

# Armenian Style Guide

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# 1 About this style guide

This style guide is intended for the localization professional working on localized products that run on a Microsoft platform. It's not intended to be a comprehensive coverage of all localization practices, but to highlight areas where Microsoft has specific preferences or deviates from standard practices for Armenian localization.

The primary goal of this guide is to help you understand and learn how to address all of the necessary linguistic and stylistic nuances of Armenian during the localization of your products and services.

The style guide covers guidelines and recommendations for translating the Microsoft voice into Armenian including words, grammatical structures, the needs of the audience, and the intent of the text that are to be considered. Each of these areas is supplemented with samples.

Other language considerations covered in this style guide are accessibility, trademarks, geopolitical concerns and specific software considerations.

We welcome your feedback, questions and concerns regarding the style guide. Please send your feedback via [Microsoft Language Portal](#).

## 1.1 Recommended 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**

When more than one solution is possible, consult the other topics in this style guide for guidance.

1. Հայոց լեզվի կանոններ (Գերատեսչական նորմատիվ ակտեր), Ե., 2003, Պաշտոնական տեղեկագիր ՓԲԸ, 52 էջ:
2. Armenian standard 34.001-06: Information technologies. Character sets and keyboards. Character encoding and keyboard layouts.
3. Տերմինաբանական և ուղղագրական տեղեկատու, Ե. , 2006.

### **Microsoft User interface reference**

A helpful reference is the [Windows User Experience Interaction Guidelines](#).

## 2 Microsoft voice

Microsoft's brand personality comes through in our voice and tone—what we say and how we say it. The design of Microsoft products, services, and experiences hinges on crisp simplicity.

Three principles form the foundation of our voice:

- **Warm and relaxed:** We're natural. Less formal, more grounded in honest conversations. Occasionally, we're fun. (We know when to celebrate.)
- **Crisp and clear:** We're to the point. We write for scanning first, reading second. We make it simple above all.
- **Ready to lend a hand:** We show customers we're on their side. We anticipate their real needs and offer great information at just the right time.

The Microsoft voice targets a broad set of users from technology enthusiasts and casual computer users. Although content might be different for different audiences, the principles of Microsoft voice are the same. However, Microsoft voice also means keeping the audience in mind. Choose the right words for the audience: use technical terms for technical audiences, but for consumers use common words and phrases instead.

These key elements of Microsoft voice should extend across Microsoft content for all language locales. For each language, the specific choices in style and tone that produce Microsoft voice are different. The following guidelines are relevant for US English as well as many other languages.

### Guidelines

Keep the following guidelines in mind:

- Write short, easy-to-read sentences.
- Avoid passive voice—it's difficult to read and understand quickly.
- Be pleasant and ensure that explanations appear individualized.
- Avoid slang and be careful with colloquialisms—it's acceptable to reassure and connect with customers in a conversational tone, but be professional in doing so.

### 2.1 Choices that reflect Microsoft voice

Translating Armenian in a way that reflects Microsoft voice means choosing words and grammatical structures that reflect the same style as the source text. It also means considering the needs of the audience and the intent of the text.

The general style should be clear, friendly and concise. Use language that resembles conversation observed in everyday settings as opposed to the formal, technical language that's often used for technical and commercial content.

When you're localizing source text written in Microsoft voice, **feel free to choose words that aren't standard translations** if you think that's the best way to stay true to the intent of the source text.

Because Microsoft voice means a more conversational style, literally translating the source text may produce target text that's not relevant to customers. To guide your translation, consider the intent of the text and what the customer needs to know to successfully complete the task.

### 2.1.1 Word choice

#### Terminology

Use terminology from the [Microsoft Language Portal](#) where applicable, for example key terms, technical terms, and product names.

#### Short word forms and everyday words

Microsoft voice text written in US English prefers short, simple words spoken in everyday conversations. In English, shorter words are friendlier and less formal. Short words also save space on screen and are easier to read quickly. Precise, well-chosen words add clarity, but it's important to be intentional about using everyday words that customers are accustomed to.

The following table lists some common words that are used for Microsoft voice in US English.

en-US word	en-US word usage
App	Use <i>app</i> instead of <i>application</i> or <i>program</i> .
Pick, choose	Use <i>pick</i> in more fun, less formal or lightweight situations ("pick a color," not "choose a color") and <i>choose</i> for more formal situations (don't use <i>select</i> unless necessary for the UI).
Drive	For general reference to any drive type (hard drive, CD drive, external hard drive, etc.). Use specific drive type if necessary.

Get	Fine to use as a synonym for "obtain" or "come into possession of" but avoid for other general meanings.
Info	Use in most situations unless <i>information</i> better fits the context. Use <i>info</i> when you point the reader elsewhere ("for more info, see <link>").
PC	Use for personal computing devices. Use <i>computer</i> for situations about PCs and Macs. Don't switch between <i>PC</i> and <i>computer</i> .
You	Address the user as <i>you</i> , directly or indirectly through the use of first- and second-person pronouns like "you." Avoid third-person references, such as "user," as they sound formal and impersonal.  For information on localizing <i>you</i> , see the section <a href="#">Pronouns</a> .

Armenian Microsoft voice can be conveyed through similar means by using shortened words or short words in rare cases.

en-US source term	Armenian word	Armenian word usage
Message	Ուղերձ, նամակ	Use "ուղերձ, նամակ" instead of "հաղորդագրություն."
User	Օգտվող	Use "օգտվող" instead of "օգտագործող."
PC	ԱՀ	Use "ԱՀ" instead of "անհատական համակարգիչ" or "համակարգիչ".
Tel:	հեռ.	
E-mail	էլ. փոստ	

## 2.1.2 Words and phrases to avoid

Microsoft voice avoids an unnecessarily formal tone. The following table lists US English words that add formality without adding meaning, along with more common equivalents.

en-US word/phrase to avoid	Preferred en-US word/phrase
Achieve	<i>Do</i>
As well as	<i>Also, too</i>

Attempt	<i>Try</i>
Configure	<i>Set up</i>
Encounter	<i>Meet</i>
Execute	<i>Run</i>
Halt	<i>Stop</i>
Have an opportunity	<i>Can</i>
However	<i>But</i>
Give/provide guidance, give/provide information	<i>Help</i>
In addition	<i>Also</i>
In conjunction with	<i>With</i>
Locate	<i>Find</i>
Make a recommendation	<i>Recommend</i>
Modify	<i>Change</i>
Navigate	<i>Go</i>
Obtain	<i>Get</i>
Perform	<i>Do</i>
Purchase	<i>Buy</i>
Refer to	<i>See</i>
Resolve	<i>Fix</i>
Subsequent	<i>Next</i>
Suitable	<i>Works well</i>
Terminate	<i>End</i>
Toggle	<i>Switch</i>
Utilize	<i>Use</i>



