Slovenian Style Guide

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1 Welcome

Welcome to the *Microsoft Localization Style Guide* for Slovenian. This guide will help you understand how to localize Slovenian 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 Slovenian.

1.1   Reference material

Unless this style guide or the Microsoft Language Portal provides alternative instructions, use the orthography, grammar, and terminology 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 possible, consult the other topics in this style guide for guidance.

1. SAZU, Slovenski pravopis, Ljubljana, ZRC, 2001 or later editions
2. SAZU, Slovar slovenskega knjižnega jezika, DZS, 1997 or later editions
3. Toporišič, Jože, Enciklopedija slovenskega jezika, Ljubljana, Cankarjeva založba, 1992
4. Žagar, France, Slovenska slovnica in jezikovna vadnica, Maribor, Obzorja Maribor, 1996

Informative references

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

1. Batagelj, Vladimir et. al., Leksikon računalništva in informatike, Ljubljana, Pasadena, 2002
2. http://www.islovar.org
3. http://www.termania.net/
4. http://www.gigafida.net/

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 Slovenian 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.

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.

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 Slovenian 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 Slovenian users. Sometimes, you may need to remove any unnecessary contents.

English example	Slovenian example
With fast processing speed, you have all the performance you need.	Zaradi visoke hitrosti obdelave imate na voljo vso zmogljivost, ki jo potrebujete.
Take the show on the road	Z vami na poti
Two peas in a pod	Izdelana drug za drugega

2.1.2 Words and phrases to avoid

Microsoft voice avoids an unnecessarily formal tone. **Use everyday words** when you can, and avoid words you wouldn't use in everyday conversation. Imagine you're looking over a friend's shoulder and explaining how to accomplish the task.

Source	Do	Don't	Comment
Follow these steps to change your password.	Če želite spremeniti geslo, upoštevajte ta navodila.	Uporabite ta postopek, če želite spremeniti geslo.	Avoid literal translations that do not sound natural.
Word can't complete this action because too many files are open.	Word ne more dokončati tega dejanja, ker je odprtih preveč datotek.	Postopka ni bilo mogoče dokončati.	Be personal, avoid using too technical language.
Another common reason for the add-on to be letting us down is that it doesn't work in your browser.	Še en pogost razlog za to, da nas dodatek pusti na cedilu, je, da ne deluje v vašem brskalniku.	Med pogostimi razlogi za težave z dodatkom, je tudi nedelovanje dodatka v brskalniku, ki ga uporabljate.	Use everyday words.

Use short, plain words as much as possible. Shorter words are more conversational, save space on screen, and are easier to scan.

Source	Do	Don't
This section also shows you…	V tem razdelku najdete tudi …	Poleg tega so v tem razdelku prikazani tudi …
Select the data you want to use to create the chart.	Izberite podatke za ustvarjanje grafikona.	Izberite podatke, ki jih želite uporabiti za ustvarjanje grafikona.

2.1.3   Word choice

Terminology

Use approved terminology from the [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.

To a large extent **this section does not apply to sl-SI**, since words are not shortened as in English (for example "app" for "application" or "info" for "information" cannot be differentiated in Slovenian and they should be translated equally. Nevertheless, **the usage of short, plain words is recommended** to the greatest extent possible. Shorter words are more conversational, save space on screen, and are easier to scan.

2.1.4   Word-to-word translation

To be more fluent translation, word-to-word translation should be avoided. If they are translated directly without overall understanding of the paragraph or the page, the contents will not be natural and even ridiculous. And our customers will not come again. Strict word-to-word translation would make the tone stiff and unnatural. The text may be split into different sentences if necessary, simplified. You can omit descriptors to make the text snappier:

English text	Correct Slovenian translation	Incorrect Slovenian translation
The IdeaCentre's breakthrough 10-point multitouch interface ensures pinpoint accuracy and gives this all-in-one incredible responsive power.	Zaradi izjemno natančnega novega vmesnika, ki omogoča 10-prstni dotik, je večfunkcijski računalnik IdeaCentre neverjetno odziven.	Novi vmesnik računalnika IdeaCentre, ki podpira 10-prstni dotik, zagotavlja izredno natančnost in daje temu večfunkcijskemu računalniku izredno odzivno moč.
The swipe, tap, and multitouch experience gives "hands-on" a whole new meaning.	Drsanje, tapkanje in večprstni dotik dajejo izrazu »ročno delo« povsem nov pomen.	Izkušnja drsanja, tapkanja in večkratnega dotika daje izrazu »delo z rokami« nov pomen.

2.2   Sample Microsoft voice text

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

2.2.1   Address the user to take action

US English	Slovenian	Explanation
The password isn't correct, so try again. Passwords are case-sensitive.	Geslo ni pravilno. Poskusite znova. Pri vnosu gesla uporabite velike in male črke.	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.	Ta ključ izdelka ne deluje. Preverite ga in poskusite 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	Vse je pripravljeno za začetek.	Casual and short message to inform user that setup has completed, ready to start using the system.
Would you like to continue?	Želite nadaljevati?	Use of the second person plural verb form to politely ask the

US English	Slovenian	Explanation
		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.	Poljubno poimenujte svoj računalnik. Če želite spremeniti barvo ozadja, v možnosti »Nastavitve« izklopite visokokontrastni način.	Address the user directly using second person pronoun to take the necessary action.

