# Sesotho sa Leboa Style Guide

# Contents

# What's New?

Last Updated: February 2011

## New Topics

The following topics were added:

- Loanwords
- Localizing Homonyms
- Translation of single units
- Localization of Colours

## Updated Topics

The following topics were updated:

- n/a
- 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This Style Guide went through major revision in February 2011 in order to remove outdated and unnecessary content.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 Sesotho sa Leboa 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 Sesotho sa Leboa 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. Always check for approved translation in the Microsoft terminology database.

# Sample Text

Lekgotla la Maina a Thutafase la Afrika Borwa (SAGNC)

Lekgotla la Maina a Thutafase la Afrika Borwa ke eng?

SAGNC ke mokgatlo woo ke hlodilwego ke Molao wa Palamente (Molao wa 118 wa 1998) gape e beilwe ke Lekgotla la Bokgabo, Setšo, Saense le Thekenolotši.

**Maloko a SAGNC ke bo mang?**

- Moemedi yo tee go tšwa profenseng ye nngwe le ye nngwe;
- Batho bao ba beilwego ke Letona, go tšeelwa hlogong botsebi bja bona bjo kgethegilego le setshaba sa naga;
- Baemedi ba Kgaolo ya Mellwane le ba Poso, le Lekgotla la Dipolelo Ka moka tša Afrika Borwa.

**Ke ka baka la eng SAGNC?**

- Go netefatša gore go ya ka moo go kgonegago go na le leina le tee la lefelo le tee gomme leina le lengwe le le lengwe le na le mokgwa o tee o le ngwalwago ka wona;
- Go netefatša gore ge go fiwa maina go tšeelwa hlogong histori, setšo, mahumo le tša kagišano-ikonomi tšeo batho ba di tsebago.

**Mediro ya SAGNC ke efe?**

- Go nolofatša le go bea methalohlahli go hloma Komiti ya Maina a Thutafase ya Profense (PGNC) ka profenseng ye nngwe le ye nngwe.
- Go amogela, go nyakišiša le go digela maina a thutafase a maswa ao a šišintšwego le diphetogo go maina ao a lego gona ao a tlišitšwego ke di PGNC le makoko a mangwe gore a dumelelwe ke Letona.
- Go kgokagana le:

  - mekgatlo ya setšhaba le ya boditšhabatšhaba;
  - ya setšo, histori le ya polelo;
  - Dikomiti tša Profense tša Maina a Thutafase.

- Go kgoboketša le go gatiša mananeo a semmušo a maina ao a dumeletšwego.

Dikomiti tša Profense tša Maina a Thutafase ke eng?

Ke mekgatlo yeo e laoletšwego ke Molao go boledišana le setšhaba, go nyakišiša le go dira ditšhišinyo go SAGNC ka maina a thutafase. Di šoma mmogo le SAGNC.

**Maloko a di PGNC ke bomag?**

- Maloko a diprofense a SAGNC;

- Maloko a mangwe ao a beilwego ke Leloko la Lekgotla Phethiši, mohlala, ditsebi ka tša polelo, maina a thutafase le tša dimmapa, le baemedi ba mmušoselegae, Ngwako wa Baetapele ba Setšo, boeti, bjbj.

**Mediro ya PGNC ke efe?**

- Go lokiša ditigelo ka maina tšeo di fiwago SAGNC.
- Go boledišana le balaodi ba selegae le bakgathatatema ba bangwe.
- Bo kgokagana le SAGNC.
- Go ruta setšhaba ka tshepedišo ya go fa dibopego tša thutafase maina.

**Re dira bjang ge re dira kgopelo ya tumelelo ya maina?**

| Kgato ya bo 1 | Hwetša foromo ya kgopelo go tšwa go SAGNC. |
|---|---|
| Kgato ya bo 2 | Hwetša tshedimošo ka moka yeo e nyakegago ka ga , mohlala, tlhalošo ya leina, le kgetho ya bobedi. |
| Kgato ya bo 3 | Iša foromo go PGNC. |

**Go direga eng ka foromo ya kgopelo?**

- SAGNC e lekola leina gomme e ka no e gomiša goba ya efa ditsebi gore di nyakišiše go ya pele.
- Ge e kgotsofetše, SAGNC e dira ditigelo go Letona gore le le dumelele.
- Ka morago ga gore le dumelelwe, leina leo le gatišwa ka gare ga Kuranta ya Mmušo.

**Melaotshepetšo**

**Maina a thutafase ao ka kakaretšo a swanetšego go hlokomologa:**

- Maina a seheitene, ao a sa tlotlegego, ao a ka no kgopišago bangwe, a go rogana;
- Maina ao a kgethollago goba a go nyenyefatša go ya ka morafe, mmala, tumelo, bong, boleloko bja sepolotiki goba dintlha tše dingwe tša kagišano;
- Maina ao a ka no bonwago e le papatšo ya setšweletšwa, tirelo goba feme yeo e rilego.

**Go rea maina ka batho**

- Maina a batho bao ba phelago ka kakaretšo a phefšwe.
- Mafelo a thutafase ao a rewago ka batho a swanetše go ba go ya ka maemo a batho bao ba amegago (Mohlala, e sego go rea selo seo se sa kwešišego gabotse ka motho wa go ba bohlokwa setšhabeng)
- Moo go kgonegago tumelelo yeo e ngwadilwego fase e swanetše go humanwa go tšwa go maloko a motho goba batho le baabelwa pele leina la motho yoo le šomišwa.

**Dintlha tša kgokaganyo**

| Bongwaledi<br>Kgetse ya Praebete X 195<br>Tshwane<br>0001<br>Afrika Borwa | Mogala<br>Fekese<br>e-poso | : (012) 337 – 8155<br>: (012) 321 – 7681<br>: **vt27@dacst5.pwv.gov.za** |
|---|---|---|

http://www.dac.gov.za/projects/heritage/geographical_names/information_brochure.htm

Hlamilwe ka 20 Mei 2011 ka 11:25

# Recommended Reference Material

Use the Sesotho sa Leboa 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. Departmental Northern Sotho Language Board. 1988. *Northern Sotho Terminology and Orthography* No 4. Pretoria: Government Printer.
2. Wilken, P and Masola, I S. 1994. Understanding Everyday Northern Sotho: A Vocabulary and Reference Book / Pukuntšu ya Tlotlontšu le Tšhupetšo.
3. Poulos, G; Louwrens, L J. 1994. A Linguistic Analysis of Northern Sotho, Pretoria: Via Afrika.
4. Online Dictionary: Sesotho sa Leboa (Northern Sotho) - English / Pukuntšu ya Inthanete ya Sesotho sa Leboa – Seisimane.

## Informative References

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

1. Departmental Northern Sotho Language Board. 1988. *Northern Sotho Terminology and Orthography No. 4.* Pretoria: Government Printer.
2. Kriel, TJ. 1976. *The New English-Northern Sotho Dictionary. English-Northern Sotho, Northern Sotho-English,* Johannesburg: Educum Publishers.
3. Kriel, TJ. et al. 1997. *Popular Northern Sotho Dictionary, Northern Sotho-English, English-Northern Sotho.* Cape Town: Pharos.
4. Lombard, DP. et al. 1992. *Sediba: Practical List of Words and Expressions in Northern Sotho.* Pretoria: Via Afrika.
5. Prinsloo, DJ. and Sathekge, BP. 1996. *New Sesotho sa Leboa Dictionary, English-Sesotho sa Leboa (Northern Sotho), Sesotho sa Leboa (Northern Sotho)-English.* Pietermaritzburg: Shuter & Shooter.
6. Van Wyk EB. & Mokgokong, PC. 1985. *Inleiding tot die Grammatika van Noord Sotho.* Pretoria: JL van Schaik.
7. Van Wyk, EB. 1992. *Northern Sotho for First Years.* Pretoria: JL van Schaik

# Language Specific Conventions

This part of the style guide contains information about standards specific to Sesotho sa Leboa.