The following table lists US English words, words or phrases to avoid in Armenian, and recommended equivalent words or phrases that convey the Armenian Microsoft voice.

en-US source	Armenian old word/phrase	Armenian new word/phrase
Achieve	Կատարել, իրագործել, իրականացնել	Անել
In addition	Ի հավելումն	Նաեւ
Have an opportunity	Հնարավորություն ունենալ	Կարողանալ
However	Սակայն, այնուամենայնիվ	Բայց
Subsequent	Ներքոհիշյալ	Հաջորդ, ստորեւ
Previous	Վերոհիշյալ, վերոբերյալ	Նախորդ
Support, contribute	Օժանդակություն ցուցաբերել	Աջակցել, օգնել
Locate	Տեղորոշել	Գտնել
Make a recommendation	Առաջարկություն անել	Առաջարկել

## 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	Armenian target	Explanation
The password isn't correct, so please try again. Passwords are case-sensitive.	Գաղտնաբառը ճիշտ չէ, կրկին փորձեք: Գաղտնաբառերը դուրձագգայուն են:	The user has entered an incorrect password so provide the user with a short and friendly message with the action to try again.
This product key didn't work. Please check it and try again.	Այս արտադրահամարը չի գործում: Ստուգեք այն եւ փորձեք կրկին:	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	Ամեն ինչ պատրաստ է:	Casual and short message to inform user that setup has completed, ready to start using the system.

Would you like to continue?	Շարունակե՞նք:	Use of the second person pronoun "you" to politely ask the user if they would like to continue.
Give your PC a name—any name you want. If you want to change the background color, turn high contrast off in PC settings.	Ձեր ԱՀ-ին տվեք ձեր ուզած անունը: Եթե ուզում եք փոխել հետնաշերտի գույնը, անջատեք բարձր ցայտունությունը՝ ԱՀ-ի կարգավորումներում:	Address the user directly using the second person pronoun to take the necessary action.

## 2.2.2 Promote a feature

US English	Armenian target	Explanation
Picture password is a new way to help you protect your touchscreen PC. You choose the picture—and the gestures you use with it—to create a password that's uniquely yours.	Նկար-գաղտնաբառը նոր եղանակ է, որը ձեզ կօգնի պաշտպանել ձեր հպակեկրան ԱՀ-ը: Դուք ընտրում եք նկարը եւ դրա հետ օգտագործվող շարժումները՝ ստեղծելու համար գաղտնաբառ, որը բացառապես ձերն է:	Promoting a specific feature with the use of em-dash to emphasis the specific requirements to enable the feature which in this situation is picture password.
Let apps give you personalized content based on your PC's location, name, account picture, and other domain info.	Թողեք, որ գործադիրները ձեզ տան անհատականացված բովանդակություն՝ հիմնված ձեր ԱՀ-ի տեղադրության, անվան, հաշվի նկարի եւ տիրույթային այլ տեղեկության վրա:	Promoting the use of apps. Depending on the context of the string you can add familiarity to the text by using everyday words, for example, PC.

## 2.2.3 Provide how-to guidelines

US English	Armenian target	Explanation
To go back and save your work, click Cancel and finish what you need to.	Վերադառնալու եւ ձեր գործը պահելու համար կտտացրեք «Չեղարկել» եւ ավարտեք ինչը, որ պետք է:	Short and clear action using the second person pronoun.

To confirm your current picture password, just watch the replay and trace the example gestures shown on your picture.	Հաստատելու համար ձեր ընթացիկ նկար-գաղտնաբառը պարզապես դիտեք կրկնությունը եւ հետագծեք ձեր նկարի վրա ցուցադրվող շարժումներին նմուշը:	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.
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## 2.2.4 Explanatory text and support

US English	Armenian target	Explanation
The updates are installed, but Windows 10 Setup needs to restart for them to work. After it restarts, we'll keep going from where we left off.	Արդիացումները տեղադրված են, բայց Windows 10-ի տեղակայիչը տեղակայումը պետք է վերագործարկվի, որպեսզի դրանք աշխատեն: Վերագործարկելուց հետո կշարունակենք այնտեղից, ուր կանգ էինք առել:	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.	Եթե հիմա վերագործարկեք, դուք կամ այս ԱՀ-ը և օգտագործող այլ մարդիկ կարող եք կորցնել չպահված գործերը:	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.	Անվավեր կամ բացակայող հատկությունները շտկելուց հետո այս փաստաթուղթը ինքնաշխատորեն տեղափոխվելու է աջ դարանն ու պանակը:	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.	Ինչ-որ վատ բան է եղել: Չգտնվեցին ներբեռնված նիշքերը՝ սկզբնաբեռնվող USB ֆլեշ հիշասարք ստեղծելու համար:	Without complexity and using short sentences inform the user what has happened.

## 3 Language-specific standards

Information about Armenian-specific standards, such as phone number formats, date formats, currency formats, and measurement units are available from the [GoGlobal Developer Center](#).

## 3.1 Grammar, syntax and orthographic standards

This section includes information on how to apply the general language and syntax rules to Microsoft products, online content, and documentation.

### 3.1.1 Abbreviations

In the Armenian language, abbreviations are formed, by either using the capitalized first letters of the words in question, or writing the first three letters of the word in question and putting a dot after the last letter. When giving the plural form of abbreviations, the combination “-ներ” should follow the last letter of the abbreviation.

#### Common abbreviations

You might need to abbreviate some words in the UI (mainly buttons or options names) due to lack of space or other reasons (such as avoiding grammatically wrong structures). Don't abbreviate words arbitrarily; use only the commonly accepted abbreviations listed below.

List of common abbreviations:

Expression	Acceptable Abbreviation
նկար	(+) նկ.
եւ այլն	(+) ևն
ծամ	(+) ժ.
րոպե	(+) ռ.
վայրկյան	(+) վ.
տարի	(+) տ.
ամիս	(+) ամ.
շաբաթ	(+) շաբ.
կիլոբայթ	(+) ԿԲ
մեգաբայթ	(+) ՄԲ

Expression	Acceptable Abbreviation
գիգաբայթ	(+) ԳԲ
կիլոբիթ	(+) կբիթ
օրինակ	(+) օր.
սույն թվի	(+) ս. թ.
քաղաք	(+) ք.
գյուղ	(+) գ.
փողոց	(+) փ.
պողոտա	(+) պող.
շենք	(+) շ.
բնակարան	(+) բն.
հարկ	(+) հ.
սենյակ	(+) ս.
հեռախոս	(+) հեռ.
հեռապատճեն	(+) հոպտճ.
պարոն	(+) պրն.
տիկին	(+) տիկ.
Հայաստանի Հանրապետություն	(+) ՀՀ
Բարձրագույն ուսումնական հաստատություն	(+) ԲՈՒՀ
Երևանի պետական համալսարան	(+) ԵՊՀ
Հասարակական կազմակերպություններ	(+) ՀԿ-ներ

Don't abbreviate օր, էջ, տե՛ս:

### 3.1.2 Acronyms

Acronyms are words made up of the initial letters of major parts of a compound term. Common examples are WYSIWYG (What You See Is What You Get), DNS (Domain Name Server), and HTML (Hypertext Markup Language).

