Uyghur Style Guide

Contents

What's New?

Last Updated: February 2012

New Topics

The following topics were added:

- n/a

Updated Topics

The following topics were updated:

October, 2011

- Currency
- Date

January. 2012

- Keys – subsection [Key Names](#) added

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This Style Guide went through major revision in February 2011 in order to remove outdated and unnecessary content.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 Uyghur 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 Uyghur 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. Microsoft Language Portal can be used as reference for approved terminology.

Sample Text

مەن 1974-يىلى 6-ئاينىڭ 14-كۈنى شىنجاڭ ئۇيغۇر ئاپتونۇم رايونى شايار ناھىيەسىدە تۇغۇلدۇم. 1991-يىلى شىنجاڭ ئۇنىۋېرسىتېتى ماتېماتىكا فاكۇلتېتى ھېسابلاش ماتېماتىكسى كەسپىگە قوبۇل قىلىندىم، شۇ يىلى 10-ئايدا، شىنجاڭ

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پىداگوگىكا ئۇنۇپرىسىتبتى فزىكا فاكۇلتىپتىدىكى ئاكام ياسىن ئەھەتنىڭ ئىشخانىسىدا كومپيۇتبرنى تۇنجى قبتىم كۆردۈم. شۇنىڭدىن باشلاپ MS-DOS (مەشغۇلات سىستېمسىسى)، Basic تىلى، C تىلى قاتارلىقلارنى ئۆگىنىشكە باشلىدىم. 1996-يىلى ئالىي مەكتەپنى پۈتتۈرۈپ، ھازىرغا قەدەر شىنجاڭ ئۇنىۋېرسىتبتى ماتېماتىكا ئىنسىتىتۇتىدا ئوقۇتقۇچى بولۇپ ئىشلەۋاتىمەن.

1998-يىلى ئۈرۈمچى قىزىلبايراق يولى كومپيۇتبر بازىرىدا ئۇيغۇرسوفت شىركەتنى قۇردۇم. شۇ مەزگىللەردە جەنۇبىي شىنخۇا يولى بوغىدا كوچىسىغا جايلاشقان ئۇرۇمچى شەھەرلىك ھۆكۈمەت ئائىللىكلەر قورۇسى 1-بىنا 3-زال 202-ئۆيدە ئولتۇراتتىم. بىر كۈنى فاكۇلتىپت ئىشخانىسىغا كىرسەم، ماڭا پوچتىدىن بىر پارچە خەت كەلىپتۇ. خەت ئەۋەتكۈچنىڭ ئادرېسى شايار ناھىيەلىك 1-ئوتتۇرا مەكتەپتىن ئاپگېز ئايشەم مەخمۇت، پوچتا نومۇرى: 842200 ئىكەن. خەت مۇنداق يېزىلىپتۇ:

ئوغلۇم، سەن رەسمىي خىزمەتكە قەدەم قويىدۇڭ، ئاچاڭ، ئاكاڭ ۋە ماڭا ئوخشاش ئوقۇتقۇچى بولدۇڭ، ئوقۇتقۇچى دېگەن شەرەپلىك خىزمەت. سەن داۋاملىق تىرشىسىپ، ئۆز بۇرچۇڭنى ئادا قىل، ئەل-ۋەتەن ئۈچۈن ياخشى ئىشلارنى قىل. ئاتاڭ ۋە ئاپاڭ سىلەرگە دۇئا قىلىمىز.

مەن ئىنتايىن ھاياجانلاندىم، دەرھال بىر پارچە خەت يېزىپ «ئاتا-ئاپا، سىلەر خاتىرجەم بولۇڭلار، خىزمەتىم بۇيرىسا، سىلەر ۋە ئەل-جامائەتنىڭ ئۈمىدىنى ئاقلايمەن»-دېدىم.

1998-يىل 10-ئۆكتەبىر، ئۈرۈمچى

Recommended Reference Material

Use the Uyghur 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. Alim Ahat, Yasin Ahat, "Computer English", Xinjiang University press, 1997.7
2. "Modern Uighur Dictionary", Xinjiang Peoples publishing house, 1999.10
3. Hamit A. Zakir, "Introduction to Modern Uighur", Xinjiang University press, 2007.12

Informative References

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

1. ئۇيغۇرسوفت شىركىتى، «ئۇيغۇرسوفت لۇغىتى 2005»، شىنجاڭ ئۇن-سىن نەشرىياتى، 2005-يىل ئاپرىل
2. مىرسۇلتان ئوسمانوف، تاھىر ئابدۇۋەلى قاتارلىقلار، «ھازىرقى زامان ئۇيغۇر تىلىنىڭ ئىملا ۋە تەلەپپۇز قائىدىسى»، شىنجاڭ خەلق نەشرىياتى، 1999-يىل ئۆكتەبىر

Language Specific Conventions

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

Country/Region Standards

Characters

Country/region	Xinjiang Uyghur Autonomous Region, China
Lower-case characters	‫ئا، ئە، ب، پ، ت، ج، چ، خ، د، ر، ز، ژ، س، ش، غ، ف، ق، ك، گ، ڭ، ل، م، ن، ھ، ئو، ئۇ،‬ ‫ئۆ، ئۈ، ۋ، ئې، ئى، ي‬
Upper-case characters	n/a
Characters in caseless scripts	n/a
Extended Latin characters	n/a
Note on alphabetical order	Alphabetical order is not necessarily indicative of sorting order.
Total number of characters	32
Unicode codes	‫ئا‬ (0626+0627); ‫ئە‬ (0626+06D5); ‫ب‬ (0628); ‫پ‬ (067E); ‫ت‬ (062A); ‫ج‬ (062C); ‫چ‬ (0686); ‫خ‬ (062E); ‫د‬ (062F); ‫ر‬ (0631); ‫ز‬ (0632); ‫ژ‬ (0698); ‫س‬ (0633); ‫ش‬ (0634); ‫غ‬ (063A); ‫ف‬ (0641); ‫ق‬ (0642); ‫ك‬ (0643); ‫گ‬ (06AF); ‫ڭ‬ (06AD); ‫ل‬ (0644); ‫م‬ (0645); ‫ن‬ (0646); ‫ھ‬ (06BE); ‫ئو‬ (0626+0648); ‫ئۇ‬ (0626+06C7); ‫ئۆ‬ (0626+06C6); ‫ئۈ‬ (0626+06C8); ‫ۋ‬ (06CB); ‫ئې‬ (0626+06D0); ‫ئى‬ (0626+0649); ‫ي‬ (064A);
Notes	1. There are 8 vowels in Uyghur language marked in red above. 2. Hamza ‫ئ‬ (U+0626) joined before the vowel in the beginning of syllable Such as ‫ئالىم, ئەھەت, تەلئەت, ئوسمان,‬ ... 2. Ligature ‫لا‬ (U+0644 and U+0627) the 'ل and ا' combinations of glyphs are mandatory ligatures for Uyghur.

Date

Country/region	Xinjiang Uyghur Autonomous Region, China
Calendar/Era	Gregorian/ having year 2011 currently
First Day of the Week	‫دۈشەنبە‬(Monday)
First Week of the Year	The week that contains 1st of January.
Separator	- or .

