Setswana Style Guide

Contents

What's New?

Last Updated: February 2011

New Topics

The following topics were added:

- n/a

Updated Topics

The following topics were updated:

- n/a

Introduction

This Style Guide went through major revision in February 2011 in order to remove outdated and unnecessary content. Some topics are considered to be "Core & Common" – pertaining to all Microsoft products and services, while other topics have been added for product-specific purposes. These product-specific topics are in a separate section at the end of this document.

About This Style Guide

The purpose of this Style Guide is to provide everybody involved in the localization of Setswana 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 Setswana localization.

Style Guide Conventions

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

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

References to interface elements really only refer to translatable texts associated with those interface elements.

Example translations in this document are only intended to illustrate the point in question. They are not a source of approved terminology. Always check for approved translation in the Microsoft terminology database.

Sample Text

Go ne go rena boitumelo fela mo lapeng la ga Rralesemola le Mmalesemola, e re motho a tsena a kgatlhantshiwe le go amogelwa ke mongebo o o bothitho wa ga Rralesemola mmogo le basetsana ba gagwe ba batlhano e bong Sakana, Boitumelo, Reabetswe, Kate le Masego. Mongwe le mongwe yo o tsenang a sa fiwe mogodungwana fela, a bile a felegetswa ka sephuthelwana sa mofago fa a tsamaya - dikuku le diphaphatha kgotsa botebekwane, le moro fa o le lesego. Go tlogile ga senyega phetsophetso fa mosadimogolo Letia, mmaagwe Rralesemola, a goroga go tla go bona ntlo ya bona e ntšhwa le go tla go amogela setlogolwana sa ntlha sa mosimane, Masego Tebogo - kgwedi a setse a begilwe! Ga nkga go sa bola…

Rralesemola, monna wa dingwaga di ka nna masomenne le metso e e sa fediseng pelo, o ne a dira jaaka modisi mo faboriking nngwe mo motseng wa Thaba Nchu, mme ka bodulo a tlhomile mokhukhu mo motsaneng wa Botshabelo, gaufi le motse wa - [ke a seba…] - Thaba Nchu. Baagi ba Botshabelo fa ba ka nkutlwa ba ka e ja e sa butswa. Go ya ka bona, motsana wa bona o bapile le wa Mangaung, ntswa totatota Mangaung a katogile Botshabelo ka dikilometara di ka nna masomethataro, fa Thaba Nchu ena e le dikilometara di le lesomepedi fela go tswa mo Botshabelo. Matsapa di a tsere mo go reng baagi ba ntlhantlha ba Botshabelo, go akarediwa le Rralesemola ba simolotse e le baipei mo motseng wa Thaba Nchu, ba tlhomile lefelo la baipei le le neng le bidiwa Komdraai, gaufi le boemaditimela. Ba ba di itseng ba re baipei ba, ba falaletse foo ba tswa Soutpan, motse o o dikilometara di ka nna lekgolo kwa bokonebophirima jwa Thaba Nchu. Ba tlile jaana ba jabeditswe ke monna yo o neng a bidiwa Khosa, a ba solofeditse lefatshe la mašwi le dinotshe, mme a feta a ba phuaganya mo Komdraai a ba jetse bogolo jwa madi, a ba solofetsa go boa a tla go a ba tsaa go ba isa Kananeng wa bona. Le jaanong wa bojaanong ba sa letile. Ka dingwaga tsa bo …………….. fa Thaba Nchu a neelwa naga ya "boipuso" ya Bophuthatswana wa maloba, baagi ba Komdraai ba kumolwa jaaka mmitlwa, e le fa puso ya Bophuthatswana e re ga se baagi ba Thaba Nchu, e bile bogolosegolo, ga se Batswana. Ba iphitlhetse ba dula mo ditenteng kwa motsaneng o ba o biditseng Botshabelo - botshabelo jwa bogale jwa mokumodi. A jaanong o ka ba raya wa re ba agile gaufi le Thaba Nchu?

Ka rialo

Masebolai Thubisi, P. O. Box 23, Polokwane, Tel 0152962851, Mobile 0822005108.