In Armenian, acronyms are formed on the same principle as in English, but are used less common. For example: ԱՀ (Անհատական համակարգիչ), ՀՏԾ (Համացանցի ծառայություններ տրամադրող) ect.

#### Localized acronyms

In online help or documentation, spell out the words that comprise an acronym or abbreviation the first time that acronym is used in the text. You should include the language-specific translation, the US term, and the acronym as in the following examples:

- (+) **Տվյալների մատչման առարկաներ** (Data Access Objects, DAO)
- (+) **ActiveX տվյալների առարկաներ** (ActiveX Data Objects, ADO)

In the user interface, there is usually not enough space for all three terms (US term, language-specific translation, and the acronym); only in wizards, the acronym can easily be spelled out and localized on first mention. If there are space constraints or there is no 'first' occurrence, it's up to you to judge to the best of your knowledge whether the acronym or abbreviation can be left as is or should be spelled out and localized.

**Note:** Although the English acronym can't generally be derived from the language-specific translation, creating a new acronym derived from the language-specific translated term is not an option. For example, don't replace an English acronym with a language-specific acronym; instead, leave the English acronym or abbreviation intact, as in the following examples "where DLL" and "DPI" are correctly rendered as "DLL" and "DPI":

Language	English example	Acceptable translation
Armenian	DAO Recordset	(+) DAO Գրավազմ

**Caution:** Don't include a generic term after an acronym or abbreviation if one of the letters in the acronym stands for that term. Even though this might occur in the US-English version, it should be "corrected" in the localized version. The following examples show the redundancy in red for English and Armenian terms:

- (-) RPC **call**
- (-) HTML **language**
- (-) TCP/IP-**Protocol**

- (-) PIN Number
- (-) ՀՏԾ ծառայություններ

The exceptions are several acronyms that are written with small letters:

բուհ (բարձրագույն ուսումնական հաստատություն),

ջէկ (ջերմային էլեկտրակայան),

### Unlocalized acronyms

Many abbreviations and 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

In case non-localized abbreviations are used in Armenian text, it might be necessary to use auxiliary words (in Armenian) to indicate the function or the character of such abbreviations, for example:

(+) API սիջերես

(+) NTFS նիշքերի համակարգ

If you're unsure what an acronym or abbreviation stands for or refers to, contact your PM.

### 3.1.3 Adjectives

In Armenian, adjectives are not modified grammatically. In case of using as nouns, they can be declined, have a definite article or plural forms. Some part of the adjectives has comparative degrees using word building and syntax ways.

English source	Armenian target
...there are no smaller letters	...ավելի փոքր տառեր չկան

#### Possessive adjectives

The frequent use of possessives is a feature of English language. However, in Armenian possessive adjectives are only used to express real sense of property.

English source	Armenian target
Open your file	Բացեք նիշքը

### 3.1.4 Articles

#### General considerations

In Armenian articles only defined, attached to the end of word and having a connotation of shades (possessive, personal, demonstrative).

#### Unlocalized feature names

Microsoft product names and non-translated feature names are used without definite or indefinite articles in the English language. In Armenian not localizable names can have declension endings put after quotation marks (if needed).

Examples: (+) Word-ից, Excel-ի, «Internet Explorer»-ը եւ այլն:

#### Localized feature names

In Armenian translated special names can have declension endings put after quotation marks (if needed).

Example: (+) «Հետախույզը»-ը օգնում է կարգավորել համակարգչի պարունակությունը:



## Articles for English borrowed terms

When faced with an English loan word previously used in Microsoft products, consider these options:

- **Motivation:** Does the English word have any formally motivated features that would allow a straightforward integration into the noun class system of the Armenian language? In Armenian borrowed English words don't have formally motivated features.
- **Analogy:** Is there an equivalent Armenian term whose article could be used?
- **Frequency:** Is the term used in other technical documentation? If so, what article is used most often?

The internet may be a helpful reference here.

Check the [Microsoft Language Portal](#) to confirm the user of a new loan word and its proper article to avoid inconsistencies.

There are very few English loan words in Microsoft related terminology; examples are given below:

en-US source	Armenian
web	վեբ
contact	կոնտակտ (though this term is still translated as "կապորդ" in <a href="#">Microsoft Language Portal</a> , it has been decided to make a term change, however, the incorporation has not been done yet.)
team	թիմ (թիմային)
script	սկրիպտ

### 3.1.5 Capitalization

If the first word in the English source string is capitalized, the corresponding first word in the target language should also be capitalized. If the word in the English source string is not capitalized, the corresponding first word in the target language should also not be capitalized, unless language-specific rules specify different capitalization.

The usage of capital letters in Armenian compared to American English is limited. Sentences as well as proper names like: Aram, Yerevan, London, Ararat, etc., start with capital letters. If a proper name consists of several words, the first word is written with capital letters, and the other—with small letters. Exceptions are those words which are proper names by themselves.

- ՀՀ պետական եկամուտների նախարարություն
- Հայաստանի գրողների միություն
- Միավորված ազգերի կազմակերպություն
- Մարտիրոս Սարյանի թանգարան
- Երեւանի Սուրբ Գեորգ եկեղեցի
- Գաբեգին Երկրորդ հայրապետ
- Աշոտ Երկաթ թագավոր

Exceptions are names of states, federations, unions—all constituent words of which are written with capital letters. Examples:

- Հայաստանի Հանրապետություն
- Մեծ Բրիտանիայի եւ Հյուսիսային Իռլանդիայի Միացյալ Թագավորություն
- Ամերիկայի Միացյալ Նահանգներ
- Անկախ Պետությունների Համագործակցություն

English example	Armenian example
unknown software exception\r\n	(+) ծրագրաշարի անհայտ բացառություն\r\n
acquired	(+) ստացած
Log off user	(+) Դուրս գրել օգտագործողին
Edit...	(+) Խմբագրել...

Many more nouns and verbs are capitalized in the English source string than would normally be expected. You should not try to mimic the capitalization in the source strings, but use your knowledge of the spelling conventions of Armenian to decide which words in a string to capitalize and which to leave lower-case. Over-capitalization is awkward and leads to inconsistencies in the UI.