Country/region	Xinjiang Uyghur Autonomous Region, China
Default Short Date Format	yyyy-M-d yyyy.M.d yyyy-MM-dd yyyy.MM.dd
Example	2011-8-17 2011.8.17 2011-08-17 2011.08.17
Default Long Date Format	d-MMMM-'يىل' yyyy 'يىل'-d-MMMM dddd yyyy 'يىلى' MMM-'ئىنىڭ' d 'كۈنى' yyyy 'يىلى'-MMM 'ئىنىڭ' d 'كۈنى'dddd yyyy-M-d dddd
Example	2011يىل 17-8-ئاي : 2011-يىل 17-8-ئاي چارشەنبە 2011-يىلى 8-ئايىنىڭ 17-كۈنى 2011-يىلى 8-ئايىنىڭ 17-كۈنى چارشەنبە 2011-8-17 چارشەنبە
Additional Short Date Format 1	yyyy-MM-d
Example	2011-03-17
Additional Short Date Format 2	yyyy.M.d
Example	2011.3.17
Additional Long Date Format 1	dddd yyyy-'يىلى' MMM 'ئىنىڭ' d-'كۈنى'
Example	2011-يىلى 3-ئايىنىڭ 17-كۈنى پەيشەنبە
Additional Long Date Format 2	n/a
Example	n/a
Leading Zero in Day Field for Short Date Format	No
Leading Zero in Month Field for Short Date	No

Country/region	Xinjiang Uyghur Autonomous Region, China
Format	
No. of digits for year for Short Day Format	4
Leading Zero in Day Field for Long Date Format	No
Leading Zero in Month Field for Long Date Format	No
Number of digits for year for Long Day Format	4
Date Format for Correspondence	dd mmmm yyyy
Example	مارت-17 يىل-2011
Notes	**n/a**
Abbreviations in Format Codes	**d** is for day, number of d's indicates the format (d = digits without leading zero, dd = digits with leading zero, ddd = the abbreviated day name, dddd = full day name) **M** is for month, number of M's gives number of digits. (M = digits without leading zero, MM = digits with leading zero, MMM = the abbreviated name, MMMM = full name) **y** is for year, number of y's gives number of digits (yy = two digits, yyyy = four digits)

Time

Country/region	Xinjiang Uyghur Autonomous Region, China
24 hour format	Yes
Standard time format	HH:mm:ss
Standard time format example	09:25:43, 15:10:31, 23:45:19
Time separator	Colon :
Time separator examples	03:24:12
Hours leading zero	Not always
Hours leading zero example	03:24:12
String for AM designator	چۈشتىن بۇرۇن

Country/region	Xinjiang Uyghur Autonomous Region, China
String for PM designator	چۈشتىن كېيىن
Notes	n/a

Days

Day	Normal Form	Abbreviation
Monday	دۈشەنبە	دۈ
Tuesday	سەيشەنبە	سە
Wednesday	چارشەنبە	چا
Thursday	پەيشەنبە	پە
Friday	جۈمە	جۈ
Saturday	شەنبە	شە
Sunday	يەكشەنبە	يە

First Day of Week: دۈشەنبە

Is first letter capitalized?: No

Notes: n/a

Months

Month	Full Form	Abbreviated Form	Long Date Form
January	يانۋار	1-ئاي	يانۋار
February	فېۋرال	2-ئاي	فېۋرال
March	مارت	3-ئاي	مارت
April	ئاپرېل	4-ئاي	ئاپرېل
May	ماي	5-ئاي	ماي
June	ئىيۇن	6-ئاي	ئىيۇن
July	ئىيۇل	7-ئاي	ئىيۇل
August	ئاۋغۇست	8-ئاي	ئاۋغۇست
September	سېنتەبىر	9-ئاي	سېنتەبىر
October	ئۆكتەبىر	10-ئاي	ئۆكتەبىر
November	نويابىر	11-ئاي	نويابىر

Month	Full Form	Abbreviated Form	Long Date Form
December	دېكابىر	ئاي-12	دېكابىر

Is first letter capitalized?: No

Notes: n/a

Numbers

0,1,2,3,4,5,6,7,8,9

Phone Numbers

Country/region	International Dialing Code	Area Codes Used?	Number of Digits – Area Codes	Separator	Number of Digits – Domestic	Digit Groupings – Domestic
Xinjiang Uyghur Autonomous Region, China	86	Yes	3	space or hyphen	10	(###) ###-#### or (###) ###-##-## or (###) ### ## ##

Country/region	Number of Digits – Local	Digit Groupings – Local	Number of Digits – Mobile	Digit Groupings – Mobile	Number of Digits – International	Digit Groupings – International
Xinjiang Uyghur Autonomous Region, China	5; 6; 7	###-##-##; ##-##-##; #-##-##	11	(###) ###-##-###	12	+86 (###) ###-##-##

Notes: n/a

Addresses

Country/region: Xinjiang Uyghur Autonomous Region, China

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

Address Format:

The address should be written in the following format:

Postal index (always 6 digits)

Country

Name of the region (county, district, republic)

Name of the city (village, etc.)

Name of the street, number of the house, number of the apartment

Name of the addressee (name, patronymic (if the addressee is an individual), surname; Dative case should be used)

Example Address:

پوچتا نومۇرى: 842200

جۇڭخۇا خەلق جۇمھۇرىيتى

شىنجاڭ ئۇيغۇر ئاپتونوم رايونى

ئاقسۇ ۋىلايىتى

شايار ناھىيە بازىرى

بىلقچىلىق ئولتۇراق رايونى 2-بنا 1-ئىشىك 102-ئۆي

ئەھەت قادىر

Local Postal Code Format: xxxxxx

Notes:

- The address of the sender is written according to the same format. Name of sender should be in Genitive case.
- Address is written in the upper right corner; the return address is written in the lower left corner.

Currency

Country/region	Xinjiang Uyghur Autonomous Region, China
Currency Name	PRC Renminbi
Currency Symbol	¥
Currency Symbol Position	Before the amount
Positive Currency Format	1 256 347
Negative Sign Symbol	-
Negative Currency Format	-1 256 347
Decimal Symbol	.
Number of Digits after Decimal	2
Digit Grouping Symbol	,
Number of Digits in Digit Grouping	3

Positive Currency Example	¥124,567.89
Negative Currency Example	¥-124,567.89
ISO Currency Code	CNY
Currency Subunit Name	پوُڭ
Currency Subunit Symbol	n/a
Currency Subunit Example	45 پوُڭ

Digit Groups

Country/region: Xinjiang Uyghur Autonomous Region, China

Decimal Separator: .

Decimal Separator Description: point

Decimal Separator Example: 123.45

Thousand Separator: ,

Thousand Separator Description: comma

Thousand Separator Example: 123,456,789

Notes: n/a

Measurement Units

Metric System Commonly Used?: Yes

Temperature: Celsius

Category	English	Translation	Abbreviation
Linear Measure	Kilometer	كىلومېتىر	Km
	Meter	مېتىر	M
	Decimeter	دېتسىمېتىر	dm
	Centimeter	سانتىمېتىر	cm
	Millimeter	مىللىمېتىر	mm
Capacity	Hectoliter	گېكتىلىتىر	Gl
	Liter	لىتىر	L
	Deciliter	دېتسىلىتىر	dl
	Centiliter	سانتىلىتىر	sl
	Milliliter	مىللىلىتىر	ml

Category	English	Translation	Abbreviation
Mass	Ton	توننا	T
	Kilogram	كىلوگرام	Kg
	Pound	قاداق	n/a
	Gram	گرام	g
	Decigram	دېتسىگرام	n/a
	Centigram	سانتىگرام	n/a
	Milligram	مىللىگرام	mg
English Units of Measurement	Inch	دىيۇم	n/a
	Feet	فۇت	n/a
	Mile	مىل	n/a
	Gallon	گالون	n/a

Notes: n/a

Percentages

There is no space between the number and the percent symbol in Uyghur.

Example:

(+) بۇ يىل دۆلىتىمىزنىڭ ئومۇمىي ئىشلەپچىقىرىش قىممىتى 9% ئاشتى.