2.2.2 Explanatory text and providing support

US English	Slovenian	Explanation
The updates are installed, but Windows 11 Setup needs to restart for them to work. After it restarts, we'll keep going from where we left off.	Posodobitve so nameščene, vendar morate znova zagnati namestitveni program za Windows 11, da bi posodobitve delovale. Ko se program znova zažene, bomo lahko nadaljevali tam, kjer ste nehali.	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.	Če takoj znova zaženete računalnik, lahko vsi, ki uporabljajo ta računalnik, izgubijo dokumente, ki niso shranjeni.	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.	Ko popravite nepravilne lastnosti ali jih dodate, če manjkajo, bo ta dokument samodejno prenesen v ustrezno knjižnico in mapo.	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.	Slaba novica – sistem ne najde prenesenih datotek, ki jih lahko uporabite za ustvarjanje svojega zagonskega pogona USB.	Without complexity and using short sentences inform the user what has happened.

2.2.3 Promoting a feature

US English	Slovenian	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.	Slikovno geslo je nov način zaščite vašega računalnika z zaslonom na dotik. Izberite sliko in poteze, ki jih uporabite zanj, ter tako ustvarite svoje enolično geslo.	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.	Omogočite programom, da prikažejo prilagojeno vsebino glede na lokacijo računalnika, ime, sliko računa in druge podatke o domeni.	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.

2.2.4 Providing how-to guidelines

US English	Slovenian	Explanation
To go back and save your work, click Cancel and finish what you need to.	Če se želite vrniti nazaj in shraniti svoje delo, kliknite »Prekliči« in dokončajte, kar je treba.	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.	Če želite potrditi svoje trenutno slikovno geslo, si oglejte posnetek in sledite primerom potez na sliki.	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.	Zdaj je treba vnesti ključ izdelka. Ko boste vzpostavili povezavo z internetom, bomo aktivirali vaš sistem 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. Some examples include using a two-syllable word over a three-syllable word or several clear words instead of one complicated term or concept.

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.

The following table contains examples of preferred and recommended language to convey inclusivity, as well as terms and expressions that should not be used.

Use this	Not this	Use this	Not this
English examples		**Target examples**	
perimeter network	demilitarized zone (DMZ)	nadzirano podomrežje	demilitarizirano območje (DMZ)
expert	guru	strokovnjak	guru
colleagues; everyone; all	guys; ladies and gentlemen	kolektiv; skupina; vsakdo; vsi	fantje in punce; gospe in gospodje
parent	mother or father	starš	mati ali oče

3.1   Avoid gender bias

Use gender-neutral alternatives for common terms. Avoid the use of compounds containing gender-specific terms (*moški, ženska*, etc.).

The following table contains examples of gender-biased words or compounds that should be avoided in Slovenian and the alternative that should be used to promote gender inclusivity.

Use this	Not this	Comments
Target examples		
prodajno osebje	prodajalec/prodajalka	Neutral form replaces individual masculine or feminine forms
prijateljski krog	krog prijateljev/prijateljic	Adjective form refers to the whole group of individuals, but not to subgroup of male/female individuals
vodja; vodstvena oseba	vodstveni delavec/delavka	Replaces individual masculine or feminine forms
policija; policijsko osebje	policisti/policistke	General term that omits the notion of gender

When presenting generalization, use plural noun forms (for example, *ljudje, osebje, osebe, ki študirajo*, etc.).

Don't use gendered pronouns (*ona, nje, on, njega, etc*.) in generic references. Instead:

- Rewrite to use the second or third person (vi or *oni; formal tone or impersonal forms (i.e,. se ustanovi, treba je ustanoviti, etc.*).
- Rewrite the sentence to have a plural noun and pronoun.
- Use articles instead of a pronoun (for example, *ta/omenjeni/navedeni dokument* instead of *njegov/njen dokument*).
- Refer to a person's role (*zaposlena oseba* or *stranka,* for example).
- Use *oseba*.

The following table contains strings and sentences that were translated taking those gender-neutral principles into account.

Use this	Not this	Use this	Not this
English examples		**Target examples**	
A user with the appropriate rights can set other users' passwords.	If the user has the appropriate rights, he can set other users' passwords.	Uporabniki z ustreznimi pravicami lahko nastavijo gesla drugih uporabnikov.	Če ima uporabnik ustrezne pravice, lahko nastavi gesla drugih uporabnikov.
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.	Razvijalci potrebujejo dostop do strežnikov v svojih razvijalskih okoljih, ni pa jim treba dostopati do strežnikov v storitvi Azure.	Razvijalec potrebuje dostop do strežnikov v svojih razvijalskih okoljih, ni pa mu treba dostopati do strežnikov v storitvi Azure.
When the author opens the document	When the author opens her document	Avtorjem se ob odprtju (tega) dokumenta ...	Avtorici se ob odprtju njenega dokumenta ...
To call someone, select the person's name, select Make a phone call, and then	To call someone, select his name, select Make a phone	Če želite koga poklicati, izberite ime osebe, izberite možnost »Opravi	Če želite koga poklicati, izberite njegovo/njeno ime, izberite možnost

choose the number you'd like to dial.	call, and then select his number.	telefonski klic«, nato pa izberite želeno številko.	»Opravi telefonski klic«, nato pa izberite njegovo/njeno številko.