Kgannyana eno e kwadilwe ka la Labotlhano wa la 03 Seetebosigo 2011, ka 19h00

Recommended Reference Material

Use the Setswana 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. Setswana Terminology and Orthography No. 4, 1998. Department of Education. Pretoria: Government Printers
2. Setswana Spelling Rules 2005. PanSALB (Unpublished booklet and distributed countrywide)

3. Add Source #2

4. Add other sources as needed

Informative References

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

1. Multilingual Terminology for Information Communication Technology (1st Ed) 2005. National Department of Arts and culture, Pretoria

2. Mareme G et al, 2007, Thanodi ya Setswana, Nutrend Publishers, Pietermaritzburg Add Source #2

3. Add Source #3

4. Add other sources as needed

Language Specific Conventions

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

Country/Region Standards

Characters

Country/region	South Africa
Lower-case characters	a, b, c, d, e, f, g, h, i, j, k, l, m, n, o, p, q, r, s, š, t, u, v, w, x, y, z
Upper-case characters	A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, Š, T, U, V, W, X, Y, Z
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	27
Unicode codes	a (0061); b (0062); c (0063); d (0064); e (0065); f (0066); g (0067); h (0068); i (0069); j (006a); k (006b); l (006c); m (006d); n (006e); o (006f); p (0070); q (0071); r (0072); s (0073); š (009A); t (0074); u (0075); v (0076); w (0077); x (0078); y (0079); z (007a); A (0041); B (0042); C (0043); D (0044); E (0045); F (0046); G (0047); H (0048); I (0049); J (004a); K (004b); L (004c); M (004d); N (004e); O (004f); P (0050); Q (0051); R (0052); S (0053); Š (008A); T (0054); U (0055); V (0056); W (0057); X (0058); Y (0059); Z (005a)
Notes	We use characters c, x very sparingly, mainly in exclamations. Characters v and z are reserved for borrowed words and q is the least used, if ever.

Date

Country/region	South Africa
Calendar/Era	Gregorian
First Day of the Week	Monday
First Week of the Year	Starts on 01 January each year
Separator	. or /

Country/region	South Africa
Default Short Date Format	dd/MM/yy
Example	17/03/11
Default Long Date Format	dd MMMM yyyy
Example	17 Mopitlwe 2011
Additional Short Date Format 1	n/a
Example	n/a
Additional Short Date Format 2	n/a
Example	n/a
Additional Long Date Format 1	n/a
Example	n/a
Additional Long Date Format 2	n/a
Example	n/a
Leading Zero in Day Field for Short Date Format	Yes
Leading Zero in Month Field for Short Date Format	Yes
No. of digits for year for Short Day Format	2
Leading Zero in Day Field for Long Date Format	Yes
Leading Zero in Month Field for Long Date Format	n/a (Name of month written in full)
Number of digits for year for Long Day Format	4
Date Format for Correspondence	dd MMMM yyyy or dd/MM/yyyy

Country/region	South Africa
Example	17 Mopitlwe 2011 or 17/03/2011
Notes	• In all scenarios, both the day and month will be represented by 2 characters, while the year will be represented by 4 characters.
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	South Africa
24 hour format	Yes
Standard time format	HH:mm:ss
Standard time format example	07:15:55
Time separator	Colon [:]
Time separator examples	03:24:12
Hours leading zero	Yes
Hours leading zero example	03:24:12
String for AM designator	n/a
String for PM designator	n/a
Notes	n/a

Days

Country/region: South Africa

Day	Normal Form	Abbreviation
Monday	Mosupologo	Mos
Tuesday	Labobedi	Lab
Wednesday	Laboraro	Labr
Thursday	Labone	Labn
Friday	Labotlhano	Labt
Saturday	Matlhatso	Matlh
Sunday	Sontaga/Tshipi	Sont/Tsh

First Day of Week: Mosupologo (Monday)

Is first letter capitalized?: Yes

Notes: Names of days of the week always start with capital letter even when they appear in the middle of a sentence.

Months

Country/region: South Africa

Month	Full Form	Abbreviated Form	Long Date Form
January	Ferikgong	Fer	Ferikgong
February	Tlhakole	Tlh	Tlhakole
March	Mopitlwe	Mop	Mopitlwe
April	Moranang	Mor	Moranang
May	Motsheganong	Motsh	Motsheganong
June	Seetebosigo	Seet	Seetebosigo
July	Phukwi	Phk	Phukwi
August	Phatwe	Pht	Phatwe
September	Lwetse	Lwetse	Lwetse
October	Diphalane	Diph	Diphalane
November	Ngwanatsele	Ngwn	Ngwanatsele

Month	Full Form	Abbreviated Form	Long Date Form
December	Sedimonthole	Sed	Sedimonthole

Is first letter capitalized?: Yes

Notes: In Setswana all the names of months are intertwined with the seasons and especially the geographical/cultural features related to those seasons.