Sorting

Sorting rules	1. There is no capital letter in Uyghur 2. Digits sort before the letters of the alphabet and after all the non-alphabetical letters. 3. The alphabetical order is below. 4. Hamza (U+0626) joined before the vowel in the beginning of syllable, such as ئەھەت، ئالىم ,... 5. Hamze sorts according to its seat. It will be ignored when seated first in a word or before different vowels in the words. But to a same vowel, the sort order should be the vowel with hamza before non-hamza vowel such as(right-to-left): ئادەم ئەمگەك تەلئەت تەلەت سايمان سۇرئەت سۇرەت
Character sorting order	ا (1575); ھ (1749); ب (1576); پ (1662); ت (1578); ج (1580); چ (1670); خ (1582); د (1583); ر (1585);ز (1586); ژ (1688); س (1587); ش (1588); غ (1594); ف (1601); ق (1602); ك (1603); گ (1711); ڭ (1709); ل (1604); م (1605); ن (1606); ھ (1726); و (1608); ۇ (1735); ۆ (1734); ۈ (1736);ۉ (1739); ى (1744); ي (1609); ي(1610)

Examples of sorted words	!
	#
	1998
	2011
	ئالىم
	ئەمگەك
	ئەمگەكچى
	باتۇر
	تەلئەت
	تەلئەتجان
	تەلەت
	تەلەتى
	جاۋابكار
	سۇرئەت
	سۇرئەتلىك
	سۇرەت
	سۇرەتلىك
	غاز
	ھارۋا
	ئوسمان
	ئۇيغۇر
	ئۇيغۇرچە
	ئۆدەك
	ئۇرۇمچى
	ۋەتەن
	ئېبىق
	ئىنسان
	ياسىن

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 0existing 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 Uyghur list for every release of your product.

Grammar, Syntax & Orthographic Conventions

Adjectives

In Uyghur, adjectives should be placed before noun.

Possessive adjectives

The frequent use of possessives is a feature of English language. In Uyghur, possessive adjectives are translated as pronouns. And sometimes possessive adjective may not be written, because it is enough understandable for Uyghur user due to the possessive affix at the end of the noun.

English example	Uyghur example	comment
Please open My computer	(+) مېنىڭ كومپیۇتېرىمنى ئېچىڭ.	possessive adjectives are translated as pronouns
Do you want to close your application?	(+) قوللانمىسگۇزدىن چېكىنەمسىز؟	sometimes possessive adjective may not be written

Articles

This section does not apply to Uyghur

Capitalization

This section does not apply to Uyghur.

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.

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 Uyghur example below show how such constructions should be translated.

Example:

English example	Uyghur example
CD-ROM drive	(+) CD-ROM قوزغاتقوُچ
Internet Accounts	(+) ئنتېرنېت ھېساباتى
Workgroup Administrator	(+) خىزمەت گۇرۇُپپا باشقۇُرغۇُچىسى
Website	(+) تور بېكەت

Gender

This section does not apply to Uyghur.

Genitive

Microsoft product names are usually trademarked and remain unlocalized. Product names and non-translated feature names are considered proper nouns and are used without definite or indefinite articles in English. For instance, attaching a genitive "s" to trademarked product names is not feasible as it could be interpreted as a modification of such names. Additions to a product or component name are either added with a hyphen or a periphrastic construction needs to be used. For example, instead of expressing a possessive relationship by using the genitive marker "s" in English, a periphrastic construction should be used:

- (-) Microsoft's products
- Microsoft products
- Products by Microsoft

Convention 1

Product names and non-translated feature names should also be treated as proper nouns in Uyghur.

English example	Uyghur example
Windows Mail shares your Internet Connection settings with Internet Explorer	(+) Windows Mail ئنتېرنېت ئۇُلىنىش سەپلىمىگۇِزنى Internet Explorer بىلەن ئورتاق ئىشلىتىدۇُ.
Website addresses will be sent to Microsoft	(+) تور بېكەت ئادرېسلىرى Microsoft قا يوللاندى

Convention 2

By contrast, translated feature names are used with a definite or indefinite article as they are not treated as proper names.

Example:

English example	Uyghur example
Hide the Task Manager when it is minimized	(+) كۆچمىكلىتسلگەەندە ۋەزىپە باشـقۇرغۇچىنى يوشـۇرۇش
Please click the Start Menu.	(+) باشـلاش تىزمىلىكىنى چېكىڭ.

Modifiers

This section does not apply to Uyghur.

Nouns

General considerations

Many languages differentiate between different noun classes based on features such as animacy, shape, gender, and so on. English loan words must be integrated into the noun class system of your language. When faced with an English loan word not previously used in Microsoft products, consider the following options:

- **Motivation**: Does the English word have any formally motivated features that would allow a straightforward integration into the noun class system of your language?
- **Analogy**: Is there an equivalent Uyghur term that could be used to justify the noun class the noun gets assigned to?
- **Frequency**: Is the term used in other technical documentation? If so, what noun class is it assigned to most often? The Internet may be a helpful reference here.

If the choice of noun class is left up to you, ensure that you provide consistent translations within the Microsoft product. Please consult with your translation team lead and team members to decide what noun class to assign.

In Uyghur English loan words are remained as they are, but used with Uyghur case endings.

Example:

English example	Uyghur example
Delete it from server.	(+) ئۇنى مۇلازىمېتىردىن ئۆچۈرۈپ تاشـلاڭ.
Enter a password to log into the server.	(+) مۇلازىمېتىرگە كىرىش ئۈچۈن پارولنى كىرگۈزۈڭ.
DNS cannot resolve the server IP address.	(+) DNS، مۇلازىمېتىرنىڭ IP ئادرىسـىنى ھەل قىلالمىدى.
Verify the name of the server's certificate.	(+) مۇلازىمېتىر دەلىللەش نامىنى تەكشـۈرۈڭ.

Inflection

Inflection is variation in the form of a word, typically by means of an affix, that expresses a grammatical contrast which is obligatory for the stem's word class in some given grammatical context.

In Uyghur grammar, inflection is the modification of a word to express its function in the sentences to make sure their relations. Usually there are six cases which are Nominative case, Genitive case (Possessive pronouns), Dative case, Accusative case, Prepositional case, Directional case.

Example:

Case names	Case names (Uyghur)	Case endings (Uyghur)	
Nominative case	باش كېلىش		In this case of noun, being the subject of the sentence, is used in the initial form
Possessive pronouns case	ئىگىلىك كېلىش	-نىڭ	These nouns show that something belongs to someone.
Dative case	بېرىش كېلىش	-غا، -قا، -گە، -كە	Nouns in this case answer the question (to) whom,
Accusative case	چۈشۈم كېلىش	-نى	Nouns in this case answer the question whom.
Ablative case	چىقىش كېلىش	-دىن، -تىن	These nouns show that the starting point of the action in space and time.
Directional case	ئورۇن كېلىش	-دا، -دە، -تا، -تە	These nouns show the place where or the time when the action is happening.

Plural Formation

The examples below show how English loan words inflect for number in Uyghur.

Example:

English example	Uyghur example
Websites	تور بېكەتلەر (+)
users	ئىشلەتكۈچىلەر (+)

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 Expression	Uyghur Expression	Comment
migrate to a city	شەھەرگە كۆچمەك (+)	There are no prepositions in Uyghur language. Affixes are used

US Expression	Uyghur Expression	Comment
		instead of them.
migrate from a city	شەھەردىن كۆچمەك (+)	There are no prepositions in Uyghur language. Affixes are used instead of them.
import to overseas	چەتئەلگە ئىمپورت قىلماق (+)	There are no prepositions in Uyghur language. Affixes are used instead of them.
import from overseas	چەتئەلدىن ئىمپورت قىلماق (+)	There are no prepositions in Uyghur language. Affixes are used instead of them.
export to overseas	چەتئەلگە ئېكسپورت قىلماق (+)	There are no prepositions in Uyghur language. Affixes are used instead of them.
export from overseas	چەتئەلدىن ئېكسپورت قىلماق (+)	There are no prepositions in Uyghur language. Affixes are used instead of them.
update to a newer version	يېڭى نەشىرىگە يېڭىلىماق (+)	There are no prepositions in Uyghur language. Affixes are used instead of them.
upgrade to a newer version	يېڭى نەشىرىگە كۆتەرمەك (+)	There are no prepositions in Uyghur language. Affixes are used instead of them.
change to text	تېكىستنى ئۆزگەرتمەك (+)	There are no prepositions in Uyghur language. Affixes are used instead of them.
click on button	كۇنۇپكىغا باسماق (+)	There are no prepositions in Uyghur language. Affixes are used instead of them.
connect to Internet	ئىنتىرنېتكە ئۇلىماق (+)	There are no prepositions in Uyghur language. Affixes are used instead of them.
welcome to wizard	يېتەكلىگۈچكە خۇش كېلىپسىز (+)	There are no prepositions in Uyghur language. Affixes are used instead of them.