When you're writing about a real person, use the pronouns that the person prefers, whether it's *on, ona, on_a,* or another pronoun. It's OK to use gendered pronouns (like *on, ona, njegov,* and *njen*) when you're writing about real people who use those pronouns themselves.

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 *prizadet zaradi* or *boleha za.* The preferred option is not to mention a disability unless it's relevant.

The following table contains examples that illustrate people-first language.

Use this	Not this	Use this	Not this
English examples		**Target examples**	
person with a disability	handicapped	invalid; oseba z invalidnostjo; invalidna oseba	hendikepirana oseba; prizadeta oseba
person without a disability	normal person; healthy person	oseba brez invalidnosti	normalna oseba; zdrava oseba

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.

The table that follows contains an example employing a verb that can apply to all input methods and devices.

Use this	Not this	Use this	Not this
English example		**Target example**	

Select	Click	Izberite	Kliknite

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 *in, plus,* and *približno*. Screen readers can misread text that uses special characters like the ampersand (&), plus sign (+), and tilde (~).

4 Language-specific standards

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

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:

Use the common abbreviations listed below. Note, however, that extensive use of abbreviations is not recommended. Don't abbreviate any words that may not be immediately recognizable to a user. Use abbreviations only when this is necessary for technical reasons that might prevent normal functioning of localized products. When in doubt, spell out.

In compound abbreviations such as "t. i." always use non-breaking space (CTRL+SHIFT+spacebar).

If, for technical reasons, the non-breaking space cannot be used (e.g. in Help files) the space in such abbreviations may be left out to prevent one part of the abbreviations moving to the beginning of next line.

List of common abbreviations:

Expression	Acceptable abbreviation
na primer	npr.
in tako dalje	itd.
število	št.
angleško	angl.
slovensko	slov.
oziroma	oz.
tako imenovani	t. i.
to je	tj.
gospod, gospa, gospodična	g., ga., gdč.

Don't abbreviate such words as product names.

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 WYSIWYG (What You See Is What You Get), DNS (Domain Name Server) or HTML (Hypertext Markup Language).

They can be declined in Slovenian or used with a modifier.

Localized acronyms

Example:

en-US source	sl-SI target
PIN	kodi PIN, PIN-u
RAM	pomnilnika RAM, RAM-a

4.1.3   Adjectives

In Slovenian, adjectives should be handled in the following manner.

Adjectives have two forms: **definite form** (določna oblika) and **indefinite form** (nedoločna oblika). The difference is only visible in the 1st and 4th cases of masculine gender (1. in 4. sklon pri moškem spolu - e.g., izbran pogon vs. izbrani pogon). Some adjectives only appear in either definite or indefinite form, but not both.

1. Adjectives in indefinite form describe a quality or a characteristic of the noun they modify. They answer the question "What kind?" (Kakšen?).

- Nominal phrases premodified by the indefinite article a/an are normally translated with the indefinite form of the adjective: an invalid parameter - neveljaven parameter.

2. Adjectives in the definite form distinguish the noun they modify from other nouns and describe an already known quality or characteristic. They answer the question "Which one?" (Kateri?).

- Nominal phrases premodified by the definite article "the" are normally translated with the definite form of the adjective.
- The definite form is always used after demonstrative and possessive pronouns (kazalni in svojilni zaimki) and the pronoun »ves« (*Ta formatirani seznam*, *Naš klicni center*, *Ves omrežni promet*). Note that after the pronoun »vsak« the indefinite form is used (*Vsak nov odsek*).
- The definite form is also used when the noun is sufficiently defined by other sentence elements, such as a relative clause (oziralni stavek) or a qualifier (prilastek – e.g. Stehnizirani svet, ki nas obdaja; Mali kolektiv piranske zavarovalnice).

Some examples of common errors:

English	Slovenian—incorrect
Unpartitioned space on this computer	**Nerazdeljen** prostor v računalniku.
Hard disk	**Trd** disk
3D Combo Chart	3D **lomljen** grafikon
Manual Exposure Control	**Ročen** nadzor osvetlitve

Disable 16 color brush cache	Omogoči predpomnilnik za 16 **barven** čopič
Unbalanced parenthesis	**Neuravnovešen** oklepaj
Make Outlook Express the default program for:	Outlook Express naj bo **privzet** program za:
Disk space available:	**Nezaseden** prostor na disku:
Use specified custom profile:	Uporabi **naveden** profil po meri:
Use default remote gateway	Uporabi **privzet** oddaljeni prehod
Restart	**Ponoven** zagon

Possessive adjectives

The frequent use of possessives is a feature of English language. However, in Slovenian, possessive adjectives should for the most part be omitted. Literal duplication of these from English in Slovenian texts is considered poor style.

4.1.4 Capitalization

In English, it is a general practice to capitalize all words in titles and names, e.g., Style Guide. In Slovenian, only the first word and proper names within the title are capitalized, e.g., Slogovni vodnik, Združene države Amerike.

Do not use capitalization in the middle of the name for check boxes, radio buttons, commands or options when the name contains other option, check box or radio button names, e.g., Organiziraj priljubljene (Not: Organiziraj Priljubljene).

Use capitalization in cases when you are referring to proper nouns like names of programs, modules etc., (e.g., Opens a Microsoft Word document—Odpre dokument programa Microsoft Word.)

Note: Wizard names in the middle of sentences are not capitalized, e.g., Dobrodošli v čarovniku za vzpostavljanje povezave z internetom.