# Country/Region Standards

## Characters

| Country/region | South Africa |
| --- | --- |
| **Lower-case characters** | a, b, c, d, e, f, g, h, I, j, k, l, m, n, o, p, q, r, s, š, t, u, v, w, x, y, z |
| **Upper-case characters** | A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, Š, T, U, V, W, X, Y, Z |
| **Characters in caseless scripts** | n/a |
| **Extended Latin characters** | Š, š |
| **Note on alphabetical order** | Alphabetical order is not necessarily indicative of sorting order. |
| **Total number of characters** | 27 |
| **Unicode codes** | a   97<br>A   65<br>b   98<br>B   66<br>c   99<br>C   67<br>d   100<br>D   68<br>e   101<br>E   69<br>f   102<br>F   70<br>g   103<br>G   71<br>h   104<br>H   72<br>i   105 |

| Country/region | South Africa |
| --- | --- |
| | I   73 |
| | j   106 |
| | J   74 |
| | k   107 |
| | K   75 |
| | l   108 |
| | L   76 |
| | m   109 |
| | M   77 |
| | n   110 |
| | N   78 |
| | o   111 |
| | O   79 |
| | p   112 |
| | P   80 |
| | q   113 |
| | Q   81 |
| | r   114 |
| | R   82 |
| | s   115 |
| | S   83 |
| | š   154 |
| | Š   138 |
| | T   84 |
| | u   117 |
| | U   85 |
| | v   118 |
| | V   86 |
| | w   119 |
| | W   87 |
| | x   120 |
| | X   88 |
| | y   121 |
| | Y   89 |

| Country/region | South Africa |
|---|---|
| | z    122 |
| | Z    90 |
| **Notes** | The following two characters, i.e. [c] and [x] are used sparingly, mainly in exclamations. Characters [v] and [z] appear mostly in loanwords and [q] is the least used character, if ever. |

## Date

| Country/region | South Africa |
|---|---|
| **Calendar/Era** | Gregorian |
| **First Day of the Week** | Monday (Mošupologo) |
| **First Week of the Year** | Starts on 01 January each year. |
| **Separator** | [.] or [/] |
| **Default Short Date Format** | DD.MM.YY |
| **Example** | 17.03.11 |
| **Default Long Date Format** | DD.MMMM. YYYY |
| **Example** | 17 Matšhe 2011 |
| **Additional Short Date Format 1** | n/a |
| **Example** | n/a |
| **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 |

| Country/region | South Africa |
|---|---|
| **Leading Zero in Month Field for Short Date Format** | Yes |
| **No. of digits for year for Short Day Format** | 2 |
| **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 or dd/mm/yyyy |
| **Example** | 17 Matšhe 2011 or 17/03/2011 |
| **Notes** | In all scenarios, both the day and month will be represented by 2 characters, while the year will be represented by 4 characters. |
| **Abbreviations in Format Codes** | **d** is for day, number of d's indicates the format (d = digits without leading zero, dd = digits with leading zero, ddd = the abbreviated day name, dddd = full day name) |
| | **M** is for month, number of M's gives number of digits. (M = digits without leading zero, MM = digits with leading zero, MMM = the abbreviated name, MMMM = full name) |
| | **y** is for year, number of y's gives number of digits (yy = two digits, yyyy = four digits) |

## Time

| Country/region | South Africa |
|---|---|
| **24 hour format** | Yes |
| **Standard time format** | HH:mm:ss |
| **Standard time format example** | 07:15:55 |
| **Time separator** | Colon [:] |
| **Time separator examples** | 03:24:12 |
| **Hours leading zero** | Yes |

| Country/region | South Africa |
|---|---|
| **Hours leading zero example** | 03:24:12 |
| **String for AM designator** | n/a |
| **String for PM designator** | n/a |
| **Notes** | n/a |

## Days

**Country/region:**

South Africa

| Day | Normal Form | Abbreviation |
|---|---|---|
| Monday | Mošupologo | Moš. |
| Tuesday | Labobedi | Lbb. |
| Wednesday | Laboraro | Lbr. |
| Thursday | Labone | Lbn. |
| Friday | Labohlano | Lbh. |
| Saturday | Mokibelo | Mok. |
| Sunday | Sontaga/Lamorena | Lam. |

**First Day of Week:** Monday (Mošupologo)

**Is first letter capitalized?** Yes

**Notes:** Names of days of the week always start with capital letter even when they appear in the middle of a sentence.

## Months

**Country/region:** South Africa

| Month | Full Form | Abbreviated Form | Long Date Form |
|---|---|---|---|
| January | Janaware | Jan | Janaware |
| February | Feberware | Feb | Feberware |
| March | Matšhe | Matš | Matšhe |
| April | Aprele | Apr | Aprele |
| May | Mei | Mei | Mei |

| Month | Full Form | Abbreviated Form | Long Date Form |
|---|---|---|---|
| June | June | Jun | June |
| July | Julae | Jul | Julae |
| August | Agostose | Ago | Agostose |
| September | Setemere | Set | Setemere |
| October | Oktoboro | Okt | Oktoboro |
| November | Nofemere | Nof | Nofemere |
| December | Disemere | Dis | Disemere |

**Is first letter capitalized?** Yes

**Notes:** The names of the months of the year, according to the then Sesotho sa Leboa Language Board, are Sothoised instead of using the traditional names such as Pherekgong [for January], Dibokwane [for February], Hlakola [for March], Moranang [for April], Mopitlo [for May], Mosegamanye [for June], Phupu [for July], Phato [for August], Lewedi [for September], Diphalane [for October], Dibatsela [for November] and Manthole [for December] (cf. *Sesotho sa Leboa Terminology and Orthography*, p23). There are several factors influencing the choice of Sothoised/loan words at the expense of traditional names. Amongst other factors in the lack og one-to-one correlation between the traditional name and the actual month to which it refers. For instance, "Hlakola" can refer to March and May, which may be confusing in real life situations where activities are scheduled according to date and time. For instance, may agree on meeting each other at a particular month but then miss each other by a month or two; hence this preference to embrace the Sothoised words.

# Numbers

Sesotho sa Leboa resembles English with regard to numbering.

## Phone Numbers

| Country/ region | International Dialing Code | Area Codes Used? | Number of Digits – Area Codes | Separator | Number of Digits – Domestic | Digit Groupings – Domestic |
|---|---|---|---|---|---|---|
| South Africa | +27 | Yes | 3 | Space | 10 | (###) ### #### |

| Country/ region | Number of Digits – Local | Digit Groupings – Local | Number of Digits – Mobile | Digit Groupings – Mobile | Number of Digits – International | Digit Groupings – International |
|---|---|---|---|---|---|---|
| South Africa | 7 | ### ### #### | 10 | (###) ### #### | 11 | +27## ### #### |

**Notes**: Area codes are sometimes put inside brackets.

## Addresses

**Country/region:**

South Africa

**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] LastNameLastName
2. [CompanyName]
3. Address1
4. [Address2]
5. [CountryCode-]PostalCodeCity
6. [Country]

**Example Address:**

1. [Ngaka] Maepa Maleka

2. Maleka Consulting

3. P O Box 1920

4. Polokwane

5. 0700

6. South Africa

**Local Postal Code Format:** xxxx

**Notes:**

First name may be used instead of initials.

It is strongly advisable not to attempt to localize postal addresses. South Africa is a multilingual country; and if all addresses could be translated into all eleven (11) official languages, it will result in chaos, thus making mailing at post offices difficult.

It is advisable to use the current internationally approved names of provinces and streets and to keep track of events and changes. South Africa, due to its history, is in a process of correcting the wrongs of the Apartheid era, and name restoration of streets, cities, towns and provinces are among the major restoration projects in this country.

Country name is required when posted from outside the country.

## Currency

| Country/region | South Africa |
|---|---|
| Currency Name | South African Rand |
| Currency Symbol | R |

| | |
|---|---|
| **Currency Symbol Position** | Precedes the amount |
| **Positive Currency Format** | R2000.00 |
| **Negative Sign Symbol** | -R |
| **Negative Currency Format** | - R2000.00 |
| **Decimal Symbol** | , |
| **Number of Digits after Decimal** | two (2) |
| **Digit Grouping Symbol** | Space |
| **Number of Digits in Digit Grouping** | 3 |
| **Positive Currency Example** | R2 000 000.00 |
| **Negative Currency Example** | - R2 000 000.00 |
| **ISO Currency Code** | ISO 4217 ZAR |
| **Currency Subunit Name** | Cent |
| **Currency Subunit Symbol** | C |
| **Currency Subunit Example** | 25c |

## Digit Groups

**Country/region:** South Africa

**Decimal Separator:** Either [,] or [.]

**Decimal Separator Description:** Comma and dot

**Decimal Separator Example:** R44,00

**Thousand Separator:** Space

**Thousand Separator Description:** Space

**Thousand Separator Example:** R4 655 644,00

**Notes:**

In Sesotho sa Leboa when we write currency the symbol for that currency always precedes the figure, e.g. Dimilione tše R8,6 [for R8,6 million]. The comma is used as a decimal separator and a space to separate groups of three digits.

