB flash drive.	Ihe ọjọọ emeela! E nweghi ike ịchọta faịlị ndị ebudatara iji kepụta nnyà usòròmbido flaashị USB gị.	Without complexity and using short sentences inform the user what has happened.

3   Language-specific standards

Information about Igbo-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.

This section includes information on how to apply the general language and syntax rules to Microsoft products, online content, and documentation. Grammatical errors are introduced during translations from the source language to the target language if syntactic and orthographic rules of the target language are not considered. Often times, it's the temptation to transliterate that flaws translation tasks. Sometimes phrase by phrase translation works, sometimes, it does not. The trick is to understand the entire sentence (not phrase) to be translated and try as much as possible to give a translation of the understood/intended meaning of the source sentence in the target language.

English	Igbo
Proxy server	(-) Njeozi nnochite (+) Sava nnọchite

Translating **server** as nnjeozi is a bit confusing to the average Igbo person. It means "that which serves/offers a service". You will need to be told the meaning before you can actually see it as so. Phonologizing **server** as sava is readily understood by the man on the streets.

3.1.1   Abbreviations

Common abbreviations

You might need to abbreviate some words in the UI (mainly buttons or options names) due to lack of space. However, you should try as much as possible to avoid the use of abbreviations in your translation. Igbo has little or no support for abbreviated forms. You can abbreviate in the following ways:

List of common abbreviations:

Expression	Acceptable abbreviation	Igbo full text
For example	(+) Dk	Dị ka
And so on	(+) Dgz	Dere gawazịa

For common measurements such as kilometers, meters, centimeters, millimeters, and so on, the abbreviations in the following table are used in the product user interface and in technical documentation.

Measurement	English abbreviation	Igbo abbreviation	Comment
Gigabyte	GB	GB	
Gigabit	GBit	GBit	
Kilobyte	KB	KB	
Kilobit	Kbit	Kbit	

Megabyte	MB	MB	
Megabit	Mbit	Mbit	
Megabits per second	Mbit/s or Kbps	Mbit/s or Kbps	
Bytes per second	B/s	B/s	Use same type for similar measurements, for example, frames per second => F/s
Megabytes per second	MB/s	MB/s	
Kilobytes per second	KB/s	KB/s	
Point	Pt.	Pt.	No plural form
Inch	"	"	" is acceptable in Packaging and tables, but not in body text.
Megahertz	MHz	MHz	
Hertz	Hz	Hz	

Don't abbreviate such words as

Expression	Exclusion of abbreviation
Microsoft	(+) Microsoft
Microsoft OneNote	(+) Microsoft OneNote
Microsoft Outlook	(+) Microsoft Outlook

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).

Localized acronyms

The following examples show the redundancy in red for Igbo terms

en-US source	Igbo target
URLN	URLN Nzuruoke
CDK	CDK Keananụanụ
IDDigital	IDD Dijital
NPPin	NP Piinu

Unlocalized acronyms

Many acronyms are standardized and remain untranslated. They are only followed by their full spelling in English if the acronym must be explained to Igbo-speaking audiences. If the acronym is commonly known, it 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:

Examples:

en-US source	Igbo target
ANSI (American National Standards Institute)	ANSI
ISO (International Standards Organization)	ISO
ISDN	ISDN
DOS	DOS
DSL	DSL

3.1.3   Adjectives

In Igbo language, adjectives can come before or after the noun in a sentence. In Igbo Language, handle adjectives in the following manner.

en-US source	Igbo target
Black Clothe	Uwe ojii
White house	Ụlọ ọcha
Beautiful child	Ọmarịcha nwa

Possessive adjectives

The frequent use of possessives is a feature of English language. However, in Igbo, possessive adjectives are handled this way:

Igbo language has a few possessive adjectives which are expressed with the use of pronouns like mụ, m, unu, anyị and ha and with the exception of o/ọ which are known as he, she/it.

en-US source	Igbo target
This handsome man is from my village	Dimkpa nwoke ọma a bụ onye obodo anyị

3.1.4   Articles

Unlocalized feature names

Microsoft product names and non-translated feature names are used without definite or indefinite articles in the English language. We treat them in this way: In Igbo language, they are regarded as the same.