Pronouns

Pronoun in Uyghur language is one of a class of words that serves to replace a noun phrase that has already been or is about to be mentioned in the sentence or context.

Example:

US Expression	Uyghur Expression	Comment
Are you sure?	(+) سىز جەزملەشتۈرەمسىز؟	A subjective personal pronoun indicates that the pronoun is acting as the subject of the sentence.
This must not continue.	(+) بۇنى داۋاملاشتۇرماڭ.	The demonstrative pronoun is used as the subject of the compound verb "must not continue."

Punctuation

Please follow the following basic rules for the use of punctuation marks in Uyghur. And make sure to include a space after commas and periods.

Comma

US English uses a period as the decimal separator, while many other languages use a comma. In Uyghur a **comma** 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	Uyghur
5.25 cm	سانتىمېتىر (+) 5.25
5 x 7.2 inches	دىيۇم (+) 5 x 7.2

Colon

A colon after alerting words like "Attention", "Warning", "Caution" should be replaced with an exclamation mark.

Remember that regular text may not be capitalized after a colon in Uyghur. Such capitalization is considered to be a language error. It does not apply to lists and direct speech.

English	Uyghur
Warning:	(+) ئاگاھلاندۇرۇش!

Notes and examples formatting

Single in-text notes/examples are introduced by "مىسال" ,"ئەسكەرتىش" followed by a period.

English	Uyghur
Note: For more information, see Chapter 1.	.(+)ئەسكەرتىش، تېخىمۇ كۆپ ئۇچۇرلارنى 1-بابتىن كۆرۈڭ

The lists of notes/examples are introduced by "ئەسكەرتىش", "مىسال" followed by a colon.

English	Uyghur

Notes
    1. Note text
    2. Note text
	:(+)ئەسكەرتىش
	.1 ئەسكەرتمە تېكىست
	.2 ئەسكەرتمە تېكىست

Dashes and Hyphens

Hyphen

The hyphen is used to divide words between syllables, to link parts of a compound word, and to connect the parts of an inverted or imperative verb form.

Example:

(+) پەن-تېخنىكا، ئىلىم-پەن، ياخشى-يامان

En Dash

In Uyghur language, the en dash is used as a minus sign used in double word, also used in number ranges, such as those specifying page numbers. No spaces are used around the en dash in this case.

Example: دوست-دۈشمەن (+)

(+)1-باشلانغۇچ مەكتەپ

(+) 23-بەت

Em Dash

The em dash should be used to emphasize an isolated element or introduce an element that is not essential to the meaning conveyed by the sentence. In Uyghur language em Dash is written longer than En Dash, no spaces are used around the em dash.

Example:

(+) ئۈرۈمچى—شىنجاڭ ئۇيغۇر ئاپتونۇم رايونىنىڭ مەركىزى.

(+) سىلەر—ياشلار ۋەتەننىڭ كەلگۈسى.

In the dialogue each new line starts with an em dash.

Example:

(+) —ئىسمىڭىز نېمە؟ نەدە ئىشلەيسىز؟

(+) —ئالىم ئەھەت، شىنجاڭ ئۇنىۋېرسىتېتىدا ئىشلەيمەن.

Ellipses (Suspension Points)

In Uyghur language, ellipses/suspension points are used to express sentences are incomplete, there is no any space before ellipse.

<div dir="rtl">

(+) سـسـستبما يپگۈلننۋاتندۈ**...**

</div>

Period

At the end of each sentence commonly a period is used.

Note: The Period isn't put in abbreviation of the measurement units.

Example: sm, kg

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 Uyghur style.
- Never put a period after just one word.

The same convention applies to instruction lists, captions, and callouts.

<div dir="rtl">

(+) بىزنىڭ باغدا ئالما، ئۆرۈك، ئانار ۋە نەشپۈتلەر پىشتى.

</div>

Quotation Marks

In the documentation normally chevrons are used, inside chevrons curly quotation marks are used, e.g.

<div dir="rtl">

(+) «مكروسوفت» شىركىتى، «ئۇيغۇرسوفت ئەلكاتىپ» يۇمشاق دىتالى

</div>

Note: Period stands outside the chevrons.

In the software and on Web-pages use straight quotation marks (same as in English).

Note: DO NOT use single quotation marks, also in software strings.

Parentheses

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

Example:

<div dir="rtl">

(+) (ھۆججەت تۈرىۋاتقان) قىسقۇچنى ئىچىپ، (ئىچىدىن) ھۆججەتلەرنى تاللاڭ.

</div>

Singular & Plural

If plural noun comes after a number, translation in Uyghur will be in singular. If plural noun comes without a number it will be translated into Uyghur will be in plural.

Example:

English example	Uyghur example	Explanation
Computers	(+) كومپيۇتبرلار	last syllable of the stem is a back vowel, so joined with "لار"

English example	Uyghur example	Explanation
Files	(+) هۆججەت‌**لەر**	the last syllable of the stem is a front vowel, so joined with "لەر"

Split Infinitive

This section does not apply to Uyghur.

Subjunctive

This section does not apply to Uyghur.

Symbols & Non-Breaking Spaces

- Use a non-breaking space (CTRL+SHIFT+SPACEBAR) in any abbreviation.
Example:

(+) ش ئۇ ئا ر نىڭ يەر مەيدانى، ب د ت نىڭ قارارى، ج خ ئىدارىسى

- 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.

Syntax

Syntax is a study of sentence structure principles and rules.

In Uyghur, sentences have four types-declarative sentence, imperative sentence, exclamatory sentence, interrogative sentence. In different situations, different sentence patterns are used.

A declarative sentence states an idea or a fact. It does not give a command or request, nor does it ask a question. The sentences below are all declarative sentences. A declarative sentence usually ends in a period.

Example:

(+) مەن بۇلگۈن مەكتەپكە بارمىدىم.
(+) ئۇ ئاخىرى ئۆيگە كەتتى.

An imperative sentence gives advice or instructions or that expresses a request or command. It usually ends with a period.

Example:

(+) بۇ يەرگە كېلىڭ.
(+) ئۆڭلاڭ.

An exclamatory sentence expresses sudden and strong feelings, such as a surprise, wonder, pity, sympathy, happiness or gratitude. It always ends with an exclamation point.

Example:

(+) ئاھ، ۋەتەن!
(+) نېمە دېگەن بىچارە بۇ!

An interrogative sentence is a sentence that asks a direct question. It is punctuated with a question mark at the end.

Example:

<div dir="rtl">

(+) سىز قانچە ياشقا كىردىڭىز؟

(+) سىز نەدە ئىشلەيسىز؟

</div>

Verbs

In English software, you often find that verbs are used as names for buttons, check boxes, commands, menus and options. Those verbs are translated into Uyghur also as gerund. But in other situations, the verbs are translated originally into Uyghur as verbs. Sometimes an English verb can be used as loan word in the Uyghur language. Such loan words usually follow the syntactic and morphological rules of the Uyghur language. For the sake of exposition, let us assume that the verbs in red below are not translated in Uyghur.

English	Uyghur	notes
Open	(+) ئېچىش (-) ئاچ	Verbs used in menus translated into Uyghur as gerund.
Please open the file.	(+) ھۆججەتنى ئېچىڭ	Verbs used in other place translated originally.
Formatting	(+) فورماتلاۋاتىدۇ	Loan word is usually translated follow the syntactic and morphological rules of the Uyghur language.

Continuous operations are usually expressed in English with a gerund, which should be translated into Uyghur also as a gerund.

English	Uyghur
Sending a file…	(+) ھۆججەت يوللىنىۋاتىدۇ…
Downloading an application…	(+) قوللانما چۈشۈۋاتىدۇ…

Word Order

In error messages, describe the action the user is supposed to take before the purpose of the action. Phrases like "To skip creating your startup disk, click Cancel" should be rephrased as "Click Cancel to skip creating your startup disk". Avoid personified inanimate subjects and try to replace active constructions with passive ones where possible.