# Measurement Units

**Country/region:** South Africa
**Metric System Commonly Used?:** Yes
**Temperature:** Celsius

| Category | English | Translation | Abbreviation |
|---|---|---|---|
| Linear Measure | Kilometer | Kilometara | Km |
| | Meter | Metara | m |
| | Decimeter | Desimetara | n/a |
| | Centimeter | Sentimetara | Cm |
| | Millimeter | Milimetara | Mm |
| Capacity | Hectoliter | Hektolitara | Hl |
| | Liter | Litara | L |
| | Deciliter | Desilitara | n/a |
| | Centiliter | Sentilitara | n/a |
| | Milliliter | Mililitara | Ml |
| Mass | Ton | Tone | n/a |
| | Kilogram | Kilokramo | Kg |
| | Pound | Ponto | Lb |
| | Gram | Kramo | G |
| | Decigram | Desikramo | n/a |
| | Centigram | Sentikramo | n/a |
| | Milligram | Milikramo | Mg |
| English Units of Measurement | Inch | Noko | n/a |
| | Feet | Dikgato | ft. |
| | Mile | Maele | n/a |
| | Gallon | Kalone | n/a |

**Notes:**

Abbreviations may either start with a capital or lower case letter, but preferably the latter. All abbreviations for measurements will retain English format even in Sesotho sa Leboa.

It must be emphasized that in terms of the grammar of Sesotho sa Leboa, the unit of measurement always precedes a numeral as in "dikramo tše 5", "litara e 1" for "5 grams" and "1 litre" respectively. So, the formula is: unit of measurement + concord + numeral. This rule also applies to all other measurement units.

Again, the British units of measurement are no longer used in South Africa, but the names and abbreviations are still known, mainly in a historical context. South Africa uses the metrical system and not the imperial or US system (e.g. yards, inches, pints) still prevalent in the UK and USA.

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

| Measurement | English abbreviation | Sesotho sa Leboa abbreviation |
|---|---|---|
| Gigabyte | GB | GB/KIkapaete |
| Gigabit | GBit | Kikapaete |
| Kilobyte | KB | KB/Kilopaete |
| Kilobit | Kbit | Kilopaete |
| Megabyte | MB | Mekapaete |
| Megabit | MBit | Mekapiti |
| Terabyte | TB | Therapaete/TB |
| Terabit | TBit | Therapiti |
| Bits per second | Bit/s | n/a |
| Megabits per second | MBit/s or Mbps | Mekapiti ka motsotso |
| Kilobits per second | KBit/s or Kbps | Kilopiti ka motsotso |
| Bytes per second | B/s | Dipaete ka motsotso |
| Megabytes per second | MB/s | Dimekapaete ka motsotso |
| Kilobytes per second | KB/s | Dikilopaete ka motsotso |
| Megahertz | MHz | Mekahetse |
| Hertz | Hz | Hetse |

Use numerals for all measurements. This is true whether the measurement is spelled out, abbreviated, or replaced by a symbol. Numerals are also used for coordinates in tables or worksheets and for numbered sections of documents. Avoid beginning a sentence with a numeral.

## Percentages

- Ensure that percentages added together do not add up to more than 100.
- Ensure that percentage decrease is not more than 100.

# Sorting

| | |
|---|---|
| **Sorting rules** | 1. Capital letters and lowercase letters are equal. No distinction is made between them.<br>2. The extended characters [š] and [Š] are not the equivalents of a s or S but are treated as separate letters of the alphabet.<br>3. Other accented characters are equal with non-accented characters; so [é] and [e], [o] and [ô] are equal. |
| **Character sorting order** | Decimal |
| | a 0061 |
| | A 0041 |
| | b 0062 |
| | B 0042 |
| | c 0063 |
| | C 0043 |
| | d 0064 |
| | D 0044 |
| | e 0065 |
| | E 0045 |
| | f 0066 |
| | F 0046 |
| | g 0067 |
| | G 0047 |
| | h 0068 |
| | H 0048 |
| | i 0069 |
| | I 0049 |
| | j 006A |
| | J 004A |
| | k 006B |
| | K 004B |
| | l 006C |
| | L 004C |
| | m 006D |
| | M 004D |
| | n 006E |
| | N 004E |
| | o 006F |

| | | |
|---|---|---|
| | O | 004F |
| | p | 0070 |
| | P | 0050 |
| | q | 0071 |
| | Q | 0051 |
| | r | 0072 |
| | R | 0052 |
| | s | 0073 |
| | S | 0053 |
| | š | 154 |
| | Š | 138 |
| | t | 0074 |
| | T | 0054 |
| | u | 0075 |
| | U | 0055 |
| | v | 0076 |
| | V | 0056 |
| | w | 0077 |
| | W | 0057 |
| | x | 0078 |
| | X | 0058 |
| | y | 0079 |
| | Y | 0059 |
| | z | 007A |
| | Z | 005A |
| **Examples of sorted words** | @<br>1<br>Aaron<br>andere<br>ändere<br>chaque<br>chemin<br>cote<br>coté<br>côte<br>côté<br>čučēt<br>Czech | |

hiša
irdisch
lävi
lie
lire
llama
lòza
Löwen
lõug
Lübeck
luck
luč
lye
Männer
màšta
mîr
möchten
myndig
pint
piña
pylon
savoir
sämtlich
Sietla
subtle
symbol
ślub
šàran
Šerbūra
väga
verkehrt
vox
waffle
wood
yen
yuan
yucca
zoo
Zürich
Zviedrija
zysk
zzlj
zznj

| | zznz |
| | zzlz |
| | žal |
| | žena |
| | Ženēva |

# 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.

**Guideline**

As country/region and city names can change, please use the most up-to-date Sesotho sa Leboa list for every release of your product.

# Grammar, Syntax & Orthographic Conventions

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

## Adjectives

Adjectives tell us more about a noun. They qualify or modify nouns. In Sesotho sa Leboa, adjectives follow the noun, unlike in English wherein the adjective precedes the noun which it describes as in "naledi <u>ye e kgopamego</u>"

*[curvy star]*, where "naledi" *[star]* is the noun, and "ye e kgopamego" *[curvy]* is the adjective. In both languages we can often use two or more adjectives together. Sesotho sa Leboa adjectives are made up of few adjective stem, in most cases preceded by a corresponding class prefix fixed to this adjective stem, and also a preceding demonstrative. As a result of the limited number of adjective stems, other grammatical constructions are used to describe nouns in Sesotho sa Leboa, which often correspond to English adjectives. In contrast to Sesotho sa Leboa, the English language has hundreds of adjectives.

**Possessive adjectives**

The frequent use of possessives is a feature of English language. However in Sesotho sa Leboa, possessive adjectives are insignificant and their role is hardly recognizable.

# Articles

This section does not apply to Sesotho sa Leboa.

# Capitalization

Sesotho sa Leboa is similar to English in its use of capitals at the beginning of sentences and for proper names. We use capitals in the following instances: (a) At the beginning of a sentence, (b) Names of people, places, tribal and national names, (c) Personal names, (d) Languages, name of the Deity, (e) Determining Time/Dates, (f) The customary way of typifying names used as proper names in addresses, titles and terms of relationships (g) Ideologies, (h) Organised activities/structures such as societies, institutions, establishments, corporations, bodies, organizations, government departments, associations, etc., (i) Publications. For detailed information on the usage of capitalization as well as relevant examples, refer to Departmental Sesotho sa Leboa Language Board. 1998. *Sesotho sa Leboa Terminology and Orthography* No 4. pp.13 – 1

# Compounds

Generally, compounds should be understandable and clear to the user. Overly long or complex compounds should be avoided. Keep in mind that unintuitive compounds are ultimately an intelligibility and usability issue.

Compound words in Sesotho sa Leboa are mostly self-explanatory. There is meaning in what the compounds express and audience often would not struggle to get the sense.

Example: molwelatokologo [freedom fighter]

# Gender

Sesotho sa Leboa is a genderless language. No distinction is made between 'she', 'he' and 'it' in Sesotho sa Leboa. Absolute pronouns (and other words that are used as pronouns) are neutral with regard to gender; therefore the absolute pronoun yena can mean either 'she' or 'he'; the possessive pronoun, gagwe can mean either 'her(s)' or 'his', and when used as a possessive pronoun, yona can mean either 'her(s)', 'his' or 'its', for example: mahlo a yona 'her/his/its eyes'.

# Genitive

This section does not apply to Sesotho sa Leboa.

# Modifiers

This section does not apply to Sesotho sa Leboa.

# Nouns

In Sesotho sa Leboa, nouns are grouped into 15 classes, which are numbered according to an internationally accepted numbering system. They are grouped into classes and pairs (singular/plural). The class to which a noun belongs can be identified by looking at the first part of the noun called the noun class prefix. Classes 1 to 10 are arranged in pairs with the unevenly numbered classes (1, 3, 5, 7, 9) containing singular forms, and the evenly numbered ones (2, 4, 6, 8, 10) the corresponding plural forms. Not all nouns have both singular and plural forms. Some only ever occur in the singular form, whereas others only have a plural form. Sesotho sa Leboa has a complex system in which nouns are connected to verbs, adjectives, adverbs and other words by means of agreement morphemes, also called concords.

Example: The noun mo-sadi (woman) with its prefix *mo-* belongs to noun class 1, while the plural form *ba-sadi* (women) with its prefix *ba-* belongs to noun class 2. *Le-oto* (leg) with its class prefix *le-* belongs to noun class 5 and its plural form *ma-oto* (legs) to noun class 6.

