

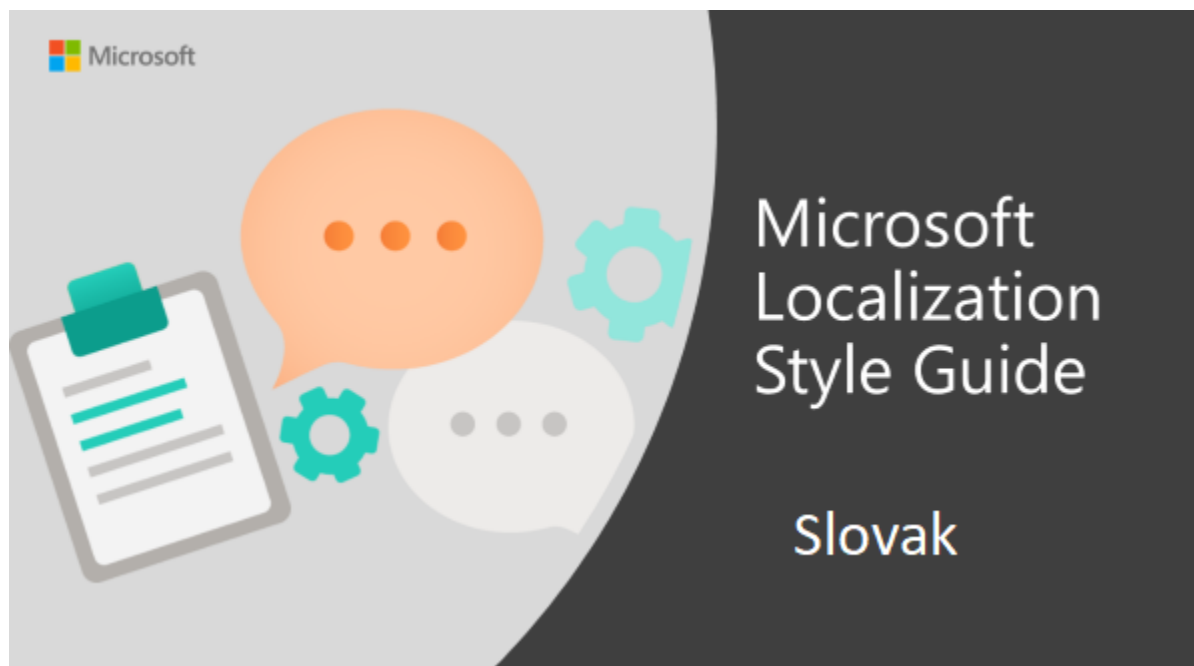
Slovak Style Guide

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1 Welcome



Welcome to the *Microsoft Localization Style Guide* for Slovak. This guide will help you understand how to localize Slovak content in a way that best reflects the Microsoft voice.

Before you dive in:

- Make sure you understand the key tenants of the [Microsoft voice](#).
- Familiarize yourself with the recommended [style references](#) in Slovak.

1.1 Reference material

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

Normative references

1. Slovníky slovenského jazyka (<http://slovník.juls.savba.sk/>)
2. Pravidlá slovenského pravopisu (http://www.juls.savba.sk/psp_2000.html)

3. Slovník cudzích slov (http://www.juls.savba.sk/slovník_cudzich_slov_2005.html)
4. Synonymický slovník slovenčiny(http://www.juls.savba.sk/synonymicky_slovník.html)

Informative references

These sources may provide supplementary and background information.

1. Štylistika súčasnej slovenčiny, Ján Findra
2. List of standardized countries names, Úrad geodézie a kartografie (<http://www.skgeodesy.sk/sk/ugkk/geodezia-kartografia/standardizacia-geografickeho-nazvoslovia/nazvy-statov/>)
3. Pravidlá písania a úpravy písomností, slovenská štátna norma
4. Regularly updated list of the country names (<http://publications.europa.eu/code/sk/sk-5000500.htm>)

2 Microsoft voice

Microsoft's brand personality comes through in our voice and tone—what we say and how we say it. The design renaissance across 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 also extend across Microsoft content for all language locales. For each language, the specific choices in style and tone that produce Microsoft voice are different.

2.1 Choices that reflect Microsoft voice

Translating into Slovak 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 is often used for technical and commercial content. However, being friendly does not mean using overly colloquial language; always maintain a professional tone.

When you are 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 is 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.

Traditionally, very formal language was used in Slovak localized material. But people in Slovak don't use such formal words and phrases in everyday conversation. People in Slovakia welcome the modern initiative so the IT language can become more user-friendly.

2.1.1 Flexibility

It's important for translators to modify or re-write translated strings so that they are more appropriate and natural to Slovak customers. To do so, try to understand the whole intention of the sentences, paragraphs, and pages, and then re-write just like you are writing the contents yourselves. It will make the content more perfect for Slovak users. Sometimes, you may need to remove any unnecessary content.

English example	Slovak example
Plus you control who sees what.	Zároveň môžete ľubovoľne obmedziť prístup k jednotlivým súborom.
Fa-la-la-la-la! 'Tis the season to be jolly, join the chorus, and don your most festive	Rolníčky, rolníčky, ktože vám dal hlas? Zaspievajte si tiež a oprášte svoj

apparel. And don't forget to decorate your PC with colorful ornaments, gold ribbon, and candles for this joyous time by downloading this free holiday Windows 7 theme for your desktop.	najsviatočnejší odev. Nezabudnite pritom ozdobiť aj svoj počítač farebnými ozdobami, zlatou stuhou a sviečkami, ktoré vám pripomenú tieto sviatky. Na pracovnú plochu stačí prevziať bezplatný sviatočný motív pre systém Windows 7.
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2.1.2 Word choice

Terminology

Use approved terminology from [Microsoft Language Portal](#) where applicable, for example for 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 is important to be intentional about using everyday words that customers are accustomed to.

The same relates to Slovak translations. As people naturally tend to shorten long words making them simple to remember and pronounce, the new style reflects these tendencies.

The following table contains some target terms examples that may be interchanged in translations with the following synonyms. Use according to the given context.

en-US source term	Slovak word	Slovak synonyms and their usage
data	údaje	dáta - use especially for data related to programming. For personal data use "údaje"
e-mail	e-mail	email, e-mailovať, emailovať, emailový, e-mailový, mailový, mejlový, mailovať, mejlovať
mobile	mobilný telefón	mobil

ID	identifikácia	ID (gender is neuter) – to ID Adjective: identifikačný
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Use shorter and simpler words and phrases where possible. Shorter words are more conversational, save space on screen, and are easier to scan. If shorter translation equals correct translation, then go for it. However, if a translation is short but awkward, then it is safer to use a longer translation. It is recommended to use everyday words rather than complicated words and phrases.

en-US source term	Slovak formal word/phrase	Slovak modern voice word/phrase
Invite Via	Pozvať prostredníctvom prostredníctvom e-mailu, internetu	pozvať cez cez e-mail, cez internet
contact	obráťte sa na	kontaktujte
find/see	vyhľadať potrebné informácie	prečítať si
following	nasledovný	tento
forward	poslať ďalej	preposlať
PC	počítač	PC (neuter)
stream	vysielať prúd údajov	streamovať
Top	najobľúbenejší/najpoužívanější	Top (f.e. Top zdarma)
reset	obnoviť pôvodné nastavenie	resetovať

2.1.3 Word-to-word translation

To achieve a fluent translation, word-to-word translation should be avoided. If text is translated literally without an overall understanding of the paragraph or page, the tone will sound stiff and unnatural and the result may even be ridiculous. That's why it's paramount to check the source text in the live pages so that you don't just translate a

list of strings without context. The text may be split into different sentences if that helps to simplify the translation. Sometimes you can omit descriptors to make the text snappier.

English text	Correct Slovak translation	Incorrect Slovak translation
Whether you're just starting or an experienced professional, our hands-on approach helps you arrive at your goals faster, with more confidence and at your own pace.	Či práve začínate alebo ste skúseným profesionálom, náš praktický prístup vám pomôže dosiahnuť vaše ciele rýchlejšie, s väčšou sebaistotou a vlastným tempom.	Či práve začínate alebo ste skúseným profesionálom, náš praktický prístup vám pomôže dospieť k vašim cieľom rýchlejšie, s väčšou istotou a vlastným tempom.
View streaming technical content about Microsoft products from the experts that build and use it every day.	Pozrite si streamovaný technický obsah o produktoch spoločnosti Microsoft od odborníkov, ktorí ich vytvárajú a každý deň používajú.	Pozrite si vysielaný technický obsah o produktoch spoločnosti Microsoft od odborníkov, ktorí ho denne vytvárajú a používajú.
Video chat while you share photos in Skype	Podeľte sa o fotografie cez Skype a pritom sa porozprávajte cez video	Konverzujte cez video počas zdieľania fotografií v službe Skype
Do I need to sign in with a Microsoft account to use OneDrive?	Vyžaduje sa na používanie OneDriveu prihlásenie pomocou konta Microsoft?	Potrebujem prihlásenie s kontom Microsoft na používanie služby OneDrive?