In English additional short text in brackets often starts with the capital letter, e.g. "The updated software (Recommended)". In Slovenian localized software, when the short text

in brackets is not a full sentence it should be lower case, e.g., "Posodobljena programska oprema (priporočeno)."

Table column and row titles should follow the same language style throughout the software. Column and row titles should start with capital letters and usually should not end with any punctuation marks.

When the table items are complete sentences, each of them starts with a capital letter and ends with a period. When table items are not complete sentences, they may start with either a small or capital letter and do not end with a period. However, the style applied must be consistent throughout the column, i.e., start with either small or capital letter.

There are four approved patterns of localizing program/applet/component names:

- Capitalize when standing at the beginning of a sentence and not preceded by the word Microsoft (e.g., Organizator, Kalkulator etc.)
- Lowercase when standing at the beginning of a sentence and preceded by the word Microsoft (e.g., Microsoftov organizator, Microsoftova lupa etc.)
- Lower-case when standing in the middle of a sentence and preceded by the word Microsoft. (e.g., Z Microsoftovim organizatorjem lahko …)
- Lower-case when standing in the middle of a sentence and not preceded by the word Microsoft (Copy to clipboard—Kopiraj v odložišče.)

National holidays—Except at the beginning of a sentence or when derived from a personal name, holidays are NOT capitalized: božič, valentinovo, jom kipur, roš hašana, hanuka, kurban bajram, eid-al-fitr …

4.1.5   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.

4.1.6   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 a Slovenian 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.

en-US source	sl-SI target
done	opravljeno

4.1.7   Numbers

This topic includes guidelines when to use numerals (symbol that represents a number. e.g., 1, 2, 3, 234, etc.) and when to spell out numbers (one, two, three, two hundred and thirty-four) and other aspects for the particular language.

In general, it is considered good style to write numbers from 0 to 12 as words. However, this approach is context-dependent. In texts where there are a lot of numbers involved (for example, specifications) or where space is limited (for example UI), it makes more sense to write numbers as numerals.

Also, the Slovenian rules for separating thousands and decimals are exactly the opposite to the English rules. Thousands are separated by a period, decimals by a comma, i.e., 12.345,67.

4.1.8   Prepositions
Pay attention to the correct use of the preposition in translations. Influenced by the English language, many translators omit them or change the word order - they should not be translated literally.

- Most prepositions have several Slovenian counterparts, thus the preposition "on" for instance can correspond to Slovenian *na, ob, v, pri* …
- In some cases, prepositions are not preserved in the translation: *Follow the instructions in this wizard - Sledite navodilom čarovnika.*
- **IMPORTANT**: As opposed to English, Slovenian requires that in transitive verbs the object immediately follows the preposition: *Place the caption next to or below the image – Napis postavite zraven slike ali pod njo* (Not: … *zraven ali pod sliko*)

Some standard translations are listed below:

- **In**—normally corresponds to Slovenian »v«. The exception is »*in a pile*«—»*na kupu*«
- **At**—corresponds to Slovenian »pri, na, ob, s/z«.
- **Under—**corresponds to Slovenian »pod« but also »s/z, v, po, v skladu z, …«. Avoid direct translation
- **On**—can be part of a phrasal verb (e.g., turn on) or preposition corresponding to »na« or »v«

English	Slovenian	Comment
At least	Vsaj	
At most	Največ	
At once	Hkrati	*Not*: istočasno
At the same time	Hkrati	*Not*: istočasno
At a later time	Pozneje	
At a time	Naenkrat / ne … hkrati	Only one document can be inserted at a time—Naenkrat lahko…
At any time	Kadarkoli	*Not stressed also*: kadar koli
At another time	Drugič	
At a specific time	Ob določeni/navedenI uri	
At the time when…	Ko…	*Most often not*: V trenutku, ko
At run time	Med izvajanjem	
At the moment	Trenutno	
At a kiosk	V kiosku	
At this location	Na tem mestu	
At insertion point	Na mestu vstavljanja	
At the top	Na vrhu or Zgoraj	

At the bottom	Na dnu or Spodaj	
At the end	Na koncu	
At the beginning	Na začetku	
At Open	Ob odpiranju	
At Startup	Ob zagonu	
Hyphenate at	Deli pri	
Separate at	Loči pri	
Start at	Začni pri / z	
End at	Končaj pri / z	
Error at	Napaka pri	
Kern at	Spodsekaj pri	
Indent at	Zamik pri / na	
Cross at	Sekaj pri	
Align at	Poravnati pri/na	

On—Corresponds to Slovenian na, ob, v:

English	Slovenian	Comment
on	vklopljen	
turn on	vklopiti	
on a program	v programu	
on an operating system	v operacijskem sistemu	
on Windows 11	v operacijskem sistemu Windows 11	
on clipboard	v odložišču	

click (on) something	klikniti nekaj	Do not use: klikniti na
help on	pomoč o...	Do not use: pomoč v zvezi z
tip on	namig o	
on a menu	v meniju	
on a toolbar	v orodni vrstici	
on a status bar	v vrstici stanja	
on the ruler	na ravnilu	
on a control	v kontrolniku	
on a tab	na zavihku	
on a button	na gumbu	
on the web	v spletu	Not: na spletu A corresponding preposition is »iz« for instance »iz orodne vrstice«, »iz interneta« (not »z interneta«.)
on a web page	na spletni strani	
on a network	v omrežju	
on the internet	v internetu	*Not:* na internetu
on the net	v omrežju	*Not:* na omrežju
log on to network	vzpostaviti povezavo z omrežjem	
on a device	v napravi	
on a drive	na pogonu	
on a disk	na disku	
on a memory card	na pomnilniški kartici	

on the screen	na zaslonu
on a server	v strežniku
on the keypad	na tipkovnici
on machine	v računalniku
on computer	v računalniku
on cell/mobile phone	v prenosnem telefonu E.g., Page a friend on his cell phone
on a range	v obsegu
on top	na vrhu
on install	ob namestitvi
on load	ob nalaganju
on the fly	brez vnovičnega zagona
on save	ob shranjevanju
on copy	ob kopiranju
on paste	ob lepljenju
on close	ob zapiranju
on exit	ob izhodu
on first use	ob prvi uporabi

Under—The preposition "under" should not be automatically translated as "pod." This is the most frequent meaning but is wrong in many contexts. Consider the examples below and remember to use common sense and a general feel for language when translating this preposition.

English	Slovenian
Save under a different name	Shrani **z** drugim imenom
Maximum extent under law	**V** največji meri, ki jo omogoča zakon
Under current legislation	**Po** veljavni zakonodaji/**Skladno z** veljavno zakonodajo
Under the File menu	**V** meniju »Datoteka«
Under Microsoft Windows 11	**V** sistemu Microsoft Windows 11
Value under HK_LOCAL_Machine	Vrednost **v** HK_LOCAL_MACHINE
Run under safe mode	Izvajati **v** varnem načinu
Under normal conditions	**V** normalnih pogojih

4.1.9 Pronouns

Excessive use of possessive pronouns should be avoided. Two common mistakes include using a pronoun where in Slovenian it is not needed, i.e. "She shook her head"—»Stresla je s svojo glavo«, and using the wrong pronoun "She shook her head"—»Stresla je z njeno glavo«. In most cases the pronoun "your" should be left out; in others the form "svoj" or "vaš", depending on context, should be used.

Example:

en-US source	sl-SI target	Comment
Turn on your computer.	Vklopite računalnik.	»Svoj« can be left out and »vaš« is incorrect.
Close your document.	Zaprite dokument.	Leave out »Svoj« if there is no possibility for confusion.
First, save your document, then you can close the one on remote server.	Najprej shranite svoj dokument, nato pa lahko zaprete tistega v oddaljenem strežniku.	

Bulleted lists

Three different approaches are used regarding bulleted lists.

1. If the bullet text is short, it is common to start it in lowercase and end it with a comma or a semi-colon, where the last bullet ends with a period. Example:

Danes sem:
- vstal,
- pojedel zajtrk,
- božal psa.

2. If the bullet text is short, it is also acceptable to start it in lowercase and use no ending punctuation. Example:

Danes sem:
- vstal
- pojedel zajtrk
- božal psa

3. If the bullet text is long (i.e., a sentence or a meaningful unit), it is common to start it in uppercase and end it with a period. Example:

Danes sem:
- Vstal, pojedel zajtrk in božal psa.
- Šel v službo in obiskal prijatelja.
- Poklical prijatelja.

Comma

For detailed rules on the use of commas refer to Slovenski pravopis – Pravila. Examples of the most common difficulties in Microsoft translations are listed below:

The word »Prosimo« is separated from the rest of the text by a comma.

US English	Slovenian
Please wait	Prosimo, počakajte

Unless joined by a co-coordinating conjunction (priredni veznik), two syntactical units, each containing a finite verbal form (osebna glagolska oblika), are separated by commas.

US English	Incorrect	Comment
You can't use a date format in a different language than the slide master.	Datumska oblika **ne more biti** v drugačnem jeziku kot **je** matrica diapozitiva.	*Comma before* »kot«
Select the applications for which you want to save/restore settings	**Izberite** programe za katere **želite shraniti** ali obnoviti nastavitve	*Comma before* »za«

A comma is placed before the co-ordinate conjunction (priredni veznik: in, pa, ter …), if it is required by the dependent clause.

US English	Incorrect	Comment
Verify that you have entered all required information, and try again	Preverite, ali ste vnesli vse zahtevane informacije in poskusite znova	*Comma before* »in«
… based on the certificates it is configured to issue as well as the security permissions	zasnovano na potrdilih, za izdajo katerih je nastavljen in na varnostnih dovoljenjih	*Comma before* »in« because »za izdajo katerih« is a dependent clause that has to be separated from the main clause

Non-finite clauses (polstavki) are separated from the main clauses when realized by a participle (deležnik), a noun or an adjective.
In the phrase »tako da«, a comma before »tako« denotes a consequence or result of action, whereas before »da« it denotes a process i.e., a manner of action or the way of doing something.

US English	Slovenian	Comment
To return to the location of your last edit, press SHIFT+F5	Na mesto zadnjega urejanja se vrnete tako, da pritisnete tipki SHIFT+F5	(*kako?*) … tako, da … *Manner of action*

Although you have closed the program window, the program will continue to run in the taskbar (near the clock) so that you can receive alerts and instant messages	Čeprav ste zaprli okno programa, se bo program še naprej izvajal v opravilni vrstici (zraven ure), tako da boste lahko prejemali opozorila in neposredna sporočila	(*posledica*) ... , tako da ... *State or Result*

No comma even if sentence subject is a long and complex nominal phrase.