Should an English noun be capitalized in the source string and be translated by two words in the target language, be consistent in capitalizing either both words, or neither word, or capitalize one word and not the other. Be consistent in the application of spelling rules.

### 3.1.6 Compounds

Compounds should be understandable and clear to the user. Avoid overly long or complex compounds. Keep in mind that unintuitive compounds can cause intelligibility and usability issues.

Compound words are widely used in Armenian. There are various ways for their formation: they may be written as one single word (by joining morphemes), and as two or more separate words, in some cases joined by hyphens. The length of compounds in Armenian is not limited.

During translation all of the above mentioned ways of compound words formation may be used, depending on the context.

For more information on creation of compound words in Armenian, see Վ. Դ. Առաքելյան, Ա. Հ. Խաչատրյան, Ս. Ա. Էլոյան, Ժամանակակից հայոց լեզու հ. 1, Ե. 1979, page 250.

English example	Armenian example
Internet Accounts	(+) Համացանցի հաշիվներ
Logon script processing	(+) Ներս գրման սկրիպտի մշակում
Workgroup Administrator	(+) Աշխատախմբի վարիչ
Internet News Server Name	(+) Համացանցի նորությունների սերվերի անուն

The compounds below contain both, product and component names. The product names are marked in red. Product names are usually trademarked and, therefore, must remain unchanged. Additions to a product or component name are added with a hyphen or, if that's not appropriate, you need to create a periphrastic construction.

English example	Armenian example
Windows password	(+) Windows-ի գաղտնաբառ
Microsoft Word document	(+) Microsoft Word-ի փաստաթուղթ
Microsoft SQL Server Database	(+) Microsoft SQL Server-ի տվյալների շտեմարան

English example	Armenian example
Microsoft BackOffice product family	(+) Microsoft BackOffice արտադրանքի ընտանիք
ActiveX Control	(+) ActiveX կառավար

**Note:** The major product groups use the following unlocalized product portfolio names; these are considered product names and are always used without a hyphen or article in any language:

- Microsoft Office System
- Microsoft Windows Server System
- Windows Mobile

The compounds below contain either an abbreviation or a numeral followed by a component name. The abbreviation or numeral is marked in red in the English example. The Armenian example below show how such constructions should be translated.

English example	Armenian example
CD-ROM drive	(+) CD-ROM սարք
2-D gridlines	(+) 2-D ցանցագծեր
24 bit color value	(+) 24 -բիթանոց գունային արժեք
3.5 Floppy	(+) 3,5-անոց ճկուն սկավառակ
51/4-inch Floppy	(+) 51/4-դյուսանոց ճկուն սկավառակ
35mm slides	(+) 35 մմ լուսապատկերներ

### 3.1.7 Genitive

In Armenian genitive case is formed from nominative case by adding these endings (-ի, -ու, -ան, -ոջ, -վա or -ց) or by internal flexion.

The pronouns are inflected by changing the roots  
(ես>իմ, մենք>մեր, դու>քո, դուք>ձեր, նա>նրա, ով>ում):

It's required to avoid some sequential genitive cases.

English example	Armenian example	Comment
In the upper corner of the computer desktop.	(+) Համակարգչի սեղանի վերին անկյունում (-) Համակարգչի սեղանի վերելի անկյունում	Instead the genitive case վերելի preferable to use the adjective վերին.

### 3.1.8 Localizing colloquialism, idioms, and metaphors

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

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

- Don't attempt to replace the source colloquialism with an Armenian colloquialism that fits the same meaning of the particular context unless it's a perfect and natural fit for that context.
- Translate the intended meaning of the colloquialism in the source text (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	Armenian target
Bummer...	Ափսոս...
Working on it... Please bear with us.	Աշխատում ենք լուծել խնդիրը... Խնդրում ենք մի քիչ սպասել:
We've hit a snag...	Խնդիրներ են հայտնվել...

### 3.1.9 Nouns

#### General considerations

Noun can be modified according to flexion, plurality or definition. There can be some problems during translation, because in English nouns sometimes can be used without definite article (for example in dialog box, in lists, etc), but in Armenian it's required to put definite article to nouns.

Example: Պանակ(ը), պանակի(ն), պանակով etc.

## Inflection

In Armenian some part of nouns has internal flexion.

Example: (+) տուն>տան, միություն>միության, հայր>հոր: But in borderline conditions it's recommended to inflect by regular rules.

Example: (+) տպիչ>տպիչի (but not -տպչի) etc.

## Plural formation

Plural forms of nouns are formed through adding the combinations "-եր", "-ներ" "-իկ", "-ք", "-այք", "-ինք", however the last four combinations are very rarely used. When the noun ends with a vowel, the combination "ներ" is added to the noun, in case of consonant ending — "եր"

Examples:

en-US source	Armenian
calls	կանչեր
texts	գրվածքներ

### 3.1.10 Prepositions

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

In Armenian no prepositions are used. Instead of them cases as well as connectives that are being put before or after the word are used. In several cases usage of prepositions "ի" or "առ" instead of declension provides the better translation, especially in cases when the changing field follows the translated phrase, but there is no according field intended for such connectives.

US expression	Armenian expression	Comment
Save changes to	(+) Պահել փոփոխություններն առ	Otherwise it must have been used the solution "Պահել փոփոխությունները [variable field]–ում," if the variable [variable field] was assigned.

For the Microsoft voice, use of prepositions is another way to help convey a casual or conversational tone. Starting or ending a sentence with a preposition is acceptable practice in conveying Microsoft voice.

en-US old use of prepositions	en-US new use of prepositions
Developers can go to the application management site to find the apps for which they are looking.	Developers can go to the application management site to find the apps they are looking for.

In Armenian avoid using formal, bookish prepositions to convey Microsoft voice.

en-US source text	Armenian old use of prepositions	Armenian new use of prepositions
For security purposes your profile protected by password.	Անվտանգության նպատակով ձեր հատկագիրը պաշտպանված է գաղտնաբառով:	Անվտանգության համար ձեր հատկագիրը պաշտպանված է գաղտնաբառով:
For parameter info, see help.	Հարաչափերի վերաբերյալ տեղեկությունները տե՛ս օգնությունում:	Հարաչափերի մասին տեղեկությունները տե՛ս օգնությունում:
This operation is executed by the lower level drivers.	Այս գործողությունը կատարվում է ստորին մակարդակի սարքավարների օգնությամբ:	Այս գործողությունը կատարվում է ստորին մակարդակի սարքավարներով:

### 3.1.11 Pronouns

Pronouns relative to nouns, numerals, adjectives can be declined, pluralize. Pronoun "Ձեր" must not be written in capital letter and necessary to avoid its use.