### Inflection

In Sesotho sa Leboa noun inflections are realised by the addition of the suffix [-ng] mostly to form locatives.

Example: (+) lewatle – lewatleng [ocean – at the ocean]

      (+) sekolo – sekolong [school – at school]

Besides, verbs inflections could also be formed by adding either prefixes or suffixes from the verb stems. For instance, from the Sesotho sa Leboa verb "rek-" the following derivatives could be formed: reka [buy]; moreki [buyer]; rekiša [sell]; rekile [bought]; go reka [to buy]; rekela; rekana; rekega; rekolla, etc.

### Plural Formation

In Sesotho sa Leboa, the composition of nouns (class prefix + noun stem) is different from that of English nouns. The sentences are centred around the noun due to the striking nature of the noun concordance system. Parts of speech such as pronouns, verbs, copulatives, adjectives, relatives, enumeratives, and possessives all need to agree with the noun(s) associated with them. The way plurals are formed in Sesotho sa Leboa differs from English in that the prefix changes in Sesotho sa Leboa whilst in English there is the addition of [-s] or [-es] at the end.

Example:
(+) The noun mo-amogedi [receiver] with its prefix *mo-* belongs to noun class 1, while the plural form *ba-amogedi* [receivers] with its prefix *ba-* belongs to noun class 2. *Le-ngwalo* [letter] with its class prefix *le-* belongs to noun class 5 and its plural form *ma-ngwalo* [letters] to noun class 6.

# Prepositions

Unlike English, Sesotho sa Leboa hardly ever uses prepositions. Though they play a part in this language to express spatial concepts, they are not as recognizable as other parts of speech such as nouns, pronouns, adverbs, adjectives, etc. Their role is insignificant unless if they are merged with other constituents to form locative noun phrases and adverbial clauses.

| US Expression | Sesotho sa Leboa Expression | Comment |
|---|---|---|
| Saves <u>on</u> | (+) Boloka <u>go</u> | The following prepositions, i.e. "ge" "le", "ya", "go t<u>šwa go</u>" may also be used with the verb "boloka" depending on the context. |
| Deletes <u>from</u> | (+) Phumola <u>go tšwa go</u> | The following prepositions, i.e. "ge" "le", "ya", "go tšwa go" may also be used with the verb "phumola" depending on the context. |
| Opens <u>with</u> | (+) Bula <u>ka</u> | The following prepositions, i.e. "ge" "le", "ya" may also be used with the verb "bula" depending on the context. |
| Removed <u>by</u> | (+) Tlošitšwe <u>ke</u> | Please refer to above examples. |

# Pronouns

Pronouns take the place of a noun, noun phrase, or noun clause. There are categories of pronouns in Sesotho sa Leboa as in English. These categories include inter alia: (1) demonstrative pronouns, e.g. "yo", "se"; (2) indefinite pronouns, e.g. "ka moka", "bohle"; (3) interrogative pronouns, e.g. "ofe", "bafe"; (4) intensive/reflexive pronouns, e.g. "ya gago", "wa gago"; (5) absolute/personal pronouns, e.g. "nna", "wena", "bona", "rena"; and (6) possessive pronouns, e.g. "ya gagwe", "sa bona".

Personal pronouns and other words that are used as pronouns are all gender neutral. No distinction is therefore made between 'she', 'he' and 'it' in Sesotho sa Leboa. Absolute pronouns (and other words that are used as pronouns) are neutral with regard to gender; therefore the absolute pronoun "yena" can mean either 'she' or 'he'; the possessive pronoun "gagwe" can mean either 'her(s)' or 'his', and when used as a possessive pronoun, "yona" can mean either 'her(s)', 'his' or 'its' as in the example below.

Example: mahlo a yona 'her/his/its eyes'.

# Punctuation

Sesotho sa Leboa has almost the same rules for punctuation that apply in English. It has no space before the following punctuation marks: full stop [.], comma [,], question mark [?] colon [:] semi-colon [;], exclamation mark

[!], ellipsis […]. We also make use of other punctuation marks such as slashes [/], quotation marks [" "], hyphens [-], dash [–], brackets (), square brackets [].

## Comma

A **comma [,]** in Sesotho sa Leboa has many uses: it is mainly used to avoid ambiguity, to achieve greater clarity and to prevent a sentence becoming unwieldy, but should be used sparingly. It is also used between two main clauses linked by a co-ordinating conjunction such as *le* and *eupša*, but is usually omitted if the clauses have the same subject or object. It is also used to separate a main and subordinate clause, e.g. "Tlanya khoute ya fomete ya nomoro, ka go šomiša ye nngwe ya dikhoute tše di lego gona bjalo ka mathomo." *[Type the number format code, using one of the existing codes as a starting point.]* However, if the clauses are fairly short, the comma is optional, e.g. "Phumola, o tswalele faele." *[Delete and close the file.]* It can also be used to separate two or more words, phrases in a series.

## Colon

A **colon [:]** just like many punctuation marks, the usage of a colon varies amongst languages. As a general rule, however, it informs the reader that the following proves, explains or simply provides elements of what is referred to before. The functions that a colon has in English are applicable to Sesotho sa Leboa as well.

In Sesotho sa Leboa, colons are generally not followed by a capital letter unless it is a proper noun or full sentence, e.g. (+) Beakanya difaele tša gago ka tsela ye: Hlama folthara ye mpsha, gomme o e thee leina. In the case of non-sentences, lower cased characters should be used, e.g. Tlanya mantšu a godimo ga tokumente ye e bulegilego: boloka, romela, hlopha le beakanya.

It is also important to distinguish colons and semicolons in order to avoid using one punctuation mark in the place of the other.

In Sesotho sa Leboa, the colon is never preceded by a white space; it is always followed by a single white space in normal use. It is also never followed by a hyphen or a dash. You should not use a colon at the end of a heading which introduces a new section of a document. One of the commonest of all punctuation mistakes is following a colon with a completely pointless hyphen.

## Dashes and Hyphens

Three different dash characters are used in English:

A dash [-] must be used with great caution. Two dashes in a sentence indicate that the words they enclose are in parenthesis, separate from the rest of the sentence. It is also used to introduce a statement summarizing what has gone before. It could also be used to introduce an afterthought or a sharp change in subject or continuity.

## 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. The same applies in Sesotho sa Leboa.

Example: on-line (adj); on line (adv); non-French-speaking; open-door policy; window-shopping; third-party (adj); pupil-teacher ratio; etc.

**En Dash**

An en-dash [–] is twice as long as a hyphen [-], but only half as long as an em-dash [—]. In localization, where possible allow the source text to guide you. But generally use the en-dash:

- between dates, e.g. 2010–2011 (without spaces in between);
- between words without spaces in between, as in the case of a hyphen;
- as a minus sign, usually with spaces before and after;
- for sentences in parenthesis – where the meaning is explained – and not the hyphen; and
- in number ranges, such as those specifying page numbers. No spaces are used around the en-dash in this case.

Please note if the word "from" appears in front of a specific group of dates, the word "to" should be used instead of the en-dash (from 24 to 28 July).

**Em Dash**

The em-dash [—] should only be used to emphasize an isolated element or introduce an element that is not essential to the meaning conveyed by the sentence.

**Ellipses (Suspension Points)**

An **ellipsis […]** may be used to indicate an unfinished sentence, for example, when a speaker is interrupted.

Example: (+) "Bula faele ge …"

**Period**

A **period [.]** also famously known as a "full stop" is used only to mark the end of a sentence.

Example: (+) O swanetše go thomiša leswa Windows gore diphetošo tše o di dirilego di tle di direge. *[You need to restart Windows so that the changes you made will take effect.]*

**Quotation Marks**

*Quotation marks ["…"]* are used to indicate a quotation, and not the single quotation mark. If there is a quotation within a quotation, use single quotation marks for the inner quotation.

Example: (+) Ga go na tlhalošo ya lentšu le 'mabinagosolwa' ka pukuntšung ye e šomišwago gabjale."

**Parentheses**

In English, there is no space between the parentheses and the text inside them. Sesotho sa Leboa follows this style convention, e.g. (+) "Ge e le gore o kgetha mosaeno wa emeile (molaetša wa emeile o go dumelela go dira bjalo) o ka saena ka tsela ya boitirišo mo botlaseng bja molaetša wo o romelwago."

Besides marking off parentheses with a pair of round brackets, Sesotho sa Leboa also welcomes the use of commas or dashes. For instance, in the above sentence, the round brackets can be substituted with either

commas [,] or en-dash [–] symbols without interfering with the meaning or grammatical construction of the sentence. E.g. (+) "Ge e le gore o kgetha mosaeno wa emeile – molaetša wa emeile o go dumelela go dira bjalo – o ka saena ka tsela ya boitirišo mo botlaseng bja molaetša wo o romelwago."