Example:

en-US source	Igbo target
ALT	ALT

Localized feature names

Translated feature names are handled in the following way: they are used with a definite and indefinite article as they are not treated as proper names

Examples:

en-US source	Igbo target
Hide the task Manager when it's minimized	Zoo ọrụ Onyenchikwa mgbe asụkọlatara ya ala.
Check for a new update and install it.	Chọta mezilite ọhụụ ma rụnye ya

Localized feature names	Igbo example
Computer	Kòmpụta
Article	Atịkụl
Tabul	Tebùl

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 Igbo language?
- Analogy: Is there an equivalent Igbo 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.

Examples:

en-US source	Igbo target
Delete it from server.	Kachapụ ya na sava
Switch off the computer	Gbanyụọ kọmpụta ahu
Name this file and save it now	Nye faịlị a aha ma chekwaa ya ugbua
Type a file location here	Tinye aha otu ebendobe faịlị ebe a

3.1.5   Capitalization

The implementation of capitalization should be used and highly encouraged especially in nouns and the beginning of every sentence.

Igbo language is not far from what English language offers in capitalization. Moreover, in capitalization, the first Igbo letter in a sentence is capitalize just as it's done in English.

Example:

en-US source	Igbo target
Obi is a man	Obi bù nwoke

3.1.6   Compounds

Compounding involves the concatenation of two or more words. Igbo compounds comprise verbs, nouns and phrases. Compounding in Igbo does not comprise verbs having extensional or inflectional suffixes. 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.

Examples:

en-US source	Igbo target
Chukwu + emeka	Chukwuemeka
Okwu + chukwu	Okwuchukwu
Onye + oshi	Onyeoshi

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

If the Igbo Language Microsoft voice can be conveyed through the use of contractions, then this section is applicable.

en-US source text	Igbolong form	Igbo contracted form
Don't	Emekwala	Emela
Don't install	Arụnyekwala	Arụnyela

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.

Similarly, the de-DE Microsoft voice can use conjunctions and adverbs to convey a more natural and easy-to-understand tone.

In Igbo language, conjunction can start a sentence only in ray cases but generally Igbo language applies conjunction like any other parts of speech.

en-US source text	Igbo language old use of conjunctions	Igbo language new use of conjunctions
Since that time, I am fine.	Kamgbeahụ, àhụ dì nnọọ mma	Kamgbe ahu, àhụ dị m mma
Both my computer and his laptop are damaged.	Mà kọmpụtà m nà laptọọpụ ya ghasàrà àghasà	Ma kọmpụtà m mà laptọọpụ ya emebiela
Your computer mouse and this flash are damaged.	Ọdụmbi kọmpụtà gị na flaashị a ghasàrà àghasà	Ọdụmbi kọmpụtà gị na flaashị a emebiela

3.1.9 Gender

In Igbo, genders are distinguished in proper nouns like the name of persons and sex but not in pronouns; however, paraphrases are used for stylistic purposes.

Examples:

en-US source	Igbo target
Nwoke	Man
Nwaanyị	Woman
Oke	Male
Nnekwu	Female

Beside these examples, there are some specific names answered by males and females, apart from that fact that we have some unisex names but in other things like items, we don't have gender distinction.

3.1.10 Genitive

Igbo realizes the genitive in the form of a noun-noun construction. The head noun is modified by another noun with a tonal variation to show genitive case. A product name can be modified by another noun to show such relationship. The possessor noun always comes after the possesses

Convention 1 (for example, attaching a genitive "s" to (trademarked) product names is not feasible, as it could be interpreted as a modification of such names.)

Example:

en-US source	Igbo target
Microsoft Product	Ihemmepụta Microsoft

Convention 2

Example:

en-US source	Igbo target
Ada's book	Akwụkwọ Ada

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 these options to express the intent of the source text appropriately.

- Don't attempt to replace the source colloquialism with an Igbo 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 Modifiers

In localized Igbo text you often need to modify a noun with an adjective since an adjective can't minimally project without a noun

Example:

en-US source	Igbo target
Good/ Beautiful woman	Nwaanyị ọma

Note: Ọma can't be used alone as a minimal AP. It must modify a noun

3.1.13 Nouns

General considerations

Nouns generally serve as subjects, objects, indirect objects, verbal or prepositional complements. There can also be nouns modifying nouns as in the examples below.