US English	Incorrect	Comment
For more information on digitally signed drivers see ...	Za dodatne informacije o digitalno podpisanih gonilnikih, v sorodnih temah preberite	*No comma before »v sorodnih«*
Before editing registry make a ...	Pred spreminjanjem registra, naredite ...	*No comma before »naredite«*

Dependent clause is separated on both sides from the main clause:

US English	Incorrect	Comment
The supported Clipboard formats for reports are	Oblike zapisov, ki jih podpira odložišče so: obogateno besedilo	*Missing comma before* so

US English	Incorrect	Comment
So even if the CA publishes a new	Tudi, če overovitelj potrdila objavi nov ...	*No comma after* tudi
Buttons available	Gumbi, na voljo	*Either*: Gumbi, ki so na voljo *or* Gumbi na voljo

Colon

General Slovenian grammar rules apply (see references at beginning of style guide). **Dashes and hyphens**

Three different dash characters are used in English:

Hyphen

The hyphen is used to divide words between syllables, to link parts of a compound word, and to connect the parts of an inverted or imperative verb form. In all cases where technical problems could arise due to the use of en-dash, it is allowed to use the hyphen instead.

Example:

US English	Slovenian
TV	TV-sprejemnik
3D View	3D-pogled

En dash

The en dash is used as a minus sign (space before numeral: 10 – 2), for negative values (no space before numeral, e.g. –17 °C).

Example:

US English	Slovenian	Comment
10 – 2	10 – 2	Space before numeral.
–17°C	–17 °C	No space before numeral, space before degree symbol.

The en dash is also used in number ranges, such as those specifying page numbers. No spaces are used around the en dash in this case.

Example:

US English	Slovenian
Pages 8–21	Strani 8–21

Em dash

Not used in Slovenian.

Ellipses (suspension points)

Must always be preceded by a space in Slovenian.

Example:

US English	Slovenian	Comment
Loading…	Nalaganje …	

Period

General Slovenian punctuation rules apply (see references at beginning of style guide).

Quotation marks

In Slovenian double angle quotation marks »« (ALT +175, 174**)** are used in all instances in localized Software.
Help and documentation uses bold formatting as a counterpart to SW quotation marks.
Quotation marks are used, however, in help and documentation when this is required by general rules (See *Pravopis, Pravila, pp. 59-60*).
Double or single upper or lower quotation marks (", '), single angle quotation marks or curly quotation marks (" "), should not be used.
Use quotation marks in the following cases:

- Menu commands (*v meniju »Datoteka« kliknite »Shrani«*)
- Button names (*v orodni vrstici »Standard« kliknete gumb »Shrani«*)
- Dialog Titles (*spremenite mesto na kartici »Shrani« v pogovornem oknu »Možnosti«*)
- Tabs (*see above*)
- Toolbar names
- Options
- Folder names
- Fields (*Mapa »%1!hs!«, navedena v polju »Izhodi \x010De« ni veljavna.*)

- Action Argument Names (*Argument »Ime obrazca« ste pustili prazen*)
- Property Names (*Obrazec je samo za branje, ker ni nastavljena lastnost »Enolična tabela«.*)
- Property Values (*Ustrezno ponastavite vrednost na »Ni zaklepanja« ali »Urejan zapis«.*)
- Expressions (*Operator Is lahko uporabite samo v izrazu z »Nič« ali »Ni Nič«.*)
- Groups (*V skupini »Skrbniki« mora obstajati vsaj en uporabnik.*)
- In all cases when the translation without quotations would appear strange in a sentence, standing out as if not part of the remaining text, and when there is no other way to identify this odd text;
- A word in a sentence that is capitalized and is not a proper name or anything else for which Slovenian grammar rules require capitalization;
- A sentence or phrase that appears to have no connection with other parts of the sentence until the user realizes it is a quoted text from a dialog window.
- Use quotation marks whenever they are present in source text. US single upper quotation marks (') translate into double angle quotation marks in Slovenian (e.g. *Access to the resource '%1!.1023ls!' has been disallowed. - Dostop do sredstva »%1!.1023ls!« ni bil dovoljen.*). The same is true of US double upper quotation marks (e.g. *The protocol "%1!.1023ws!" does not have a registered program. - S protokolom »%1!.1023ws!« ni povezan noben registriran program.*)

Do not use quotation marks in the following cases:

- English text within Slovenian text
- Loan words
- Acronyms

Parentheses

In English, there is no space between the parentheses and the text inside them. The same applies for Slovenian.

Example:

US English	Slovenian
(Recommended)	(priporočeno)

4.1.11 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.

Slovenian Microsoft voice also uses standard sentence fragments to keep a consistent way of representing similar source phrases, while keeping the sentences brief and maintaining the attributes of Microsoft voice.

Sentence fragments (i.e., fragments without a verb, a noun etc.) in Slovenian can be used to shorten the message and to convey a more relaxed tone.

US English source text	Slovenian long form	Slovenian sentence fragment
Use the following steps	Upoštevajte spodnja navodila	*in sicer tako. Or Preberite, kako:*
For more information, visit <link>.	Če želite več informacij, obiščite spletno mesto <link>.	Za več informacij obiščite spletno mesto <link>.