Example:

English example	Armenian example
Use your mouse to draw circles on the page.	(+) Էջում շրջան գծելու համար գործածեք մկնիկը: (-) Էջում շրջան գծելու համար գործածեք ձեր մկնիկը:

Personal pronouns are a powerful way to express all the attributes of the Microsoft voice. The source text is moving away from indirect methods of referring to the user as

"user" and instead addressing the user directly through first- and second-person pronouns like "you." Avoid third-person references, such as "user," they sound formal and impersonal.

en-US old user reference	en-US new user reference
Users can change when new updates get installed.	You can change when new updates get installed.
This setting provides users with the best display appearance.	Choose one of these schemes or make your own.

In Armenian Microsoft voice personal pronouns are used only where it's strongly needed. We translate "your" only in cases where it applies directly to the user or belongs personally to them. We don't translate it when "your" fulfils a grammatical function and does not have a meaning of its own or when it's obvious that something belongs to the user. Thus, we translate "your" in "your settings" (setting that the user personally made) or "your files" (user's personal files), but not in "your hand" (it's obvious that the user's, not somebody else's hand is meant), "connect your mouse" ("your" here does not have a separate meaning, it simply means "a mouse").

Armenian old user reference	Armenian new user reference
Օգտվողները կարող են փոխել նոր արդիացումների տեղադրման ժամանակը:	Դուք կարող եք փոխել նոր արդիացումների տեղադրման ժամանակը:
Այս կարգավորումը տրամադրում է օգտվողներին լավագույն արտաքին տեսք:	Ընտրեք այս տարբերակներից մեկը, կամ պատրաստեք ձեր սեփականը:
Երբ դուք վերջացնեք գործիքի տեղադրումը, սեղանին կհայտնվի պատկերակը:	Երբ վերջացնեք գործիքի տեղադրումը, սեղանին կհայտնվի պատկերակը:

### 3.1.12 Punctuation

#### Comma

Comma is put after same sort of members in sentence, if there are no conjunctions -և-, -ու-, -կամ-. Interposition participial phrase is broken in sentence by comma. Also direct address is broken by comma. Parts of compound sentence are broken by comma, if there no conjunction or relative word.

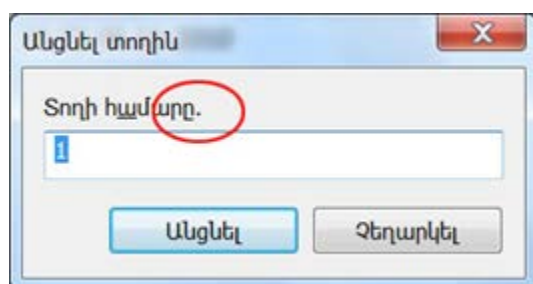


There is a punctuation mark in Armenian that doesn't exist in other languages ('). It's used in case of elliptical words, postpositional or antecedent participial phrases, postpositional qualifier, apposition, short direct speech.

## Colon

Colon in Armenian is represented by one dot. It's put after coordinating parts of sentences, if they have relation of causative meaning or have some independence from each other. It's put also after author speech before direct speech, as well as in case of numerating words and numerals and after short forms of words.

Unfortunately, there is no special code in Unicode yet, that's why it can cause misunderstanding. Many common keyboard drivers are put code 002E, that's wrong, because it causes wrong processing with popular text processors (it seems as ending of the sentence). Because of graphically they are matched, the mistakes are not noticed and taken appropriate attention. According to Armenian standards **34.001-06** it must be expressed by code 2024.



## Dashes and hyphens

Three different dash characters are used in Armenian:

### Hyphen

The hyphen (Armenian ենթամնա) is used to divide words into syllables. According the Armenian Standard **34.001-06** as the hyphen is used Unicode -058A.

Example:

(+) Համացանց

## Joining dash

Used to link parts of a compound word. In Armenian adjoining dash has no spaces before or after and should not be used instead of En or Em dash. Unicode - 2010, but not 002D as in most common keyboard drivers.

Example:

(+) տազնապ-ուղերձ

## En dash

The en dash is used as a minus sign, usually with spaces before and after. Space is omitted only when the minus is used to show that the number is negative.

Example:

(+) 1 – 2 = –1

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.

## Em dash (Armenian direct speech dash)

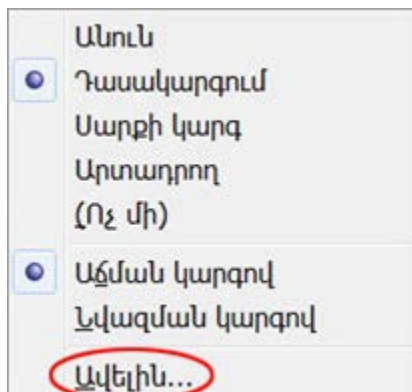
The em dash should only be used to emphasize an isolated element. Dashes should not be substituted with hyphens.

Example:

Կան տարբեր համակարգչային սարքեր — սալիկներ, հեռախոսներ եւ այլն:

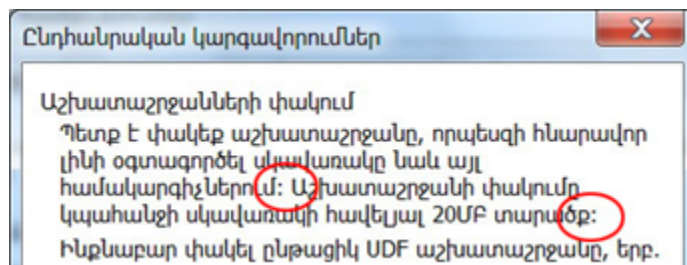
## Ellipses (suspension points)

Don't use three periods or Armenian middle dots for suspension points in printed documentation. Instead use the ellipsis character ... (ANSI 0133).



## Period

**Armenian full stop (վերջակետ)**—Punctuation mark in Armenian that consists from two points. Unicode 0589, but not 003A as in most common keyboard drivers. If the English sentence ended by exclamation or question sign Armenian translation must be ended by Armenian Full stop.



## Quotation marks

[«»] Unicode 00AB 00BB. In texts the names of dialog boxes' buttons or other commands can be placed in quotation marks, if it's unclear that the text about button.

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

## Parentheses

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

In Armenian there is no space between the parentheses and the text inside them. The placement of a full stop with the parentheses depends on what they refer to: if they enclose a part of the sentence, the full stop is placed after the closing bracket; if they enclose the full sentence, the full stop is placed inside the parentheses.