Examples:

en-US source	Igbo target
Dog's pen	Ụlọ nkịta
Someone's name	Aha mmadụ
Obị's house	Ụlọ Obi

Inflection

Igbo nouns don't inflect for number.

Plural formation

There is no inflection on the noun for number. Plurality is realized by modifying with inherent plural lexical nouns.

Examples: such nouns with inherent plurality include: ụmụ, ndị, and gasị.

Singular		Plural	
en-US source	**Igbo target**	**en-US source**	**Igbo target**
Man	Nwoke	Men	Umu nwoke

Woman	Nwaanyị	Women	Umu nwaanyị
Person	Mmadụ	Persons	Ndị mmadụ
House	Ụlọ	Houses	Ụlọ gasị

3.1.14 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.

Preposition in Igbo starts with the marker of (N') with apostrophe before a vowel sound of the next word in a sentence and (Na) before a consonant sound. We also have (màkà) meaning (because).

Source text expression	Igbo expression	Comment
Under the computer	(+) **N'**okpuru kòmpụtà	The preposition 'na' is written in full when followed by a noun that starts with a consonant but when followed by a vowel, the vowel in "NA" is omitted, thereby leaving the 'n' with apostrophe when the preposition is followed by a noun that starts with a vowel.
He lives in Kano	(+) O bi **nà** Kano	
It's because his computer has a problem.	Ọ bụ **màkà** kọmpụtà ya nwèrè nsogbu.	

3.1.15 Pronouns

The Igbo pronouns are the only items that have some form of person/number differences, although not in all cases.

Examples:

en-US source	Igbo target	
I	(+) **mụ/m**	1st person singular
You	(+) **gị**	2nd person singular
He/She/It	(+) **o/ọ**	3rd person singular

We	(+) **Anyị**	1st person plural
You	(+) **ụnụ**	2nd person plural
They	(+) **ha**	3rd person plural

3.1.16 Punctuation

The pronouns in Igbo are capitalized only at sentence-initial positions. In other positions lowercase is used.

Comma

In Igbo language comma is used both in numbers and otherwise

English examples	Igbo examples
Three thousand naira	(+) ₦3, 000
When we went to the market, we saw that place.	(+) Mgbe anyị gara ahịa, anyi hụrụ ebe ahụ.

Colon

Use colons to indicate that the sentence is yet to add more information. We call it in Igbo language akara kpọm kpọm (:).

Don't capitalize a text following a colon unless the text following the colon is a complete sense.

Example:

US English	Igbo target
The teacher wants to buy these things: computer, table, books and ruler.	(+) Onyenkuzi ahu chọrọ ịzụ ihe ndịa: Kọmpụta, tebùl, akwụkwọ na rula

Don't use colons to introduce only one item or idea

Example:

US English	Igbo target
Click on: Save	(-) Kere na: Nchekwa (+) Kere na nchekwa

Dashes and hyphens

Three different dash characters are used in English:

Hyphen

The hyphen is used to divide words between syllables, to link parts of a compound word, and to connect the parts of an inverted or imperative verb form. Hyphen makes the auxiliary verb add more meaning to the verb. The hyphen is used to link the auxiliary and the verb in Igbo language as in the example below. They are used to indicate direction.

Examples:

US English	Igbo target
He is eating	(-) Ọ na eri nri (+) Ọ na-eri nri.
He is runing.	(+) Ọ na-agba ọsọ.

En dash

The en dash is used as a minus sign, usually with spaces before and after. The use of en dash in Igbo is the same as it's in English. 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. The en dash is used as a minus sign, usually with spaces before and after.

