

Amharic Style Guide

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What's New?

Last Updated: February 2011

New Topics

The following topics were added:

- n/a

Updated Topics

The following topics were updated:

- n/a

Introduction

This Style Guide went through major revision in February 2011 in order to remove outdated and unnecessary content.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

About This Style Guide

The purpose of this Style Guide is to provide everybody involved in the localization of Amharic Microsoft products with Microsoft-specific linguistic guidelines and standard conventions that differ from or are more prescriptive than those found in language reference materials. These conventions have been adopted after considering context based on various needs, but above all, they are easy to follow and applicable for all types of software to be localized.

The Style Guide covers the areas of formatting, grammatical conventions, as well as stylistic criteria. It also presents the reader with a general idea of the reasoning behind the conventions. The present Style Guide is a revision of our previous Style Guide version with the intention of making it more standardized, more structured, and easier to use as a reference.

The guidelines and conventions presented in this Style Guide are intended to help you localize Microsoft products and materials. We welcome your feedback, questions and concerns regarding the Style Guide. You can send us your feedback via the [Microsoft Language Portal feedback page](#).

Scope of This Document

This Style Guide is intended for the localization professional working on Microsoft products. It is not intended to be a comprehensive coverage of all localization practices, but to highlight areas where Microsoft has preference or deviates from standard practices for Amharic localization.

Style Guide Conventions

In this document, a plus sign (+) before a translation example means that this is the recommended correct translation. A minus sign (-) is used for incorrect translation examples.

In Microsoft localization context, the word *term* is used in a slightly untraditional sense, meaning the same as e.g. a segment in Trados. The distinguishing feature of a term here is that it is translated as one unit; it may be a traditional term (as used in terminology), a phrase, a sentence, or a paragraph.

References to interface elements really only refer to translatable texts associated with those interface elements. Example translations in this document are only intended to illustrate the point in question. They are not a source of approved terminology. Always check for approved translation in the Microsoft terminology database.

Sample Text

ህይወት ሙስጠፋ

አዲስ አበባ ዩኒቨርሲቲ አይሲተ ዴቪዮፕመንት ቢሮ

011 1 22-38-71

አንደሚታወቀው ኢትዮጵያ የራሷ ቀን አቆጣጠር ያላት ሀገር ናት በዓለም አቀፍ ደረጃ አስራ ሁለት ወራቶች ሲሆኑ በኢትዮጵያ ግን አስራ ሦስት ወራቶች አሏት የምትጠራውም ጳጉሜ በመባል ነው።

የዘንድሮ መጪው አዲስ አመት ለየት የሚያደርገው ማለትም የያዝነው 1999 ዓ.ም. ጨርሰን ወደ 2000 ዓ.ም. ለመግባት ዝግጅት ላይ ነን። የዘንድሮ በዓል ከሌላው ለየት የሚያደርገው 2000 ዓ.ም. ጨርሰን 3ኛውን ሺ ሀ ብለን የምንጀምርበት ስለሆነ ያን ለማክበር መንግስት እና ህዝብ በተናጥል እንዲሁም በቡድን ሆኖ የራሱን የስራ ዕቅድ ይነድፋል።

በተናጥል ያላገባ ለማግባት የማይሰራ ለመስራት የማይማር ለመማር ወዘተ በቡድን የተቀረው ደግሞ በተናጥል መጪውን ጊዜያቶች በምን አይነት ሁኔታ መስራት እንዳለበት ወይም ደግሞ አዲስ ነገር መፍጠር እንደለበት ይነጋገራል።

በሌላ በኩል ደግሞ ነጋዴው ይቺን አጋጣሚ ለመጠቀም ቡሎ በህዝብ ላይ የሚያደርገው ጫና ከበድ ያለበት ይመስላል። በህዝቡ ላይ የሚጨምረው የዋጋ ጭማሪ በጣም ከሚያስገርመው አንዱ አብዛኛው የኢትዮጵያ ነዋሪ ለምግብነት በሚጠቀምበት በርበሬ ላይ ዋጋ መጨመር ለሁሉም ህብረተሰብ ግራ ያጋባ ከመነሆኑ በላይ ከምንይዘው የሁለት ሺ አቆጣጠር ጋር እሸቅድድም የያዘ ይመስላል። በዚህም ምክንያት መንግስት ለመንግስት ሰራተኞች ለጡረተኞች ያደረገው የደመወዝ ድጎማ ያለውን ችግር ከግምት ወስጥ በማስገባት ነው።

መንግስት ደግሞ በራሱ ህዝብን ለማስደሰትና ለማነቃቃት ወይም ደግሞ ለየት ያለ ነገር ለመፍጠር ይመስላል ከተሞዎችን በተለያዩ ቀለማት ባላቸው መብራቶች እያሸበረቀው ነው በብዛት የሚጠቀማቸው ቀለሞች ከባንዲራችን ቀለም የተወሰዱ ናቸው።

በሌላ በኩል ደግሞ አንዳንዱ እራሱን ቤተሰብን እና ለሀገሩ ጥሩ ነገር ሲስራ ይታያል በተዘዎዎሪ ደግሞ በሌላ በኩል በራሱ ጥፋት ያለቅሙ የማይሆን ነገር ውስጥ ገብቶ ምነው የዘንድሮ በዓል በልመጣ በቀረ እያለ ከራሱ ጋር ይተገላል። ብቻ በጣም ብዙ ነው ግን ደግሞ ደስ ይላል።

በተለይ በተለይ የአዲስ አበባን ትልቋን የገበያ ማዕከል መርካቶን አለማየት ነው። ድብልቅልቋ ነው የሚወጣው ሰው ሁሉ ባለው ባቅሙ የምታስተናግድ ከትንሽ ነገር እስከ ትልቅ ነገር የሚገኝባት ትልቅ የገበያ ማዕከል ቢቃ ምን አለፋን በጣም ቡዙ ነገር ይታይባታል አዲስ አበባ ደግሞ መጪውን ሁለት ሺ ህዝቧ የሚለወጥባት እና አሁን በየቦታው እያለቃባት በሚገኘው ኤች አይ ቪ ኤድስን በስሚታችን ሳይሆን በጭንቅላታችን ተጉዘን የምናጠፋበት አዲስ ዓመት የሆናል የሚል ብሩህ ተስፋ አለኝ።

ምንጭ፣ Microsoft ስታይል ጋይድ.3

ነሐሴ 28 ቀን 1999 ዓ.ም፣ ከቀኑ 11:00 ሰዓት ተጻፈ

Recommended Reference Material

Use the Amharic language and terminology as described and used in the following publications.

Normative References

These normative sources must be adhered to. Any deviation from them automatically fails a string in most cases. When more than one solution is allowed in these sources, look for the recommended one in other parts of the Style Guide.

1. ኪዳነ ወልድ ክፍሌ 1948 ዓ.ም.። መጽሐፈ ስዋሰው ወመዝገበ ቃላት ሐዲስ። አርቲስቲክ ማ/ቤት። አዲስ አበባ።
2. ደስታ ተ/ወልድ 1962 ዓ.ም.። አዲስ የአማርኛ መዝገበ ቃላት። አርቲስቲክ ማ/ቤት። አዲስ አበባ።
3. የኢትዮጵያ ቋንቋዎች ጥናትና ምርምር ማእከል 2001 ዓ.ም.። አማርኛ መዝገበ ቃላት። አዲስ አበባ ዩኒቨርሲቲ ማ/ቤት። አዲስ አበባ።

Informative References

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

1. ትንሳኤ ማሳተሚያ ድርጅት 1987 ዓ.ም. ስዋሰው ግእዝ። ንግድ ማ/ቤት። አዲስ አበባ።
2. ከሣቴ ብርሃን ተሰማ 1951 ዓ.ም.። የአማርኛ መዝገበ ቃላት። አዲስ አበባ።
3. መልአከብርሃንኢድማሱጅምበሬ 1983 ዓ.ም.። መጽሐፈ ቅኔ (ዝክረሊቃውንት)። ትንሳኤዘጉባኤ ማ/ቤት። አዲስ አበባ።
4. <http://www.abyssiniagateway.net/fidel/unicode/new/recommendation.html>
5. <http://www.abyssiniagateway.net/fidel/unicode/new/references.html#Dehne>

Language Specific Conventions

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

Country/Region Standards

Characters

[illegible]