2.1.4 Words and phrases to avoid

The Microsoft voice avoids an unnecessarily formal tone. To write successfully in the Slovak Microsoft voice, avoid the following words and phrases because they have a formal tone. Equivalent words that are more appropriate for the Microsoft voice are provided.

en-US source	Slovak word to avoid	Slovak word/phrase
Follow the steps below	Postupujte podľa nasledovných krokov	Postupujte takto
Installing...	Prebieha inštalácia...	Inštaluje sa...
You may find...	nachádzať (kde sa nachádza)	nájsť (kde nájdete)

mentioned above/below	nižšie/vyššie	je uvedené nižšie/vyššie
...helps you...	poskytnúť informácie, poskytnúť postup	pomôcť (guide)

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 Focusing on the user action

US English	Slovak target	Explanation
The password isn't correct, so try again. Passwords are case-sensitive.	Heslo nie je správne, skúste to znova. V heslách sa rozlišujú malé a veľké písmená.	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. Check it and try again.	Tento kód Product Key je nesprávny. Skontrolujte ho a zadajte ho znova.	The user has entered incorrect product key. The message casually and politely asks the user to check it and try again.
All ready to go	Všetko je pripravené!	Casual and short message to inform user that setup has completed, ready to start using the system.
Would you like to continue?	Chcete pokračovať?	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.	Pomenujte svoj počítač, ako len chcete. Farbu pozadia môžete zmeniť po vypnutí vysokého kontrastu v nastavení PC.	Address the user directly using second person pronoun to take the necessary action.

2.2.2 Explanatory text and providing support

US English	Slovak target	Explanation
The updates are installed, but Windows 8 Setup needs to restart for them to work. After it restarts, we'll keep going from where we left off.	Aktualizácie sú nainštalované. Reštartujte Inštalátor systému Windows 8, aby sa použili. Po jeho reštartovaní sa bude pokračovať v mieste prerušenia.	The language is natural, the way people talk. In this case voice is reassuring, letting the user know 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.	Ak reštartujete počítač teraz, neuloženú prácu môžete stratiť vy aj všetci ostatní používatelia tohto PC.	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.	Po oprave neplatných alebo chýbajúcich vlastností sa dokument automaticky presunie do správnej knižnice a priečinka.	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.	Niekedy to nejde ľahko. Stiahnuté súbory na vytvorenie spustiteľného USB kľúča sa nepodarilo nájsť.	Without complexity and using short sentences inform the user what has happened.

2.2.3 Promoting a feature

US English	Slovak 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.	Obrázkové heslo je novým spôsobom ochrany počítačov s dotykovou obrazovkou. Vyberte obrázok a gestá, ktoré s ním chcete použiť, a vytvorte jedinečné heslo, ktoré bude iba vaše.	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.	Získajte z aplikácií prispôsobený obsah na základe geografickej polohy svojho počítača, mena, obrázka konta a ďalších informácií o doméne.	Promoting the use of apps. Depending on the context of the string we can add some more familiarity to the text by using everyday words for e.g. PC.
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2.2.4 Providing how-to guidelines

US English	Slovak target	Explanation
To go back and save your work, click Cancel and finish what you need to.	Prejdite naspäť a uložte svoju prácu kliknutím na tlačidlo Zrušiť. Môžete dokončiť, čo potrebujete.	Short and clear action using second person pronoun.
To confirm your current picture password, just watch the replay and trace the example gestures shown on your picture.	Na potvrdenie aktuálneho obrázkového hesla pozorujte jeho opätovné prehratie a sledujte vzorové gestá, ktoré sa zobrazia na vašom obrázku.	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.
It's time to enter the product key. When you connect to the Internet, we'll activate Windows for you.	Teraz zadajte kód Product Key. Po pripojení na internet vám aktivujeme systém Windows.	Speak to the user directly and naturally using second person pronoun "you" on clear actions to enter the product key.

3 Inclusive language

Microsoft technology reaches every part of the globe, so it's critical that all our communications are inclusive and diverse. These guidelines provide examples on how to use inclusive language and avoid habits that may unintentionally lead to marginalization, offense, misrepresentation, or the perpetuation of stereotypes.

General guidelines

Comply with local language laws.

Use plain language. Use straightforward, concrete, and familiar words. Plain and accessible language will help people of all learning levels and abilities.

Be mindful when you refer to various parts of the world. If you name cities, countries, or regions in examples, make sure they're not politically disputed. In examples that refer to several regions, use equivalent references—for example, don't mix countries with states or continents.

In text and images, represent diverse perspectives and circumstances. Depict a variety of people from all walks of life participating fully in activities. Show people in a wide variety of professions, educational settings, locales, and economic settings.

Don't generalize or stereotype people by region, culture, age, or gender, not even if the stereotype is positive. For example, when representing job roles, choose names that reflect a variety of gender identities and cultural backgrounds.

Don't use profane or derogatory terms.

Don't use slang that could be considered cultural appropriation.

Don't use terms that may carry unconscious racial bias or terms associated with military actions, politics, or controversial historical events and eras.

Use this	Not this	Use this	Not this
English examples		Slovak examples	
perimeter network	demilitarized zone	nárazníková sieť	demilitarizovaná zóna
expert	guru	expert	guru
meeting	pow wow	schôdza	zraz
colleagues; everyone; all	guys; ladies and gentlemen	kolegovia, všetci	chlapci, dámy a páni
parent	mother or father	rodič	matka alebo otec

Note: Gender-neutral language should be used in new products and content going forward, but it's acceptable that we don't update all existing or legacy material.

3.1 Avoid gender bias

When presenting generalization, use plural noun forms if possible (for example, *ľudia, jednotlivci, študenti*, etc.).

Follow these rules:

- Refer to a person's role (*čitateľ, zamestnanec, zákazník*, or *klient*, for example).
- Use *osoba* or *jednotlivec*.
- If necessary, gendered pronouns can be used e.g., *Ak chcete niekomu zavolať, vyberte jeho meno, možnosť Zavolať a potom vyberte jeho číslo.*

English examples		Target examples	
Use this	Not this	Use this	Not this
A user with the appropriate rights can set other users' passwords.	If the user has the appropriate rights, he can set other users' passwords.	Oprávnění používatelia môžu nastaviť heslá pre iných používateľov.	Používateľ, ktorý má požadované práva, môžu nastaviť heslá pre iných.
Developers need access to servers in their development environments, but they don't need access to the servers in Azure.	A developer needs access to servers in his development environment, but he doesn't need access to the servers in Azure.	Vývojári potrebujú mať prístup k serverom vo svojom vývojovom prostredí, nepotrebujú však prístup k serverom v Azure.	Vývojár potrebuje mať prístup k serverom, ktoré sú v jeho vývojovom prostredí, nepotrebuje však prístup k serverom v Azure.
To call someone, select the person's name, select Make a phone call, and then choose the number you'd like to dial.	To call someone, select his name, select Make a phone call, and then select his number.	Ak chcete niekomu zavolať, vyberte meno osoby, vyberte Zavolať a potom vyberte číslo, na ktoré chcete zavolať.	Ak chcete niekomu zavolať, vyberte jeho meno, vyberte Zavolať a potom vyberte jeho číslo.

Where applicable, please include both feminine and masculine version e.g., use *Vytvoril/-a* instead of *Vytvorené používateľom*. Where applicable, it is preferable to use

both versions (e.g., *kolegovia a kolegyne*). However, it is still OK to use general masculine gender i.e., *kolegovia*.

Please note the inclusive English pronoun *their* often needs to be localized using singular form e.g., *%s shared their location* should be localized as *%s zdieľal/-a svoju polohu* instead of *Používatelia %s zdieľali svoju polohu* or *%s zdieľali svoju polohu*. Also, the general masculine form like *Používateľ %s zdieľal svoju polohu* should be avoided if possible. Please always try to create feminine+masculine versions. Only if it is not possible, please use the general masculine form.

When you're writing about a real person, use the pronouns that the person prefers, whether it's *on*, *ona*, *oni*, or another pronoun.

Note: Gender-neutral language should be used in new products and content going forward, but it's acceptable that we don't update all existing or legacy material.

3.2 Accessibility

Microsoft devices and services empower everyone, including people with disabilities, to do the activities they value most.

Focus on people, not disabilities. Don't use words that imply pity, such as *postihnutý* or *trpiaci (niečím)*. The preferred option is not to mention a disability unless it's relevant. Avoid expressions like *invalid* or *mrzák*. Instead of *vidíte správu, zobrazí sa vám správa, počujete zvuk upozornenia* use *zobrazí sa správa, zaznie zvuk upozornenia*. Instead of expressions like *slepec* use *nevidiaci ľudia, slabozrakí ľudia*. Word *slepota* is acceptable. Instead of *pripútaný na vozík, odkázaný na vozík* use *osoba používajúca vozík*. Instead of expressions like *hluchí, hluchonemí (ľudia)* use *nepočujúci* or *ľudia s poruchou sluchu*.