Example:

US English	Igbo target
(+) People sleep early in Cross rivers – Calabar	(+) Ndị mmadụ na-alaba ụra n'oge na mba Cross rivers – Calabar

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:

US English	Igbo target
Page 30-59	Ihu akwụkwọ nọmba 30-59

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. The use of em dash in Igbo is the same as it's in English

Examples:

US English	Igbo target
"He is an intelligent man but—"	"Ọ bụ nwoke maara ihe nke ọma mana—"
"the area he lives is like a computer market."—Chibụzọr	"Ebe o bi dịka ahịa kọmpụta."—Chibụzọr

Ellipses (suspension points)

Ellipses could be addressed as each of a series of dots, usually three, used in printed and written material to indicate an omission from text being reproduced or an incomplete phrase. Just like Hausa language, ellipses in Igbo language is the punctuation used when words are omitted. Three points are used in the middle of a sentence while four points are used if it's at the end of the sentence, except the sentence ends with a question mark or an exclamation mark then it will end like this; …? or …! respectively. It may also indicate a break or suspension in speech. …

Examples:

US English	Igbo target
I bought this computer from…	(+) A zụrụ m kọmpụtà a n'aka onye…
The person that destroyed this computer is…	(+) Onye mebiri kọmpụtà a bù…

Keep in mind the following when using ellipses/suspension points: ellipses/suspension points, sentences still remain incomplete with the indication of those dots

Period

Period could be defined as the punctuation mark (.) that's used at the end of a sentence or in abbreviations

Example:

US English	Igbo target
I bought my computer on the internet	(+) A zụrụ m kọmpụtà m n'intaneti.

Quotation marks

Quotation marks are symbols that are used in writing before and after a quotation or the words that someone speaks. It's also a type of punctuation mark. Quotation marks are used when referring to chapters, sections and topics for reference purposes.

Example:

US English	Igbo target
(+) The president said on tv, "that he must punish the minister".	(+) Onyeisi ala kwuru na TV "na ya ga-ata onye minista ahụ ahụhụ".

In US source strings, you may find software references surrounded by English quotation marks.

Parentheses

Parenthesis are curved signs, ( ), used to enclose an additional inserted word or comment and distinguish it from the sentence in which it's found.

In English, as well as in Igbo, there is no space between the parentheses and the text inside them.

Examples:

US English	Igbo target
Imo State University (IMSU)	(+) Imo State University (IMSU)
The first day of the week (Monday)	(+) Ụbọchị mbụ n'izu ụka (Mọndè)

3.1.17 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. The Igbo Microsoft voice can be conveyed through the use of sentence fragments too.

Examples:

US English source text	Igbolong form	Igbo sentence fragment
Are you sure you want to delete your name?	Obi o siri gị ike ịkachapụ aha gị?	Kachapụ aha gị?
See the following example	Lelee ọmụmaatụ na-esota	Lelee ọmụmaatụ

3.1.18 Split infinitive

This section does not apply to Igbo. In Igbo language infinitive is attach to the verb. No infinitive in Igbo verb that stands on its own.

Examples:

US English	Igbo target
to chew	(+) Ịta
to buy	(+) Ịzụ
to kill	(+) Igbu

3.1.19 Subjunctive

Subjunctives could be analyzed as a grammatical mood that expresses doubts, wishes, and possibilities. Be that as it may, it's seen as one of the most difficult grammatical subject to analyze.

The following are examples are subjunctive constructions in Igbo. The conjunction **kà** or **mà** its one of its syntactic markers:

Examples:

US English	Igbo target
See you later	(+) kà emesịa. (+) kà omesịa.
We came to see you	(+) Anyị bịara mà anyị hụ unu. (+) Anyị bịara kà anyị hụ unu.
Till next time	(+) kà ọdịwakwanụ ogè ọzọ.

3.1.20 Symbols & nonbreaking spaces

Apart from currency symbols and separator symbols that have been identified, the symbols encountered during translation, should be left as they are in English. As for nonbreaking spaces, in writing currency or symbols apart from the breaks or spaces that define the unit of the figures, there should be no other break or spacing.

Use non breaking spaces in the following instances:

- As a thousand separator
- Between a chapter and its number or letter
- Between any items that should not be written in separate lines
- After a colon

Examples:

US English	Igbo target
(+) ₦25 000 000	(+) ₦25 000 000
Chapter 2: Writing	(+) Amàokwu 2: Ndezi

3.1.21 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.