In addition to the above punctuation marks, the following additional punctuation marks are also available in Sesotho sa Leboa:

An **apostrophe [']** is used to show the omission of characters, e.g. "'tšatši" (for "letšatši") *[days]*. However, Sesotho sa Leboa does not have use apostrophes with *s* to form the plurals of letters, numbers, symbols and words.

An **exclamation mark [!]** is placed at the end of an interjection, an exclamatory word, or a phrase or a sentence expressing a strong emotion, or a wish, e.g. Order!, What? This is nonsense!

A **hyphen [-]** is used with compound nouns, e.g. ntwa-dumela

An **oblique stroke [/]** is used only when alternatives are presented, e.g. (+) and/or

A **question mark [?]** is used at the end of a direct sentence, e.g. (+) Nka go thuša ka eng?

A **semicolon [;]** indicates a longer pause or a more definite separation than the comma. It should be employed sparingly. It is used to separate main clauses in a sentence when these are not linked by a conjunction. It is also used to separate main clauses linked by certain adverbs such as indeed, nevertheless, moreover, hence, yet and however. It could also be used to separate items in a series of where the items themselves are already subdivided into a smaller series and thus helps to avoid ambiguity:

## Singular & Plural

Only nouns can occur in singular or plural form in Sesotho sa Leboa. However, not all nouns have both singular and plural forms. Some only ever occur in the singular form, whereas others only have a plural form. Nouns in class 14 usually do not have a plural form and those that do, use the plural prefix of class 6. Nouns in classes 16, 17, 18 and two unnumbered classes, sometimes called the N-class and the ga-class, refer to spatial orientation, and these together with class 15, the infinitive class, do not distinguish plural forms.

As said earlier, nouns are by far the most frequent part of speech in Sesotho sa Leboa. Given that the composition of nouns in Sesotho sa Leboa (i.e. class prefix + noun stem) is entirely different from that of English nouns, and given that especially the way plurals are formed is very different (in Sesotho sa Leboa the prefix changes, compared to the addition of [-s] or [-es] at the end in English).

Example: (+) moromedi - baromedi *[sender - senders]*

## Split Infinitive

No major difference is observed between infinite verbs and ordinary verbs. Minor differences can only be depicted in usage.

Example: Mananeokhomphutha a phela a kaonafatšwa vs. Mananeokhomphutha a kaonafatšwa ka mehla ke balaodi ba mananeo.

## Subjunctive

The subjunctive does not alter the verb form. Therefore it is imperative to read carefully and comprehend if sentences are subjunctive.

Examples: (+) Khomphutha e go gopotša go boloka difaele ka moka.

## Symbols & Non-Breaking Spaces

In the process of localization, collaborators can expect contructions such the the following underneath:

Source examples:

1. On the <span class=ui>Home</span> tab, in the <span class=ui>Alignment</span> group, click <span class=ui>Merge and &Center</span>.
2. Manage Ru&les &&&& Alerts...
3. Create a new list workflow for the current list.\n\nList workflows can only be associated with one list and cannot be reused.

Target translations:

1. (+) Mo go thepe ya <span class=ui>Gae</span>, ka go sehlopha sa <span class=ui>Tsepanyo</span>, klika <span class=ui>Kopanya o &Bee Gare</span>.
2. (+) Laola &Melao &&&& Ditemošo...
3. (+) Hlama lenaneo le lefsa la tatelano ya mošomo la lenaneo la bjale.\n\nLDitatelano tša mošomo tša lenaneo di ka amana fela le lenaneo le tee le gona di ka se šomišwe gape.

Non-breaking symbols mostly perform the functions of placeholders and therefore attempts should be made as far as possible to retain them in their rightful positions. For instance symbols such as [&], [$], [%s], [#] [<], [>] and hopefully others should under no circumstances be substituted with other symbols in the target language. However, when the [&] symbol is embedded in a word, e.g. "signat&ure"; it is advisable to place the symbol at the beginning. In other words, it would be appropriately translated as (+)"&mosaeno".

Use non-breaking spaces between words which should not be separated onto different lines. If two words are connected by a non-breaking space, Word will keep them together, even is subsequent editing causes line breaks to change. On your screen, a non-breaking space looks like a degree symbol (°), but it will print like a space.

## Syntax

Syntax and register differ between Sesotho sa Leboa and English in the following ways:

In Sesotho sa Leboa adjectives such as "new" do not have one-to-one equivalent and the form they take is context-dependent and this is not the same in English. In the latter, despite been used in different sentence constructions, it would always retain the same spelling in all sentence constructions. However, in Sesotho sa Leboa, depending on the sentence formation, expressions such as "mpsha", "leswa", "diswa" seswa", "moswa", "seswa", and "baswa" would all be translated as "new". There is no such differentiation in English.

## Verbs

A verb is the most frequent part of speech in the Sesotho sa Leboa as it considered as the "engine" in English. The shortest sentence contains a verb. You can make a one-word sentence with a verb, for example: "Romela" [Send]. You cannot make a one-word sentence with any other type of word. Verbs are sometimes described as "action words". This is partly true. Many verbs give the idea of action of "doing" something. For example, words like "tswalela' [close]; "khansela [cancel]; and "tanelouta" [download] all convey action. But some verbs such as "na le" [contains] do not give the idea of action, but give the idea of existence, of state, of "being". In simple terms, therefore, we can say that verbs are words that tell us what a subject does or is; they describe. It can precisely be said that verbs are the most important word in any sentence, in the sense that the way a sentence looks is entirely dependent on them.

However, Sesotho sa Leboa handles continuous forms differently from English. Usually in the latter, verbs in continuous tense are expressed with a gerund. In other words, they are suffixed with [-ing] such as in the following sentence: "An error ocured while you were saving the file". In Sesotho sa Leboa, verbs do not take gerunds. This sentence would be translated as: "Phošo e hlagile ge o be o boloka faele." It is only when dealing with the passives and past tenses that the verbs are either suffixed or prefixed. For instance, the verb "saved" may take different forms such as "bolokile", "bolokela", "bolokana", "go boloka", "bolokega", "bolokana", "bolokolla", "mpoloka" in Seotho sa Leboa depending on the sentence formation.

## Word Order

Sesotho sa Leboa shows the SVO word order pattern. However, this is not a fixed order arrangement, i.e. not all sentences reflect this pattern.

Example:

(+) Sebara(S) e amogela(V) faele(O). *[The server receives a file.]*

# Style and Tone Considerations

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

## Audience

Localization does not merely refer to translating words, but it means truly communicating with others. And meaningful communication goes beyond purely changing the content from one language to another, but implies transmitting the meaning of what one is saying. The role of the audience plays is significantly significant and can

only be downplayed at our own peril. When localizing into Sesotho sa Leboa the content should not only be represented accurately, but must also portray the culture of the target audience. It must honour local culture so that it gains entry into the target market. It therefore goes without saying that in order to cater for Sesotho sa Leboa audience, localizers are required to pay attention to the linguistic, cultural and technical aspects so that they are able to deliver the most authentic content that is accessible, usable and culturally suitable to the target audience. It is also important to note that not all of the words, phrases, sayings and metaphors can translate directly to the target language. For instance, humours in one language may also not be understood or appreciated in other culture and language. If one is aware of the clientele, the content can be tailor-made in a user-friendly and reader-friendly manner to suit the targeted audience. This Language Interface Pack (LIP) is intended for the general public, and largely novice computer users. The LIP content should therefore be localized to accommodate the requirements of novice computer users who depend heavily on the localized terminology in their software to understand how to use that software.

Example: (+) Tsenya "Lentšu la sephiri" go bula khomphutha ya gago.

## Style

Words are only minor elements in the broad linguistic discourse. The style of the language may have more impact on the audience than the actual words. As it is true with all kinds of translation and localization, Sesotho sa Leboa localizers must analyze the style of the language and also the target audience. Knowledge of the audience helps to determine the style and register appropriate for the occasion. It helps is deciding on what kind of vocabulary, grammar and punctuation suitable. Using the wrong language or failure to understand the perception of the native language may lead to a misunderstanding. However, style and tone are not so significant when localizing content such as software vocabulary in Sesotho sa Leboa. With this type of content whose intent is mainly to convey information or some instructions to the reader or audience, the referential meaning of words becomes quite significant, and the effect of style or tone diminishes. It is important to have the right style when addressing your target audience.

Example: (+) Romela molaetša wa gago go emeile ye mpsha.