Country/region	Ethiopia
	<p>(U+124b), ቄ (U+124c), ቅ (U+124d), ቆ (U+1250), ቇ (U+1251), ቈ (U+1252), ቉ (U+1253), ቊ (U+1254), ቋ (U+1255), ቌ (U+1256), ቍ (U+1258), ቎ (U+125a), ቏ (U+125b), ቐ (U+125c), ቑ (U+125d), ቒ (U+1260), ቓ (U+1261), ቔ (U+1262), ቕ (U+1263), ቖ (U+1264), ቗ (U+1265), ቘ (U+1266), ቙ (U+1267), ቚ (U+1268), ቛ (U+1269), ቜ (U+126a), ቝ (U+126b), ቞ (U+126c), ቟ (U+126d), በ (U+126e), ቡ (U+126f), ባ (U+1270), ቤ (U+1271), ብ (U+1272), ቦ (U+1273), ቧ (U+1274), ቨ (U+1275), ቩ (U+1276), ቪ (U+1277), ቫ (U+1278), ቬ (U+1279), ቭ (U+127a), ቮ (U+127b), ቯ (U+127c), ተ (U+127d), ቱ (U+127e), ቲ (U+127f), ታ (U+1280), ቴ (U+1281), ት (U+1282), ቶ (U+1283), ቷ (U+1284), ቸ (U+1285), ቹ (U+1286), ቺ (U+1288), ቻ (U+128a), ቼ (U+128b), ች (U+128c), ቾ (U+128d), ቿ (U+1290), ኀ (U+1291), ኁ (U+1292), ኂ (U+1293), ኃ (U+1294), ኄ (U+1295), ኅ (U+1296), ኆ (U+1297), ኇ (U+1298), ኈ (U+1299), ኉ (U+129a), ነ (U+129b), ኍ (U+129c), ኏ (U+129d), ነ (U+129e), ኑ (U+129f), አ (U+12a0), ኡ (U+12a1), ኢ (U+12a2), ኣ (U+12a3), ኤ (U+12a4), ኦ (U+12a5), ኦ (U+12a6), ኦ (U+12a7), ከ (U+12a8), ኩ (U+12a9), ኪ (U+12aa), ካ (U+12ab), ኬ (U+12ac), ክ (U+12ad), ኮ (U+12ae), ኰ (U+12b0), ኲ (U+12b2), ኳ (U+12b3), ኴ (U+12b4), ኵ (U+12b5), ኶ (U+12b8), ኷ (U+12b9), ኸ (U+12ba), ኹ (U+12bb), ኺ (U+12bc), ኻ (U+12bd), ኼ (U+12be), ኽ (U+12c0), ኾ (U+12c2), ኿ (U+12c3), ኺ (U+12c4), ኻ (U+12c5), ወ (U+12c8), ዐ (U+12c9), ዑ (U+12ca), ዒ (U+12cb), ዓ (U+12cc), ዔ (U+12cd), ዕ (U+12ce), ዖ (U+12d0), ዑ (U+12d1), ዒ (U+12d2), ዓ (U+12d3), ዔ (U+12d4), ዖ (U+12d5), ዒ (U+12d6), ዘ (U+12d8), ዙ (U+12d9), ዚ (U+12da), ዛ (U+12db), ዜ (U+12dc), ዝ (U+12dd), ዞ (U+12de), ዟ (U+12df), ገ (U+12e0), ገ (U+12e1), ገ (U+12e2), ገ (U+12e3), ገ (U+12e4), ገ (U+12e5), ገ (U+12e6), ገ (U+12e7), የ (U+12e8), የ (U+12e9), የ (U+12ea), የ (U+12eb), የ (U+12ec), የ (U+12ed), የ (U+12ee), ደ (U+12f0), ደ (U+12f1), ደ (U+12f2), ደ (U+12f3), ደ (U+12f4), ደ (U+12f5), ደ (U+12f6), ደ (U+12f7), ደ (U+12f8), ደ (U+12fa), ደ (U+12fb), ደ (U+12fc), ደ (U+12fd), ደ (U+12fe), ደ (U+12ff), ጀ (U+1300), ጀ (U+1301), ጀ (U+1302), ጀ (U+1303), ጀ (U+1304), ጀ (U+1305), ጀ (U+1306), ጀ (U+1307), ገ (U+1308), ገ (U+1309), ገ (U+130a), ገ (U+130b), ገ (U+130c), ግ (U+130d), ገ (U+130e), ገ (U+1310), ገ (U+1312), ገ (U+1313), ገ (U+1314), ገ (U+1315), ገ (U+1318), ገ (U+1319), ገ (U+131a), ገ (U+131b), ገ (U+131c), ገ (U+131d), ገ (U+131e), ጠ (U+1320), ጠ (U+1321), ጠ (U+1322), ጠ (U+1323), ጠ (U+1324), ጠ (U+1325), ጠ (U+1326), ጠ (U+1327), ጠ (U+1328), ጠ (U+1329), ጠ (U+132a), ጠ (U+132b), ጠ (U+132c), ጠ (U+132d), ጠ (U+132e), ጠ (U+132f), ጸ (U+1330), ጸ (U+1331), ጸ (U+1332), ጸ (U+1333), ጸ (U+1334), ጸ (U+1335), ጸ (U+1336), ጸ (U+1337), ጸ (U+1338), ጸ (U+1339), ጸ (U+133a), ጸ (U+133b), ጸ (U+133c), ጸ (U+133d), ጸ (U+133e), ጸ (U+133f), ፀ (U+1340), ፀ (U+1341), ፈ (U+1342), ፈ (U+1343), ፈ (U+1344), ፈ (U+1345), ፈ (U+1346), ፈ (U+1348), ፈ (U+1349), ፈ (U+134a), ፈ (U+134b), ፈ (U+134c), ፈ (U+134d), ፈ (U+134e), ፈ (U+134f), ፐ (U+1350), ፐ (U+1351), ፐ (U+1352), ፐ (U+1353), ፐ (U+1354), ፐ (U+1355), ፐ (U+1356), ፐ (U+1357), ፐ (U+1358), ፐ (U+1359), ፐ (U+135a), ፐ (U+1361), ፐ (U+1362), ፐ (U+1363), ፐ (U+1364), ፐ (U+1365), ፐ (U+1366), ፐ (U+1367), ፐ (U+1368), ፐ (U+1369), ፐ (U+136a), ፐ (U+136b), ፐ (U+136c), ፐ (U+136d), ፐ (U+136e), ፐ (U+136f), ፐ (U+1370),</p>

Country/region	Ethiopia
	፪(U+1371), ፫ (U+1372), ፬ (U+1373), ፭ (U+1374), ፮ (U+1375), ፯ (U+1376), ፰ (U+1377), ፱ (U+1378), ፳ (U+1379), ፲ (U+137a), ፳፫ (U+137b), ፳፬ (U+137c)
Notes	<p>The Ethiopic character set does not have uppercase and lower case letters. The character set has been incorporated in the international Unicode standard. The set given above is based on that standard.</p> <p>This is the character set for Amharic, it does not include the full Ethiopic set. See http://unicode.org http://amharic.org</p>

Date

Country/region	Ethiopia
Calendar/Era	Ethiopian/A.D.
First Day of the Week	እሁድ (Sunday)
First Week of the Year	Week of September 11, or 12
Separator	/
Default Short Date Format	dd/MM/yyyy
Example	17/03/2011
Default Long Date Format	dd MMMM yyyy
Example	17 መጋቢት 2011
Additional Short Date Format 1	n/a
Example	n/a
Additional Short Date Format 2	n/a
Example	n/a
Additional Long Date Format 1	n/a
Example	n/a
Additional Long Date Format 2	n/a

Country/region	Ethiopia
Example	n/a
Leading Zero in Day Field for Short Date Format	Yes
Leading Zero in Month Field for Short Date Format	Yes
No. of digits for year for Short Day Format	4
Leading Zero in Day Field for Long Date Format	Yes
Leading Zero in Month Field for Long Date Format	n/a
Number of digits for year for Long Day Format	4
Date Format for Correspondence	dd/MM/yyyy
Example	17/03/2011
Notes	<ul style="list-style-type: none"> • EEEE denotes the day of the week • G denotes the year context (e.g. Gregorian: እ.አ.አ/ Ethiopian : ሓ/ዓም) • * YYYY denotes the use of Ethiopic numerals, e.g. ፲፱፻፺፯ • Date-Time pattern: {1} {0} <p>{0} = time, {1} = date</p> <ul style="list-style-type: none"> • The general practice today is to use Arabic numerals (the common numerals in the Latin character set) in expressing numerical values such as dates. It should be noted, however, that the Ethiopic character set has its own distinct numerals. It is not uncommon to see these numerals used in dates. An important difference between Arabic numerals and Ethiopic numerals is the Ethiopic numerals do not have a '0' (zero), and therefore are not exactly a decimal system.
Abbreviations in Format Codes	<p>d is for day, number of d's indicates the format (d = digits without leading zero, dd = digits with leading zero, ddd = the abbreviated day name, dddd = full day name)</p> <p>M is for month, number of M's gives number of digits. (M = digits without leading zero, MM = digits with leading zero, MMM = the abbreviated name, MMMM = full name)</p>

Country/region	Ethiopia
	y is for year, number of y's gives number of digits (yy = two digits, yyyy = four digits)

Time

Country/region	Ethiopia														
24 hour format	No														
Standard time format	HH:mm:ss														
Standard time format example	03:24:12														
Time separator	:														
Time separator examples	03:24:12														
Hours leading zero	Yes														
Hours leading zero example	03:24:12														
String for AM designator	ጠዋት [this is for compatibility with the existing scheme in Windows]														
String for PM designator	ከሰዓት [this is for compatibility with the existing scheme in Windows]														
Notes	<ul style="list-style-type: none"> Ethiopians count the hours of the day starting not from midnight but from daybreak in the morning. That is the first hour of the day starts at six a.m. and one in the morning is at seven a.m. The day is divided into 12 hours of daytime and 12 hours of nighttime. A 24 hour format is only used in the military and is based in the internationally accepted manner. For the reason in the note above a.m. and p.m. do not make much sense in the Ethiopian context. People speak of daytime hours and nighttime hours. The day division names: <table> <thead> <tr> <th>Period Begin Time</th><th>Period Name</th></tr> </thead> <tbody> <tr> <td>01:00</td><td>(+) ወድቅት</td></tr> <tr> <td>04:00</td><td>(+) ነጋት</td></tr> <tr> <td>06:00</td><td>(+) ጠዋት</td></tr> <tr> <td>09:00</td><td>(+) ረፋድ</td></tr> <tr> <td>12:00</td><td>(+) እኩለቀን</td></tr> <tr> <td>13:00</td><td>(+) ከሰዓትበኋላ</td></tr> </tbody> </table>	Period Begin Time	Period Name	01:00	(+) ወድቅት	04:00	(+) ነጋት	06:00	(+) ጠዋት	09:00	(+) ረፋድ	12:00	(+) እኩለቀን	13:00	(+) ከሰዓትበኋላ
Period Begin Time	Period Name														
01:00	(+) ወድቅት														
04:00	(+) ነጋት														
06:00	(+) ጠዋት														
09:00	(+) ረፋድ														
12:00	(+) እኩለቀን														
13:00	(+) ከሰዓትበኋላ														

Country/region	Ethiopia
	16:00 (+) ወደማታ
	18:00 (+) ስደግዝ
	20:00 (+) ምሽት
	24:00 (+) እኩለሌሊት

Days

Country/region: Ethiopia

Day	Normal Form	Abbreviation
Monday	(+) ሰኞ	ሰኞ
Tuesday	(+) ማክሰኞ	ማክሰ
Wednesday	(+) ረቡዕ	ረቡዕ
Thursday	(+) ሐሙስ	ሐሙስ
Friday	(+) ዓርብ	ዓርብ
Saturday	(+) ቅዳሜ	ቅዳሜ
Sunday	(+) እሁድ	እሁድ

First Day of Week: Sunday (እሁድ)

Is first letter capitalized?: No

Notes: n/a

Months

Country/region: Ethiopia

Month	Full Form	Abbreviated Form	Long Date Form
January	(+) ጃንዩዋሪ	ጃንዩ	n/a
February	(+) ፌብሩዋሪ	ፌብሩ	n/a
March	(+) ማርች	ማርች	n/a
April	(+) ኤፕሪል	ኤፕሪ	n/a
May	(+) ሜይ	ሜይ	n/a
June	(+) ጁን	ጁን	n/a

Month	Full Form	Abbreviated Form	Long Date Form
July	(+) ጁላይ	ጁላይ	n/a
August	(+) ኦገስት	ኦገስ	n/a
September	(+) ሴፕቴምበር	ሴፕቴ	n/a
October	(+) ኦክተውበር	ኦክተ	n/a
November	(+) ኖቬምበር	ኖቬም	n/a
December	(+) ዲሴምበር	ዲሴም	n/a

Is first letter capitalized? No

Notes: There is a thirteenth month in the Ethiopian calendar. The month falls between August and September. It is five or six days long depending on whether the year is a leap year or not. The need for the thirteenth month arises from the fact that all other months are 30 days long each. The thirteenth month is called ጳጉሜን (long form) or ጳጉሜ (short form).