Numbers

Numbers must have prefixes to show which noun class (Three of them failed. "Go paletswe ba le bararo ba bona". "Go paletswe tse tharo tsa tsona"). All numbers over ten are often written in figures.

Phone Numbers

Country/region	International Dialing Code	Area Codes Used?	Number of Digits – Area Codes	Separator	Number of Digits – Domestic	Digit Groupings – Domestic
South Africa	+27	Yes	3	Space	10	(###) ### ####

Country/region	Number of Digits – Local	Digit Groupings – Local	Number of Digits – Mobile	Digit Groupings – Mobile	Number of Digits – International	Digit Groupings – International
South Africa	7	### ### #### ##.>	10	(###) ### ####	10	+27## ### ####

Notes: Area codes are sometimes put inside brackets.

Addresses

Country/region: South Africa

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

Address Format:

1. [Title/Honorific] LastName
2. [CompanyName]
3. Address1

4. [Address2]
5. [CountryCode-] PostalCode City
6. [Country]

Example Address:

MmeTidiMoreosele

BuaMonthati Consulting

P.O. Box 595

[16 Batho Street, Golfview]

Mafikeng

2745, South Africa

Local Postal Code Format: xxxx

The postal code consists of four digits which represent a certain area in the country. Mail may be delivered to either a residential or postal address; both have to have a postal code. The postal code has to be written in full.

Notes: First name may be used instead of initials.

It is strongly advisable not to attempt to localize postal addresses. South Africa is a multilingual country; and if all addresses could be translated into all eleven (11) official languages, it will result in chaos, thus making mailing at post offices difficult.

It is advisable to use the current internationally approved names of provinces and streets and to keep track of events and changes. South Africa, due to its history, is in a process of correcting the wrongs of the Apartheid era, and name restoration of streets, cities, towns and provinces are among the major restoration projects in this country.

Country name is required when posted from outside the country.

Currency

Country/region	South Africa
Currency Name	Rand and cent
Currency Symbol	R and c
Currency Symbol Position	Rand refers to a hundred cents
Positive Currency Format	R1 refers to one rand and 20c refers to twenty cents
Negative Sign Symbol	n/a
Negative Currency Format	n/a
Decimal Symbol	Full stop (.)
Number of Digits after Decimal	Two
Digit Grouping Symbol	+ or -

Number of Digits in Digit Grouping	Two
Positive Currency Example	R1.20c
Negative Currency Example	n/a
ISO Currency Code	ZAR
Currency Subunit Name	cent
Currency Subunit Symbol	C
Currency Subunit Example	.20c

Digit Groups

Country/region: South Africa

Decimal Separator: [,] and [.]

Decimal Separator Description: Comma and dot

Decimal Separator Example: Example 1: O mphile bogobe pele, moragonyana a ntšhabisa ka morogo.

Example 2: Dimilione di le R8,6 [8,6 million].

Thousand Separator: Space

Thousand Separator Description: Space

Thousand Separator Example:1 200 300

Notes: In Setswana when we write currency the word for that currency always precedes the figure.

Measurement Units

Metric System Commonly Used?: Yes

Temperature: Celsius

Category	English	Translation	Abbreviation
Linear Measure	Kilometer	Kilometara	Km
	Meter	Metara	m
	Decimeter	Desimetara	dm
	Centimeter	Sentimetara	cm
	Millimeter	Milimetara	mm
Capacity	Hectoliter	Heketolitara	hl

Category	English	Translation	Abbreviation
	Liter	Litara	l
	Deciliter	Desilitara	dl
	Centiliter	Sentilitara	cl
	Milliliter	Mililitara	ml
Mass	Ton	Tone	n/a
	Kilogram	Kilogeramo	kg
	Pound	Ponto	lb
	Gram	Geramo	g
	Decigram	Desigeramo	dg
	Centigram	Sentigeramo	cg
	Milligram	Miligeramo	mg
English Units of Measurement	Inch	Noko	n/a
	Feet	Dikgato	n/a
	Mile	Maele	n/a
	Gallon	Galone	gal

Notes: Abbreviations may either start with a capital or lower case letter.

All abbreviations for measurements will retain English format even in Setswana.

Percentages

These are amounts, numbers or rates given as a fraction of one hundred. In Setswana we may either use the symbol % or write the percentage in words, which precedes the number.

For example: Mosidi o rekile 20% ya dišere tsa ga Mooketsi. OR Mosidi o rekile diporesente di le 20 tsa dišere tsa ga Mooketsi.