Examples:

(+) Շարունակելու համար սեղմեք «Առաջ» (կարող է պահանջվել արտադրահամարը):

(+) Շարունակելու համար սեղմեք «Առաջ»: (Կարող է պահանջվել արտադրահամարը:)

### 3.1.13 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.

en-US long form	en-US sentence fragment
Use the following steps.	Here's how

In Armenian Microsoft voice can also be conveyed through the use of sentence fragments. They are especially helpful before lists of items, instructions etc. When using sentence fragments, make sure that they fit the context and don't break grammar rules.

en-US source text	Armenian long form	Armenian sentence fragment
Use the following steps.	Կատարեք հետևյալ քայլերը:	Ահա, թե ինչպես:
Would you like to continue?	Դուք ցանկանո՞ւմ եք շարունակել:	Շարունակե՞նք:
You're almost done.	Դուք համարյա ավարտել եք:	Քիչ մնաց:

### 3.1.14 Symbols & non-breaking spaces

Non-breaking spaces and joining dashes are used in order to keep separate words in one line next to each other. Generally, they are: numerals, units of measure, verbs and auxiliary verbs etc.

### 3.1.15 Verbs

English passive voice can be localized by using Armenian Instrumentative and Ablative case or կողմից Preposition, which express different shades of meaning and must be properly used. In Armenian is more preferred active voice usage.

Example:

English	Translation
Windows Update has been disabled by your system administrator.	(+) Windows Update-ն անջատել է համակարգի վարիչը: (+) Windows Update-ն անջատվել է համակարգի վարիչի կողմից: (-) Windows Update-ն անջատվել է համակարգի վարիչով:

## 4 Localization considerations

Localization means that the translated text needs to be adapted to the local language, customs and standards.

The language in Microsoft products should have the "look and feel" of a product originally written in Armenian, 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.

### 4.1 Accessibility

Accessibility options and programs are designed to make the computer usable by people with cognitive, hearing, physical, or visual disabilities.

Hardware and software components engage a flexible, customizable user interface, alternative input and output methods, and greater exposure of screen elements.

General accessibility information can be found at <http://www.microsoft.com/enable/education/>.

### 4.2 Applications, products, and features

Product and application names are often trademarked or may be trademarked in the future and are therefore rarely translated. Occasionally, feature names are trademarked, too (for example, IntelliSense™). Before translating any application, product, or feature name, verify that it's in fact translatable and not protected in any way. This information can be obtained [here](#).

#### Version numbers

Version numbers always contain a period (for example, Version 4.2). Note punctuation examples of "Version x.x":

US English	Armenian target
Version 4.2	Տարբերակ 4.2

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

## 4.3 Trademarks

Trademarked names and the name Microsoft Corporation shouldn't be localized unless local laws require translation and an approved translated form of the trademark is available. A list of Microsoft trademarks is [here](#).

## 4.4 Geopolitical concerns

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

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

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

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

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

Names of countries should be in line with list of countries available at Wikipedia:

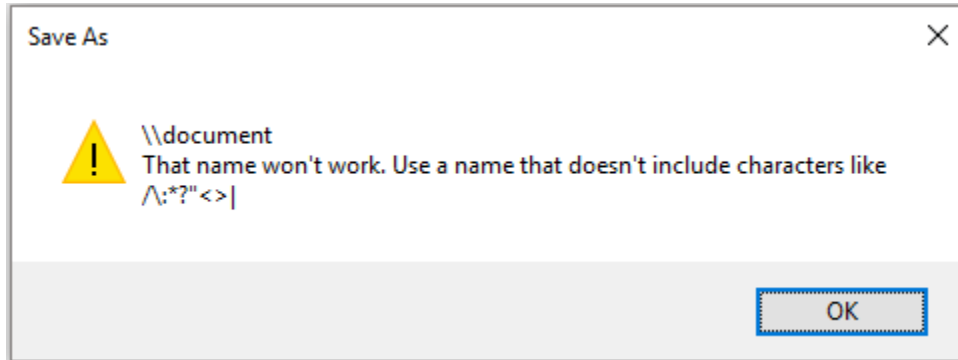
<http://hy.wikipedia.org/wiki/%D4%B5%D5%BE%D6%80%D5%B8%D5%BA%D5%A1%D5%AF%D5%A1%D5%B6%D5%A5%D6%80%D5%AF%D6%80%D5%B6%D5%A5%D6%80%D5%AB%D5%A4%D6%80%D5%B8%D5%B7%D5%B6%D5%A5%D6%80%D5%A8>, as well as with the list approved by the Ministry of Foreign Affairs of Armenia: <http://mfa.am/en/country-by-country/>.

## 4.5 Software considerations

This section refers to all menus, menu items, commands, buttons, check boxes, and other UI elements that should be consistently translated in the localized product.

### 4.5.1 Error messages

Here is an example:



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

Considering the underlying principles of Microsoft voice, translators are encouraged to apply them to ensure target translation is more natural, empathetic and not robot-like.

English term	Correct Armenian translation
Oops, that can't be blank...	Ոչ, չի կարող դատարկ մնալ...
Not enough memory to process this command.	Հիշողությունը բավարար չէ այս հրամանը կատարելու համար:

### Armenian style in error messages

Use consistent terminology and language style in the localized error messages, and not just translate them as they appear in the US product.

Many error messages in English end with exclamation marks, but they not used in Armenian. Use Armenian emphasis mark (շեշտ) Unicode 055B instead, according to the rules of its usage.

## Standard phrases in error messages

These phrases commonly occur in error messages. When you translate them, try to use the provided target phrases. However, feel free to use other ways to express the source meaning if they work better in the context.

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

Examples:

English	Translation	Example
Cannot ... Could not ...	Անհնար է ...	(+)Անհնար է հավելել նիշք:
Failed to ... Failure of ...	...ձախողվեց	(+)Նիշքի պահումը ձախողվեց:
Cannot find ... Could not find ... Unable to find ... Unable to locate ...	Անհնար է գտնել ...	(+) Անհնար է գտնել որոնվող միությունը:
Not enough memory Insufficient memory There is not enough memory There is not enough memory available	Հիշողությունն անբավարար է	(+)Տեղեկությունը մշակելու համար հիշողությունն անբավարար է:
... is not available ... is unavailable	...անմատչելի է	(+)Հարցվող տեղեկություն անմատչելի է:

## Error messages containing placeholders

Error messages contain placeholder text that will be filled in by the operating system when the message is shown to users. The following table provides examples of error messages with placeholder text, and the final error messages that users will see:



Placeholders in English error messages	Final error message text that users will see
%d minute(s) remaining	3 minute(s) remaining
Dialing %s...	Dialing business phone
The disk in drive %c: cannot be formatted.	The disk in drive C: cannot be formatted.