Use this	Not this	Use this	Not this
English examples		Target examples	
person with a disability	handicapped	Osoba so zdravotným postihnutím	Postihnutý/-á
person without a disability	normal person; healthy person	Osoba bez zdravotného postihnutia	Normálny človek, zdravá osoba

Use generic verbs that apply to all input methods and devices. In procedures and instructions, avoid verbs that don't make sense with alternative input methods used for accessibility.

Use this	Not this	Use this	Not this
English examples		Target examples	
Select	Click	Vyberte	Kliknite na

Keep paragraphs short and sentence structure simple—aim for one verb per sentence. Read text aloud and imagine it spoken by a screen reader.

Spell out words like *plus*, and *minus*. Screen readers can misread text that uses special characters like the plus sign (+), minus sign (-) and equal sign (=).

4 Language-specific standards

This part of the style guide contains information and guidelines specific to Slovak language.

4.1 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.

4.1.1 Abbreviations

Common abbreviations

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

List of common abbreviations:

Expression		Acceptable abbreviation
napríklad	napr.	
kilometer	km	

meter	m
a podobne	a pod.
to jest	t. j.
číslo	č.
sekunda/sekúnd	s (especially in software where the number of seconds can be dynamically changed)
minúta/minút	min. (especially in software where the number of minutes can be dynamically changed)
hodina/hodín	hod. (especially in software where the number of hours can be dynamically changed)

Don't create abbreviations which may be confusing or ambiguous. If you are in doubt how to create an abbreviation contact your language moderator.

In some cases there might be English abbreviation used that should be translated using full localized word, e.g. "cc" should be localized as „kópia“.

4.1.2 Acronyms

Acronyms are words made up of the initial letters of major parts of a compound term. Some well-known examples are PC (personal computer), TV (television), DNS (Domain Name Server), RAM (Random Access Memory) or HTML (Hypertext Markup Language).

Localized acronyms

In Slovak localized material we usually don't localize acronyms. If you want to create a localized acronym, consult it with your language moderator. However, there can be some special situations where localizing acronym is desirable. Here are some examples:

en-US source	Slovak target
UN	OSN (Organizácia spojených národov)
Macao SAR	Macao, OAO (Osobitná administratívna oblasť)

Unlocalized acronyms

Example:

en-US source	Slovak target
DNS	DNS
PC	PC
USB	USB
OLE	OLE
SMS	SMS
MMS	MMS
VPN	VPN
Wi-Fi	Wi-Fi
HTML	HTML
SMTP	SMTP
IP	IP

Usage of some abbreviations

For Microsoft voice descriptor follows the abbreviation.

en-US source text	sk-Sk classic text	sk-Sk modern text
info	informácie	info
USB device, USB key, USB port, PIN, SIM card	zariadenie USB, kľúč USB, port USB, kód PIN, kľúč PIN, karta SIM	USB zariadenie, USB kľúč, USB port, PIN kód, SIM karta
SMS	správa SMS	SMS správa

4.1.3 Adjectives

We can create adjectives following en-US source words/phrases, e.g. internet – internetový, e-mail – e-mailový.

Creating adjectives from the product names:

In less official phrases/sentences e.g. in error messages or in UA or in some software strings it might be safe to create adjectives from some product names that can be declined in all grammatical cases, i.e.:

wordový dokument, powerpointová prezentácia/snímka/šablóna, accessová databáza, excelová tabuľka, excelový pracovný hárok, facebookoví priatelia, facebooková skupina, twitterová diskusia, outlookový dokument, etc.

Important:

- Avoid creating product name adjectives such as: excelovská tabuľka, wordovský dokument, etc. If the product name contains also the word Microsoft (e.g. Microsoft PowerPoint) then a product name adjective CANNOT be created.
- In case product name adjectives are placed at the beginning of the sentence or standalone phrase always use the UPPER case starting letter. However, according to the Slovak grammar rules if such adjectives are used in the middle of sentences always use the LOWER case starting letter.

en-US source	Slovak target
Word	wordový dokument
Excel	excelový hárok
Access	accessová databáza
Twitter	twitterová diskusia
Facebook	facebooková skupina
Skype	skypový, skypová, skypové

Do not create the adjective from the Visio product name.

Possessive adjectives

The frequent use of possessives is a feature of English language.

In Slovak there is one special possessive adjective that is often wrongly used – svoj/váš.

In case the possessive adjective is related to the grammar subject of the sentence, use „svoj“.

Example:

Preneste svoje údaje do cloudu. (you are the subject of the sentence and data are related/belong to you).

Kontaktujte svojho správcu siete.

Zvážte svoje možnosti.

In case the (grammar) subject of the sentence is different, use „váš“.

Example:

Vaše údaje boli prenesené do cloudu. (the subject of the sentence is "údaje" not you).

Vo vašom počítači sme objavili vírus.

Online as adverb and adjective.

en-US source text	sk-Sk classic text	sk-Sk modern text
online, on-line		Sprístupniť dokumenty online NOTE: Term "Online" should be placed after an expression when "online" has a function of an adverb (príslovka). The same is valid for the term "offline."
online, on-line (as an adjective)		online formulár, online služby, online hry, online verzia, etc. NOTE: Term "Online" should be placed in front of an expression when "online" is functioning as an adjective (vo funkcii prídavného mena). The same is valid for the term "offline."

online, on-line (as an adverb)	v režime online, on-line	Online, On-line
offline, off-line	v režime offline, off-line	Offline, Off-line
Some of the items cannot be exported because they are headers and you are offline.	Niektoré položky nie je možné exportovať, pretože ide o hlavičky a vy pracujete v režime offline.	Niektoré položky nie je možné exportovať, pretože sú to hlavičky a vy pracujete offline.

4.1.4 Anglicisms

The following table contains examples of anglicisms which are used improperly as well as the correct translations of the corresponding strings:

Source text	Incorrect translation	Correct translation
Author(s)	Autor (ri)	Autori
Page(s)	Strana (y)	Strany
Tabs provide easy way to supplement the text with a horizontal line.	Tabulátory poskytujú ľahkú cestu na doplnenie textu vodorovnou čiarou.	Tabulátory umožňujú jednoducho doplniť text vodorovnou čiarou.

4.1.5 Articles

Unlocalized feature names

Microsoft product names and non-translated feature names are used without definite or indefinite articles in the English language.

Since the Microsoft voice usage we started to decline most of the product names (details in Applications, products and features topic). In case the product/feature name is not declined, it is better to use descriptor.

As for the non-translated feature names the descriptor usage is desirable.

Example:

en-US source	Slovak target
Power View	funkcia Power View
Office Lens	aplikácia Office Lens

Localized feature names

Translated feature names must follow the translations in Microsoft Language Portal.

4.1.6 Capitalization

In Slovak language capitalization rules differ from the English rules. In English, many words start with capital letters even though they are neither titles nor proper names. Translators should use capital starting letter only in cases word/phrase/expression is a title, product name, feature name or a proper name. There are also many terms in the Language Portal that are marked as proper nouns for En-US source but in context they are supposed to be localized using lower case, e.g. "Address Book" should be localized as "adresár." In case there is some specific reason (e.g. graphical) localized string/word/phrase can follow English source all caps or no caps style.

Example:

en-US source text	Wrong translation	Correct translation
To install this update, accept the new Software License Terms. Select the Back button if you don't want to install the update now.	Ak chcete nainštalovať túto aktualizáciu, vyjadrite súhlas s novými Licenčnými Podmienkami pre Softvér. Ak chcete aktualizáciu inštalovať neskôr, kliknite na tlačidlo Naspäť.	Ak chcete nainštalovať túto aktualizáciu, vyjadrite súhlas s novými licenčnými podmienkami pre softvér. Ak chcete aktualizáciu inštalovať neskôr, kliknite na tlačidlo Naspäť.

The following are always spelt with a capital letter in Slovak:

en-US source	Slovak target
Help	Pomocník
Clipboard	Schránka

Briefcase	Aktovka
License Agreement	Licenčná zmluva
Recycle Bin	Kôš Prázdny kôš, Plný kôš

Humanlike names such as Pomocník and Sprievodca are inflected as the names of persons, i.e. "nájdete v Pomocníkovi," "otvorte Sprievodcu."

Moreover, the word Internet is not capitalized in Slovak, which is a fairly frequent error in translations.

Example:

en-US source	Slovak target
Internet	internet

4.1.7 Compounds

Generally, compounds should be understandable and clear to the user. Overly long or complex compounds should be avoided. Translating compounds is often a challenge for translators. When translating compounds it is important to understand the meaning of the whole phrase. It is important to identify what word/s is/are important in the whole phrase..

Example:

en-US source text	Wrong Slovak translation	Correct Slovak translation
Remote Installation Services	Vzdialené inštalačné služby	Služby vzdialenej inštalácie

4.1.8 Conjunctions

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

If the Slovak language the usage of conjunctions at the beginning of the sentence is generally considered as inappropriate, but in case you want to achieve more formal style or emphasize part of the sentence, you may place some conjunctions at the beginning, but avoid overuse.

en-US source text	Slovak old use of conjunctions	Slovak new use of conjunctions
To continue click the Next button.	Na pokračovanie kliknite na tlačidlo Ďalej.	Ak chcete pokračovať, kliknite na tlačidlo Ďalej.