English	Uyghur	Explanation
Setup encountered an error while creating your startup disk. Setup cannot find the remote	(+) قوزغىتىش دىسكىسىنى ياساۋاتقاندا، قاچىلاش پروگراممىسى خاتالىققا دۇچ كەلدى. (+) قاچىلاش پروگراممىسى يىراقتىكى	Avoid personified subjects if the context allows for omission (e.g. Setup encountered/Setup cannot ... in Setup error messages). Rephrase

English	Uyghur	Explanation
computer. Setup cannot get disk information.	كومپيۇتېرنى تاپالمىدى. (+) قاچىلاش پروگراممىسى دىسكا ئۇچۇرىغا ئېرىشەلمىدى.	and change the word order. In many cases, a passive construction may be possible.
Remove any existing settings to free space.	(+) ھەرقانداق مەۋجۇت تەڭشەكلەرنى باشقا جايغا يۆتكەڭ.	Generally, describe the action before the purpose instead of the other way around.
Attempt to remove current directory	(+) نۆۋەتتىكى مۇندەرىجىنى يۆتكەشكە ئۇرۇنۇش.	Use a passive construction instead of "Attempt to ..."

Style and Tone Considerations

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

Audience

Please take the target audience into account when translating Microsoft products. For example, translation of learning materials targeted at new users should be more direct and friendly than that of IT Pro materials, which should be more formal.

Examples:

English	Uyghur	Notes
The Remote Desktop Connection uses the RDP	(+) يىراق ئۆستەليۈزى ئۇلىنىشى RDP نى ئىشلىتىدۇ.	Translation for IT professional.
The Remote Desktop Connection uses the Remote Desktop Protocol	(+) يىراق ئۆستەليۈزى ئۇلىنىشى يىراق ئۆستەليۈزى كېلىشىمىنى ئىشلىتىدۇ.	Translation for new users should be more direct and friendly than for IT professionals.

Style

Consistency and the adaptation of the product to the local language (idiomaticity) play an equally important role for localization. The language in Microsoft products should have the "look and feel" of a product originally written in Uyghur, using idiomatic syntax and terminology. At the same time, the language must maintain a high level of terminological consistency, so as to guarantee the maximum user experience and usability for our customers.

Fluency, readability and intelligibility are essential to the success of any localized product. In practice, this means that if there is a more idiomatic way of structuring a given sentence, use the Uyghur word order instead of translating word by word, as long as the key message is conveyed.

Examples:

English	Uyghur	Notes
Welcome to Windows	(+) Windows قا خوُش كېلىپسىز.	Key message is conveyed with native language which sounds friendly and comfortable.
	(-) Windows نــــــــى ئىشلىتىشـــــــىگۈزنى قارشى ئالىمىز.	Translated word by word, sounds like machine tone.

Tone

The tone of the Uyghur translation should mimic the tone of the source product, but should also be respectful. Any word forms that are specific to a particular dialect should be avoided.

Generally speaking, the localized text will be as if it was originally written in Uyghur. Try to avoid wordiness and word-by-word translation. At localization tone should be accurate, encouraging, insightful, objective and User-focused.

Use real-world language

- **Use everyday words when you can and avoid words you wouldn't say to someone else in person.** This is especially effective if you are explaining a complex technical concept or action. Imagine that you are standing with user and explaining how to accomplish the task.

- **Acceptable:**

  (؟) پارولىنگۈزنى ئۆزگەرتىش ئۈچۈن ئوُسۇُلدىن پايدىلىنىڭ.

  Better:

  (+) بوُ ئوُسۇُلدىن پايدىلىنىپ پارولىنگۈزنى ئۆزگەرتىڭ.

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

  Acceptable:

  (؟) مەسئال كەلتۈرۈش موُمكىن: كوُنوُپكىنى باسقاچ...

- **Better:**

  (+) مەسئال: كوُنوُپكىنى باسقاچ... ياكى **مەسىلەن، كوُنوُپكىنى بېسىپ**

- **Don't invent words or apply new meanings to standard words.** Assume that users are more familiar with a word's established meaning than with a special meaning given it by the tech industry. When an industry term is required, provide an in-context definition. Avoid jargon, but remember that some expressions specific to computer usage—hacker (خاككىر), burn a CD (غا ئويوُش CD), etc.—are already part of everyday speech. Follow the glossary.

  Incorrect:

  (-) بوُ يوُمتالنى كومپيۇُتېرغا قاچىلاڭ.

  Correct:

  (+) بوُ يوُمشاق دېتالنى كومپيۇُتېرغا قاچىلاڭ.

Please see more information about The Windows Tone here.

Voice

When addressing the user, use "سىز". It is capitalized. Pronoun "سىز" should be omitted, if it is put on the personal affixes of verb. (E.g. سىز كۇنۇپكىنى بىسىڭ – WRONG; كۇنۇپكىنى بىسىڭ – CORRECT)

It is not allowed to use swear, religious or racist words. This address can be used as in one person, so and group of people, without reference to gender, number. In some cases it is better to use Passive voice or rephrase the sentence in a way which suits the context (e.g. The example below can also be translated as "سىز ئىنتېرنېتقا ئۇلاندىڭىز".)

Example:

English	Translation
You are now connected to the Internet.	(+) ئىنتېرنېتقا ئۇلاندىڭىز

Please see more information about The Windows Voice here.

Localization Guidelines

This section contains guidelines for localization into Uyghur.

General Considerations

This section of the Style Guide describes all of the general localization guidelines that apply to Uyghur.

This section contains the following topics:

Abbreviations

Common Abbreviations

The most commonly used abbreviations in Uyghur are those of long names of International Organization, local government and famous person.

The general rule of abbreviations in Uyghur is to either use the first character of the word with space, or to connect the first syllable of the two words, or first character of the first name with dot before full-spelling of last name.

Expression	Acceptable Abbreviation
United Nations	(+) ب د ت (=بىرلەشكەن دۆلەتلەر تەشكىلاتى)
Xinjiang Uyghur Autonomous Region	(+) ش ئۇ ئا ر (=شىنجاڭ ئۇيغۇر ئاپتونوم رايونى)
Party Committee	(+) پارتكوم (=پارتىيە كومىتىتى)
Karl Marx	(+) ك.ماركس (=كارل ماركس)

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.

Don't abbreviate such words as "مەلۇم" "بەزى" "ياكى" "ۋە" or any other word that users might not recognize. If you have any doubt, spell out the word rather than using an abbreviation.

Uyghur examples:

- (-) ئىنتېرنېت تورى
- (-) ب د ت تەشكىلاتى
- (-) CD دىسكىسى
- (-) DVD دىسكىسى

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).

English	Uyghur	Full Translation
IP-address	IP ئادرېسى	ئىنتېرنېت كېلىشىمى ئادرېسى (+)
OLE	OLE	ئوبيكتېپلارنى باغلاش ۋە جايلاش تېخنولوگىيەسى (+)
VPN	VPN	مەۋھۇم خۇسۇسىي تارماق (+)
RAM	RAM	ئىختىيارىي ساقلىغۇچ (+)
ROM	ROM	ئوقۇشقىلا بولىدىغان ساقلىغۇچ (+)
DMBS	س ب س	ساندان باشقۇرۇش سىستېمسىسى (+)

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 example:

Example:

- (Data Access Objects, DAO) مەلۇماتىن ئەركىن پايدىلىنىش ئوبيكتېپلىرى (+)
- (ActiveX Data Objects, ADO) مەلۇمات ئوبيكتېپلىرى ActiveX (+)

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:

Example:

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

If you are unsure what an acronym or abbreviation stands for or refers to, please contact the Moderator responsible for this Style Guide.

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.

English	Uyghur
Microsoft Products	مەھسۇلاتلىرى Microsoft (+)
Microsoft Office	Microsoft Office (+)
Microsoft Excel 2010	Microsoft Excel 2010 (+)

Please see more information about Product and feature names for Windows here.