US English source text	Igbo use of verb tense
Ada went to the market.	(+) Ada gara ahịa
The computer worked very well.	(+) Kọmpụtà rụrụ ọrụ ọfụma.

The continuous operation of verbs in Igbo language is marked by auxiliary verb (na). Examples:

US English source text	Igbo use of Auxilary verb
(+) The computer is working now.	(+) Kọmpụtà na-arụ ọrụ ugbua
(+) the email is being sent now.	(+) A na-ezipu ozi-e ahu ugbua

The verb is the most relevant element in a sentence. In Igbo language, there are root verbs and also full verbs. Root verbs are morphological verbs that don't make a complete sense but through them you add the prefixation and suffixation in verbs in order to realize a complete sense of their action.

US English source text	Igbo root verbs	US English source text	Igbo full verbs
Go	-Ga	Went	Gara
Eat	-Ri	Ate	Riri
Cook	-Si	Cooked	Siri
Call	-Kpọ	Called	Kpọrọ
Say/ Speak	-Sị	Said/ Spoke	Sịrị
Kill	-Gbu	Killed	Gburu

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 Igbo Language, 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.

In doing this work, you might need often to consult your glossary before translating any word that's a technical term. However, where there is no such word in the glossary, care should be taken that the new words so coined are intelligible to an Igbo man in the street. For instance, instead of translating 'football' as **'akpụkpọanụ ana-agba n'ụkwụ'**, a very clumsy translation, it's better to borrow the English word, ball and translate it using Igbo orthography as **'bọlụ'**.

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, 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	Igbo target
Windows 8 Version 8.1	Windows 8 Version 8.1

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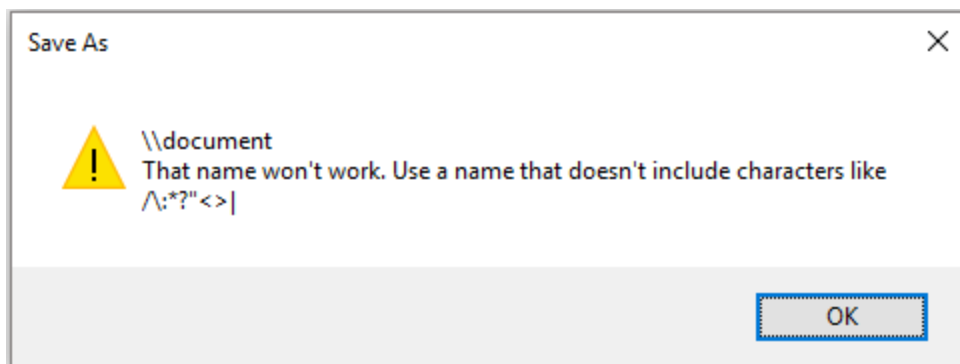
Error messages are messages sent by the system or a program, informing the user of an error that must be corrected in order for the program to keep running. The messages can prompt the user to take action or inform the user of an error that requires restarting the computer.

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 Igbo translation
Oops, that can't be blank...	Oops, nke ahu ekwesighi ịdị nkịtị
Not enough memory to process this command.	E nweghi ikencheta zuru ezu iji mee ntuziaka a

Igbo 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.

English term	Igbo error	Correct Igbo term
Cancel Error Message	(-) Kachapụ Mmejọ Ozi	(+) Kagbuo Ozi Mmejọ

Standard phrases in error messages

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

In this circumstances, and due to dynamism of language, error messages can pop up due to lack of due standardization in the translated language or compliant to the required glossary.

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:

English	Translation	Igbo example	Comment
Can't … Could not …	Can't connect Could not connect	(+) adabàghị	The Igbo translation is ok for both.
Failed to … Failure of …	Failed to connect Failure to connect	(+) Njikọ adabàghị	The Igbo translation is ok for both.
Can't find … Could not find … Unable to find … Unable to locate …	Can't find driver software Could not find driver software Unable to find driver software Unable to locate driver software	(+) Nnya ngwanrò adịghị	The Igbo translation covers all.
Not enough memory Insufficient memory There is not enough memory There is not enough memory available	Not enough memory Insufficient memory There is not enough memory There is not enough memory available	(+) Ikencheta ezughị ezu	The Igbo translation covers all.
… is not available … is unavailable	… is not available … is unavailable	(+) Ọ dighi adị	The Igbo translation is ok for both.