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

Examples:

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

%c means <letter>

%s means <string>

Examples of error messages containing placeholders:

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

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

In the English source string, placeholders are found in the position where they would naturally occur in that language. In Armenian sequence may be a little different. See the examples below:

English examples	Armenian examples
in %d days	(+) %d օրում
after %d minutes	(+) %d րոպե անց

The letters and symbols used in placeholder text convey a specific meaning. See 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")

Placeholder text	Error message text that users will see
%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"

If your language has agreement between adjectives and nouns, and the noun is a placeholder, it can be important to know what exact string will be in the placeholder, so that a preceding adjective can be inflected accordingly. The wording of most source strings has already been adjusted to avoid such localization issues and a syntactic construction has been chosen in which a placeholder is not modified by an adjective. However, be mindful of such issues when localizing software. In some languages there is also agreement between a noun subject and the verb. If your language has syntactic agreement, try to reword the translation to avoid a potentially ungrammatical sentence.

English example	Message user will see	Armenian example
Replace invalid %s?	Replace invalid data? Replace invalid file?	(+) Փոխարինե՞լ անվավեր %s-ը:
%s already exists	File already exists Name already exists	(+) %s-ը արդեն առկա է
%s is now set as your personal contact.	Regina is now set as your personal contact Mr. Kim is now set as your personal contact	(+) %s-ն այժմ կայված է որպես ձեր անձնական կապորդ:
%s stopped working and was closed	The application stopped working and was closed The program stopped working and was closed	(+) %s-ը դադարել է աշխատանքը եւ փակվել

#### 4.5.2 Keys

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

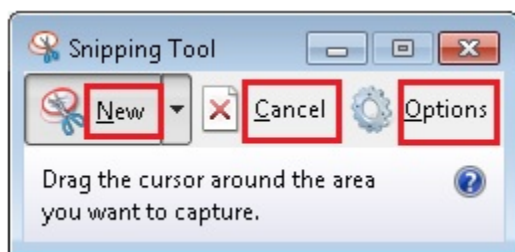
## Key names

English key name	Armenian key name
Alt	Alt
Backspace	Backspace
Break	Break
Caps Lock	Caps Lock
Ctrl	Control
Delete	Delete
Down Arrow	Վար սլաք
End	End
Enter	Enter
Esc	Esc
Home	Home
Insert	Insert
Left Arrow	Ձախ սլաք
Num Lock	Num Lock
Page Down	Page Down
Page Up	Page Up
Pause	Pause
Right Arrow	Աջ սլաք
Scroll Lock	Scroll Lock
Shift	Shift
Spacebar	Բացաս

English key name	Armenian key name
Tab	Tab
Up Arrow	Վեր սլաք
Windows key	Windows ստեղն
Print Screen	Print Screen
Menu key	Ցանկի ստեղն

### 4.5.3 Keyboard shortcuts

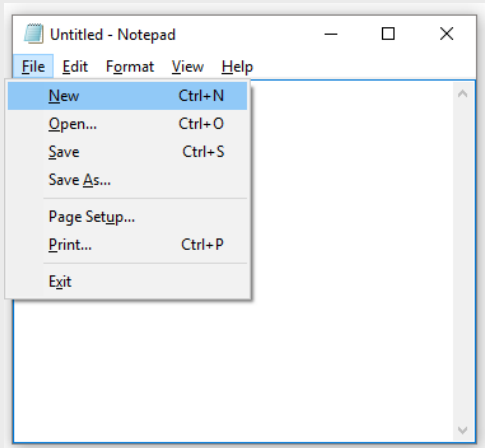
Sometimes, there are underlined or highlighted letters in menu options, commands or dialog boxes. These letters refer to keyboard shortcuts, which help the user to perform tasks more quickly.

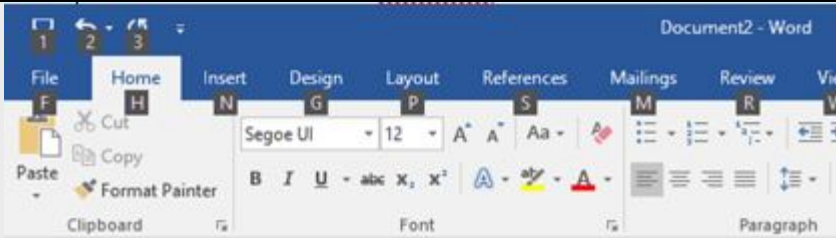


Keyboard shortcuts special options	Usage: is it allowed?
"Slim characters", such as I, l, t, r, f can be used as keyboard shortcuts	yes
Characters with downstrokes, such as g, j, y, p and q can be used as keyboard shortcuts	yes
Extended characters can be used as keyboard shortcuts	n/a
An additional letter, appearing between brackets after item name, can be used as keyboard shortcuts	yes
A number, appearing between brackets after item name, can be used as keyboard shortcut	yes
A punctuation sign, appearing between brackets after item name, can be used as keyboard shortcut	yes

Keyboard shortcuts special options	Usage: is it allowed?
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
<b>access key</b>	<p>A subtype of keyboard shortcut. A letter or number that the user types to access UI controls that have text labels. Access keys are assigned to top-level controls so that the user can use the keyboard to move through the UI quickly.</p> <p>Example: F in Alt+F</p> <p>Example in UI localization: H&amp;ome</p>  <p>In keyboard shortcuts, most access keys are used with the Alt key.</p>
<b>key tip</b>	<p>The letter or number that appears in the ribbon when the Alt key is pressed.</p> <p>In UI localization, the key tip is the last character present in the strings after the “~” character.</p> <p>Example: In UI localization Home`H</p>

	
<b>shortcut key</b>	<p>A subtype of keyboard shortcut. A key that the user types to perform a common action without having to go through the UI. Shortcut keys are not available for every command.</p> <p>Example: Ctrl+N, Ctrl+V</p> <p>In keyboard shortcuts, most shortcut keys are used with the Ctrl key.</p> <p>Ctrl+letter combinations and function keys (F1 through F12) are usually the best choices for shortcut keys.</p>

#### 4.5.4 Arrow keys

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

#### 4.5.5 Numeric keypad

Avoid distinguishing numeric keypad keys from the other keys, unless it's required by a given application. If it's not obvious which keys need to be pressed, provide necessary explanations.