Numbers

Amharic sometimes and rarely uses Geez numerals for official writing purposes. However, the Arabic numerals are quite commonly used today as Amharic numbers.

Phone Numbers

Country/ region	International Dialing Code	Area Codes Used?	Number of Digits – Area Codes	Separator	Number of Digits – Domestic	Digit Groupings – Domestic
Ethiopia	251	Yes	3	Space (no standard, sometimes hyphens are used)	12	(###) ### ## ## ##
Country/ region	Number of Digits – Local	Digit Groupings – Local	Number of Digits – Mobile	Digit Groupings – Mobile	Number of Digits – International	Digit Groupings – International
Ethiopia	10	(0) ### ## ## ##	12	(###) ### ## ## ##	12	+251 ### ## ## ##

Notes: No commonly established groupings are used. All numbers assigned to a phone have to be dialed regardless of where in the country one is calling from since no area codes are used.

Addresses

Country/region: Ethiopia

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

Address Format:

1. [አቶ / ወ/ሮ / ወ/ሪት] First Name Father's Name
2. [CompanyName]
3. Address1
4. [Address2]
5. [CountryCode-] PostalCode City
6. [Country]

Example Address:

አቶ ከበደደፌሳ

አርቲስቲክ ኃ. የተ. የግል ማ.

ቦሌ፣ ቀበሌ 01፣ ቤት 111/02

ፖ. ሳ. ቁጥር 1243-1222

አዲስ አበባ

ኢትዮጵያ

Local Postal Code Format: n/a

Notes:

There are no standardized postal codes and address schemes. The most common way of exchanging mail is through Post Office Boxes as shown in the example above. Mail is not delivered to street addresses.

Currency

Country/region	Ethiopia
Currency Name	ብር / Ethiopian Birr
Currency Symbol	Br
Currency Symbol Position	Before the figure or after Eg. 0.25 Br or Br 10 or 1Br
Positive Currency Format	123,123,123.00 Br
Negative Sign Symbol	–
Negative Currency Format	-0.5 Br
Decimal Symbol	period

Number of Digits after Decimal	2
Digit Grouping Symbol	comma
Number of Digits in Digit Grouping	3
Positive Currency Example	123,123,123.00 Br
Negative Currency Example	-123,123,123.00 Br
ISO Currency Code	ETB
Currency Subunit Name	ሳንቲም / Santim
Currency Subunit Symbol	n/a
Currency Subunit Example	0.50 ሳንቲም / Santim

Digit Groups

Country/region: Ethiopia

Decimal Separator: .

Decimal Separator Description: period

Decimal Separator Example: 1,234.34

Thousand Separator: comma

Thousand Separator Description: comma

Thousand Separator Example: 1, 230

Notes: n/a

Measurement Units

Metric System Commonly Used?: Yes

Temperature: Celsius

Category	English	Translation	Abbreviation
Linear Measure	Kilometer	ኪሎሜትር	ኪ.ሜ.
	Meter	ሜትር	ሜ
	Decimeter	ዴሲሜትር	ዴ.ሜ
	Centimeter	ሴንቲ ሜትር	ሴ.ሜ
	Millimeter	ሚሊሜትር	ሚ.ሜ.

Category	English	Translation	Abbreviation
Capacity	Hectoliter	ሄክቶሊትር	n/a
	Liter	ሊትር	n/a
	Deciliter	ዴሲሊትር	n/a
	Centiliter	ሴንቲሊትር	n/a
	Milliliter	ሚሊሊትር	n/a
Mass	Ton	ቶን	ቶን
	Kilogram	ኪሎ ግራም	ኪ.ግ.
	Pound	ፓውንድ	n/a
	Gram	ግራም	ግ.
	Decigram	ዴሲ ግራም	ዴ.ግ.
	Centigram	ሴንቲ ግራም	ሴ.ግ
	Milligram	ሚሊ ግራም	ሚ.ግ.
English Units of Measurement	Inch	ኢንች	n/a
	Feet	ፎታ	n/a
	Mile	ሚይል	n/a
	Gallon	ጋሎን	n/a

Notes: There are no standard abbreviations for measures and weights. The ones included here are suggested abbreviations.

Percentages

Percentages in Amharic are expressed in saying (+) 50 በመቶ. The symbol <%> is not used.

Sorting

Sorting rules	<p>1. The Ethiopic alphabet has undergone some variations over the past few decades. In general there have been some added characters intended to accommodate sounds that do not exist in the original languages that used the alphabet but exist in other Ethiopian and foreign languages. The current Unicode character set is one such expanded version of the alphabet that has characters that are not used in Amharic. Thus the sort order for the Unicode standard set will vary from the one used in existing Amharic dictionaries.</p> <p>2. The Ethiopic character set is a syllabic character set with one root character (letter) and six</p>
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	<p>phonetic variants (as detailed in the ‘Spelling Variations’ section above). The initial (root) letter is often used as a basis for sorting. The variants in the sequence are subsumed under the root.</p> <p>3. If the sequence adopted in the Unicode character set is used as a basis for sorting, the non-alphabetic characters and numerals come after the alphabetic characters.</p> <p>4. There are no uppercase and lowercase characters in the Ethiopic character set. Therefore, case is not a relevant issue in sorting.</p> <p>5. Often non-Ethiopic characters such as the Arabic numerals and hyphens are used when writing in Amharic. These are likely to affect sort orders in lists that contain such characters.</p> <p>5. There is no accepted standard sorting order.</p>
Character sorting order	<p>ሀ (4608) ሀ (4609) ሂ (4610) ሃ (4611) ሄ (4612) ህ (4613) ሆ (4614) ለ (4616) ለ (4617) ሊ (4618) ላ (4619) ሊ (4620) ል (4621) ሎ (4622) ሰ (4623) ሐ (4624) ሑ (4625) ሒ (4626) ሓ (4627) ሔ (4628) ሕ (4629) ሐ (4630) ሔ (4631) መ (4632) ሙ (4633) ሚ (4634) ማ (4635) ሜ (4636) ሞ (4637) ም (4638) ሚ (4639) ሠ (4640) ሡ (4641) ሢ (4642) ሣ (4643) ሤ (4644) ሥ (4645) ሦ (4646) ሧ (4647) ረ (4648) ሩ (4649) ሪ (4650) ራ (4651) ሬ (4652) ር (4653) ሮ (4654) ሯ (4655) ሰ (4656) ሱ (4657) ሲ (4658) ሳ (4659) ሴ (4660) ስ (4661) ሶ (4662) ሷ (4663) ሸ (4664) ሹ (4665) ሺ (4666) ሻ (4667) ሼ (4668) ሽ (4669) ሾ (4670) ሿ (4671) ቀ (4672) ቁ (4673) ቂ (4674) ቃ (4675) ቄ (4676) ቅ (4677) ቆ (4678) ቇ (4680) ቈ (4682) ቉ (4683) ቐ (4684) ቑ (4685) ቒ (4688) ቓ (4689) ቔ (4690) ቕ (4691) ቖ (4692) ቗ (4693) ቘ (4694) ቙ (4696) ቚ (4698) ቛ (4699) ቜ (4700) ቝ (4701) በ (4704) ቡ (4705) ቢ (4706) ባ (4707) ቤ (4708) ብ (4709) ቦ (4710) ቧ (4711) ቨ (4712) ቩ (4713) ቪ (4714) ቫ (4715) ቬ (4716) ቭ (4771) ቮ (4718) ቯ (4719) ተ (4720) ቱ (4721) ቲ (4722) ታ (4723) ቴ (4724) ት (4725) ቶ (4726) ቷ (4727) ቸ (4728) ቹ (4729) ቺ (4730) ቻ (4731) ቼ (4732) ች (4733) ቾ (4734) ቿ (4735) ሀ (4736) ሁ (4737) ሂ (4738) ሃ (4739) ሄ (4740) ህ (4741) ሆ (4742) ሇ (4744) ለ (4746) ሉ (4747) ሊ (4748) ላ (4749) ል (4752) ሎ (4753) ሰ (4754) ሐ (4755) ሑ (4756) ሒ (4757) ሓ (4758) ሔ (4759) ሕ (4760) ሖ (4761) ሗ (4762) መ (4763) ሙ (4764) ሚ (4765) ማ (4766) ሜ (4767) ሞ (4768) ም (4769) ሚ (4770) ሠ (4771) ሡ (4772) ሢ (4773) ሣ (4774) ሤ (4775) ሥ (4776) ሦ (4777) ሧ (4778) ረ (4779) ሪ (4780) ራ (4781) ሬ (4782) ር (4784) ሮ (4786) ሯ (4787) ሰ (4788) ሱ (4789) ሲ (4792) ሳ (4793) ሴ (4794) ስ (4795) ሶ (4796) ሷ (4797) ሸ (4798) ሹ (4800) ሺ (4802) ሻ (4803) ሼ (4804) ሽ (4805) ወ (4808) ዘ (4809) ዐ (4810) ዑ (4811) ዒ (4812) ዓ (4813) ዔ (4814) ዕ (4816) ዖ (4817) ዘ (4818) ዘ (4819) ዘ (4820) ዘ (4821) ዐ (4822) ዐ (4824) ዐ (4825) ዐ (4826) ዐ (4827) ዐ (4828) ዐ (4829) ዐ (4830) ዐ (4831) ዐ (4832) ዐ (4833) ዐ (4834) ዐ (4835) ዐ (4836) ዐ (4837) ዐ (4838) ዐ (4839) ዐ (4840) ዐ (4841) ዐ (4842) ዐ (4843) ዐ (4844) ዐ (4845) ዐ (4846) ዐ (4848) ዐ (4849) ዐ (4850) ዐ (4851) ዐ (4852) ዐ (4853) ዐ (4854) ዐ (4855) ዐ (4856) ዐ (4858) ዐ (4859) ዐ (4860) ዐ (4861) ዐ (4862) ዐ (4863) ዐ (4864) ዐ (4865) ዐ (4866) ዐ (4867) ዐ (4868) ዐ (4869) ዐ (4870) ዐ (4871) ገ (4872) ገ (4873) ገ (4874) ገ (4875) ገ (4876) ገ (4877) ገ (4878) ገ (4880) ገ (4882) ገ (4883) ገ (4884) ገ (4885) ገ (4888) ገ (4889) ገ (4890) ገ (4891) ገ (4892) ገ (4893) ገ (4894) ጠ (4896) ጠ (4897) ጠ (4898) ጠ (4899) ጠ (4900) ጠ (4901) ጠ (4902) ጠ (4903) ጠ (4904) ጠ (4905) ጠ (4906) ጠ (4907) ጠ (4908) ጠ (4909) ጠ (4910) ጠ (4911) ጸ (4912) ጸ (4913) ጸ (4914) ጸ (4915) ጸ (4916) ጸ (4917) ጸ (4918) ጸ (4919) ጸ (4920) ጸ (4921) ጸ (4922) ጸ (4923) ጸ (4924) ጸ (4925) ጸ (4926) ጸ (4927) ፀ (4928) ፀ (4929) ፀ (4930) ፀ (4931) ፀ (4932) ፀ (4933) ፀ (4934) ፈ (4936) ፈ (4937) ፈ (4938) ፈ (4939) ፈ (4940) ፍ (4941) ፍ (4942) ፍ (4943) ፍ (4944) ፍ (4945) ፍ (4946) ፍ (4947) ፍ (4948) ፍ (4949) ፍ (4950) ፍ (4951) ፍ (4952) ፍ (4953) ፍ (4954) ፡ (4961) ፡ (4962) ፡ (4963) ፡ (4964) ፡ (4965) ፡ (4966) ፡ (4967) ፡ (4968) ፡ (4969) ፡ (4970) ፡ (4971) ፡ (4972) ፡ (4973) ፡ (4974) ፡ (4975) ፡ (4976) ፡ (4977) ፡ (4978) ፡ (4979) ፡ (4980) ፡ (4981) ፡ (4982) ፡ (4983) ፡ (4984) ፡</p>