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."

Most source strings have instructions that detail what text will replace the placeholder.

In the English source string, placeholders are found in the position where they would naturally occur in that language. Since in English numerals typically precede the noun, the numeral placeholders typically precede the noun in the source strings. If the numeral follows the noun it modifies in Igbo, you have to move the placeholder after the noun.

English examples	Igbo examples
in %d days	(+) n'ụbọ chị %d
%d minutes	(+) nkeji %d

4.5.2 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).

Unlike English keyboard, the local language Igbo keyboard has dual functions due to the tonation in the dialect. Double keys are applied to produce local tonal words that will satisfy the pronunciation.

English key name	Igbo key name
Alt	Alt
Backspace	Backspace
Break	Break

Caps Lock	Caps Lock
Ctrl	Control
Delete	Delete
Down Arrow	Ube Àlà
End	End
Enter	Enter
Esc	Esc
Home	Home
Insert	Insert
Left Arrow	Ube Akaekpe
Num Lock	Num Lock
Page Down	Page Down
Page Up	Page Up
Pause	Pause
Right Arrow	Ube Akanri
Scroll Lock	Scroll Lock
Shift	Shift
Spacebar	Ogwenyeòhèrè
Tab	Tab
Up Arrow	Ube Elu
Windows key	Ọtụgwọ Windows
Print Screen	Print Screen
Menu Key	Ọtụgwọ Menu

While working with Microsoft software, you can use keys combinations and key sequences to type in some Igbo special characters. See examples below:

Characters	Key combination
ị	AltGr+I
ị́	AltGr+Q
ị̀	AltGr+W
ị̄	AltGr+E
ọ	AltGr+O
ọ̀	AltGr+S
ọ́	AltGr+A
ọ̄	AltGr+D
ụ	AltGr+U
ụ́	AltGr+F
ụ̀	AltGr+G
ụ̄	AltGr+H
ṅ	AltGr+N
ṁ	AltGr+M
m̄	AltGr+<
n̄	AltGr+>

4.5.3   Keyboard shortcuts
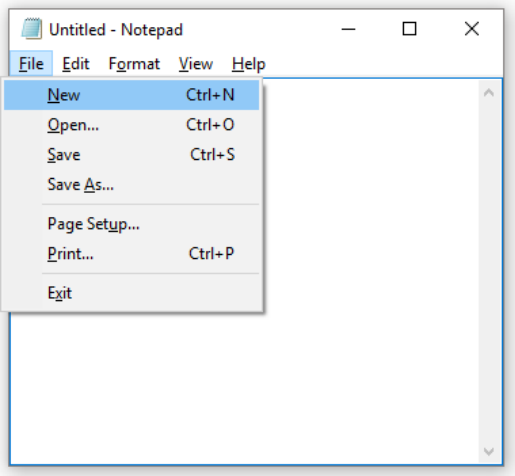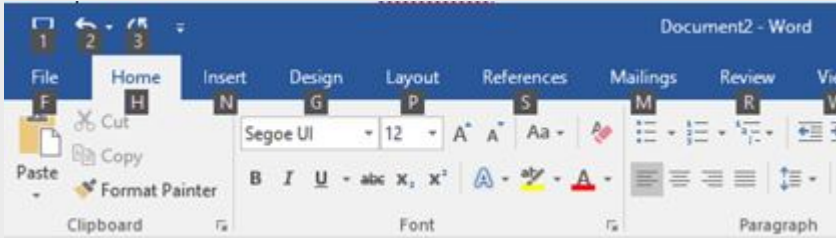
Sometimes, there are underlined or highlighted letters in menu options, commands or dialog boxes. These letters refer to keyboard shortcuts (also known as access keys) that allow you to run commands, perform tasks, etc., more quickly.
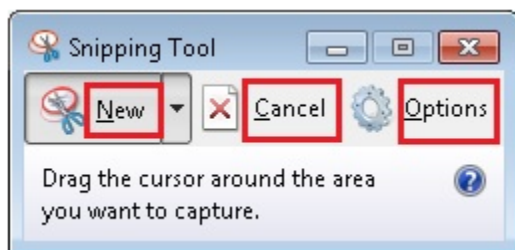
Keyboard shortcuts special options	Usage: is it allowed?	Notes
"Slim characters," such as I, l, t, r, f can be used as keyboard shortcuts	Yes	It would be easier to use than those other characters
Characters with down strokes, such as g, j, y, p and q can be used as keyboard shortcuts	Yes, except q which is not a character in Igbo alphabet	If they are underlined, one might not see them well.
Extended characters can be used as keyboard shortcuts	No	This is because you can't not see them directly on keyboard layout
An additional letter, appearing between brackets after item name, can be used as a keyboard shortcut	No	N/A
A number, appearing between brackets after item name, can be used as a keyboard shortcut	No	N/A
A punctuation sign, appearing between brackets after item name, can be used as a keyboard shortcut	No	N/A
Duplicate keyboard shortcuts are allowed when no other character is available	No	It would cause confusion
No keyboard shortcut is assigned when no more characters are available (minor options only)	Yes	N/A