If a source sentence uses conjunctions to convey Microsoft voice localize into sk-SK using common Slovak sentence structures. To convey sk-SK Microsoft voice try to avoid awkward usage of contractions. Refer to the following table.

en-US source text	sk-SK old use of conjunctions	sk-SK new use of conjunctions
And finally, we need to find out a few things about the new IIS Virtual Server we will create...		Ešte potrebujeme zistiť niekoľko údajov o novom vytváranom virtuálnom serveri IIS.
	Ak napríklad budete inštalovať zariadenie typu PnP neskôr, systém Windows ho nemusí byť schopný nainštalovať, pretože toto nastavenie nebude k dispozícii.	Pri neskoršej inštalácii zariadenia typu PnP môže inštalácia prostredníctvom systému Windows zlyhať, pretože toto nastavenie nebude k dispozícii.
	Ak chcete v počítači nastaviť rozpoznávanie reči, potrebné informácie nájdete v téme Nastavenie rozpoznávania reči.	Informácie potrebné na nastavenie rozpoznávania reči nájdete v téme Nastavenie rozpoznávania reči.
	Existuje niekoľko rôznych spôsobov, ako prepojiť počítače v domácnosti.	Existuje niekoľko rôznych spôsobov prepojenia počítačov v domácnosti.
	Ak chcete získať Pomocníka, stlačte kláves F1.	Pomoc získate stlačením klávesu F1.

Pre/Na získanie Pomocníka stlaďte
kláves F1. **Note: This is incorrect.**

4.1.9 Gender

Unlike in English, in Slovak terms that come originally from English like *software*, *application*, *device*, *component*, do have gender, i.e. they are classified as masculine, feminine or neuter. Typically, the adopted gender depends on the usage of the domesticated term. For instance, application is considered female gender, software is considered masculine gender. There might be some terms that have ambiguous gender, such as Windows (some people feel that term Windows is masculine (ten Windows) whereas other people feel Windows should be used in plural (tie Windowsy). In such cases, the Slovak Language Body should be consulted.

Example:

en-US source	Slovak target
Windows	ten Windows (masculine)
PC	to PC (neuter)

Note: For information regarding gender neutrality on Microsoft products, see [Avoid gender bias](#).

4.1.10 Localizing colloquialism, idioms, and metaphors

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

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

- Do not attempt to replace the source colloquialism with an Slovak colloquialism that fits the same meaning of the particular context unless it is a perfect and natural fit for that context.
- Translate the intended meaning of the colloquialism in the source text (as opposed to literally translating 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.

Localizers should be very careful when translating English "cool" phrases and idioms into Slovak. There is a huge difference between "official" and colloquial language in Slovak. When it comes to specific product language people tend to be conservative. Phrases like Yay, That's great!, etc. literally localized into Slovak might sound very artificial.

en-US source text	sk-Sk old text	sk-Sk new text
Working on it... Bear with us.		Pracujeme na tom... Chvíľu strpenia, prosím.
Uploads are limited to 100MB. Got something smaller?	Limit súborov na nahratie je 100 MB. Súbor na nahratie musí mať menej ako 100 MB.	Limit súborov na nahratie je 100 MB. Máte niečo menšie?
Still stuck?	Stále máte problém? Note: Avoid turning en-US humor to phrase that might blame the user.	Stále nič nepomáha?
When you lock your PC	Keď zamknete svoj počítač	Keď zamknete svoje PC

4.1.11 Nouns

A noun tells us what someone or something is called. Nouns are the names we give to people, things, places, etc. in order to identify them

Inflection

Nouns can be inflected in Slovak. The Slovak language has the following cases:

Example:

en-US source	Slovak target
Nominative case	kto? čo? Chlap, ženy
Genitive case	koho? čoho? Chlapa, žien
Dative case	komu? čomu? Chlapovi, ženám
Accusative case	koho? čo? Chlapa, ženy
Locative case	(o) kom?, (o) čom? O chlapovi, o ženách

Instrumental case (s) kým?, (s) čím? Chlapom, ženami

Plural formation

When declining adjectives remember the basic rule of writing nominative plural case:

Example:

en-US source	Slovak target
Connected clients	Pripojení klienti

4.1.12 Prepositions

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

In case of one letter prepositions use non-breaking space (if applicable).

There are two tricky preposition that are often used incorrectly—na/pre:

- Use „pre“ in case something is meant to be done for someone or something has happened due to someone/some reason/aim.
- Use „na“ in case something is considered to be done.

Slovak expression	Comment
licencia pre používateľov	license bought for the user (someone)
nefunguje pre chybu	the reason
Na spustenie inštalácie musíte zadať prihlasovacie údaje.	to start the installation

For sk-SK we don't particularly use the prepositions to convey the Microsoft voice. However, there are some recommendations regarding prepositions.

Nowadays many people make mistakes when using the prepositions „na“ and „pre“. If in doubt contact your language moderator and/or the language body Jazykovedný ústav Ľudovíta Štúra <http://www.juls.savba.sk/>.

Using preposition „pre“ when translating phrases like „Perform an action to accomplish something“ or „Click Finish to use the existing name“ should be avoided. Using preposition „na“ should be also avoided, using preposition „pre“ is restricted in sentences describing how “to do something”. There are some cases though, when preposition „na“ can be used. In some cases incorrect usage of preposition in a sentence can be replaced by using conjunction instead. Sometimes it is just the opposite and using the preposition is a better choice rather than using the conjunction. Refer to the table below.

en-US source text	sk-Sk use of prepositions/conjunctions to be avoided	sk-Sk modern use of prepositions/conjunctions
Click Finish to use the existing name.	Pre vytvorenie novej šablóny postupujte takto:	Ak chcete vytvoriť novú šablónu, postupujte takto:
	Pre/Na použitie súčasného názvu kliknite na tlačidlo Dokončiť.	Ak chcete použiť súčasný názov, kliknite na tlačidlo Dokončiť.
	Ak chcete pridať obrázky, použite toto tlačidlo. Pre pridanie obrázkov použite toto tlačidlo.	Na pridanie obrázkov použite toto tlačidlo.
	Ak sa pokúšate inštalovať...	Pri inštalácii
To display a complete list of the add-ons on your computer, click All add-ons.	Pre problémy s tlačiarňou kontaktujte pracovníkov technickej podpory.	Pri problémoch s tlačiarňou kontaktujte pracovníkov technickej podpory.
	Pre/na zobrazenie kompletného zoznamu doplnkov v počítači kliknite na položku Všetky doplnky.	Kliknutím na položku Všetky doplnky zobrazíte kompletný zoznam doplnkov v počítači.
	Ak chcete kresliť, písať, strihať, etc., použite tento nástroj.	Na kreslenie, písanie, strihanie, etc. použite tento nástroj.

4.1.13 Pronouns

See the topic about the possessive adjectives—as those are in Slovak language named as possessive pronouns.

The sk-SK Microsoft voice can be conveyed similarly through the use of first-person and second-person (I, me, you, we). Passive addressing "používateľ" (third person) should be avoided.

sk-Sk old user reference	sk-Sk new user reference
Používatelia môžu meniť čas inštalácie nových aktualizácií.	Čas inštalácie nových aktualizácií môžete meniť vy sami.
Používateľ môže na prihlásenie použiť svoje meno a heslo.	Na prihlásenie môžete použiť svoje meno a heslo.
Ak sa vyskytne takáto chyba	Ak sa stretnete s takýmto problémom
Zapamätať heslo používateľa	Zapamätať si moje heslo
Neodporúča sa inštalácia týchto balíkov s kodekmi.	Neodporúčame inštaláciu týchto balíkov s kodekmi.
Tabuľka 'I' bola skrátená. Údaje sa stratili.	Ľutujeme, ale tabuľka 'I' bola skrátená. Údaje sa stratili.
Alert me about documents...	Upozorniť ma na dokumenty...
Allow anyone to call me	Volat' mi môže hocikto

If second person cannot be used, then use the passive voice.

In English, possessive pronouns (such as "your data," "your table," etc.) occur more frequently due to the addressing of the user. In the Slovak target text, we deem the respective pronouns redundant. Where they cannot be omitted, their correct form is to be used (svoj, svoja, svoje):

en-US source text	sk-Sk not preferred	sk-Sk modern use
Turn off your PC.	Vypnite svoj počítač.	Vypnite počítač.
Type your full name to the below field.	Do poľa napíšte vaše celé meno.	Do poľa napíšte svoje celé meno.

4.1.14 Punctuation

Slovak uses the following punctuation: period (.), exclamation mark (!), question mark (?), comma (,), semicolon (;), colon (:), suspension points (...), quotation marks („“), parentheses (), en dash (–), hyphen (-), slash (/), apostrophe ('). Some punctuation marks are also used to express arithmetic formulas (. = multiplication, : = division, - = subtraction, decimal comma, etc.).