4.1.12 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.

For Slovenian Microsoft voice, present tense is the easiest to understand. It is recommended that you use the present tense as often as possible and use the past and the future tense only if you want to stress that something happened in the past or in the future, which means that when the source text uses another tense (future or past), the Slovenian translation may also follow, using the same other tense if more appropriate.

en-US source text	si-SI classic use of verb tense	si-SI modern use of verb tense
After you are finished installing the tool, the icon will appear on your desktop. ["are finished" is in present perfect tense]	Ko končate nameščanje orodja, se bo na namizju prikazala ikona.	Ko končate nameščanje orodja, se na namizju prikaže ikona.
Files couldn't be found.	Datoteke ni bilo mogoče najti.	Datoteke ni mogoče najti.

4.1.13 Symbols

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.

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 Slovenian, 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 Slovenian-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).

It is recommended that non-localized product names are not to be declined. A qualifier should thus be used in front of all such non-localized product names to avoid direct

declination of the product name (declination is moved to the qualifier). Several examples of the old and new approaches are listed below.

US English	Old Slovenian	New Slovenian
Microsoft Office document	Microsoft Officeov dokument	dokument zbirke Microsoft Office
Excel spreadsheet	Excelova preglednica	preglednica programa Excel
Open the email in Outlook	E-poštno sporočilo odprite v Outlooku	E-poštno sporočilo odprite v programu Outlook

Note: A qualifier needs to be used only if the product name would otherwise need to be declined. It should be omitted *in all other cases*.

Version numbers

Version numbers always contain a period (e.g., Version 4.2). Note the following punctuation examples of "Version x.x".

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

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

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   Error messages

Error messages are messages sent by the system or a program, informing the user of an error that must be corrected 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 Slovenian translation
Something went wrong	Prišlo je do težav
Not enough memory to process this command.	Ni dovolj pomnilnika za obdelavo tega ukaza.

Slovenian style in error messages

It is important to use consistent terminology and language style in the localized error messages, and not just translate them as they appear in the US product.

Error messages are sometimes "abbreviated" into elliptical sentence structures. In Slovenian, the abbreviated style does not work well and should be used as sparingly as possible.

Slovenian error messages in most cases end with the period. However, when the source message ends with three dots, the Slovenian should as well. When there is no end period in source, there should be none in Slovenian.
Exclamation marks in Slovenian error messages should be used sparingly. One should bear in mind that most English sentences ending with the exclamation mark should not have one in Slovenian.

Standard phrases in error messages

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

Use the present tense, even if the US error message is in the past tense. Sometimes, messages in the US original are phrased differently although they have the same meaning. Try to avoid this in the localized Slovenian version. Use one standard translation for the same English meaning.

The phrases below 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	Comment
Cannot … Could not …	ni mogoče	Storitve ni mogoče zagnati.	Word order must be changed for Slovenian.

	ni bilo	Storitve ni bilo	
Failed to ... Failure of ...	mogoče	mogoče zagnati.	
Cannot find ... Could not find ... Unable to find ... Unable to locate ...	... ni mogoče najti.	Datoteke ni mogoče najti.	
Not enough memory Insufficient memory There is not enough memory There is not enough memory available	Ni dovolj pomnilnika	Ni dovolj pomnilnika za obdelavo tega ukaza.	
... is not available ... is unavailable	... ni na voljo.	Tiskalnik ni na voljo.	

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."

In Slovenian, it is common to add qualifiers before placeholders to avoid potential grammatical issues. Example:

English	Problematic Slovenian use	Correct Slovenian use
%s cannot be found.	%s ni mogoče najti.	Programa %s ni mogoče najti.

5.4.3   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.
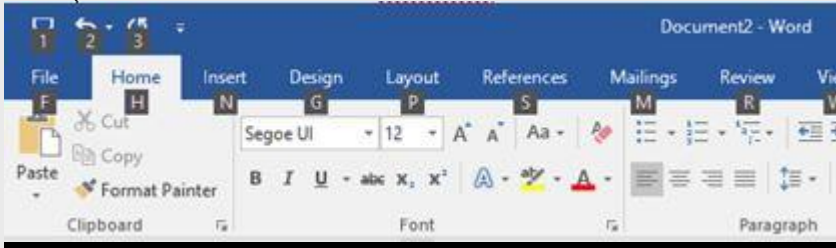
Examples:

New

Cancel

Options

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	But only if no other character is available.
Characters with downstrokes, such as g, j, y, p and q can be used as keyboard shortcuts	yes	But only if no other character is available.
Extended characters can be used as keyboard shortcuts	no	
An additional letter, appearing between brackets after item name, can be used as a keyboard shortcut	yes	

A number, appearing between brackets after item name, can be used as a keyboard shortcut	yes	
A punctuation sign, appearing between brackets after item name, can be used as a keyboard shortcut	yes	
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)	yes	

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

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

> In keyboard shortcuts, most shortcut keys are used with the Ctrl key.
> Ctrl+letter combinations and function keys (F1 through F12) are usually the best choices for shortcut keys.

5.4.4   Keys

In English, references to key names, like arrow keys, function keys and numeric keys, appear in normal text (not in small caps). The same should apply in Slovenian.

5.4.5   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.