	(4985) 𐤔 (4986) 𐤕 (4987) 𐤖 (4988)
Examples of sorted words	<p>(+) ሀሁ፣ ሁል፣ ሁሉ፣ ሁለት፣ ሁለተኛ፣ ሁለት ጊዜ፣ ሁለንተና፣ ሁልጊዜ፣ ህምህም፣ ሃምሃም፣ ሃምሌ፣ ሆምጣጣ</p> <p>ሂጸ hiša</p> <p>ሉቤክ Lübeck</p> <p>ሉክ luč</p> <p>ላማ llama</p> <p>ላቪ lävi</p> <p>ላክ luck</p> <p>ላውግ löug</p> <p>ላይ lie</p> <p>ላየር lire</p> <p>ሌይ lye</p> <p>ሎዌን Löwen</p> <p>ሎዛ lòza</p> <p>ሚር mîr</p> <p>ማስታ màšta</p> <p>ማኒር Männer</p> <p>ማይንዲግ myndig</p> <p>ሞችተን möchten</p> <p>ሰብትል subtle</p> <p>ሲምቦል symbol</p> <p>ሳመተሊች sämtlich</p> <p>ሳቭዋር savoir</p> <p>ሴይትላ Sietla</p> <p>ሸርቡራ Šerbūra</p> <p>ሸርክሸርት verkehrt</p> <p>ሻራን šàran</p> <p>ሸሉብ ślub</p> <p>ቫጋ vāga</p> <p>ቮክስ vox</p>

	<p>አሮን Aaron</p> <p>አንድሬ andere</p> <p>ኢርዲሽ irdisch</p> <p>አንድሬ ändere</p> <p>ቸሚን chemin</p> <p>ቸቼት čučět</p> <p>ቻክ chaque</p> <p>ቼክ Czech</p> <p>ኮተ côte</p> <p>ኮቴ Cote</p> <p>ኮቴ coté</p> <p>ኮውቴ côté</p> <p>ዋፍል waffle</p> <p>ዎድ wood</p> <p>ዙ zoo</p> <p>ዙሪክ Zürich</p> <p>ዛልጆል</p> <p>ዜና žena</p> <p>ዝቪዲያ Zviedrija</p> <p>ዝሊኒ zlz</p> <p>ዝሊጅ zlj</p> <p>ዝንዝ zznz</p> <p>ዝንጅ zznj</p> <p>ዝይስክ zysk</p> <p>ጅኔቫ Ženēva</p> <p>የን yen</p> <p>የኦን yuan</p> <p>የካ yucca</p> <p>pylon ፒሎን</p> <p>pint ፒንት</p>
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Geopolitical Concerns

Part of the cultural adaptation of the US-product to a specific market is the resolving of geopolitical issues. While the US-product should have been designed and developed with neutrality and a global audience in mind, the localized product should respond to the particular situation that applies within the target country/region.

Sensitive issues or issues that might potentially be offensive to the users in the target country/region may occur in any of the following:

- Maps
- Flags
- Country/region, city and language names
- Art and graphics
- Cultural content, such as encyclopedia content and other text where historical or political references may occur

Some of these issues are relatively easy to verify and resolve: the objective should be for the localizer to always have the most current information available. Maps and other graphic representations of countries/regions and regions should be checked for accuracy and existing political restrictions. Country/region, city and language names change on a regular basis and need to be checked, even if previously approved.

A thorough understanding of the culture of the target market is required for checking the appropriateness of cultural content, clip art and other visual representations of religious symbols, body and hand gestures.

Guideline

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

Grammar, Syntax & Orthographic Conventions

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

Adjectives

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

They can be based on nominal patterns, or derived from nouns, verbs and other parts of speech. Adjectives can be nominalized by way of suffixing the nominal article. Amharic has few primary adjectives. Some examples are (+) አዲስ 'new', (+) አሮጌ 'old', (+) ቢጫ 'yellow'.

Nominal patterns

(+) ከባድ 'heavy'; (+) ረቂቅ 'fine, subtle'; (+) አዲስ 'new'

Denominalizing suffixes

(+) ሃይለኛ 'powerful' (from hayl 'power'); እውነተኛ 'true, genuine'

Adjective noun complex

The adjective and the noun together are called the 'adjective noun complex'. In Amharic, the adjective precedes the noun, with the verb last; e.g. (+) አዲስ ፕሮግራም 'a new program'; (+) አዲስ ፕሮግራም ሰራ (lit. a new program he-built) 'he built a new program'.

Possessive adjectives

The frequent use of possessives is a feature of English language. However in Amharic, possessive adjectives are handled as follows:

Prefix yä

(+) የሂሳብ 'account' (lit. 'From the city'); (+) የሂሳብ 'Accounting' (lit. 'of Accounting'); In the same way, a relative perfectum or imperfectum can be used as an adjective by prefixing yä: (+) የተሻሻለ 'improved, upgraded' (lit. 'what has been improved'); (+) የቆየ 'old' (lit. 'What remained, ancient'); (+) የሚከተል 'following' ('that what is following', from (+) ይከተላል 'to follow'); (+) የሚታይ ነው 'visible' (lit. 'What is seen')

Articles

General considerations

The definite article in Amharic is expressed by a suffixed element. For the singular, a distinction is made between a noun treated as masculine or as feminine. For the plural, no distinction is made between the masculine and feminine.

(+) ቤት - ቤቱ masculine

(+) ፈረስ - ፈረሱ masculine

(+) ልጅ - ልጅቷ feminine

(+) ንጉሥ - ንጉሶች masculine plural

(+) ንግሥት - ንግሥቶች feminine plural

Unlocalized Feature Names

Microsoft product names and non-translated feature names are used without definite or indefinite articles in the English language. We treat them in this way:

English example	Amharic example
Enable .NET Framework setup	(+).NET Framework ቅንብር አንቃ (-) ዶት ኔት ፍሬምዎርክ ቅንብር አንቃ
Start Visual Studio	(+) Visual Studio ጀምር
powered by Windows Live	(+) በ Windows Live ሃይል ያገኘ

Localized Feature Names

Translated feature names are handled in this way: ("የ" sign is used whenever there is a noun following the Microsoft brand name and no space should be used after the sign)

Example:

የWindows Live ፊልም መስሪያ

English example	Amharic example
Hide the Task Manager when it is minimized.	(+) የተግባር አስተዳዳሪው እንዲያንስ ሲደረግ ደብቀው።

Articles for English Borrowed Terms

This section does not apply to Amharic.

Capitalization

This section does not apply to Amharic.

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.

Example:

English examples	Amharic example
Internet Accounts	(+) የቢዩኒመረብ መለያዎች
Logon script processing	(+) የመግቢያ ስክሪፕት ሂደት
Workgroup Administrator	(+) የስራ ቡድን አስተዳዳሪ
Internet News Server Name	(+) የቢዩኒመረብ ዜና አገልጋይ ስም

Gender

Amharic nouns can have a masculine or feminine gender. There are several ways to express gender. An example is the old suffix *-ት* for femininity. This suffix is no longer productive and is limited to certain patterns and some isolated nouns. Nouns and adjectives ending in *-አዊ* usually take the suffix *-ት* to form the feminine form, e.g. (+) ኢትዮጵያዊ 'Ethiopian (m.)' vs. (+) ኢትዮጵያዊት 'Ethiopian (f.)'; (+) ሰማያዊ 'heavenly (m.)' vs. (+) ሰማያዊት 'heavenly (f.)'.

Specifiers

Amharic has special words that can be used to indicate the gender of people and animals. For people, (+) ወንድ is used for masculinity and (+) ሴት for femininity, e.g. (+) ወንድ ልጅ 'boy', (+) ሴት ልጅ 'girl'.

Gender-neutrality

To avoid discrimination of any user please see recommendations below for gender-neutrality:

1. Use masculine gender for “user-to-computer” type

Example: ሰርዝ፣ መልስ፣

2. Use plural/polite form for “computer-to-user” type

Example: ፋይል እንዲሰረዝ ይፈልጋሉ፤ አሁን ከበየነመረቡ ጋር ተገናኝተዋል

3. Use plural/polite gender for all strings with unclear context

Example: የድር ጣቢያ አድራሻው ወደ Microsoft ይላካል፤ ሰነዱ እጅግ ትልቅ ነው

Genitive

This section does not apply to Amharic.

Modifiers

This section does not apply to Amharic.

Nouns

General considerations

Amharic nouns can be primary or derived.

Example:

A noun like (+) አርትዖት "editing" is primary, and a noun like (+) አርታዊ 'editor' is a derived noun.

Inflection

This section is not applicable to Amharic.