Additional notes: Normal characters can be used as keyboard shortcuts but extended characters can't be used because it might be difficult to be seen or underlined.

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	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. Example: F in Alt+F Example in UI localization: H&ome In keyboard shortcuts, most access keys are used with the Alt key.
key tip	The letter or number that appears in the ribbon when the Alt key is pressed. In UI localization, the key tip is the last character present in the strings after the "`" character.  Example: In UI localization Home`H
shortcut key	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. Example: Ctrl+N, Ctrl+V In keyboard shortcuts, most shortcut keys are used with the Ctrl key. Ctrl+letter combinations and function keys (F1 through F12) are usually the best choices for shortcut keys.

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	Igbo command	Igbo shortcut key
General Windows shortcut keys			
Help window	F1	Enyemaaka window	F1
Context-sensitive Help	Shift+F1	Enyemaaka-metụtara kèọnọdụ	Shift+F1
Display pop-up menu	Shift+F10	Gosịpụta menù mkpalite	Shift+F10
Cancel	Esc	Kàgbuo	Esc
Activate\Deactivate menu bar mode	F10	Wakee/Wepumwake menù moodu ogwe	F10
Switch to the next primary application	Alt+Tab	Gafere na ntinyeọrụ nke izizi na-esota	Alt+Tab

US command	US English shortcut key	Igbo command	Igbo shortcut key
Display next window	Alt+Esc	Gosịpụta window nke na-esota	Alt+Esc
Display pop-up menu for the window	Alt+Spacebar	Gosịpụta mkpalite menù màkà window	Alt+Spacebar
Display pop-up menu for the active child window	Alt+-	Gosịpụta mkpalite menù màkà mwake window	Alt+-
Display property sheet for current selection	Alt+Enter	Gosịpụta ibeakwụkwọ nìrìmaraihē màkà nhọpụta ọhụụ	Alt+Enter
Close active application window	Alt+F4	Mechie ntinyeọrụ window ndịnọrụ	Alt+F4
Switch to next window within (modeless-compliant) application	Alt+F6	Gafee na window ọzọ n'ime ntinyeọrụ (mkpesa enweghi model)	Alt+F6
Capture active window image to the Clipboard	Alt+Prnt Scrn	Nweta foto window ndịnọrụ na bọọd ntipanye	Alt+Prnt Scrn
Capture desktop image to the Clipboard	Prnt Scrn	Nweta foto desktọọp na bọọd ntipanye	Prnt Scrn
Access Start button in taskbar	Ctrl+Esc	Nnweta ọdụmbi mbido n'ime ogweọrụ	Ctrl+Esc
Display next child window	Ctrl+F6	Gosịpụta window ntà nke na-esota	Ctrl+F6
Display next tabbed pane	Ctrl+Tab	Gosịpụta taabụ panù nke na-esota	Ctrl+Tab
Launch Task Manager and system initialization	Ctrl+Shift+Esc	Bido Njizi Ọrụ ma mbido sistemụ	Ctrl+Shift+Esc
File menu			
File New	Ctrl+N	Faịlị ọhụụ	Ctrl+N