Frequent Errors

English	Uyghur
Microsoft Products	(-) مىكرو يۇمشاق دېتال شىركىتى
Microsoft Office	(-) مىكروسوفت ئوففىس
Microsoft Excel 2010	(-) مىكروسوفت ئېكسېل 2010

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).

Recurring Patterns

This section does not apply to Uyghur.

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.

Standard Phrases in Error Messages

Style and Tone Considerations

Unlocalized Items

Trademarked names and the name Microsoft Corporation shouldn't be localized. Product names are usually not localized. The general rule is that product names are not translated if they include the word Microsoft and/or are trademarked (e.g. Microsoft Word or Microsoft Excel). A list of Microsoft trademarks is available for your reference at the following location: http://www.microsoft.com/trademarks/t-mark/names.htm.

Examples:

English text	Uyghur Error Examples	Uyghur Correction
Microsoft Products	(-) مىكروسوفت مەھسۇلاتلىرى	(+) Microsoft مەھسۇلاتلىرى

Microsoft Office	(-) مىكروسوفت ئوففىس	Microsoft Office (+)
Microsoft Excel 2010	(-) مىكروسوفت ئېكسېل 2010	Microsoft Excel 2010 (+)

Using the Word Microsoft

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

In Uyghur the word Microsoft is not translated in both localized and unlocalized product names.

Example:

English example	Translation example
More Games from Microsoft	(+) Microsoft نىڭ باشقا ئويۇنلىرى
Microsoft Windows Live	Microsoft Windows Live (+)
For more information, search the Microsoft Knowledge Base online.	(+) تېخىمۇ كۆپ ئۇچۇرغا توردىكى Microsoft بىلىم ئامبىرىدىن ئىزدەڭ.

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

When explaining how to use the mouse or when giving instructions about its use, use the following conventions:

Example:

| Mouse action	Uyghur Equivalent
Click	(+) چېكىش
Click in the window	(+) كۆزنەكنى چېكىش
Click the button	(+) كۇنۇپكىنى چېكىش
Double-click	(+) قوش چېكىش
Move the mouse pointer to	(+) مائۇس ئىستىربېلكىسسىنى يۆتكەش
Position the mouse pointer on	(+) مائۇس ئىستىربېلكىسسىنىڭ ئورنى
Press and hold the mouse button	(+) مائۇس كۇنۇپكىسىنى بېسىپ تۇرۇپ

Drag	(+) سۆرەش
Click and drag	(+) چىكىپ سۆرەش
Press and drag	(+) بىسىپ سۆرەش
Hove the mouse	(+) مائۇسنى قۇيۇۋېتىش

Commands

Command names should be consistently translated in all localized products, the same US term should have identical translation in all localized applications.

Command names translated as verbs, e.g. **Save** (ساقلاش), **New** (قۇرۇش), **Print** (بىسىپ چىقىرىش), always in the infinitive.

In the screenshot below, you see an example of tooltip explaining what will happen after pressing the button:
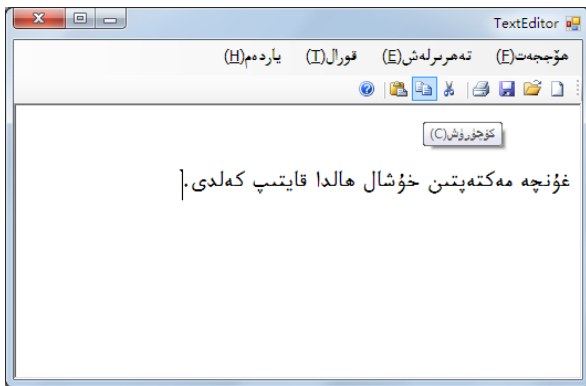
Messages

Messages are on-line warnings, instructions, or descriptions that inform the user about the product or the conditions that may require special consideration. There are two types of messages: Informative Messages and Interactive Messages.

Informative messages an informative message appears in a message box or in the status bar at the bottom of the screen.

Interactive messages an interactive message usually appears in a message box and requires a response or an action.

It is important not to be too literate when translating messages. Do not forget that you are limited in many ways by the total number of characters allowed in a message. The following table shows two frequently found ambiguities and the work around for a better translation:

English	Uyghur	Rational
Windows cannot open this file.	‫Windows (+) بۇ ھۆججەتنى ئاچالمىدى.‬	Do not say: ‫Windows بۇ ھۆججەتنى ئاچمىدى‬ We need the user to understand that under the particular circumstances or due to the particular status of the file, Windows is "unable" to open it
File cannot be saved.	‫(+) ھۆججەت ساقلانمىدى.‬	Do not say: ‫ھۆججەت ساقلانمايدۇ‬ This will implicate that it is not possible to save a file, which is not true. We need to let the user understand that under the present circumstances, the file cannot be saved.

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).
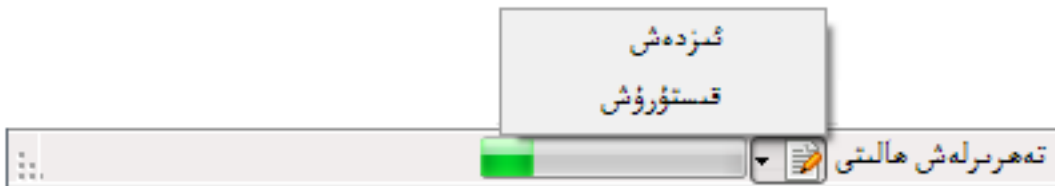
Uyghur Style in Status bar Messages

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

Name	Uyghur Name	Category	English Status Bar message	Uyghur Status Bar message
Edit	‫(+) تەھرىرلەش‬	menu	Contains editing commands	‫(+) تەھرىرلەش بۇيرۇقىنى‬

| Name	Uyghur Name	Category	English Status Bar message	Uyghur Status Bar message
				ئۆز ئىچىگە ئالىدۇ
Copy to Folder...	هۆججەت قىسقۇچقا (+) كۆچۈرۈش...	menu	Copies the selected items to a new location	تاللانغان تۈرلەرنى يېڭى (+) ئورۇنغا كۆچۈرىدۇ
New	يېڭى (+)	command	Creates a new document	يېڭى هۆججەت قۇرىدۇ (+)
			Make object visible?	ئوبيېكتىپنى (+) كۆرۈشچانلىقىنى ئاچامسىز؟
			Word is converting the document. Press Esc to stop.	Word (+) هۆججەتنى ئالماشتۇرۇۋاتىدۇ، ESC كۆنۈپكىسىنى بېسىپ توختىتىڭ.
			Datasheet View	مەلۇمات جەدۋىلى (+) كۆرۈنمىسى
			Done	تامام (+)

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 Uyghur version. Use one standard translation as in the examples below:

English term	Correct Uyghur translation
Press F1 to get Help	F1 نى بېسىپ ياردەمگە ئېرىشىڭ
If you want Help press F1	ياردەم كېرەك بولسا F1 نى بېسىڭ
To get Help press F1	ياردەمگە ئېرىشمەكچى بولسىڭىز، F1 نى بېسىڭ
Not enough memory	ساقلىغۇچ يېتەرلىك ئەمەس
Insufficient memory	ساقلىغۇچ يېتىشمىدى
There is not enough memory	يېتەرلىك ساقلىغۇچ يوق
Save changes to %1?	ئۆزگىرىشلەرنى 1% گە ساقلامسىز؟
Do you want to save changes to %1?	ئۆزگىرىشلەرنى 1% گە ساقلاشنى خالامسىز؟

Error Messages

What Is An Error Message?