## Tone

Sesotho sa Leboa is a tone language. This tone indicates grammatical and lexical meaning in meaning. This language distinguishes two basic tones, namely high (H) and low (L). Every word has its tone pattern, which might change according to the sound environment in which it appears. The tone pattern for the word "diakhaonte" *[accounts]* is HLLLLH Tone plays an important role in this language as it can be used to distinguish between the meanings of words which are spelled the same, but have different meanings: e.g. anega (LLL) means 'tell; narrate', whereas anega (HLL) means 'hang *[something wet]*'. Authors/writers previously used a circumflex [^] on vowels "ê" and "ô" to differentiate them from vowels "e" and "o"; if there was likely to be confusion of words having identical spelling or in the interest of clarity, especially when such words were used out of context. For instance, the word "loba" is written in the same way, but has two meanings. It may either refer to "loba" [to pay tribute] or "lôba" *[to suffer loss]*. When the circumflex is used, then it means the word should be pronounced with a low tone, whilst the absence of a circumflex implies that it should be pronounced with a high one. Other examples include "lema" *[plough]* and "lêma" *[spoil]* and "noka" [river] and "nôka" [hip] respectively. Besides the circumflex, we also used to have what is referred to as an acute accent ['] for high tone and a grave accent ['] for low tones. These

were also used to mark intonation as a way of reflecting pronunciation accurately, as in the following examples: "Kè mosadi." *[I am a woman.]* and "Ké mosadi." *[She is a woman.]* However, both the circumflex and the accent are no longer in use nowadays except in some publications (cf. Kriel, T J. et al. 1997. *Popular Sesotho sa Leboa Dictionary*. Cape Town: Pharos). Context plays an important role in assisting speakers/readers of the language to determine the correct pronunciation and grammatical use of a particular concept.

## Voice

"You" is generally translated as "wena". However, in Sesotho sa Leboa, we distinguish between two pronouns, i.e. "wena" and "lena". For politeness reasons, when one addresses older people, it is advisable to use the pronoun "lena" (plural form) instead of "wena" (singular form), though both are translated as "you" in English. "Wena" is preferred when addressing a young person, someone of your age or in case of great familiarity or between relations, whilst "lena" is more appropriate to older people. However, in this sentence "**You** are now connected to the Internet", "**You**" is translated as "**O**", and this "O" is functions as a subject concord which links the subject "wena" (you) and the predicate "o tsene go Inthanete" ("… are connected to the Internet"). In most cases, when both the subject and the subject concord are used simultaneously, the sentence becomes too dull. In this context, the user could be addressed as **"O"**, the equivalent of **"You"** in English.

| English | Translation |
|---|---|
| You are now connected to the Internet. | (+) O kgokagantšwe go Inthanete gabjale. |

# Localization Guidelines

This section contains guidelines for localization into Sesotho sa Leboa.

# General Considerations

- **Proper names** in Sesotho sa Leboa such as names of people do not get localised. While certain names of languages can be localised such as Segerika *[for Greek]* and Seheberu *[for Hebrew]*, other languages such as "Norwegian" and "Swedish" pose localization problems. That is recommended that names of languages should not be localized, even though they are localizable. For examples, the language English is perfectly translatable into Sesotho sa Leboa as "Seisimane". One must however recommend that names of languages be left untranslated as they appear in the source text.
- Translators are often expected to **limit** their translations to specific characters. For instance, they might be required to localize the word "date" and reduce their translated equivalent to only four characters. This is most often not possible to reduce the target equivalent to four characters as it is translated as "letšatšikgwedi" and this cannot even be abbreviated.

## Abbreviations

### Common Abbreviations

You might need to abbreviate some words in the UI (mainly buttons or options names) due to lack of space. It is recommended that source language abbreviations be spelled out in full the first instance and kept alongside the ST abbreviations. Besides, most South African indigenous languages have no standardized abbreviations.

List of common abbreviations:

The most common abbreviations in Sesotho sa Leboa are: "Mna" (Mr), "Mdi" (Mrs), "Mtšana" (Miss), "Moprof" (Prof.) "bjbj." (etc.), "mohl." (e.g.), Mohl. (Hon).

| Expression | Acceptable Abbreviation |
| --- | --- |
| Kgoro ya Dipapadi, Bokgabo le Setšo *[Department of Sport, Arts and Culture]* | (+) DSAC |

There is only a handful of abbreviations in Sesotho sa Leboa as compared to English. Of course we do encounter abbreviations quite often especially when we localize texts. The golden rule is: in the absence of a standardized target text equivalent, if possible provide the full version of the source text abbreviation in your localized language. Abbreviations such as "Cc", "Bcc" and "SMS" are localizable, but it is recommended that they should be retained in the target languages. There are no standardized target equivalents for the majority of English abbreviations in many fields particularly technical vocabulary. Any attempt to provide non-standardised target abbreviations would confuse the target audience.

However, abbreviations such as these when used in sentences sometimes may require to be localized. Please refer to these sentences:

- "Have you SMSed me your email?" (+)"E ka ba o nthometše emeile ya gago ka molaetša wa SMS?"
- "The email was Cced to all." – (+)"Emeile e kopišeditšwe go bohle."

The exclusion list includes the following examples:

- Dathapeise ya SQL (for "SQL Database")
- Letlakala la ASPX le lefsa (for "New ASPX Page")
- polelo ya HTML (for "HTML language")
- nomoro ya PIN (for "PIN")

In Sesotho sa Leboa, it is necessary to include the generic term after the acronym or abbreviation even if this did not occur in the English version, e.g. "motšhene wa ATM" (for "ATM").

## Accessibility

Localizers need to guard against literality in translation. In order words, literal translation should be discouraged in localization. In localization, we don't translate the words, but the meaning conveyed by such words. An expression such as "Don't mouse over the text." The literal translation of this sentence would be (-)"O se legotlo godimo ga sengwalwa." The meaning conveyed is that the addressee is required to hover over the file the mouse. The correct translation would therefore be: (+) "O se sepetše maose godimo ga sengwalwa."

Example: Refer to above

## Acronyms

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

Acronyms are not as widely used in Sesotho sa Leboa as in English. When they are used, they tend to be of English origin or "loan" words. When we encounter acronyms, it is advisable to spell out the words that comprise an acronym the first time that acronym is used in the text, but retain the English acronym in brackets to enable the readership to associate/link the translation with the acronym, else they would not understand what is been referred to. For instance, the acronym "IEC" which stands for "Independent Electoral Commission", would become "Khomišene ye e Ikemetšego ya Dikgetho (IEC)" instead of "Komišene ye e Ikemetšego ya Dikgetho (KID)". Localizers are advised not to create new acronyms and abbreviations from language-specific translations.

**Localized Acronyms**

Please refer to above examples.

**Unlocalized Acronyms**

In localization, when we encounter acronyms such as "FAQ", "URL", "LIP", "ADO", "CPI", "CPU" "OLAP" etc., the English acronym will be used at all times.

## 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.

In Sesotho sa Leboa these words are rarely translated, if at all and generally follow the source text.

## Frequent Errors

Frequent errors in Sesotho sa Leboa mostly involves errors of inconsistency and incorporation of English terms during localization. While the issue of borrowing is a hotly debated issue, for localization of this nature, this particular practice cannot be escaped. However, localizers must not just borrow for the sake of borrowing, but only in instances where there is indeed a need. When borrowing from other languages, localizers must however follow the spelling, grammar, and syntax rules of the localizing language. Such borrowed terms must be "phonologized" and integrated into the target language. In many languages the spelling of incorporated loanwords is not documented and it is important that English loanwords are spelled consistently in the target language.

Example: Though the term "mouse" has a direct equivalent of "legotlo", this equivalent refers to an animal. If it is used, it would create confusion amongst the users. They would expect to see an animal on the computer. Localizers have no option but to use the loanword "mmaose" because it is much more understandable.

## Glossaries

Listing of glossary list in Sesotho sa Leboa would not correspond with any other language, including the source language from which such glossaries were translated. Usually glossaries are itemized in ascending order, and as such the Sesotho sa Leboa list would not correspond/resemble the English list. In other words, the first entry in the English list may be the last in the Sesotho sa Leboa list depending on its first character.

Example: agenda – lenaneothero

From this example, in the glossary of English, the term "agenda" would be categorized under "A" alphabet but in Sesotho sa Leboa, it would be under "L" alphabet.

Glossaries can be found on the internet or are available from a client. Translators should always determine if there are any existing glossaries that the client prefers. Please also ensure that you always use updated glossaries. The Online Dictionary: Sesotho sa Leboa (Northern Sotho) - English / Pukuntšu ya Inthanete ya Sesotho sa Leboa – Seisimane is a useful resource for searching terms in this field. You can go to: africanlanguages.com/sdp/index.php?

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).

## Fictitious Information

Fictitious content is legally sensitive material and as such cannot be handled as a pure terminology or localization issue. Below is some basic information and contact points when dealing with fictitious content:

**Vendors and Localizers are not allowed to create their own fictitious names.** You must either use the source names or use the list of legally approved names.

Please contact your product team representative for further information on how to deal with fictitious companies, names, addresses, email addresses, phone numbers, etc. in your product. For technical products, you may also check with the product team representative whether localized fictitious content is required or not (e.g. Visual Studio).