Plural Formation

The plural suffix -አች is used to express plurality of nouns. Some morphophonological alternations occur depending on the final consonant or vowel. For nouns ending in a consonant, plain -አች is used: (+) ቤት 'house' becomes (+) ቤቶች 'houses'. For nouns ending in a back vowel (-a, -o, -u), the suffix takes the form -ዎች, e.g. (+) ውሻ 'dog', (+) ውሻዎች 'dogs'; (+) ከበሮ drum', (+) ከበሮዎች 'drums'. Nouns that end in a front vowel pluralize using ዎች or -ዮች, e.g. (+) ጸሐፊ 'scholar', (+) ጸሐፊዎች or (+) ጸሐፊዮች 'scholars'. Another possibility for nouns ending in a vowel is to delete the vowel and use plain አች, as in (+) ውሾች 'dogs'.

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.

US-English expression	Amharic expression	Comment
migrate to	(+) አፍልስ ወደ...	
Migrate from	(+) አፍልስ ከ	
import to	(+) አስመጣ ወደ...	
import from	(+) አስመጣ ከ	
export to	(+) ላክ ወደ...	
export from	(+) አስልክ ከ...	
update to	(+) አዘምን ወደ...	
upgrade to	(+) አሻሽል ወደ...	

US-English expression	Amharic expression	Comment
change to	(+) ለውጥ ወደ...	
click on	(+) ተጫኝ...?	
connect to	(+) ተገናኝከ... ጋር	
welcome to ...	(+) እንኳን ደህና መጡ ወደ...	

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

US-English expression	Amharic expression	Comment
in the toolbar	(+) በሰሪ አሞሌ ላይ	
on the tab	(+) በትር ላይ	
on the menu	(+) በምናሌ ላይ	
on the net	(+) በመረቡ ላይ	
on the Internet	(+) በበይነመረብ ላይ	
on the Web	(+) በድር ላይ	
on a web site	(+) በድር ጣቢያ ላይ	
on a web page	(+) በድር ገጽ ላይ	

Pronouns

Personal pronouns

In most languages, there is a small number of basic distinctions of person, number, and often gender that play a role within the grammar of the language. We see these distinctions within the basic set of independent personal pronouns, for example, English I, Amharic(+) እኔ; Englishshe, Amharic(+) እሷ. . . etc.

Punctuation

Please follow the basic rules for the use of punctuation marks in Amharic.

The general rules that obtain in Amharic writing should be observed. Do not use two points standing one above the other (:) as a word separator, please use a single space instead. The rest (:) used as comma, (:) functioning same way as a semicolon, (?) as a question mark, (:) as a colon, and (:) as a full stop to end sentences are used as phrase and sentence boundaries.

Symbol	Code and description
⋮	U+1362 Ethiopic Full Stop
፡	U+1363 Ethiopic Comma
፤	U+1364 Ethiopic Semicolon
፥	U+1365 Ethiopic Colon
?	U+003F Ethiopic Question Mark

Comma

For thousands, English uses a comma while many other languages use a period (at Microsoft we normally do not use a space for this purpose, but we use a period instead to avoid wrapping problems). In Amharic a **commas** used.

English example	Amharic example
1,526	(+) 1,526
\$ 1,526.75	(+) \$ 1,526.75

Colon

Colon is used the same way as it is used in English. Its major use is to be used as a mark before giving a list of nouns, ideas, phrases and the like.

English example	Amharic example
To enable this file type, do the following:	(+) ይህንን ፋይል አይነት ለማንቃት የሚከተለውን አድርግ፤
Scale bubble size to:	(+) የዓረፋ መጠን አስተካክል መዝነው ቢ፤

Dashes and Hyphens

This section does not apply to Amharic.

Ellipses (Suspension Points)

Amharic uses ellipses the same way as we use English.

English example	Amharic example
Software, hardware, disk...	(+) ሶፍትዌር፣ (+) ሃርድዌር፣ (+) ዲስክ...

Period

US English uses a period as the decimal separator, while many other languages use a comma. In Amharic a **period** is used. Do not use a space for this purpose as a space separates the numeral from the abbreviation.

In paper sizes (the last example in the table below) the decimal separator and the abbreviation “in” for inches are kept, since the sizes are US norms and should be represented accordingly.

English example	Amharic example
5.25 cm	(+) 5.25 ሳ.ሜ.
5 x 7.2 inches	(+) 5 x 7.2 ኢንች
Letter Landscape 11 x 8.5 in	(+) Letter የወርድ ቅርጽ 11 x 8.5 in

In Lists and Tables

Please adhere to the following guidelines when determining whether to include a period at the end of a list or table entry:

- If bulleted items are complete sentences: each ends with a period.
- If bulleted items continue an introductory clause: do not use a period.
- For items in a list (chapters, sections, products, system requirements, etc.) that are neither sentences nor continuations of sentences, do not use a period.
- If your translation is longer than the US text, or if you split your translation into several independent sentences, use common sense and insert a period if it improves the Amharic style.
- Never put a period after just one word.
- The same convention applies to instruction lists, captions, and callouts.

Quotation Marks

Quotation marks are used when referring to direct speech.

In US source strings, you may find software references surrounded by English quotation marks. Please follow the basic rules for the use of quotation marks in Amharic. In Amharic: «...» are quite often used and preferred. (+) «ይህ አንደኛውን ይቻላል።»

Parentheses

In English, there is no space between the parentheses and the text inside them. And it is the same in Amharic.

Example: (+) (1974)

Singular & Plural

Amharic has a singular and plural. No distinction is made between masculine and feminine forms for plural formation.

Example:

(+) ፕሮግራም - ፕሮግራሞች

(+) ዲስክ - ዲስኮች

(+) ፋይል - ፋይሎች

(+) ቅንብር - ቅንብሮች

Split Infinitive

This section does not apply to Amharic.

Subjunctive

This section does not apply to Amharic.

Symbols & Non-Breaking Spaces

This section does not apply to Amharic.

Syntax

Syntax and register differ between Amharic and English in the following ways:

1. Difference #1

Example: I saw the program. (+) ፕሮግራሙን አየሁት (lit.) the program- I saw

2. Difference #2

Example: I use Microsoft. (+) የምጠቀመው Microsoft ነው። (lit.) what I use- Microsoft- is.

It is advisable to use as much as possible the first way of sentence construction in order to avoid ambiguity during the translation of MS materials.

Verbs

The Amharic verb can consist of two, three, four or more consonants. In a given verb, the basic meaning is expressed by the consonants, the vowels serving to express shades of meaning. The consonants that constitute the meaning of the root are called ‘radicals’. A verb consisting of two radicals is called ‘bi-radical’ and the one with three: ‘tri-radical’ etc...

Example:

(+) ሰማ‘bi-radical’

(+) ሰበረ: ‘tri-radical’

(+) መስከረquadric-radical

Be consistent in how you translate verbs in error messages. If it is grammatical to omit the predicate “be” in your language, you can omit it in error messages, but you should be consistent in your usage across all error messages. Be concise without changing the meaning of the source string.

English example	Amharic example	Explanation
The document is too large. Document too large.	(+) ሰነዱ እጅግ ትልቅ ነው።	Be consistent in your usage of the verb “to be”
Access was denied. Access denied.	(+) መዳረሻ ፈቃድ ተከልክሏል።	In complete sentences, use verbs and the same tense as in the source string.
The file '%s' is an unknown graphics format.	(+) ፋይል '%s' የማይታወቅ የግራፊክስ ቅርጽ ነው።	Rephrase “is” with “have” if necessary to produce an appropriate translation.
The application may attempt to convert the graphic.	(+) ትግበራው ግራፊኩን ሊለወጥው ይሞክር ይሆናል።	may + Verb can be rephrased as Verb + possibly
A problem occurred while trying to connect to the network share '%1s!'.	(+) '%1s!' የጋራ አውታረ መረብ ጋር ለመገናኘት ሙከራ በሚደረግበት ጊዜ ችግር አጋጥሟል።	Shorten and rephrase if necessary to “A problem occurred while connecting to the network share '%1s!'”
The following error occurred: '%1s!' (error #%2!lx!)	(+) የሚከተለው ችግር አጋጥሟል '%1s!' (ስሕተት #%2!lx!)	Shorten this construction where possible, e.g. Error: '%1s!' (error #%2!lx!).
An unknown error has occurred./ No error occurred.	(+) ያልታወቀ ችግር አጋጥሟል።/ ምንም ችግር አላጋጠመም።	Shorten this construction where possible, e.g. Unknown error. / No error

Continuous operations are usually expressed in English with a gerund, which should be translated into Amharic
Example:

English example	Amharic example
Sending a file	(+) ፋይል በመላክ ላይ
Using Styles	(+) ቅጦች አጠቃቀም

Word Order

The verb must always come at the end in Amharic.

Example:

(+) የተመረጠውን ቅንብር ቅዳና በቅንጥብ ሰሌዳ አስቀምጠው።

(+) የተመረጠውን ቅንብር ሰርዝ።

Style and Tone Considerations

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

Audience

You should always recognize your audience's sensitivity to male and female stereotypes. Instead of stressing gender differences or reinforcing stereotypical distinctions between men and women, use language that is as neutral as possible. The neutral approach also applies to the localization of scenarios, comparisons, examples, illustrations, and metaphors.

Create a balance when assigning roles and functions to men and women (active vs. passive roles, leading vs. secondary roles, technical vs. non-technical professions, and so on). Scenarios, pictures, metaphors, and comparisons should be based on areas and attributes common to both genders.

Instead of using phrases which mention the two genders separately, use a general term that includes both genders such as “person”, “users” or “persons” (+) “ሰው” ፣ (+) “ተጠቃሚዎች” or (+) “ሰዎች”.

Avoid writing sentences that refer to a single person whose gender is unknown. You can often avoid this situation by rewriting the sentence to make the subject plural. In cases where a reference to a single person is impossible to avoid, do not use “he or she” “or “S/he” (+) “እሱ ወይም እሷ” or (+) “የሱ/የሷ”. The language in Microsoft products should sound natural, as if part of a spoken conversation. Also, generally avoid the use of slashes to combine both genders (although sometimes exceptions are made - see table below).

Use the following strategies to avoid the use of overtly gender-based expressions:

Linguistic method	Example	Context
Use a Neutral noun	(+) ሰው፤ (+)መሪ፤ (+)ቡድን መሪ፤ (+) ኤክስፐርት፤ (+)ሰራተኛ፤ (+)ተጠቃሚ	Concept descriptions, explanations
Combine both genders by means of a slash	(+) እሱ/ሷ፤ (+)አሷ/ሱ	Only in exceptional cases such as License Terms, sometimes in tables (headers or column/row titles, for example)

Style

In procedural text, which tells the user to perform certain actions in a certain number of steps, the order in which interface terms are to appear in the translation is usually top to bottom (for example, “menu,” “command,” “dialog box,” “dialog box controls”). This order reflects the sequence in which the action needs to be performed, and it should be maintained unless there are technical reasons preventing it.