At present, punctuation is often misused as a result of the influence of different graphic systems, e.g., English.

Comma

Misplacing a comma may have an adverse effect on the meaning of a sentence. In the Slovak language, commas have the following functions: separating sentence elements (e.g. nouns, modifiers, or phrases), separating subordinate clauses, offsetting appositive, etc. In these cases, the comma is followed by a space. Moreover, in Slovak, commas separate decimal values, in which case they are not followed by a space.

Colon

Colons introduce sentences/clauses or their parts, which develop previous text (e.g. examples, enumerations). They often introduce direct speech and are followed by a space character.

Example:

Vykonajte nasledujúce kroky:

1. ...

2. ...

Dashes and hyphens

The en-dash should be used to emphasize an isolated element or introduce an element that is not essential to the meaning conveyed by the sentence, to separate the range of numbers (example: years). Do remember use space before and after the dash.

Example: 2017 – 2021

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

DO use: En-dash (U+2013)

DO NOT use: a hyphen in this case (U+002D) and do not use the Em-dash.

A hair space (U+200A) should be used before and after the en-dash.

Hyphen

The hyphen is used in Slovak to link parts of a compound word (example: čierno-biely), compound words made by number and a word (3-slovné), names consisting of more words (Ján-Adam) or to split the word at the end of the sentence.

Ellipses (Suspension points)

Three periods have to be used, any other number is defective. If a sentence ends in an ellipsis, there's no fourth period. There's no space between the preceding word and the ellipsis, yet if an ellipsis marks the omission of a part of a sentence, the ellipsis is separated by a space on both sides.

Example:

US English	Slovak target	Comment
	Čo dodať.... / Čo dodať.. / Čo dodať . . .	Čo dodať...

In English, suspension points can also be used in enumerations. In Slovak, however, colon should be used instead:

Source text	Translation
With Microsoft Dynamics, you can...	(+) V programe Microsoft Dynamics môžete:

Period

- Period (.) is used at the end of a sentence that makes a statement. There is no space between the last letter and the period. Use one space between the period and the first letter of the next sentence.
- A period is used after abbreviations, e.g. č., napr., as well as after ordinal numbers using numerals e. g. v 3. odseku.
- Periods are not used in acronyms, e.g. USB, SEČ.

There are often strings that create a sentence and yet they are not ended by a period in the en-US source.

If in doubt regarding using periods, consult with your language moderator and/or Slovak Language Body (Jazykovedný Ústav Ľudovíta Štúra) or Slovak grammar rules publication Pravidlá slovenského pravopisu.

Quotation marks

Correct Slovak quotation marks are „” (lower 99 (Alt + 0132), upper 66 (Alt + 0147)).

Quotation marks in Slovak are used in these cases:

- Direct Speech
- Quotations
- Irony
- Emphasize certain attributed word within context

Quotation marks are NOT used:

- To emphasize names of products, events, documents, UI items, etc.
- To emphasize parts of documents, chapters, Help topics, etc. within a context

Note that English style is not to be followed with regards to quotation marks usage. In English quotation marks are tend to be overused. In Slovak language we rarely use them to emphasize certain words or phrases, software parts etc.

Example:

Incorrect	Correct
Okno zatvoríte kliknutím na tlačidlo „OK”.	Okno zatvoríte kliknutím na tlačidlo OK.
Na stránke „Definovať tlačidlá napájania a zapnúť ochranu heslom” vyberte	Na stránke Definovať tlačidlá napájania a zapnúť ochranu heslom vyberte

In Slovak language we **NEVER** use English quotation marks (") and the simple quotations marks (, and ') are used only to highlight quotation nested inside other quotation.

Example:

Incorrect	Correct
Rozdiely medzi pojмами "inovácia" a "aktualizácia"	Rozdiely medzi pojмами inovácia a aktualizácia

Parentheses

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

Example:

US English	Slovak target
Microsoft Photos Companion (Preview)	Microsoft Photos Companion (Preview)

Parentheses will be more used in En-US sources as a part of English Voice to provide more additional info or context. When localizing avoid using parentheses instead use commas or split text into more sentences. Use parentheses only when nothing else can be done.

Example:

US English source text	Avoid	Correct
AutoRecover saves more than your files. It also saves your workspace (if it can).	Funkcia Automatické obnovenie nechráni len vaše súbory, ale aj pracovný priestor (ak je to možné).	Funkcia Automatické obnovenie nechráni len vaše súbory, ale, ak je to možné, chráni aj pracovný priestor.

4.1.15 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.

In Slovak language sentence fragments are not naturally used instead of full sentences. When localizing source sentence fragments try to turn the fragment into Slovak sentences. Sentence fragments might be possibly used in titles or if followed by another sentence/s.

US English source text	Slovak long form	Slovak sentence fragment
Here is how:	Použite tento postup na... Postupujte podľa nasledovných krokov	Ako na to:

4.1.16 Subjunctive

The subjunctive is used in subordinate clauses to express a wish, emotion, possibility, judgment, opinion, necessity, or action that has not yet occurred. The function of English subjunctive mood is held up by **conditional mood** in Slovak.

Example:

US English	Slovak target
Unless it is necessary that you run a particular service, you should disable it.	Pokiaľ nie je potrebné, aby sa spúšťala konkrétna služba, mali by ste ju zakázať.

4.1.17 Symbols & nonbreaking spaces

% – Symbols like the percent sign are post-positioned and separated by a nonbreaking space.

Nonbreaking spaces should be used after prepositions, conjunctions and between numerals and units of measurement.

Example:

US English	Slovak target
50 %	50 (non-breaking space) %
20 cm	20 (non-breaking space) cm
Hardware and software	Hardvér a(non-breaking space) softvér

Note: Nonbreaking spaces sometimes cause problems in the generation of the final documents. Nonbreaking spaces should not be used in online help and documentation live content.

Ampersand (&)

For the ampersand symbol - always translate "&" as "and" when it refers to running text. Do not keep "&" in the target, unless it is part of a tag, placeholder, shortcut or other type of code.

4.1.18 Verbs

For US English Microsoft voice, verb tense helps to convey the clarity of Microsoft voice. Simple tenses are used. The easiest tense to understand is the simple present, like we use in this guide. Avoid future tense unless you are 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.

When translating into Slovak be guided by the English source. When translating use the natural sentence construction. Slovak syntax is flexible therefore there are often more ways how create a sentence.

Example:

US English	Slovak target
Meeting has been canceled.	Schôdza bola zrušená.
You're cancelling a single event that is part of a series.	Rušíte jednu udalosť, ktorá je súčasťou radu.
Sorry, something went wrong.	Ľutujeme, vyskytla sa chyba.

If necessary, simple present can be localized using simple future.

Example:

US English	Slovak target
Accepts all changes in document, ignoring filter settings.	Prijme všetky zmeny v dokumente bez ohľadu na nastavenie filtra.

Mainly for UI items it is sometimes difficult to be sure whether the verb should be localized using infinitive, second person plural or third person.

Example:

US English	Slovak target
Go to the next insertion, deletion, or comment	There are several ways how the string could be localized depending on the context: TOOLTIP: Prejde na ďalšiu vloženú alebo odstránenú položku alebo komentár MENU ITEM: Prejsť na ďalšiu vloženú alebo odstránenú položku alebo komentár COMMAND: Prejdite na ďalšiu vloženú alebo odstránenú položku alebo komentár

Passive and gerund

Where the use of a reflexive pronoun does not impair the correctness and intelligibility of the text and complies with the other rules, it is correct to translate the passive constructions by means of reflexive verbs or to use the active where the agent is known.

Example:

US English	Incorrect translation	Correct translation
Installation has been cancelled by the user.	Inštalácia bola zrušená používateľom.	Používateľ zrušil inštaláciu.
Was the bitmap printed properly?	Bola bitová mapa vytlačená správne?	Vytlačila sa testovacia bitová mapa správne?
We've signed you out because you're using an outdated version of Skype.	Boli ste odhlásení, lebo máte starú verziu Skypu.	Odhlásili sme vás, pretože používate zastaranú verziu Skypu.

In cases where the other rules apply, however, the passive form is to be preserved or another method is to be applied.

Example:

US English	Incorrect translation	Correct translation
This system library was created by the PointPublishing feature.		Táto systémová knižnica bola vytvorená pomocou funkcie PointPublishing.
Issued By:	(-) Vydal: (Gender here is masculine, so this is why this translation is not totally suitable for all genders. Therefore it might be more easy to use more neutral translation, see the Correct translation column)	(+) Vydavateľ:

Statements of progressive actions expressed in the English source text by means of a gerund are to be translated into Slovak by means of reflexive verbs.

Example:

US English	Incorrect translation	Correct translation
Installing components...	Prebieha inštalácia súčastí...	Inštalujú sa súčasti...
Printing...	Tlačenie...	Tlačí sa...

5 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 Slovak 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.

5.1 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. Some accessible products and services may not be available in Slovak-speaking markets. Double-check with the appropriate resources.

General accessibility information can be found at <https://www.microsoft.com/en-us/accessibility/>.

5.2 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™).