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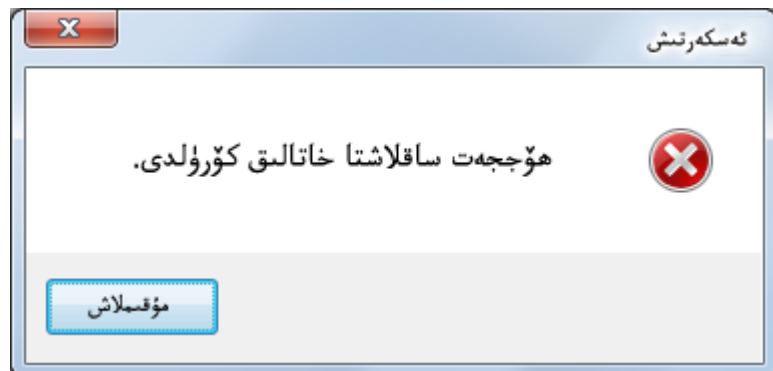
Error messages are messages sent by the system or a program, informing the user that there is an error that must be corrected in order for the program to keep running. For example, the messages can prompt the user to take an action or inform the user of an error that requires rebooting the computer.

Uyghur 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.

Examples:

English	Uyghur translation
Some notification icons can't be displayed.	(+) بەزى ئۇقتۇرۇش سىن-بەلگىسى كۆرۈنمىدى.
Cannot connect the phonebook entry.	(+) تېلىفون دەپتىرىگە ئۇلانمىدى.
Cannot connect to service.	(+) مۇلازىمىتىرگە ئۇلانمىدى.

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 …	(+) ھۆججەت تېپىلمىدى	File could not be found File cannot be found	Since they are expressing the same meaning, only one form is used in Uyghur.
Failed to … Failure of …	(+) ئۇلانمىدى	Failed to connect Failure to connect	
Cannot find … Could not find …	(+) قوزغاتقۇچ يۇمشاق دېتالنى تاپالمىدى	Cannot find driver software Could not find driver software Unable to find driver software	

English	Translation	Example	Comment
Unable to find … Unable to locate …		Unable to locate driver software	
Not enough memory Insufficient memory There is not enough memory There is not enough memory available	(+) ساقلىغۇچ يېتىشمىدى	Not enough memory Insufficient memory There is not enough memory There is not enough memory available	
... is not available ... is unavailable	(+) بۇيرۇق مەۋجۇد ئەمەس	The command is not available The command is unavailable	

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".

English example	Message User will see	Uyghur example
%d minute(s) remaining	3 minute(s) remaining	(+) d% مىنۇت قالدى
Dialing %s...	Dialing business phone	(+) s% غا ئۇلاۋاتىدۇ
The disk in drive %c: cannot be formatted.	The disk in drive C: cannot be formatted.	(+) قوزغاتقۇچ c% فورماتلانمىدى

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).

Key Names

English Key Name	Uyghur Key Name
Alt	Alt
Backspace	Backspace
Break	Break
Caps Lock	Caps Lock
Ctrl	Control
Delete	Delete
Down Arrow	ئاستىغا
End	End
Enter	Enter
Esc	Esc
Home	Home
Insert	Insert
Left Arrow	سولغا
Num Lock	Num Lock
Page Down	Page Down
Page Up	Page Up
Pause	Pause
Right Arrow	ئوڭغا
Scroll Lock	Scroll Lock
Shift	Shift
Spacebar	بوشلۇق كۇنۇپكىسى

English Key Name	Uyghur Key Name
Tab	Tab
Up Arrow	ئۇستىنگە
Windows key	Windows كۇنۇپكىسى
Print Screen	Print Screen
Menu key	تىزىملىك كۇنۇپكىسى

Access Keys/Hot keys

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

"Hot keys" are a combination of keys such as ALT+F or Ctrl+S that move the focus to a menu, command, or control, without using the mouse.
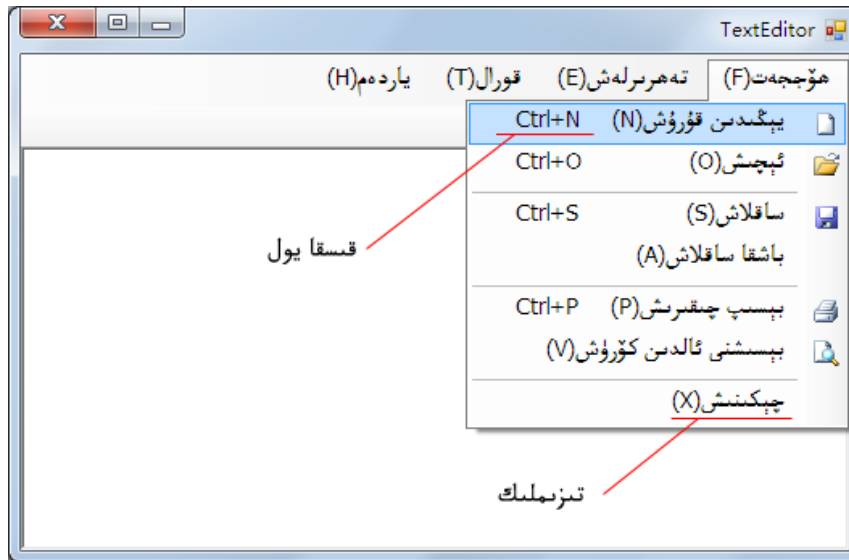
The following table lists special options for hot keys in US-English interfaces and describes whether each option is allowed in Uyghur:

Hot Key Special Options	Usage: Is It Allowed?	Notes
"Slim characters", such as I, l, t, r, f can be used as hot key	n/a	Any letter of the Uyghur alphabet cannot be used as a hotkey
Characters with downstrokes, such as g, j, y, p and q can be used as hotkeys	n/a	
Extended characters can be used as hotkeys	n/a	

Hot Key Special Options	Usage: Is It Allowed?	Notes
An additional letter, appearing between brackets after item name, can be used as hotkeys	n/a	
A number, appearing between brackets after item name, can be used as hotkey	n/a	
A punctuation sign, appearing between brackets after item name, can be used as hotkey	n/a	
Duplicate hotkeys are allowed when no other character is available	n/a	
No hotkey is assigned when no more characters are available (minor options only)	n/a	

Additional notes: Some very common Access Keys are listed in the following table:

English	Function	Product
Ctrl+A	select all	Windows Office
Ctrl+A	reset all	Windows
Ctrl+B	send to back	Windows
Ctrl+C	reset current	Windows
Ctrl+C	copy	Windows Office SQL
Ctrl+D	delete	Windows Works
Ctrl+D	duplicate	Powerpoint PictureIt
Ctrl+D	dial	Windows
Ctrl+D	select domain	Windows
Ctrl+E	open image for editing	Windows
Ctrl+E	attributes	Windows

English	Function	Product
Ctrl+F	filter	Windows
Ctrl+F	forward	Outlook
Ctrl+F	view bitmap	Windows
Ctrl+F	file transfer	Windows
Ctrl+F	find	Windows SQL
Ctrl+F	full screen	Windows
Ctrl+G	go to	Windows
Ctrl+G	grid	Windows
Ctrl+G	paste to page	Windows
Ctrl+G	date	Works
Ctrl+H	replace	Windows SQL Outlook
Ctrl+H	space	Windows
Ctrl+I	invert colors	Windows
Ctrl+L	rotate left	Windows
Ctrl+L	color box	Windows
Ctrl+L	view log	Windows
Ctrl+M	new slide	Powerpoint
Ctrl+N	new call	Windows
Ctrl+N	new message	Outlook
Ctrl+N	new snapshot	Office
Ctrl+N	next code	Windows
Ctrl+N	new	Windows Office SQL
Ctrl+N	new connection	Windows
Ctrl+O	options	Windows
Ctrl+O	select code	Windows

English	Function	Product
Ctrl+O	open	Windows Office Works Visual Studio
Ctrl+P	previous	Windows Excel
Ctrl+P	print	Windows SQL Outlook Visual Studio Access Publisher
Ctrl+R	rotate right	Windows
Ctrl+R	flip/rotate	Windows
Ctrl+R	reply	Outlook
Ctrl+S	sharing	Windows
Ctrl+S	update	Windows
Ctrl+S	save	Windows Office Visual Studio
Ctrl+S	send	Windows
Ctrl+S	setup	Windows
Ctrl+T	toolbox	Windows
Ctrl+T	transfer	Windows
Ctrl+V	paste/insert	Windows SQL Works Outlook
Ctrl+W	stretch/skew	Windows
Ctrl+W	whiteboard	Windows
Ctrl+Y	redo	Windows Office
Ctrl+Y	repeat	Windows

English	Function	Product
		Works
Ctrl+Z	undo	Windows Office SQL Works Visual Studio

The following table lists the hot keys that are permissible in Uyghur. Please note that only single stroke characters can be used. If there are no single stroke characters in your language, or not enough of them, please indicate whether US characters can be used instead.