This convention is less important in normal body text, which is usually written in a more personal tone and less formal style, thus requiring the translator to be more creative.

English example	Amharic example
On the View menu, click Filter	(+) በዕይታ ምናሌው ላይ ማጣሪያ የሚለውን ይጫኑ
On the Tools menu, click Internet Options, and click the Security tab	(+) በመሳሪያ ምናሌው ላይ የቢዩክመረብ አማራጮች የሚለውን ይጫኑና የመደሃን ትርን ይጫኑ

Tone

The informal tone has been used in the localization in Amharic. In this tone one is addressing a familiar person or a person of equal status. No sense of disrespect can be inferred from the tone.

It seems that the formal tone, i.e. the verb conjugated in the plural, would be contrary to the spirit of ICT (the computer world) and would perhaps impose an unnecessary burden on the communication.

The passive voice should be avoided; it suggests a stubborn refusal to be polite without laying oneself open to the accusation of rudeness.

As for the word አባኪ introduced to translate the English word “please”, it simply is inaccurately employed; the Amharic word signifies pleading with someone rather strongly and conveys a sense of being exasperated. The note of politeness is in fact carried through in a linguistically significant tone variation.

Voice

The addressee is a masculine single person. The conjugate form of the Amharic verb with its pronominal suffix obeys three rules of concord that concern person, gender and number of the subject. Normally, the independent pronoun is not employed unless special effect is pursued. “You” is therefore not translated as such, the signifying element incorporated in the verb being used instead.

English example	Amharic example
You are now connected to the Internet.	(+) [*አርሶ] አሁን ከቤተክፍሉ ጋር ተገናኝተዋል።

Please see also [Gender](#) section for more information about gender-neutrality.

Localization Guidelines

This section contains guidelines for localization into Amharic.

General Considerations

This section of the Style Guide describes all of the general localization guidelines that apply to Amharic. Accessibility, acronyms, applications, products and features, frequent errors, glossaries, fictitious information, recurring patterns, standardized translation, unlocalized items and much more essential information.

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:

The following table lists common Amharic expressions and their associated, acceptable abbreviations.

Amharic example	Acceptable abbreviation
ዓመተ ምሕረት	(+) ዓ.ም.
የተባበሩት መንግስታት ድርጅት	(+) ተ.መ.ድ.
አማራ ልማት ማኅበር	(+) አ.ል.ማ.
ኢትዮጵያ ቴሌቪዥን	(+) ኢ.ቲ.ቪ.

Additional guidelines:

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

Don't abbreviate such words as:

English version	English Abbreviation	Amharic version
Megahertz	MHz	(+) ሜጋሄርት
Hertz	Hz	(+) ሄርት

Accessibility

Microsoft provides people with disabilities with more accessible products and services. 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 Amharic-speaking markets.

Acronyms

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

Many acronyms are standardized and remain untranslated. They are only followed by their full spelling in English if the acronym needs to be explained to the speakers of a different language. In other cases, where the acronym is rather common, adding the fully spelled-out form will only confuse users. In these cases, the acronym can be used on its own.

The following list contains examples of acronyms and abbreviations that are considered commonly understood; these acronyms and abbreviations should not be localized or spelled out in full in English:

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

Localized Acronyms

Not applicable. So far there are no localized acronyms in Amharic.

Unlocalized Acronyms

Some Acronyms are already adapted to Amharic as they are used in English without localization.

Example:

(+) ራም፣ (+) ሲዲ፣ (+) ዲቪዲ

Applications, Products, and Features

Application/product names are often trademarked or may be trademarked in the future and are therefore rarely translated. Occasionally, feature names are trademarked, too (e.g. IntelliSense™). Before translating any application, product, or feature name, please verify that it is in fact translatable and not protected in any way.

Frequent Errors

The frequent errors observed in software translation in Amharic are mistranslation of words, direct application of English word when an Amharic word could mean it, and inconsistency.

Example:

Windows Live ፊልምሰሪ when it could be said (+) ፊልም መስሪያ

Account is used as አካውንት when it could be said (+) መለያ

Email: ኢ-ሜይል not ኢሜል or ኢሜይል

Glossaries

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

Fictitious Information

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

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

Please contact your product team representative for further information on how to deal with fictitious companies, names, addresses, email addresses, phone numbers, etc. in your product. For technical products, you may also

check with the product team representative whether localized fictitious content is required or not (e.g. Visual Studio).

Recurring Patterns

This section does not apply to Amharic.

Standardized Translations

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

- [The importance of standardization](#)
- [Standard Phrases in Error Messages](#)
- [Standard Phrases in Documentation](#)
- [Copyright notice](#)

Unlocalized Items

Trademarked names and the name Microsoft Corporation shouldn't be localized. A list of Microsoft trademarks is available for your reference at the following location: <http://www.microsoft.com/trademarks/t-mark/names.htm>.

US-English	Amharic
ALT	ALT
ALT GR	ALT GR
BACKSPACE	BACKSPACE
BREAK	BREAK
CAPS LOCK	CAPS LOCK
CLEAR	CLEAR
COMMAND (Macintosh)	COMMAND (Macintosh)
CTRL	CTRL
DEL	DEL
DELETE (Macintosh)	DELETE (Macintosh)
END	END
ENTER	ENTER
ESC	ESC

US-English	Amharic
F1-F12	F1-F12
HOME	HOME
INS	INS
NUMPAD ENTER	NUMPAD ENTER
NUM LOCK	NUM LOCK
NUMPAD +	NUMPAD +
NUMPAD -	NUMPAD -
NUMPAD *	NUMPAD *
NUMPAD /	NUMPAD /
NUMPAD 0-9	NUMPAD 0-9
OPTION (Macintosh)	OPTION (Macintosh)
PAGE DOWN	PAGE DOWN
PAGE UP	PAGE UP
PAUSE	PAUSE
PRINT SCREEN	PRINT SCREEN
RETURN (Macintosh)	RETURN (Macintosh)
SCROLL LOCK	SCROLL LOCK
SHIFT	SHIFT
SPACEBAR	SPACEBAR
SYS RQ	SYS RQ
TAB	TAB

Using the Word Microsoft

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

It is used the same way as in English:

English example	Amharic example
Website addresses will be sent to Microsoft	(+) የድር ጣቢያ አድራሻው ወደ Microsoft ይላካል።
Microsoft Corporation	(+) Microsoft Corporation

Software Considerations

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

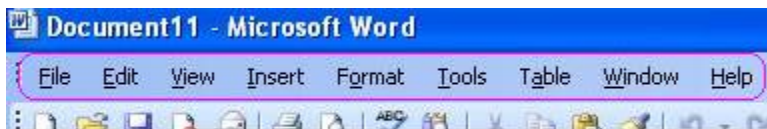
Refer to <http://msdn.microsoft.com/library/aa511258.aspx> for a detailed explanation of the Windows user interface guidelines (English).

User Interface

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

Main Menus

- Main menus are the menus that appear at the top of the user interface. Main menus typically include File, Edit, View, Insert, Format, Tools, Table, Window, and Help.



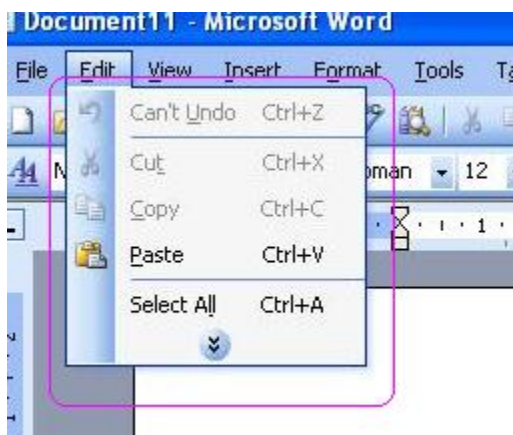
- Typically, main menus should be a noun or a Verb (infinitive or imperative). Translations should distinguish between the verbal and nominal forms of a word.

Examples:

English example	Amharic example	Comment
View	(+) አሳይ (+) ትይታ	Verb imperative noun
Edit	(+) አርትዕ (+) አርትዖት	Verb imperative noun
Insert	(+) አስገባ (+) ማስገቢያ	Verb imperative noun
Format	(+) ቅርጸት (+) ቅረጽ	noun Verb imperative
Tools	(+) መሣርያ	Noun
Table	(+) ሰንጠረዥ	Noun
Window	(+) መስኮት	Noun
Help	(+) ዕገዛ	Noun

Menu Items and Commands

- Typically, commands and menu items should be verbs in the imperative mood, second person, singular, masculine.



English example	Amharic example	Comment
Save As...	(+) አስቀምጥ እንደ...	Conjugated Verb
Print...	(+) አትም...	Conjugated Verb
Select All	(+) ኹሉን ምረጥ	Conjugated Verb

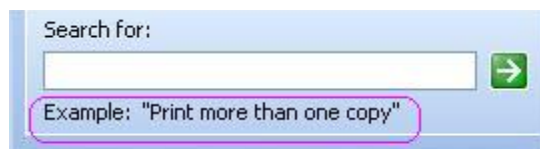
We have the following variations in Amharic to use, of course for the first example cited on the above table:

አስቀምጥ እንደ...

በ ... ውስጥ አስቀምጥ

However, it is recommended that we use “(+)አስቀምጥ እንደ...” , in every MS projects for uniformity purpose.

Static text



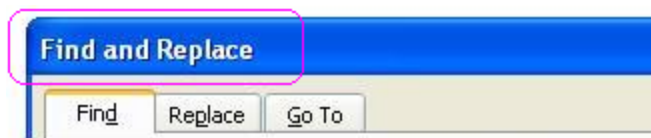
The basic structure of a request is command-type and the verb will therefore be in the imperative.

English example	Amharic example
Print more than one copy	(+) ካንድ በላይ ቅጂ አትም
Select all	(+) ኹሉን ምረጥ

Dialog Boxes

When translating dialog box interface you are expected to use **consistent** terminology and language style in all dialog boxes and ensure that your translations are **consistent** with translations in other localized applications. Take also into account that some applications, currently not localized, may be localized in the future and the same solutions adopted now will be re-used later. This is particularly important when localizing identical dialog boxes found in several applications. An example of a common dialog box containing the same terminology is the Options dialog box on the Tools menu in the Office applications.