Following the new rules approved by Slovenský jazykovedný ústav in the Microsoft voice translations declination of product names is allowed now. Those that are not possible to be declined should be used with the descriptor.

In classic Slovak localization descriptors (predradené slová) were always used when localizing Microsoft product names: i.e. v spoločnosti Microsoft, programom Microsoft Word, programami balíka Microsoft Office etc and also Office name (balík Office, služby Office 365).

However, Slovak language is naturally an inflectional language and uses declination of foreign products, services and company names in everyday life. Using descriptors in such cases may sound unnatural and unnecessarily prolongs sentences.

Descriptors can be omitted in all grammatical cases when declining the following product and program names:

Outlook, Word, Excel, Access, Windows, PowerPoint, SharePoint, Publisher, Project, Internet Explorer, Windows Prieskumník, Facebook, Twitter, OneNote, Lync, Skype, Gmail, OneDrive, Exchange, Xbox, Windows Phone. When declining refer to the table below

Product Name	Declinations
Outlook	N – Outlook G – Outlooku D – Outlooku A – Outlook

	L – Outlooku I – Outlookom
Word	N – Word G – Wordu D – Wordu A – Word L – Worde I – Wordom
Excel	N – Excel G – Excelu D – Excelu A – Excel L – Exceli I – Excelom
Access	N – Access G – Accessu D – Accessu A – Access L – Accesse I – Accessom
Publisher	N – Publisher G – Publishera G – Publisheru (two different suffixes in genitive) D – Publisheru A – Publisher L – Publisheri I – Publisherom
Windows	N – Windows (masculine) G – Windowsu D – Windowsu A – Windows L – Windowse I – Windowsom
PowerPoint	N – PowerPoint G – PowerPointu D – PowerPointu A – PowerPoint

	L – PowerPoint I – PowerPointom
SharePoint	N – SharePoint G – SharePointu D – SharePointu A – SharePoint L – SharePointe I – SharePointom
Facebook	N – Facebook G – Facebooku D – Facebooku A – Facebook L – Facebooku I – Facebookom
Twitter	N- Twitter G- Twitteru G – Twittera (two different suffixes in genitive) D- Twitteru A- Twitter L- Twitteri I- Twitterom
Project	N – Project G – Projectu D – Projectu A – Project L – Projecte I – Projectom
OneNote	N – OneNote G – OneNotu D – OneNotu A – OneNote L – OneNote I – OneNotom
Skype	N – Skype G – Skypu

	D – Skypu A – Skype L – Skype I - Skypom
OneDrive	N – OneDrive G – OneDrivu D – OneDrivu A – OneDrive L – OneDrive I - OneDrivom
Exchange	N – Exchange G – Exchangeu D – Exchangeu A – Exchange L – Exchangei I - Exchangeom
Visio	N – Visio G – Visia D – Visiu A – Visio L – Visiu

	I – Visiom
--	------------

Find some examples in the below table:

en-US source text	sk-Sk classic style text	sk-Sk modern text
Advanced options for working with Word	Rozšírené možnosti práce s programom Word.	Rozšírené možnosti práce s Wordom
in an older version of Excel	v staršej verzii programu Excel	v staršej verzii Excelu
current version of Access	najaktuálnejšiu verziu programu Access	najaktuálnejšiu verziu Accessu
Open mail in Outlook	Otvorte mail v programe Outlook	Otvorte mail v Outlooku
Copy to PowerPoint	Prekopírujte do programu PowerPoint	Prekopírujte do PowerPointu

Important: The following instruction is valid only for product names that can be fully declined in all cases. If such product name contains the word "Microsoft" followed by a product name, e.g. Microsoft Outlook, then the word Microsoft is NOT to be declined and we decline only a product name. See the table below:

en-US source text	sk-Sk incorrect text	sk-Sk modern text
Advanced options for working with Microsoft Word	Rozšírené možnosti práce s Microsoftom Wordom Rozšírené možnosti práce s Microsoft Word Rozšírené možnosti práce s Microsoftom Word	Rozšírené možnosti práce s Microsoft Wordom
in an older version of Microsoft Excel	v staršej verzii Microsoftu Excelu v staršej verzii Microsoftu Excel v staršej verzii Microsoft Excel	v staršej verzii Microsoft Excelu
current version of Microsoft Access	najaktuálnejšiu verziu Microsoft Access	najaktuálnejšiu verziu Microsoft Accessu

Open mail in Microsoft Outlook	Otvorte mail v Microsoft Outlook	Otvorte mail v Microsoft Outlooku
Copy to Microsoft PowerPoint	Prekopírujte do Microsoft PowerPoint	Prekopírujte do Microsoft PowerPointu

In some cases (especially in standalone phrases in software) using descriptor might sound more natural even for those products for which descriptors can be omitted otherwise. See these specific examples below taken from software strings:

en-US source text	sk-Sk incorrect text	sk-Sk modern text
Access Database	Databáza Accessu	Databáza programu Access
Microsoft Word document	Dokument Microsoft Wordu	Dokument programu Microsoft Word
PowerPoint Presentations	Prezentácie PowerPointu	Prezentácie programu PowerPoint
Microsoft Excel Worksheet	Pracovný hárok Microsoft Excelu	Pracovný hárok programu Microsoft Excel
Excel Table	Tabuľka Excelu	Tabuľka programu Excel

Apart from the above mentioned product names without descriptors for the rest of the product names it is safe to omit descriptors in nominative case (1. pád) and accusative case (4. pád). When declining using remaining grammatical cases i.e. genitive (2. pád) , dative (3. pád), locative (6. pád), instrumental (7. pád) descriptors should be used. See the examples in the table below:

en-US source text	sk-Sk classic style text	sk-Sk modern text	Comment
Make sure Phone Companion is running.	Skontrolujte, či je spustená aplikácia Asistent pre telefón.	Skontrolujte, či je spustený Asistent pre telefón.	Nominative case (1. pád) Without descriptor
Open Microsoft Teams	Otvoriť program Microsoft Teams	Otvoriť Microsoft Teams	Accusative case (4. pád)

			Without descriptor
Login to Microsoft Teams	Prihlásenie do Microsoft Teamsu	Prihlásenie do aplikácie Microsoft Teams	Genitive case (2. pád) Use descriptor
Teams failed to communicate with server.	Incorrect text: Teamsu sa nepodarilo komunikovať so serverom.	Aplikácii Teams sa nepodarilo komunikovať so serverom.	Dative case (3. pád) Use descriptor
In Microsoft Teams	Incorrect text: V Microsoft Teamse	V aplikácii Microsoft Teams	Locative case (6. pád) Use descriptor
With Microsoft Office	Incorrect text: S Microsoft Officom	S balíkom Microsoft Office	Instrumental case (7. pád) Use descriptor

Do not decline program, service, company, etc. names, when it sounds unnatural and do avoid declination or adjective creation of those names that contain trademarks or copyright signs. In such cases descriptors need to be used in the following grammatical cases: genitive (2. pád) , dative (3. pád), locative (6. pád), and instrumental (7. pád).

Always be careful when omitting descriptors.

Version numbers

Version numbers always contain a period (e.g. Version 4.2).

The declination case of the "version" word is the same as of the product it is related to. For example: v Exceli, verzii xxx.

Note that if a product name is being used WITHOUT a descriptor, it can be followed by a version number as shown in a following table. This instruction is valid both for products that can be fully declined in all grammatical cases and also for those products that can omit descriptors only in nominative and accusative grammatical cases:

en-US source text	sk-Sk classic style text	sk-Sk modern text
Getting started with Microsoft Outlook	Začínáme pracovať s programom Microsoft Outlook	Začínáme pracovať s Microsoft Outlookom

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

Translation of version strings

Product, feature and component names are often located in the so-called "version strings" as they appear in the software.

Example:

US English	Slovak target
© 2023 Microsoft Corporation. All rights reserved.	Refer to Microsoft Language Portal to check the correct translations "All rights reserved" and "Microsoft Corporation".

5.3 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 available for your reference at the following location: <https://www.microsoft.com/en-us/legal/intellectualproperty/trademarks>

5.4 Software considerations

This section provides guidelines for the localization of UI elements.

General guidelines

- Clarity and simplicity are the key considerations.
- Be as short as possible. Avoid unnecessary words.
- Keep in mind that different devices, sizes, and formats are used, and UI should fit all of them.

- Try to achieve cross-platform consistency in products used on different platforms, including the desktop, mobile, and cloud.

Every principle in the following sections may have an exception, based on the product, the specific experience, and the customer. Interpret the guidelines in the way that results in the best experience for the customer.

5.4.1 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.

5.4.2 Command button

The name of a command button should start with a capital letter. If the name of the button constitutes a noun or adjective, it should always be in the nominative case. The basic verbal form is the infinitive. Other forms (verbal nouns, participles, etc.) are only permissible in cases in which an infinitive cannot be formed.

Names of buttons should not end with any kind of punctuation mark. An exception is buttons with names which end with elliptical marks (...) in the original. These buttons should also end in elliptical marks in Slovak.