Sorting

Sorting rules	1. Capital letters and lowercase letters are equal. No distinction is made between them. 2. The extended characters [š] and [Š] are not the equivalents of a s or S but are treated as separate letters of the alphabet. 3. Other accented characters are equal with non-accented characters; so [é] and [e], [o] and [ô] are equal.
Character sorting order	a (97); b (98); c (99); d (100); e (101); f (102); g (103); h (104); i (105); j (106); k (107); l (108); m (109); n (110); o (111); p (112); q (113); r (114); s (115); š (353); t (116); u (117); v (118); w (119); x (120); y (121); z (122); A (65); B (66); C (67); D (68); E (69); F (70); G (71); H (72); I (73); J (74); K (75); L (76); M (77); N (78); O (79); P (80); Q (81); R (82); S (83); Š (352); T (84); U (85); V (86); W (87); X (88); Y (89); Z (90)
Examples of sorted words	@ 1 Aaron andere ändere chaque chemin cote coté côte côté čučēt Czech hiša irdisch lävi lie lire llama lòza Löwen lõug Lübeck luck luč lye Männer màšta mîr möchten myndig

		pint
		piña
		pylon
		savoir
		sämtlich
		Sietla
		subtle
		symbol
		ślub
		šàran
		Šerbūra
		väga
		verkehrt
		vox
		waffle
		wood
		yen
		yuan
		yucca
		zoo
		Zürich
		Zviedrija
		zysk
		zzlj
		zznj
		zznz
		zzlz
		žal
		žena
		Ženēva

Geopolitical Concerns

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

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

- Maps
- Flags
- Country/region, city and language names

- Art and graphics
- Cultural content, such as encyclopedia content and other text where historical or political references may occur

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

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

Guideline

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

Grammar, Syntax & Orthographic Conventions

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

Adjectives

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

In a standard sentence, they are used with a noun, following that noun. They can precede the noun in a sentence, for emphasis. They can also be used without the noun, and the noun will be implied, based on the form of the adjective. All adjectives in Setswana derive their form from nouns so each adjective will be linked to a particular noun at all times. There are three kinds of adjectives, viz. form, colour and number/amount/volume

Possessive adjectives

The frequent use of possessives is a feature of English language. However in Setswana, possessive adjectives are always linked to the noun by the adjectival concord(article) which derives its form from a particular noun. There are standard possessive stems for first, second and third persons, however, possession can be formed with the use of nouns, pronouns et al. The possessive concord(article) plays a major role.

Articles

General considerations

In Setswana we use the article [ya/sa/la] of the possessive noun in the place of [of] in the source language, depending on the noun class.

Unlocalized Feature Names

Microsoft product names and non-translated feature names are used without definite or indefinite articles in the English language. We also do not add any article to them.

Example : (+) Windows 2007

Localized Feature Names

Translated feature names are handled in this way : We localise them according to the official orthography, retaining the source language pronunciation as much as possible.

Example: Computer > (+) Khophiutha

Articles for English Borrowed Terms

When faced with an English loan word 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 Setswana language? All nouns in Setswana can be classified into classes. The class "n" and its plural form "din" is home for many borrowed words
- Analogy: Is there an equivalent Setswana 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.

Example: (+) Broek > Borukgwe

Capitalization

In Setswana, capitals should only be used:

(i)   at the beginning of a sentence. Example (+) Mosadi o tsamaile

(ii)   to refer to proper names of people/places/products, ethnic groups, languages, months, etc. Examples :Aforikaborwa, Tshwane, Microsoft, Setswana, Diphalane.

Though English tends to overuse capitals, one should not do the same in Setswana when translating. It is advisable that one should rather use their knowledge of the spelling conventions of Setswana to make a decision which words to capitalize and which ones to leave lower-case.

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.

Compounding in Setswana is used especially when new terminology is coined. This is done to avoid long sentences that can use more space than expected. For example: English = road atlas Setswana = atlelase ya tsela. In this example a compound word may be atlelasetsela.

Gender

Create a balance when assigning roles and functions to men and women. Instead of using phrases which mention the two genders separately, use a general term that includes genders such as "people" or "users".

Example: A custom dictionary can only be used by the user who created it.

Thanodi ya maitirelo e ka dirisiwa fela ke modirisi yo e e kwadileng.

In the case above, both Setswana and English sentences are neutral; they do not refer to any specific gender. There is therefore a possibility that the term "user" refers to both genders.

Genitive

Genitive refers to a form of a noun or pronoun which shows possession. Avoid using possessive marker "your" unless ownership is important in context.

Example: Switch off your computer.

(+) Tima khomphiutha.