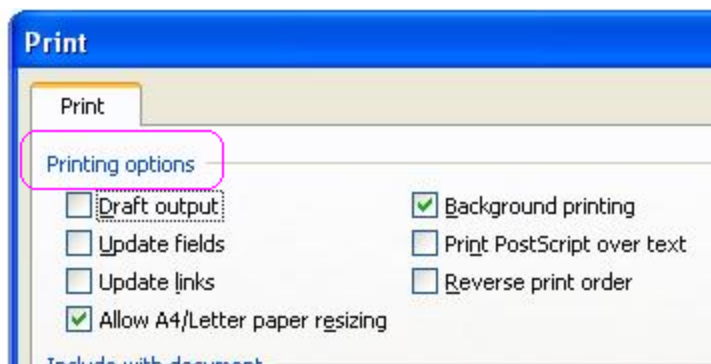
Dialog Box Titles



Dialog titles should be consistent with the menus items or menu commands that call them. Typically, menus are verbs in the imperative mood, therefore dialog titles should be verbs in the imperative mood.

UI Category	English example	Amharic example
Menu Item	Split cells	(+) ህዋስ ክፈል
Dialog Title	Split cells	(+) ህዋስ ክፈል

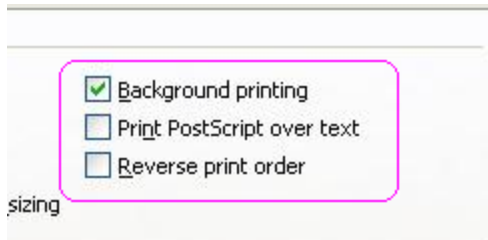
Group Box Titles



- Typically, group box titles should be a noun or a conjugated verb.

English example	Amharic example
Include with document	(+) ከሰነዱ ጨምረው
Printing Options	(+) የጎጥመት አማራጮች

Check boxes



- Typically, check boxes should be a noun or a conjugated verb.

English example	Amharic example
Enable reminder	(+) አስታዋሽ አንቃ
Don't show me this dialog again.	(+) ይኸን መገናኛ ዳግም አታሳየኝ
Always ask me first	(+) ኹሌም አስቀድመክ ጠይቀኝ

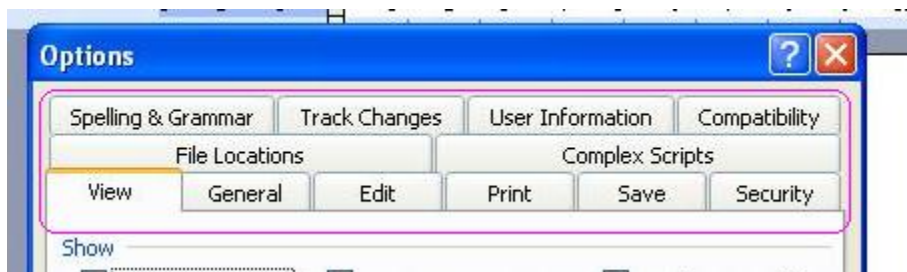
Buttons



- Typically, buttons should be a noun or a conjugated verb.

English example	Amharic example
Add	(+) አክል
Cancel	(+) ሠርዝ
Continue	(+) ቀጥል

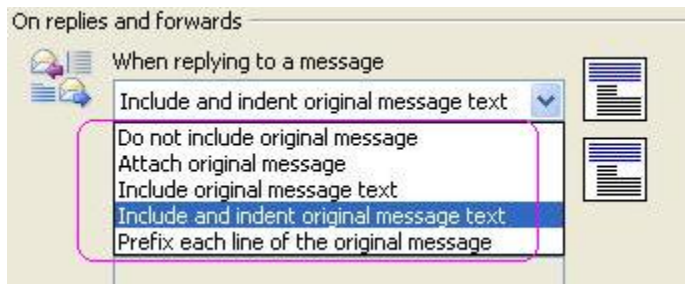
Dialog Box Tabs



- Typically, dialog box tabs should be a noun or a conjugated verb.

English example	Amharic example
Print	(+) ኣትም
Changes	(+) ለውጦች
Format	(+) ቅርጻት

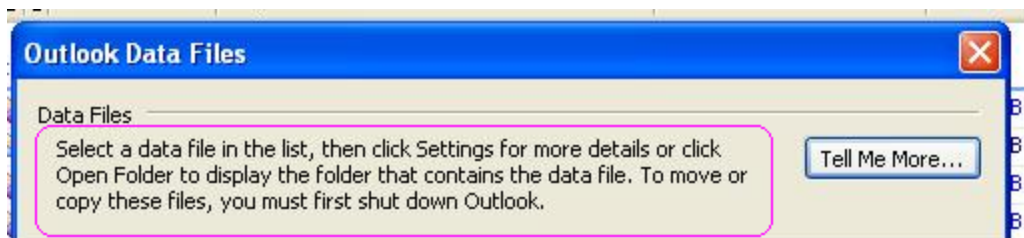
Lists Boxes/Tables



- Use parallel language for UI elements that are parallel in function, such as lists and tables. Make sure to make all items:
 - Similar in form.
 - Use the same part of speech.

Where there is an English verb all translation must end with a verb in the imperative. Amharic is always more at ease with its verbs than other word classes. The subject of the introductory phrase is, of course, also that of the main verb.

Instruction Text In Dialog Boxes



- When a user is expected to take action on a page or in a section, use the imperative verb.

English example	Amharic example
Change settings for the files	(+) የፋይሎችን ቅንጅት ቀይር
Outlook uses to store e-mail messages and documents.	(+) Outlook የኢ-ሜይል መልእክትና ሰነድ ያስቀመጥበታል።

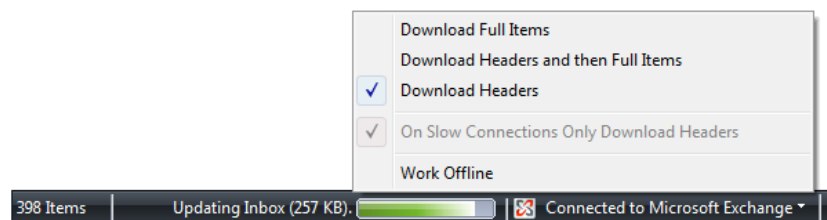
Messages

There is no as such a special consideration to be made except the routine translation professional obligations duties to meet standards and come up with legible text similar to the source text.

Status Messages

What is a Status Bar Message?

A status bar message is an informational message about the active document or a selected command as well as about any active or selected interface item. Messages are shown in the status bar at the bottom of the window when the user has chosen a menu, a command or any other item, or has started a function. The status bar messages refer to actions being performed or already complete (for example in Outlook below).



Amharic Style in Status bar Messages

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

Name	Amharic Name	Category	English Status Bar message	Amharic Status Bar message
Edit	(+) አርትዕ	menu	Contains editing commands	(+) የአርትዕት ትዕዛዞችን ይዟል
Copy to Folder...	(+) ቅዳ ወደ አቃፊ...	menu	Copies the selected items to a new location	(+) የተመረጡትን ንጥሎች ወደ አዲስ ሥፍራ ይቀዳቸዋል
New	(+) አዲስ	command	Creates a new document	(+) አዲስ ሰነድ ፍጠር
			Make object visible?	(+) ነገሩ እንዲታይ ይሁን?
			Word is converting the document. Press Esc to stop.	(+) Word ሰነዱን እየቀየረው ነው። ለማቆም Esc የሚለውን ይጫኑ።
			Datasheet View	(+) የውሂብ ሉህ ዕይታ
			Done	(+) ተጠናቋል

The importance of standardization

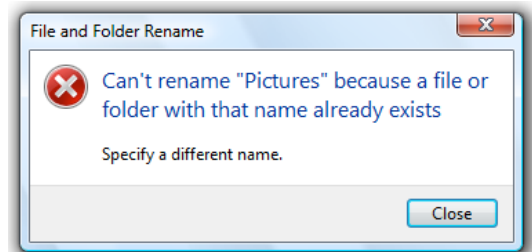
In the US product you can often find messages that are phrased differently even though they have the same meaning. Try to avoid this in the localized Amharic version. Use one standard translation as in the examples below:

English term	Correct Amharic translation
Press F1 to get Help	(+) እርዳታ ለማግኘት ከፊለኑ F1 ይጫኑ
If you want Help press F1	
To get Help press F1	
Not enough memory	(+) በቂ ማህደረ ትውስታ የለም
Insufficient memory	
There is not enough memory	
Save changes to %1?	(+) በ%1 ላይ የተደረጉትን ለውጦችን ማስቀመጥ ይፈልጋሉ?
Do you want to save changes to %1?	

Error Messages

What Is An Error Message?

Here is an example:



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

Amharic Style in Error Messages

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

As you localize the software into Amharic, you should ensure that you use a standard phrase for error messages that have the same meaning and purpose in the US-English version.

Standard Phrases in Error Messages

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

Examples:

English	Translation	Example	Comment
Cannot ... Could not ...	(+)...አልተቻለም።	(+) ፋይሉን ማግኘት አልተቻለም።	n/a
Failed to ... Failure of ...	(+) የ... ስህተት	(+) የግንኙነት ስህተት	n/a
Cannot find ... Could not find ... Unable to find ... Unable to locate ...	(+)... ማግኘት አልተቻለም።	(+) ፋይሉን ማግኘት አልተቻለም።	n/a
Not enough memory	(+) በቂ የሆነ ማኅደረ ትውስታ የለም።	(+) በቂ የሆነ ማኅደረ ትውስታ የለም።	n/a

English	Translation	Example	Comment
Insufficient memory There is not enough memory There is not enough memory available			
... is not available ... is unavailable	(+)... የሚገኝ አይደለም።	(+) ፕሮግራሙ የሚገኝ አይደለም።	n/a

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".

When localizing error messages containing placeholders, find out what text will replace the placeholder when the user sees the error message. This process is necessary because you must ensure the resulting sentence will be grammatically correct when the placeholder is replaced with a word or phrase. Most source strings have instructions that detail what text will replace the placeholder.

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

English examples	Amharic examples
in %d days	(+) በ %d ቀናት
%d minutes	(+) በ %d ደቂቃዎች

The letters and symbols used in placeholder text convey a specific meaning. Please refer to the following table for examples of placeholder text and corresponding error message text that users will see.