#### 4.5.6 Shortcut keys

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

### Standard shortcut keys

US command	US English shortcut key	Armenian command	Armenian shortcut key
<b>General Windows shortcut keys</b>			
Help window	F1	Օգնության պատուհան	F1
Context-sensitive Help	Shift+F1	Տեղային օգնություն	Shift+F1
Display pop-up menu	Shift+F10	Ցուցադրել ելնող ցանկ	Shift+F10
Cancel	Esc	Չեղարկել	Esc
Activate\Deactivate menu bar mode	F10	Գործունացնել\Ապագործունացնել ցանկի գոտու կերպը	F10
Switch to the next primary application	Alt+Tab	Փոխանջատել հաջորդ առաջնային գործադիրի	Alt+Tab
Display next window	Alt+Esc	Ցուցադրել հաջորդ պատուհանը	Alt+Esc
Display pop-up menu for the window	Alt+Spacebar	Ցուցադրել պատուհանի ելնող ցանկ	Alt+Spacebar
Display pop-up menu for the active child window	Alt+-	Ցուցադրել գործուն գավակ պատուհանի ելնող ցանկ	Alt+-
Display property sheet for current selection	Alt+Enter	Ցուցադրել ընթացիկ ընրության հատկությունների թերթը	Alt+Enter
Close active application window	Alt+F4	Փակել գործուն գործադիրի պատուհանը	Alt+F4
Switch to next window within (modeless-compliant) application	Alt+F6	Փոխանջատել հաջորդ պատուհանի () գործադիրի ներսում	Alt+F6

US command	US English shortcut key	Armenian command	Armenian shortcut key
Capture active window image to the Clipboard	Alt+Prnt Scrn	Ձեռնդրել գործուն պատուհանի պատկերը սեղմատախտակում	Alt+Prnt Scrn
Capture desktop image to the Clipboard	Prnt Scrn	Ձեռնդրել գործուն պատուհանի պատկերը սեղմատախտակում	Prnt Scrn
Access Start button in taskbar	Ctrl+Esc	Մատչել Մեկնարկ կոճակը խնդրագոտում	Ctrl+Esc
Display next child window	Ctrl+F6	Ցուցադրել հաջորդ զավակ պատուհանը	Ctrl+F6
Display next tabbed pane	Ctrl+Tab	Ցուցադրել հաջորդ ներդիրավոր փեղկը	Ctrl+Tab
Launch Task Manager and system initialization	Ctrl+Shift+Esc	Թողարկել խնդիրների կառավարիչը եւ համակարգի նախապատրաստումը	Ctrl+Shift+Esc
<b>File menu</b>			
File New	Ctrl+N	Նիշք Նոր	Ctrl+N
File Open	Ctrl+O	Նիշք Բաց	Ctrl+O
File Close	Ctrl+F4	Նիշք Փակել	Ctrl+F4
File Save	Ctrl+S	Նիշք Պահել	Ctrl+S
File Save as	F12	Նիշք Պահել որպես	F12
File Print Preview	Ctrl+F2	Նիշք Տպման նախատեսքը	Ctrl+F2
File Print	Ctrl+P	Նիշք Տպել	Ctrl+P
File Exit	Alt+F4	Նիշք Ելք	Alt+F4
<b>Edit menu</b>			
Edit Undo	Ctrl+Z	Խմբագրել Հետարկել	Ctrl+Z



US command	US English shortcut key	Armenian command	Armenian shortcut key
Edit Repeat	Ctrl+Y	Խմբագրել Կրկնել	Ctrl+Y
Edit Cut	Ctrl+X	Խմբագրել Կտրել	Ctrl+X
Edit Copy	Ctrl+C	Խմբագրել Պատճենել	Ctrl+C
Edit Paste	Ctrl+V	Խմբագրել Սոսնձել	Ctrl+V
Edit Delete	Ctrl+Backspace	Խմբագրել Ջնջել	Ctrl+Backspace
Edit Select All	Ctrl+A	Խմբագրել Ընտրել բոլորը	Ctrl+A
Edit Find	Ctrl+F	Խմբագրել Գտնել	Ctrl+F
Edit Replace	Ctrl+H	Խմբագրել Փոխարինել	Ctrl+H
Edit Go To	Ctrl+B	Խմբագրել Գնալ դեպի	Ctrl+B
<b>Help menu</b>			
Help	F1	Օգնություն	F1
<b>Font format</b>			
Italic	Ctrl+I	Շեղ	Ctrl+I
Bold	Ctrl+G	Թավ	Ctrl+G
Underlined\Word underline	Ctrl+U	Ընդգծում\Բառընդգծում	Ctrl+U
Large caps	Ctrl+Shift+A	Մեծատառ	Ctrl+Shift+A
Small caps	Ctrl+Shift+K	Փոքր մեծատառ	Ctrl+Shift+K
<b>Paragraph format</b>			
Centered	Ctrl+E	Կենտրոնաբերված	Ctrl+E
Left aligned	Ctrl+L	Ձախ հավասարեցված	Ctrl+L
Right aligned	Ctrl+R	Աջ հավասարեցված	Ctrl+R
Justified	Ctrl+J	Տողաշտկված	Ctrl+J

#### 4.5.7 English pronunciation

##### General rules

Generally speaking, English terms and product names left unlocalized in target material should be pronounced the English way. For instance, "Microsoft" must be pronounced the English way. However, if your language has an established pronunciation for a common term (such as "server"), use the local pronunciation. Pronunciation can be adapted to the Armenian phonetic system if the original pronunciation sounds very awkward in Armenian.

Example	Phonetics	Comment
SecurID	[sɪ'kjuər aɪ di:]	Pronounce "SecurID" the English way
.NET	[dot net]	Pronounce ".NET" the English way
Windows 8	[ˈwɪndəʊz ut]	Pronounce "Windows" the English way, "8" as Armenian word
Skype	[skaip]	According to Armenian grammar, product names are either not translated or sometimes transliterated, and pronounced in the same way as in the source text.

##### Acronyms and abbreviations

Acronyms are pronounced like real words, adapted to the local pronunciation:

Example	Phonetics
RADIUS	[ռադիուս]
RAS	[ռաս]
ISA	[իսա]
LAN	[լան]
WAN	[վան]
WAP	[վապ]
MAPI	[մափի]
POP	[փոփ]

Other abbreviations are pronounced letter by letter.

Example	Phonetics
URL	[յու-ար-էլ]
ICMP	[այ-սի-էմփի]
IP	[այ-փի]
TCP/IP	[թի-սի-փի-այ-փի]
XML	[էքս-էմ-էլ]
HTML	[էշ-թի-էմ-էլ]
SQL	[էս-քյու-էլ]

## URLS

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

"www" should be pronounced as [երեք դարլ-յու].

The "dot" should be omitted, but can also be read out. If you read it out, then it must be pronounced the Armenian way, as [կէտ].

Example	Phonetics
http://www.microsoft.com/	[երեք դարլ-յու մայքրոսֆթ կէտ քոմ]

## Punctuation marks

Most punctuation marks are naturally implied by the sound of voice, for example, ? ! : ; , En Dash (–) are used to emphasize an isolated element. It should be pronounced as a comma, i.e. as a short pause.

## Special characters

Pronounce special characters such as / \ ~ < > + - using the Armenian approved translations.

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