5.4.6   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	Slovenian command	Slovenian shortcut key
General Windows shortcut keys			
Help window	F1	same	F1
Context-sensitive Help	Shift+F1	same	Shift+F1
Display pop-up menu	Shift+F10	same	Shift+F10

Cancel	Esc	Prekliči	Esc
Activate\Deactivate menu bar mode	F10	same	F10
Switch to the next primary application	Alt+Tab	same	Alt+Tab
Display next window	Alt+Esc	same	Alt+Esc
Display pop-up menu for the window	Alt+Spacebar	same	Alt+Spacebar
Display pop-up menu for the active child window	Alt+-	same	Alt+-
Display property sheet for current selection	Alt+Enter	same	Alt+Enter
Close active application window	Alt+F4	same	Alt+F4
Switch to next window within (modeless-compliant) application	Alt+F6	same	Alt+F6
Capture active window image to the Clipboard	Alt+Prnt Scrn	same	Alt+Prnt Scrn
Capture desktop image to the Clipboard	Prnt Scrn	same	Prnt Scrn

Access Start button in taskbar	Ctrl+Esc	same	Ctrl+Esc
Display next child window	Ctrl+F6	same	Ctrl+F6
Display next tabbed pane	Ctrl+Tab	same	Ctrl+Tab
Launch Task Manager and system initialization	Ctrl+Shift+Esc	same	Ctrl+Shift+Esc
File menu			
File New	Ctrl+N	Datoteka > Nova	Ctrl+N
File Open	Ctrl+O	Datoteka > Odpri	Ctrl+O
File Close	Ctrl+F4	Datoteka > Zapri	Ctrl+F4
File Save	Ctrl+S	Datoteka > Shrani	Ctrl+S
File Save as	F12	Datoteka > Shrani kot	F12

File Print Preview	Ctrl+F2	Datoteka > Predogled tiskanja	Ctrl+F2
File Print	Ctrl+P	Datoteka > Natisni	Ctrl+P
File Exit	Alt+F4	Datoteka > Izhod	Alt+F4
Edit menu			
Edit Undo	Ctrl+Z	Urejanje > Razveljavi	Ctrl+Z
Edit Repeat	Ctrl+Y	Urejanje > Ponovi	Ctrl+Y
Edit Cut	Ctrl+X	Urejanje > Izreži	Ctrl+X
Edit Copy	Ctrl+C	Urejanje > Ponovi	Ctrl+C
Edit Paste	Ctrl+V	Urejanje > Prilepi	Ctrl+V
Edit Delete	Ctrl+Backspace	Urejanje > Izbriši	Ctrl+Backspace

Edit Select All	Ctrl+A	Urejanje > Izberi vse	Ctrl+A
Edit Find	Ctrl+F	Urejanje > Najdi	Ctrl+F
Edit Replace	Ctrl+H	Urejanje > Zamenjaj	Ctrl+H
Edit Go To	Ctrl+G	Urejanje > Pojdi na	Ctrl+G
Help menu			
Help	F1	Pomoč	F1
Font format			
Italic	Ctrl+I	Ležeče	Ctrl+I
Bold	Ctrl+B	Krepko	Ctrl+B

Underlined\Word underline	Ctrl+U	Podčrtano\Samo besede	Ctrl+U
Large caps	Ctrl+Shift+A	Samo velike črke	Ctrl+Shift+A
Small caps	Ctrl+Shift+K	Pomanjšane velike črke	Ctrl+Shift+K
Paragraph format			
Centered	Ctrl+E	Na sredino	Ctrl+E
Left aligned	Ctrl+L	Poravnaj levo	Ctrl+L
Right aligned	Ctrl+R	Poravnaj desno	Ctrl+R
Justified	Ctrl+J	Poravnaj obojestransko	Ctrl+J

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

General rules

Generally speaking, English terms and product names left unlocalized in target material should be pronounced the English way. **Slovenian words**—and numbers—should be pronounced following the standard pronunciation rules for the language. When in doubt, refer to Slovenski pravopis. **Microsoft** must be pronounced the Slovenian way: [Mikrosoft].

Example	Phonetics	Comment
Microsoft Windows Server 2022	[mikrosoftuindows server dvatisočdvaindvajset]	Numbers are pronounced the Slovenian way. Microsoft is pronounced the Slovenian way.
.NET	[pika net]	.NET is considered a product name.

Skype	[skaip] 🔊	Product names are usually pronounced the way they are pronounced in the source language.

Acronyms and abbreviations

Strict acronyms pronounced like real words should be pronounced in accordance with the general Slovenian language rules for acronyms (Slovenski pravopis) and established usage.

Example	Phonetics
RADIUS	radijus
RAS	ras
ISA	isa
LAN	lan
WAN	van
WAP	vap
MAPI	mapi

POP	pop

Other abbreviations are pronounced letter by letter. There are no strict rules when a letter should be pronounced the English way and when the Slovenian way. It depends on common usage.

URLs

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

"www" should be pronounced as »trikrat dvojni v«.

The "dot" should be read out.

Example	Phonetics
http://www.microsoft.com/slovenija	http dvopičje - dvojna poševnica - trikrat dvojni v - pika - mikrosoft pika kom poševnica slovenija

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 Slovenian translations approved in the Language Portal.

5.5.2 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.

5.5.3 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

- o   Smooth, easily trackable pointer motions
- o   Judicious callout use
- Appropriate use of motion graphics and/or branding-approved visuals

Ending

- Recaps are unnecessary