Hot key character	Preferred or allowed?	Case-sensitive?
ABCDEFGHIJKLMNOPQRSTUVXYZ abcdefghijklmnopqrstuvxyz	preferred	false

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.

Numeric keypads are useful for entering long sequences of numbers quickly in Uyghur, for example in spreadsheets, financial/accounting programs, and calculators. Input in this style is similar to that of a calculator or adding machine.

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	Uyghur Command	Uyghur Shortcut key
General Windows Shortcut keys			
Help window	F1	ياردەم كۆزنۇپكىسسى	F1

US Command	US English Shortcut Key	Uyghur Command	Uyghur Shortcut key
Context-sensitive Help	Shift+F1	مەزمۇنغا ئائىت ياردەم	Shift+F1
Display pop-up menu	Shift+F10	قاڭقىما تىزىملىكنى كۆرسىتىش	Shift+F10
Cancel	Esc	بىكار قىلىش	Esc
Activate\Deactivate menu bar mode	F10	تىزىملىك ئىستون ھالىتىنى ئاكتىپلاشتۇرۇش\يوشۇرۇش	F10
Switch to the next primary application	Alt+Tab	كېيىنكى بىرلەمچى قوللانمىغا ئالماشتۇرۇش	Alt+Tab
Display next window	Alt+Esc	كېيىنكى كۆزنەكنى كۆرسىتىش	Alt+Esc
Display pop-up menu for the window	Alt+Spacebar	كۆزنەكتە قاڭقىما تىزىملىكنى كۆرسىتىش	Alt+空格键
Display pop-up menu for the active child window	Alt+-	ئاكتىپ بالا كۆزنەكتىن قاڭقىلما تىزىملىكنى كۆرسىتىش	Alt+-
Display property sheet for current selection	Alt+Enter	نۆۋەتتىكى تاللاشتىن خاسلىق ۋارىقىنى كۆرسىتىش	Alt+Enter
Close active application window	Alt+F4	ئاكتىپ كۆزنەكنى تاقاش	Alt+F4
Switch to next window within (modeless-compliant) application	Alt+F6	قوللانمىدىن كېيىنكى كۆزنەككە ئۆتۈش	Alt+F6
Capture active window image to the Clipboard	Alt+PrntScrn	ئاكتىپ كۆزنەكنى كەسسىش-چاپلاش تاختىسىغا كۆچۈرۈش	Alt+Prnt Scrn
Capture desktop image to the Clipboard	PrntScrn	ئۈستەليۈزى رەسىمىنى كەسسىش-چاپلاش تاختىسىغا كۆچۈرۈش	Prnt Scrn
Access Start button in taskbar	Ctrl+Esc	ۋەزىپە ئىستونىدىن باشلاش تىزىملىكنى زىيارەت قىلىش	Ctrl+Esc
Display next child window	Ctrl+F6	كېيىنكى بالا كۆزنەكنى كۆرسىتىش	Ctrl+F6
Display next tabbed pane	Ctrl+Tab	كېيىنكى بەتكۆچ تاختىنى كۆرسىتىش	Ctrl+Tab
Launch Task Manager and system	Ctrl+Shift+Esc	ۋەزىپە باشقۇرغۇچى ۋە سىستىما دەسلەپلەشتۈرۈشنى قوزغىتىش	Ctrl+Shift+Esc

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US Command	US English Shortcut Key	Uyghur Command	Uyghur Shortcut key
initialization			
File Menu			
File New	Ctrl+N	هۆججەت قۇرۇش	Ctrl+N
File Open	Ctrl+O	هۆججەت ئېچىش	Ctrl+O
File Close	Ctrl+F4	هۆججەت يېپىش	Ctrl+F4
File Save	Ctrl+S	هۆججەت ساقلاش	Ctrl+S
File Save as	F12	هۆججەتنى باشقا نامدا ساقلاش	F12
File Print Preview	Ctrl+F2	هۆججەت بېسىشنى ئالدىن كۆرۈش	Ctrl+F2
File Print	Ctrl+P	هۆججەت بېسىش	Ctrl+P
File Exit	Alt+F4	هۆججەتتىن چېكىنىش	Alt+F4
Edit Menu			
Edit Undo	Ctrl+Z	يېنىۋېلىش	Ctrl+Z
Edit Repeat	Ctrl+Y	تەكرارلاش	Ctrl+Y
Edit Cut	Ctrl+X	كېسىش	Ctrl+X
Edit Copy	Ctrl+C	كۆچۈرۈش	Ctrl+C
Edit Paste	Ctrl+V	چاپلاش	Ctrl+V
Edit Delete	Ctrl+Backspace	ئۆچۈرۈش	Ctrl+Backspace
Edit Select All	Ctrl+A	ھەممىنى تاللاش	Ctrl+A
Edit Find	Ctrl+F	ئىزدەش	Ctrl+F
Edit Replace	Ctrl+H	ئالماشتۇرۇش	Ctrl+H
Edit Go To	Ctrl+B	يۆتكەلىش	Ctrl+G
Help Menu			
Help	F1	ياردەم	F1
Font Format			
Italic	Ctrl+I	يانتۇ	Ctrl+I
Bold	Ctrl+G	توم	Ctrl+B
Underlined\Word underline	Ctrl+U	ئاستىغا سىزىش\سۆزنىڭ ئاستىغا	Ctrl+U

US Command	US English Shortcut Key	Uyghur Command	Uyghur Shortcut key
Large caps	Ctrl+Shift+A	چوڭ ھەرپلەر	Ctrl+Shift+A
Small caps	Ctrl+Shift+K	كىچىك ھەرپلەر	Ctrl+Shift+K
Paragraph Format			
Centered	Ctrl+E	ئوتتۇرىغا توغرىلاش	Ctrl+E
Left aligned	Ctrl+L	سولغا توغرىلاش	Ctrl+L
Right aligned	Ctrl+R	ئوڭغا توغرىلاش	Ctrl+R
Justified	Ctrl+J	ئىككى چەتتىن توغرىلاش	Ctrl+J

Document Translation Considerations

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

Titles

In English the titles for chapters usually begin with "How to …" or with phrases such as "Working with …" or "Using …".

General guidelines when translating titles

- Avoid resorting to literal or word by word translation. The Target should read as original in simple and understandable way.
- Avoid the use of American idioms or Microsoft jargon/acronyms/abbreviations that would not be readily understood in the Uyghur market.
- If something seems to be unsuitable for a market either because it is "too American" or culturally inappropriate, alert your Microsoft PU contact

Consistency

Consistency is very important, and all related titles should be translated consistently. In a few cases it might be advisable to adopt a solution different from the above guidelines, e.g. by using infinitives only, if this ensure better consistency and improved understand ability for the end user.

<u>Recurring patterns</u>

When translating titles there are certain recurrent patterns that you should pay attention to, as indicated below:

A few examples of course titles:

English text	Uyghur translation
What's New in <*product name*>	<*product name*>دىكى يېڭىلىقلار
Getting Started with <*product name*>	<*product name*>دىن باشلاش
Installing and Configuring <*product name*>	<*product name*>نى ئورنتىش ۋە سەپلەش

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.

The following translations must be used:

English text	Uyghur translation
Copyright	نەشىر ھوقۇقى (+)
All rights reserved	بارلىق ھوقۇقى قوغدىلىدۇ (+)
Microsoft Corporation	Microsoft Corporation (+)