# Recurring Patterns

This section is not applicable to Sesotho sa Leboa.

# 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.

See for example:

[Intelligibility](#)

[Terminology](#)

[Accuracy](#)

[Language Mechanics](#)

[Measurement units](#)

[Gender](#)

[Preposition](#)

[Voice](#)

# 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](http://www.microsoft.com/trademarks/t-mark/names.htm).

| Word | Comment |
|------|---------|
| x.l | |
| user.exe | |
| WNetConnectDialog | |
| WNetConnectionDialog | |
| WNetGetCaps | |
| x.l | |
| user.exe | |

| Word | Comment |
|---|---|
| Helv | Font name |
| Courier New | Font name |
| Tahoma | Font name |
| \x0001Ole10Native | |
| MSGraph | |
| SetMenuDefaultItem | |
| RegisterClassExA | |
| \\rtf1\\ansi | |
| EnumDisplayMonitors | |
| MonitorFromRect | |
| GetMonitorInfoA | |
| MonitorFromPoint | |
| MonitorFromWindow | |
| idsMsiPromptExcelTTS. | |
| idsMsiRepairExcelTTS. | |
| EnumDisplayMonitors | |
| PageUp | |
| PageDown | |
| XLL | |
| http://schemas.microsoft.com/office/2005/8/relationships# | |
| beforeChungHuaMinKou | |
| Solitaire | Computer game |
| Gmail | Web-based e-mail service |

## Using the Word Microsoft

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

The same applies for Sesotho sa Leboa.

Example: (+) Microsoft Outlook gabjale e a hwetšagala mo khomphutheng ya gago.

# 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

These three screenshots contain information about to go about translating files using Microsoft Localization Studio, SDL Trados TagEditor and other software. They are user-friendly software providing relevant inofrmation to users. User interface messages guide users on how to manipulate files by providing shortcuts, retrieving, storing files and so on.

When refer to them as user interface messages because the messages displayed on the screen notify users of some operation. These messages can be "Account has been created!", "Details have been updated" and so on. Some messages contain information about the result of a command or action (an informational message), about the potential outcome of an action or condition (a warning message), or about some unforeseen action that has occurred (an error message). It is recommended that these messages should be concise, specific, and helpful. Particularly in the case of an error message, you should include the issue, the cause, and the user action to correct the problem.
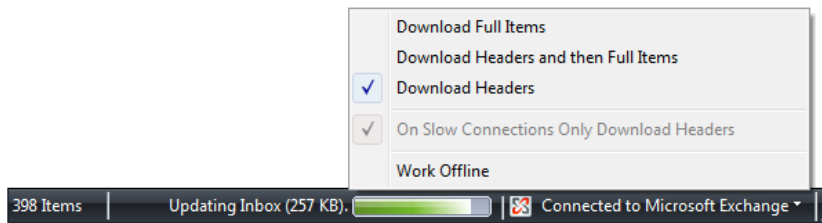
## Messages

Messages should be translated as closely as possible to the source text. However, this is often not possible with single words whose word category is not indicated. In other words, words that appear in isolation often pose localization problems. Fro instance the words (1) application, (2) form can be localized inconsistently if appearing out of context. The first could be localized as "kgopelo" or "tirišo" and the second as "sebopego", "hlama" and "fomo".

### 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).

**Sesotho sa Leboa Style in Status bar Messages**

Palelwa ke go bala faele. *[Unable to read file.]*
Leina la fonte ke le letelele kudu. *[Font name is too long.]*

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

| Name | Sesotho sa Leboa Name | Category | English Status Bar message | Sesotho sa Leboa Status Bar message |
|------|----------------------|----------|----------------------------|-------------------------------------|
| Edit | (+) Rulaganya | Menu | Contains editing commands | (+) E na le ditaelo tša go rulaganya |
| Copy to Folder... | (+) Kopišetša go Foltara | Menu | Copies the selected items to a new location | (+) Kopišetša diaetheme tše di kgethilwego go lefelo le lefsa |
| New | (+) Mpsha | Command | Creates a new document | (+) Hlama tokumente ye mpsha |
| | | | Make object visible? | (+) Dira selo gore se bonagale? |
| | | | Word is converting the document. Press Esc to stop. | (+) Word e fetoša tokumente. Kgotla Esc go emiša. |
| | | | Datasheet View | (+) Ponagalo ya Letlakala la Datha |
| | | | Done | (+) Feditše |

**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 Sesotho sa Leboa version. Use one standard translation as in the examples below:

| English term | Correct Sesotho sa Leboa translation |
|---|---|
| Press F1 to get Help | (+) Go hwetša Thušo kgotla F1 |
| If you want Help press F1 | |
| To get Help press F1 | |
| Not enough memory | (+) Memori ga se wa lekanela |
| Insufficient memory | |
| There is not enough memory | |
| Save changes to %1? | (+) O nyaka go boloka diphetogo go%1? |
| Do you want to save changes to %1? | |

## Error Messages

### What Is An Error Message?

Here is an example:
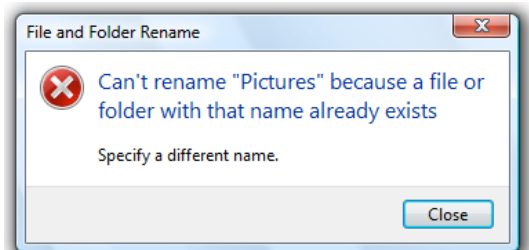


Error messages are messages sent by the system or a program, informing the user that there is an error that must be corrected in order for the program to keep running. For example, the messages can prompt the user to take an action or inform the user of an error that requires rebooting the computer.

### Sesotho sa Leboa 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.

Ga e kgone go phetha mošomo. Go tšweletše phošo e kotsi ka go Microsoft Outlook. *[Unable to complete the operation. A fatal error has occurred in Microsoft Outlook.]*

Phošo e tšweletše ge go be go lekwa go hwetša tshedimošo go tšwa lenaneong le lengwe. Leka go šoma ka molaetša wa gago gape. *[An error occurred while trying to retrieve information from another program. Try working with your message again.]*

**Standard Phrases in Error Messages**

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

In Sesotho sa Leboa consistency should be emphasized. Constructions expressed using different words are likely to be interpreted differently. To avoid misinterpretation of information, localizers are advised to be consistent in as far as possible in their terminology usage.

Examples: "Romela ka morago" *[Send Backward]; [Send to back]; [Send behind]*

Localizers may use one expression in Sesotho sa Leboa to cater for different expressions in English.

| English | Translation | Example | Comment |
|---|---|---|---|
| Cannot …<br><br>Could not … | Ga e ... | (+) Faele ye o e nyakago ga e hwetšagale. | Faele ye o e nyakago ga e hwetšagale. |
| Failed to …<br><br>Failure of … | Paletšwe ke go … | (+) E paletšwe ke go bula tokumente. | E paletšwe ke go bula tokumente. |
| Cannot find …<br>Could not find …<br>Unable to find …<br>Unable to locate … | Palelwa ke go hwetša … | (+) E palelwa ke go hwetša tokumente. | E palelwa ke go hwetša tokumente. |
| Not enough memory<br>Insufficient memory<br>There is not enough memory<br>There is not enough memory available | Memori ga se wa lekanela | (+) Memori wo o nyakago go bolokela go wona ga se wa lekanela. | Memori wo o nyakago go bolokela go wona ga se wa lekanela. |
| ... is not available<br>... is unavailable | ... ga e gona | (+) Faele ye o e nyakago ga e hwetšagale. | Faele ye o e nyakago ga e hwetšagale. |

**Error Messages Containing Placeholders**

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

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

%c means <letter>

%s means <string>


Examples of error messages containing placeholders:

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

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

Example: Tlhamego ye e diriŝwago go kerafike ye ya SmartArt ga e thekgwe ke bešene ya (!idspnOffice_NV). Go rulaganya kerafo ye, o swanetše go e fetošetša go tlhamego ye e thekgwago goba go e fetolela go dibopego. Fetoša Tlhamego ya kerafike ya SmartArt: Ka go fetoša tlhamego ye e diriŝwago go kerafike ya SmartArt, e boloka mešomo ka moka ya kerafike ya SmartArt le gona e ka rulaganywa go bešene ye ya. Fetošetša To Dibopego: Ka go fetoša kerafike ye ya SmartArt go ya go Dibopego, e ka se boloke mešomo efe goba efe ya kerafike ya SmartArt eupša e ka rulaganywa ka go dibešene ka moka tša (!idspnOffice_NV). Kekišo efe goba efe ye e diriŝwago go seswantšho se ka go šomiša (!idspnPowerPoint_Long) e tla tlošwa.

# 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).Do not localize keys names in Sesotho sa Leboa. This applies to almost all languages, unless you localize for a nation that manufactures and uses a keyboard with characters tailormade for that nation such as Chinese.