US command	US English shortcut key	Igbo command	Igbo shortcut key
File Open	Ctrl+O	Mepee faịlị	Ctrl+O
File Close	Ctrl+F4	Mechie faịlị	Ctrl+F4
File Save	Ctrl+S	Chekwaa faịlị	Ctrl+S
File Save as	F12	Nchekwa faịlị dị ka	F12
File Print Preview	Ctrl+F2	Bipụta priviu faịlị	Ctrl+F2
File Print	Ctrl+P	Bipụta faịlị	Ctrl+P
File Exit	Alt+F4	Pụọ na faịlị	Alt+F4
Edit menu			
Edit Undo	Ctrl+Z	Dezimaa Mwepụ kentibanye	Ctrl+Z
Edit Repeat	Ctrl+Y	Dezimaa Megharị	Ctrl+Y
Edit Cut	Ctrl+X	Dezimaa Chabie	Ctrl+X
Edit Copy	Ctrl+C	Dezimaa Kọpị	Ctrl+C
Edit Paste	Ctrl+V	Dezimaa Mmado	Ctrl+V
Edit Delete	Ctrl+Backspace	Dezimaa Kagbuo	Ctrl+Backspace
Edit Select All	Ctrl+A	Dezimaa Họrọ ha Niile	Ctrl+A
Edit Find	Ctrl+F	Dezimaa Chọta	Ctrl+F
Edit Replace	Ctrl+H	Dezimaa Nochie	Ctrl+H
Edit Go To	Ctrl+G	Dezimaa Gaa Na	Ctrl+G
Help menu			
Help	F1	Enyemaka	F1
Font format			
Italic	Ctrl+I	Italic	Ctrl+I

US command	US English shortcut key	Igbo command	Igbo shortcut key
Bold	Ctrl+B	Bold	Ctrl+B
Underlined\Word underline	Ctrl+U	Kaa n'okpuru/ Kaa n'okpuru mpururuokwu	Ctrl+U
Large caps	Ctrl+Shift+A	Caps buru ibu	Ctrl+Shift+A
Small caps	Ctrl+Shift+K	Caps di obere	Ctrl+Shift+K
Paragraph format			
Centered	Ctrl+E	Nọ N'etiti	Ctrl+E
Left aligned	Ctrl+L	Nọ N'aka ekpe	Ctrl+L
Right aligned	Ctrl+R	Nọ N'aka nrị	Ctrl+R
Justified	Ctrl+J	Nọziri anozi	Ctrl+J

4.5.7   English pronunciation

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 a common term (such as "server"), use the local pronunciation. Pronunciation can be adapted to the Igbo phonetic system if the original pronunciation sounds very awkward in Igbo.

The pronunciation pattern should follow the standard Igbo variety

Example	Phonetics	Comment
SecurID	[sɪˈkjuər aɪ diː]	
.NET	[dot net]	
Skype	[Skịpụ̀]	The influence of the target language is manifested on the name of the product, therefore the localized/transliterated version that follows the phonologisation of the word in the target language is used by the users.

Acronyms and abbreviations

Acronyms are pronounced like real words, adapted to the local pronunciation: Be careful only to use approved acronyms and abbreviations of terms. Don't use abbreviated forms of fictitious names that appear elsewhere in the documentation in their full form.

Example	Phonetics
RADIUS	REDỊỌSỤ
RAS	RAS
ISA	ISA
LAN	LAN
WAN	WAN
WAP	WAP
MAPI	MAPI
POP	POP
URL	URL

Other abbreviations are pronounced letter by letter.

Example	Phonetics
ICMP	AỊ SI EM PI
IP	AỊ PI
TCP/IP	TII SII PII/AỊ PI
XML	EKS EMỤ EL
HTML	ECH TII EM EL
OWA	ỌWA
SQL	ESS KIU EL

URLS

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

"www" should be pronounced as "dọbụyu dọbụyu dọbụyu"

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

Example	Phonetics
http://www.microsoft.com/cze	http://dọbụyu dọbụyu dọbụyu dọtụ Microsoft dọtụ kọm/sii zedị ii

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 Igbo approved translations.