Source text	Correct translation
Browse...	Prehľadávať...

5.4.3 Dialog box title

The name of a dialog window always starts with a capital letter unless en-US source starts with lower letter due to some graphical reasons.

If a verb is used in the original (such as Confirm something, Select something, etc.), use a verbal noun in the translation. If a verbal noun cannot be formed (such as in the name of the "Save as" – "Uložiť ako" dialog window), use the infinitive in the translation.

English term	Correct Slovak translation
Confirm File Rename	Potvrdenie premenovania súboru
Select Device	Výber zariadenia
Gathering Information	Získavajú sa informácie
Open As	Otvoriť ako

It is recommended to simplify dialog box titles translation as follows:

Source text	Incorrect translation	Correct translation
Network Details	Podrobnosti o sieti	Sieť – podrobnosti
Network Properties	Vlastnosti siete	Sieť – vlastnosti
Network Options	Možnosti siete	Sieť – možnosti
Settings		- nastavenie
About		- informácie
Microsoft Edge Setup	Program Microsoft Edge - Inštalácia	Microsoft Edge - inštalácia

5.4.4 Error messages

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 rebooting 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 Slovak translation
That can't be blank...	Pozor, toto musíte zadať...
Not enough memory to process this command.	Na spracovanie tohto príkazu nie je dostatok pamäte.

Slovak style in error messages

It is important to use consistent terminology in error messages. When translating, we should adhere to the Slovak syntax. Since en-US source promotes Voice style, it is not so important anymore to keep total consistency in the Slovak style when localizing. It is ok to convey the meaning, we don't need to be that strict regarding total consistency as far as the terminology consistency is kept and the meaning is well conveyed into Slovak language.

Standard phrases in error messages

The phrases bellow commonly occur in error messages. When you are translating 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	Example
Cannot ... Could not ...	Nedá sa/Nepodarilo sa	Nepodarilo sa otvoriť stránku.
Failed to ... Failure ofzlyhalo	Komunikácia s tlačiarňou zlyhala.
Cannot find ... Could not find ... Unable to find ... Unable to locate ...	Nepodarilo sa nájsť	Nepodarilo sa nájsť knižnicu COMMDLG32.DLL.
Not enough memory Insufficient memory There is not enough memory There is not enough memory available	Nedostatok pamäte	Na spracovanie tejto požiadavky nie je k dispozícii dostatok pamäte.
... is not available ... is unavailable	nie je k dispozícii/ nedostupný	Obrázok nie je k dispozícii
occured	vyskytnúť	An error has occurred. Vyskytla sa chyba.

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."

US English	Slovak target
The folder '%s' cannot contain subfolders. This is most likely a limitation of your IMAP server. In order to create a folder that can contain subfolders, append '%c' to its name as you create it.	Priečink %s nemôže obsahovať podpriečinky. Ide pravdepodobne o obmedzenie na strane servera IMAP. Priečink, ktorý môže obsahovať podpriečinky, vytvoríte pridaním znaku %c do názvu daného priečinka pri jeho vytváraní.

Also note that in case English placeholder is surrounded by quotes Slovak placeholder should be localized without quotes unless there is a special reason for it.

Example:

US English	Slovak target
Sorry, no dictionary results found for "{0}."	Ľutujeme, v slovníku sa nenašli žiadne výsledky pre výraz {0}.

5.4.5 Keyboard shortcuts

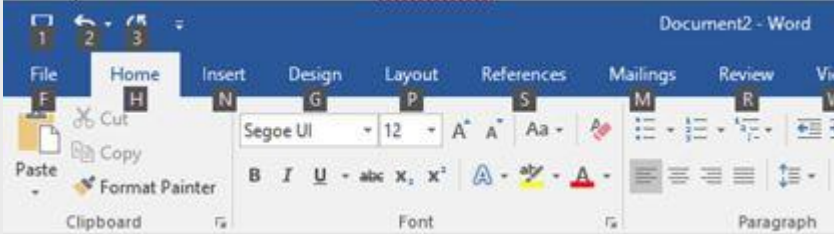
Sometimes, there are underlined or highlighted letters in menu options, commands or dialog boxes. These letters refer to keyboard shortcuts, which help the user to perform tasks more quickly.

Examples:

US English	Slovak target
<u>N</u> ew	<u>N</u> ové
<u>C</u> ancel	<u>Z</u> rušiť
<u>O</u> ptions	<u>M</u> ožnosti

Keyboard shortcuts special options	Usage: Is it allowed?	Notes
"Slim characters," such as l, I, t, r, f can be used as keyboard shortcuts	Yes	Only when no other characters are available.
Characters with downstrokes, such as g, j, y, p and q can be used as keyboard shortcuts	Yes	Only when no other characters are available.
Extended characters can be used as keyboard shortcuts	Yes	Only when no other characters are available.
An additional letter, appearing between brackets after item name, can be used as a keyboard shortcut	No	
A number, appearing between brackets after item name, can be used as a keyboard shortcut	No	
A punctuation sign, appearing between brackets after item name, can be used as a keyboard shortcut	No	
Duplicate keyboard shortcuts are allowed when no other character is available	Yes	
No keyboard shortcut is assigned when no more characters are available (minor options only)	No	

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

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

5.4.6 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).

Example:

English key name	Slovak key name
Alt	Alt
Backspace	Backspace
Break	Break
Caps Lock	Caps Lock
Ctrl	Control
Delete	Delete
Down Arrow	Šípka nadol
End	End
Enter	Enter
Esc	Esc
Home	Home
Insert	Insert
Left Arrow	Šípka doľava
Num Lock	Num Lock
Page Down	Page Down
Page Up	Page Up
Pause	Pause
Right Arrow	Šípka doprava
Scroll Lock	Scroll Lock
Shift	Shift
Spacebar	Medzerník
Tab	Tab
Up Arrow	Šípka nahor

Windows key	Kláves s logom Windows
Print Screen	Print Screen
Menu key	Kláves ponuky

5.4.7 List box

Individual options (items which the user can select) are displayed in the list. If all of the items cannot be displayed at the same time, a slider will be displayed. The name of a list usually starts with a capital letter and ends with a colon.

Unless reasons specified in the following section apply, then the items in a list should start with a lowercase letter.

Items in a list should start with capital letters in the following cases:

- If it is probable that the list will contain old items from previous versions which might start with a capital letter.
- If other rules which require the use of capital letters apply to the items in question.

5.4.8 Numeric keypad

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

5.4.9 Shortcut keys

Shortcut keys are keystrokes or combinations of keystrokes used to perform defined functions in a software application. Shortcut keys replace menu commands and 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	Slovak command	Slovak shortcut key
General Windows shortcut keys			
Help window	F1	Okno Pomocník	F1
Context-sensitive Help	Shift+F1	Kontextová pomoc/kontextový Pomocník	Shift+F1
Display pop-up menu	Shift+F10	Zobraziť kontextovú ponuku	Shift+F10
Cancel	Esc	Zrušiť	Esc
Activate\Deactivate menu bar mode	F10	Aktivovať alebo deaktivovať režim panela s ponukami	F10
Switch to the next primary application	Alt+Tab	Prejsť na ďalšiu primárnu aplikáciu	Alt+Tab
Display next window	Alt+Esc	Zobraziť ďalšie okno	Alt+Esc
Display pop-up menu for the window	Alt+Spacebar	Zobraziť kontextovú ponuku pre okno	Alt+Spacebar
Display pop-up menu for the active child window	Alt+-	Zobraziť kontextovú ponuku pre aktívne podriadené okno	Alt+-
Display property sheet for current selection	Alt+Enter	Zobraziť hárok vlastností aktuálneho výberu	Alt+Enter
Close active application window	Alt+F4	Zavrieť okno aktívnej aplikácie	Alt+F4
Switch to next window within (modeless-compliant) application	Alt+F6	Prejsť na ďalšie okno v (bezrežimovej) aplikácii	Alt+F6

Capture active window image to the Clipboard	Alt+Prnt Scrn	Zaznamenať obrázok aktívneho okna do schránky	Alt+Prnt Scrn
Capture desktop image to the Clipboard	Prnt Scrn	Zaznamenať obrázok pracovnej plochy do schránky	Prnt Scrn
Access Start button in taskbar	Ctrl+Esc	Prístup k tlačidlu Štart v paneli úloh	Ctrl+Esc
Display next child window	Ctrl+F6	Zobrazit' ďalšie podriadené okno	Ctrl+F6
Display next tabbed pane	Ctrl+Tab	Zobrazit' ďalšiu tabuľku s kartami	Ctrl+Tab
Launch Task Manager and system initialization	Ctrl+Shift+Esc	Spustiť Správcu úloh a inicializáciu systému	Ctrl+Shift+Esc
File menu			
File New	Ctrl+N	Súbor – Nový	Ctrl+N
File Open	Ctrl+O	Súbor – Otvoriť	Ctrl+O
File Close	Ctrl+F4	Súbor – Zavrieť	Ctrl+F4
File Save	Ctrl+S	Súbor – Uložiť	Ctrl+S
File Save as	F12	Súbor – Ako	F12
File Print Preview	Ctrl+F2	Súbor – Ukážka pred tlačou	Ctrl+F2
File Print	Ctrl+P	Súbor – Tlačiť	Ctrl+P
File Exit	Alt+F4	Súbor – Skončiť	Alt+F4
Edit menu			
Edit Undo	Ctrl+Z	Úpravy – Späť	Ctrl+Z
Edit Repeat	Ctrl+Y	Úpravy – Opakovať	Ctrl+Y
Edit Cut	Ctrl+X	Úpravy – Vystihnúť	Ctrl+X