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

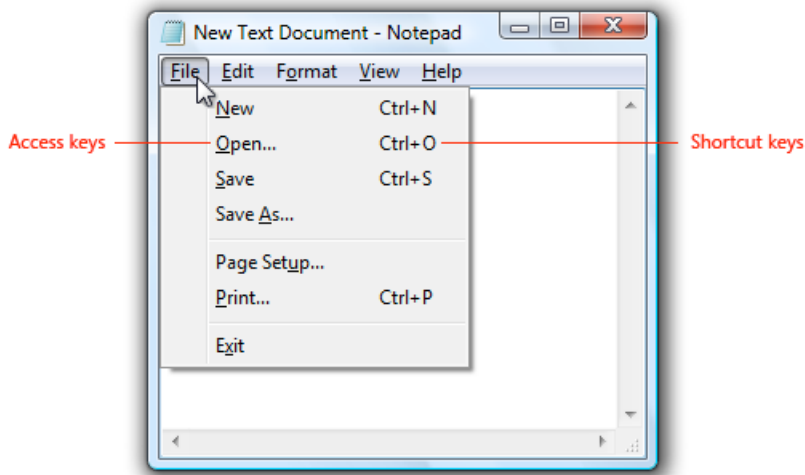
Keys

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). n/a

Access Keys/Hot keys

Note: Access Keys functionality is not supported in Amharic version of LIP 3.0 Windows 7 and Office 14, this section can be ignored.



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

Hot Key Special Options	Usage: Is It Allowed?	Notes
"Slim characters", such as l, I, t, r, f can be used as hot key	n/a	n/a
Characters with downstrokes, such as g, j, y, p and q can be used as hotkeys	n/a	n/a
Extended characters can be used as hotkeys	Yes	n/a
An additional letter, appearing between brackets after item name, can be used as hotkeys	Yes	n/a
A number, appearing between brackets after item name, can be used as hotkey	Yes	n/a
A punctuation sign, appearing between brackets after item name, can be used as hotkey	Yes	n/a
Duplicate hotkeys are allowed when no other character is available	n/a	n/a
No hotkey is assigned when no more characters are available (minor options only)	n/a	n/a

Additional notes: n/a

Arrow Keys

The arrow keys move input focus among the controls within a group. Pressing the right arrow key moves input focus to the next control in tab order, whereas pressing the left arrow moves input focus to the previous control. Home, End, Up, and Down also have their expected behavior within a group. Users can't navigate out of a control group using arrow keys.

Numeric Keypad

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

Shortcut Keys

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

Standard Shortcut Keys

US Command	US English Shortcut Key	Amharic Command	Amharic Shortcut key
General Windows Shortcut keys			
Help window	F1	የዕገዛ መስኮት	F1
Context-sensitive Help	Shift+F1	ሁኔታ-በቀላሉ የሚነካው ሁኔታ	Shift+F1
Display pop-up menu	Shift+F10	ብቅ ባይ ምናሌን አሳይ	Shift+F10
Cancel	Esc	ተወው	Esc
Activate\Deactivate menu bar mode	F10	የምናሌ አሞሌ ሁኔታን አንቃ/ አታንቃ	F10
Switch to the next primary application	Alt+Tab	ወደሚቀጥለው አንደኛ መተግበሪያ ለውጥ	Alt+Tab
Display next window	Alt+Esc	የሚቀጥለውን መስኮት አሳይ	Alt+Esc
Display pop-up menu for the window	Alt+Spacebar	ለመስኮቱ ብቅ ባይ ምናሌን አሳይ	Alt+Spacebar
Display pop-up menu for the active child window	Alt+-	ንቁ ለሆነው የልጅ መስኮት ብቅ ባይ ምናሌን አሳይ	Alt+-
Display property sheet for current selection	Alt+Enter	አሁን ለተመረጠው የንብረት ሉህ አሳይ	Alt+Enter
Close active application window	Alt+F4	ንቁ የሆነውን መተግበሪያ መስኮት ዝጋ	Alt+F4
Switch to next window within (modeless-compliant) application	Alt+F6	ወደሚቀጥለው መስኮት በ(ሁኔታ የለሽ-አቤቱታ) መተግበሪያ ለውጥ	Alt+F6
Capture active window image to the Clipboard	Alt+Prnt Scrn	ንቁውን የመስኮት ምስል ቅንጥብ ምስሎች ቦርድ ላይ ያዝ	Alt+Prnt Scrn
Capture desktop	Prnt Scrn	ዴስክቶፑን በቅንጥብ ምስሎች ቦርድ ላይ	Prnt Scrn

US Command	US English Shortcut Key	Amharic Command	Amharic Shortcut key
image to the Clipboard		አትም	
Access Start button in taskbar	Ctrl+Esc	በሥራ አምሌ ላይ ጀምር አዝራርን አግኝ	Ctrl+Esc
Display next child window	Ctrl+F6	የሚቀጥለውን የልጅ መስኮት አሳይ	Ctrl+F6
Display next tabbed pane	Ctrl+Tab	የሚቀጥለውን የተዘጋጀ መቃን አሳይ	Ctrl+Tab
Launch Task Manager and system initialization	Ctrl+Shift+Esc	የሥራ አስተዳዳሪና የስልት ማስጀመሪያ አስጀምር	Ctrl+Shift+Esc
File Menu			
File New	Ctrl+N	አዲስ ፋይል	Ctrl+N
File Open	Ctrl+O	ፋይል ክፈት	Ctrl+O
File Close	Ctrl+F4	ፋይል ዝጋ	Ctrl+F4
File Save	Ctrl+S	ፋይል አስቀምጥ	Ctrl+S
File Save as	F12	ፋይል አስቀምጥ እንደ	F12
File Print Preview	Ctrl+F2	ፋይል ከሕትመት በፊት ዕይታ	Ctrl+F2
File Print	Ctrl+P	ፋይል አትም	Ctrl+P
File Exit	Alt+F4	ከፋይል ውጣ	Alt+F4
Edit Menu			
Edit Undo	Ctrl+Z	ወደኋላ መልስ አርትዕ	Ctrl+Z
Edit Repeat	Ctrl+Y	ደግሞን አርትዕ	Ctrl+Y
Edit Cut	Ctrl+X	ቁረጥን አርትዕ	Ctrl+X
Edit Copy	Ctrl+C	ቅዳን አርትዕ	Ctrl+C
Edit Paste	Ctrl+V	ለጥፍን አርትዕ	Ctrl+V
Edit Delete	Ctrl+Backspace	ስርዝን አርትዕ	Ctrl+Backspace
Edit Select All	Ctrl+A	ሁሉንም ምርጥ አርትዕ	Ctrl+A
Edit Find	Ctrl+F	አግኝን አርትዕ	Ctrl+F
Edit Replace	Ctrl+H	ተካን አርትዕ	Ctrl+H

US Command	US English Shortcut Key	Amharic Command	Amharic Shortcut key
Edit Go To	Ctrl+B	ወደ... ሂድን አርትዕ	Ctrl+B
Help Menu			
Help	F1	ኤፍ1	F1
Font Format			
Italic	Ctrl+I	አግድም ጽሁፍ	Ctrl+I
Bold	Ctrl+G	ድርብ ጽሁፍ	Ctrl+G
Underlined\Word underline	Ctrl+U	ከቃሉ ስር አስምርበት	Ctrl+U
Large caps	Ctrl+Shift+A	ሰፋፊ ሆሄያት	Ctrl+Shift+A
Small caps	Ctrl+Shift+K	ትናንሽ ሆሄያት	Ctrl+Shift+K
Paragraph Format			
Centered	Ctrl+E	መሃል ላይ የተቀመጠ	Ctrl+E
Left aligned	Ctrl+L	በግራ በኩል የተሰለፈ	Ctrl+L
Right aligned	Ctrl+R	በቀኝ በኩል የተሰለፈ	Ctrl+R
Justified	Ctrl+J	የተረጋገጠ	Ctrl+J

Document Translation Considerations

Document localization may require some specific considerations that are different from software localization. This section covers a few of these areas.

Titles

In English the title for chapters usually begins with “How to ...” or with phrases such as “Working with ...” or “Using ...” In the Amharic version of Microsoft documentation, we use the same style:

English example	Amharic example
How to use Outlook	(+) Outlookን እንዴት መጠቀም ይቻላል
How to create a table	(+) ሰንጠረዥ እንዴት መፍጠር ይቻላል

Document localization may require some specific considerations that are different from software localization. This section covers a few of these areas.

Headings for topics in Troubleshooting Help are often constructed after the pattern "I have done so and so, but this or that does not happen". Keep the same grammatical structure in Amharic.

Copyright

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

Translation of copyright text should be consistent both within the product being localized and across Amharic versions of Microsoft products. Important things to remember:

- No changes in copyright text are allowed until English text is different. Different Amharic translation should be treated as a minor style error unless meaning is the same (if meaning was changed, it would be an accuracy error.)
- Logo word position: all logo occurrences should be at the end of Amharic trademarks enumeration regardless of where the <name> logo part is placed in the English text. It is required to make sure logo in Amharic is associated only with the following product/technology name (not with the subsequent names too.)

English example	Amharic example
<p>© 2011 Microsoft Corporation. All rights reserved.</p> <p>The example companies, organizations, products, people, and events depicted herein are fictitious. No association with any real company, organization, product, person, or event is intended or should be inferred.</p> <p>Microsoft, the Office logo, Outlook, PowerPoint, SharePoint, Windows, the Windows logo, and Windows Server are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.</p>	<p>(+)</p> <p>© 2011 Microsoft Corporation.ሁሉም መብቱ የተጠበቀ ነው።</p> <p>እዚህ ላይ የተገለጹት የኩባንያ፣ የድርጅት፣ የምርት፣ የሰዎች፣ እና የዝግጅቶች ስሞች ሁሉ ፈጠራ ናቸው። ከማናቸውም በውኃ ካለ ኩባንያ፣ ድርጅት፣ ምርት፣ ሰው ወይም ዝግጅት ጋር ምንም ዓይነት ሆነ ተብሎ የተደረገ የማዛመድ/ የማገናኘት ሥራ የለም።</p> <p>Microsoft፣የOffice ሎጎ፣ Outlook፣ PowerPoint፣ SharePoint፣ Windows፣Windows Server፣ የWindows ሎጎ የMicrosoft Corporation በዩናይትድ ስቴትስ እና/ ወይም በሌሎች ሃገሮችየተመዘገቡ የንግድ ምልክቶች ወይም የንግድ ምልክቶች ናቸው።</p>

Describing Actions with UI items

The English verb "click" is translated as ጠቅ ያድርጉ.

Example:

(+) አርትቦ የሚለውን ጠቅ ያድርጉ

Standard Phrases in Documentation

Use the following standard translations for typical phrases:

English example	Amharic example
What do you want to do?	(+) ምን ማድረግ ይፈልጋሉ? or (+) ማድረግ የሚፈልጉት:
To ... Press Do this	(+)... (ለማድረግ)፣ ይጫኑ/ ይህን ያድርጉ
See also	(+) በተጨማሪ ይመልከቱ
For more information click [>>]	(+) ለበለጠ መረጃ [>>]ን ይጫኑ
For more information please refer to...	(+) ለበለጠ መረጃ ...ን ይመልከቱ።