## Access Keys/Hot keys
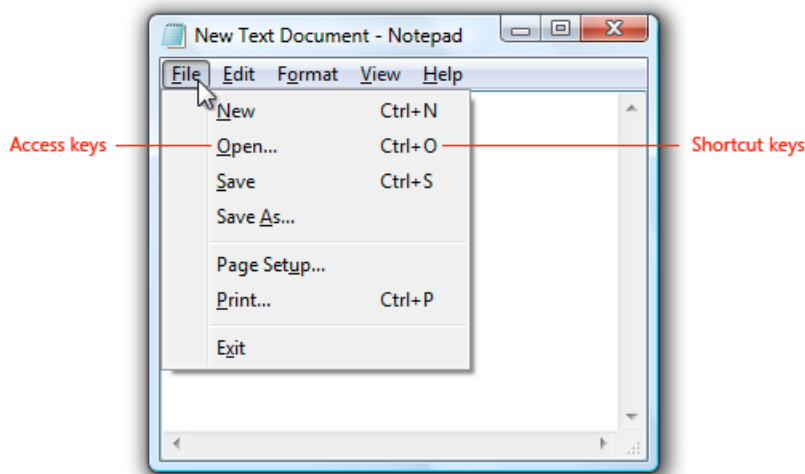


Sometimes, there are underlined or highlighted letters in menu options, commands or dialog boxes. These letters refer to access keys (also known as hot keys) that allow you to run commands, perform tasks, etc. more quickly.

| Hot Key Special Options | Usage: Is It Allowed? | Notes |
|---|---|---|
| "Slim characters", such as I, l, t, r, f | Yes | |

| Hot Key Special Options | Usage: Is It Allowed? | Notes |
| --- | --- | --- |
| can be used as hot key | | |
| Characters with downstrokes, such as g, j, y, p and q can be used as hotkeys | Yes | But should be avoided at all costs. |
| Extended characters can be used as hotkeys | Yes | |
| 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 | |

**Additional notes:** It is recommended that hotkeys in Sesotho sa Leboa be at the beginning of the word and have to be used consistently to ensure that translations are consistent.

## 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.

The same applies to Sesotho sa Leboa

## 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.

In Sesotho sa Leboa no attempt should be made to change the numeric keypad names on a keyboard, unless if you localised into a languages into which different keyboards are manufactured and used.

# Shortcut Keys

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

**Standard Shortcut Keys**

| US Command | US English Shortcut Key | Sesotho sa Leboa Command | Sesotho sa Leboa Shortcut key |
|---|---|---|---|
| General Windows Shortcut keys | | | |
| Help window | F1 | Lefastere la Thušo | F1 |
| Context-sensitive Help | Shift+F1 | Thušo ye e theilwego godimo ga tirišo | Shift+F1 |
| Display pop-up menu | Shift+F10 | Bontšha menyu wa phopapo | Shift+F10 |
| Cancel | Esc | Khansela | Esc |
| Activate\Deactivate menu bar mode | F10 | Diragatša/Diragatšolla mokgwa wa paa ya menyu | F10 |
| Switch to the next primary application | Alt+Tab | Switšhetša go tirišo ya motheo ye e latelago | Alt+Tab |
| Display next window | Alt+Esc | Bontšha lefastere le le latelago | Alt+Esc |
| Display pop-up menu for the window | Alt+Spacebar | Bontšha menyu wa phopapo go lefastere | Alt+Spacebar |
| Display pop-up menu for the active child window | Alt+- | Bontšha menyu wa phopapo go lefastere le lennyane le diragatšwago | Alt+- |
| Display property sheet for current selection | Alt+Enter | Bontšha letlakala la phrophati go kgetho ya bjale | Alt+Enter |
| Close active application window | Alt+F4 | Tswalela tirišo ya lefastere ye e diragatšwago | Alt+F4 |
| Switch to next window within (modeless-compliant) application | Alt+F6 | Switšhetša go lefastere le le latelago mo go tirišo ya (go obamela go hloka moute) | Alt+F6 |
| Capture active window image to the Clipboard | Alt+PrntScrn | Tšea lefastere le diragatšwago go Klipote | Alt+PrntScrn |

| US Command | US English Shortcut Key | Sesotho sa Leboa Command | Sesotho sa Leboa Shortcut key |
|---|---|---|---|
| Capture desktop image to the Clipboard | PrntScrn | Tšea seswantšho sa teskethopo go Klipote | PrntScrn |
| Access Start button in taskbar | Ctrl+Esc | Fihlelela konope ya Thomišo ka go thaskepaa | Ctrl+Esc |
| Display next child window | Ctrl+F6 | Bontšha lefastere le le lennyane le le latelago | Ctrl+F6 |
| Display next tabbed pane | Ctrl+Tab | Bontšha lefastešana le thepilwego le le latelago | Ctrl+Tab |
| Launch Task Manager and system initialization | Ctrl+Shift+Esc | Hloma Task Manager le thomišo ya lenaneokhomphutha | Ctrl+Shift+Esc |
| **File Menu** | | | |
| File New | Ctrl+N | Faele ye Mpsha | Ctrl+N |
| File Open | Ctrl+O | Bula Faele | Ctrl+O |
| File Close | Ctrl+F4 | Tswalela Faele | Ctrl+F4 |
| File Save | Ctrl+S | Boloka Faele | Ctrl+S |
| File Save as | F12 | Boloka Faele bjalo ka | F12 |
| File Print Preview | Ctrl+F2 | File Print Preview | Ctrl+F2 |
| File Print | Ctrl+P | Phrintha Faele | Ctrl+P |
| File Exit | Alt+F4 | Etšwa go Faele | Alt+F4 |
| **Edit Menu** | | | |
| Edit Undo | Ctrl+Z | Rulaganya Dirolla | Ctrl+Z |
| Edit Repeat | Ctrl+Y | Rulaganya Bušeletša | Ctrl+Y |
| Edit Cut | Ctrl+X | Rulaganya Ripa | Ctrl+X |
| Edit Copy | Ctrl+C | Rulaganya Kopiša | Ctrl+C |
| Edit Paste | Ctrl+V | Rulaganya Mamatletša | Ctrl+V |
| Edit Delete | Ctrl+Backspace | Rulaganya Phumola | Ctrl+Backspace |
| Edit Select All | Ctrl+A | Rulaganya Kgetha ka moka | Ctrl+A |
| Edit Find | Ctrl+F | Rulaganya Hwetša | Ctrl+F |

| US Command | US English Shortcut Key | Sesotho sa Leboa Command | Sesotho sa Leboa Shortcut key |
|---|---|---|---|
| Edit Replace | Ctrl+H | Rulaganya Ema legato | Ctrl+H |
| Edit Go To | Ctrl+B | Rulaganya E ya go | Ctrl+B |
| **Help Menu** | | | |
| Help | F1 | Thušo | F1 |
| **Font Format** | | | |
| Italic | Ctrl+I | Mosekamo | Ctrl+I |
| Bold | Ctrl+G | Swifatša | Ctrl+G |
| Underlined\Word underline | Ctrl+U | Thaletšwego\Thalela lentšu | Ctrl+U |
| Large caps | Ctrl+Shift+A | Ditlhakakgolo | Ctrl+Shift+A |
| Small caps | Ctrl+Shift+K | Ditlhakanyane | Ctrl+Shift+K |
| **Paragraph Format** | | | |
| Centered | Ctrl+E | Bewa magareng | Ctrl+E |
| Left aligned | Ctrl+L | Tsepanyetša go la nngele | Ctrl+L |
| Right aligned | Ctrl+R | Tsepanyetša go la goja | Ctrl+R |
| Justified | Ctrl+J | Lekanyetšwa | 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 Sesotho sa Leboa version of Microsoft documentation, titles are handled in the same manner as in English. There is no specific instruction of how titles should be handled.

Example: Ka moo o bulago faele ka gona

# 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.

Example: (+)Taolo ya Ditokelo tša Tshedimošo (IRM) ka go Microsoft Office e thuša go thibela dingwalwa tša sephiri le melaetša ya emeile gore di se romelwe, rulaganywe goba di se kopišwe ke batho bao ba sego ba dumelelwa. Go šomiša IRM o swanetše go tsenya klaente ya Taolo ya Ditokelo tša Windows. Ge e le gore o na le bešene ye e hwetšagalago ya klaente ya Taolo ya Ditokelo tša Windows ye e hlomilwego o tla swanelwa ke go e hlomolla pele gomme go tloga fao o taoneloute bešene ya moragorago ya klaente ya Taolo ya Ditokelo tša Windows. *[Information Rights Management (IRM) in Microsoft Office helps prevent sensitive documents and e-mail messages from being forwarded, edited or copied by unauthorized people. To use IRM you need to install the Windows Rights Management client. If you have an existing version of the Windows Rights Management client installed you will need to uninstall it first and then download the latest version of the Windows Rights Management client.]*