Edit Copy	Ctrl+C	Úpravy – Kopírovať	Ctrl+C
Edit Paste	Ctrl+V	Úpravy – Prilepiť	Ctrl+V
Edit Delete	Ctrl+Backspace	Úpravy – Odstrániť	Ctrl+Backspace
Edit Select All	Ctrl+A	Úpravy – Vybrať všetko	Ctrl+A
Edit Find	Ctrl+F	Úpravy – Hľadať	Ctrl+F
Edit Replace	Ctrl+H	Úpravy – Nahradit'	Ctrl+H
Edit Go To	Ctrl+B	Úpravy – Prejsť na	Ctrl+B
Help menu			
Help	F1	Pomocník	F1
Font format			
Italic	Ctrl+I	Kurzíva	Ctrl+I
Bold	Ctrl+G	Tučné písmo	Ctrl+B
Underlined\Word underline	Ctrl+U	Podčiarknuté alebo podčiarkovanie slov	Ctrl+U
Large caps	Ctrl+Shift+A	Veľké kapitálky	Ctrl+Shift+A
Small caps	Ctrl+Shift+K	Malé kapitálky	Ctrl+Shift+K
Paragraph format			
Centered	Ctrl+E	Zarovnať na stred	Ctrl+E
Left aligned	Ctrl+L	Zarovnať vľavo	Ctrl+L
Right aligned	Ctrl+R	Zarovnať vpravo	Ctrl+R
Justified	Ctrl+J	Zarovnať k okraju	Ctrl+J

5.4.10 Tooltips

The tooltip description of an element (usually buttons or menus or options) should begin with a capital letter and should not end with any punctuation mark. In case menu

or command have the same source that the corresponding tooltip their translation should be identical as shown in the below picture:

In case tooltip and a name of the menu command are not identical, verb third person singular should be created: Uloží vytvorený súbor (saves the file created). Other forms are only permissible in cases in which the third person singular cannot be formed.

5.4.11 Translation of references to user interface

References to the UI elements in Help or in documentation should be translated according to the following template:

English term	Correct Slovak translation
Under Select document type, click Letters.	V časti Výber typu dokumentu kliknite na položku Listy.
In the Update Table of Contents dialog box, select the option that you want and click OK.	V dialógovom okne Aktualizácia obsahu vyberte požadovanú možnosť a kliknite na tlačidlo OK.*

5.5 Voice video considerations

A good Microsoft voice video addresses only one intent (one customer problem), is not too long, has high audio quality, has visuals that add to the information, and uses the right language variant/dialect/accent in voiceover.

Successful techniques for voicing video content

- Focus on the intent. Show the best way to achieve the most common task and stick to it.
- Show empathy. Understand and acknowledge the viewer's situation.
- Use SEO (Search Engine Optimization). Include search phrases in the title, description, and headers so that people can easily find the topic.
- Talk to the customer as if (s)he is next to you, watching you explain the content.
- Record a scratch audio file. Check for length, pace and clarity.


5.5.1 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 some common term (such as "server") the local pronunciation should be used. Moreover,

pronunciation can be adapted to the Slovak phonetic system if the original pronunciation sounds very awkward in Slovak.

- "r" is always produced the Slovak way
- English "th" sounds, /ð/ and /θ/, may be pronounced the English way, or they can be replaced by their Slovak equivalents /z/ and /s/, e.g. Northwind Traders may be pronounced either /nórθuind trejdrs/ or /nórsuind trejdrs/
- Phoneme "w" is pronounced as /v/ in English words. "Web" is considered a Slovak word, i.e. it's pronounced as /veb/
- "Microsoft" is pronounced as /majkrosoft/
- If numbers are involved, always read them in Slovak
- Acronyms are spelled in Slovak

Pronunciation examples:

Example	Pronunciation	Comment
Secure ID	Sekjúr ájdí	
Release Pack	Rilíz pek	
Outlook Web Access	Autluk veb ekse	"web" is a domesticated Slovak word
Exchange Server	Iksčejndž server	
OneNote	Uan nout	Pronounce together as one word
proxy	proksi	
Skype	[skaip] 	Product names are usually pronounced as in a source language

Acronyms and abbreviations

Some IT acronyms and abbreviations have their standard pronunciation that is commonly used in Slovakia.

Commonly, when reading acronyms or abbreviations that contain vowels, they can be pronounced like a real words in a speech stream. They can be pronounced in a Slovak way.

Examples:

Example	Pronunciation
RADIUS	rádus
RAS	ras
ISA	isa
LAN	lan
MAPI	mapi
ROM	rom
POP	pop
OWA	ova

Some abbreviations need to be pronounced letter by letter. Letters should be pronounced in a Slovak way.

Example	Pronunciation	Comment
URL	ú er el	
TCP/IP	té cé pé í pé	
XML	iks em el	
HTML	há té em el	Sometimes pronounced as h t m l (just the pure sounds of the letters)

Some abbreviations have to be pronounced in an English way because their English pronunciation is common in Slovakia..

Example:

Example	Pronunciation	Comment
SQL	es kjúel	Alternative pronunciation: danasíquel

URLs

- In web addresses, "." (dot) is read as /bodka/, "www" is read as /vé vé vé/, "com" is read as /kom/
- Whenever the above rules may cause confusion (e.g. in legal announcements), read web addresses phonetically (in Slovak way), e.g. /dvojité vé dvojité vé dvojité vé bodka microsoft bodka com/
- ".NET" (dot NET) is pronounced as "dot net"

Examples:

Example	Pronunciation	Comment
www.microsoft.com	Vé vé vé bodka microsoft bodka kom	In legal announcements or strict technical instructions, the following pronunciation should be used: Dvojité vé dvojité vé dvojité vé bodka Microsoft bodka com
https://www.microsoft.com/sk- sk/	Há té té pé dvojbodka lomka lomka vé vé vé bodka microsoft bodka kom lomka es ká spojovník es ká	

Punctuation marks

Most punctuation marks are naturally implied by the sound of voice, e.g. ? ! : ; ,

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 Slovak translations approved in Microsoft Language Portal.

5.5.2 Rules for video localization

- Keep the sentences as short as possible. The length should not exceed the English source too much.
- Avoid using descriptors, keep the new voice regarding product names declination.
- Stick to the activity—where the lecturer is talking to the user, address the user (e.g. Nezabudnite najskôr skontrolovať rozlíšenie svojej obrazovky). Where the lecturer is describing the activity on the screen, use his/her words (f.e. Teraz musím potiahnuť rukoväť na zmenu veľkosti.)
- If possible, try to avoid using male/female gender. In case this can not be avoided, gender of the lecturer should be used.
- Do not use the formal language, everyday natural language is preferred—but avoid slang.
- In case subtitles are the result of translation there should not be more than 40 characters in one line.
- Try to avoid using complex compound sentences – in case the sentence is too long, split it into more individual parts.
- As for all types of translation, it is recommended that the translators should gain some product experience before translating.

5.5.3 Slovak pronunciation

- Slovak words should be pronounced following the standard pronunciation rules for the Slovak language.
- Don't use exaggerated pronunciation of "ä".
- Don't exaggerate pronunciation of "l" in words like "les", "ale"...
- Most punctuation marks are naturally implied by the sound of voice, e.g. question mark (?), exclamation mark (!) or comma (,).
- When reading direct instructions punctuation marks might need to be spelled out.

5.5.4 Accent

- Use a neutral accent, i.e. an accent that cannot be identified with a specific region, city or background.
- Use modern Slovak standard accent, as used by radio broadcasters.

5.5.5 Tone

Use a tone matching the target audience, e.g. more informal, playful and inspiring tone may be used for most Microsoft products, games etc., or formal, informative, and factual in technical texts etc.

Voice

Male and female voices may be used indifferently.

5.5.6 Video voice checklist

Topic and script

- Apply the following Microsoft voice principles:
 - Single intent
 - Clarity
 - Everyday language
 - Friendliness
 - Relatable context

Title

- Includes the intent
- Includes keywords for search

Intro: 10 seconds to set up the issue

- Put the problem into a relatable context

Action and sound

- Keep something happening, both visually and audibly, BUT...
- ...maintain an appropriate pace
- Synchronize visuals with voice-over
- Fine to alternate between first and second person
- Repetition of big points is fine

Visuals

- Eye is guided through the procedure
 - Smooth, easily trackable pointer motions
 - Judicious callout use
- Appropriate use of motion graphics and/or branding-approved visuals

Ending

- Recaps are unnecessary