Modifiers

In Setswana localized text you often need to make sure you capture the meaning of the source, not necessarily the word order or format.

Example: (+) Popego e e tlhololo ke karolo ya botlhokwa mo go Microsoft

Nouns

General considerations

Setswana, just like many other languages, differentiates between noun classes based on features like animacy, shape, gender, and so on. English words are used in Setswana as loan words and later integrated in the same language. There are instances that often show the translator's lack of knowledge of the etymology of a word, thinking the word comes from English when it originally came from Afrikaans. The rule of thumb is that where English has a silent sound, be it a vowel or consonant, so let it be in the target language.

Example: Server > (+) Sefara

Inflection

Setswana will retain the pronunciation and alter the letters according to its orthography, e.g. adding vowels between consonants or adding prefixes so that the noun can be identified with a particular class.

Example: Register > (+) Rejisetara

Plural Formation

The plurals of Setswana nouns are formed by adding prefixes to them, according to the noun classes to which they belong. It is therefore suggested that the plural form of the English words be translated accordingly in Setswana.

Example: Servers – (+) Disefara

Administrators – (+) Batsamaisi

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	Setswana Expression	Comment
Click on…	(+) Tobetsa mo…	Mostly in Setswana, the preposition for 'in' and 'on' will be replaced by 'ka mo' or 'mo'

Pronouns

Pronouns are class bound because they derive their form from nouns. Pronouns can be used with nouns, following or preceding the noun. They can also be used on their own in a sentence standing in for the noun, either as a subject or an object.

Example: (+) Ena o gorogile maabane

(+) Mme ena o gorogile maabane

Punctuation

Comma

Commas indicate a slight pause and are used to divide a sentence into several parts so that it is easier to follow its meaning. They are used

- To separate words in a list e.g. (+) Go ya ka thulaganyo ya yona, Windows 2007 e kgona go bula difaele tsa mefutafuta.

Colon

Use colons mostly to separate a sentence from examples or elaborations

Example: (+) Windows 2007 e bopilwe ka mananeo a a latelang : etc, etc & etc

Do not use colons to pause between two sentences

Example: Ga o a letlelelwa go fetola mainatota a mananeo a Microsoft : fa o ka dira jalo ba ka go tshwarisa

Dashes and Hyphens

Three different dash characters are used in English:

Hyphen

The hyphen is used to divide words between syllables, to link parts of a compound word, and to connect the parts of an inverted or imperative verb form. In Setswana the hyphen is used in grammar to indicate syllables and to link the syllables of the same word if this word needs to be broken at the end of the page for space. Use of a hyphen is totally discouraged

Example: (+) Mananeo > Ma-na-ne-o

En Dash

The en dash is used as a minus sign, usually with spaces before and after. Setswana uses it for the same purpose

Example: (+) 20 – 4 = 16

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. Setswana also uses it for the same purpose

Example: (+) Bona dits. 16-32

Em Dash

The em dash should only be used to emphasize an isolated element or introduce an element that is not essential to the meaning conveyed by the sentence. In Setswana the Em Dash is used to indicate that the unit is a stem with no meaning on its own. It can only have meaning when certain characters are put in front of it. It is often used in verb stems.

Example: (+) -olola

Ellipses (Suspension Points)

Ellipses are used mainly in number sums. In ordinary text they are often used to capture the imagination.

Example: (+) 3,6,9,12…36

Example: (+) Mosimane yole o ntenne tota o ka re nka mo…

Keep in mind the following when using ellipses/suspension points:

The words or characters left out should be relatively predictable

Example: (+) 1,2,3,4,5…20

Example: (+) Ke ya go latlha sebodu se kwa ntle ke se re…

Period

A full stop [.] (as known is South Africa is used

- at the end of a sentence that is not a question or an exclamation
- in abbreviations e.g. "January –Jan." "Ferikgong –Fer." Same usage in Setswana

Example: (+) Ferikgong-Fer.

Quotation Marks

Quotation marks are used when referring to enclosed words and punctuation in direct speech: The same applies to Setswana.

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

Example: (+) Karabo o arabile fela ka go re "Katlego, ke go reile ka re o se bule khomphiutha ya me kwa ntle ga tetla!"

Parentheses

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

Example: (+) Mananeo a(a le mo popegong ya ona ya tlhago)a tsewa go tswa puong go ya go e nngwe

Singular & Plural

Singular and plural are differentiated by the plural prefix only. No suffixes. There is a multiple plural for which can be referred to as "The uncountable plural"

Example: (+) mosadi > basadi > tshadi

Split Infinitive

There is no difference of form between infinite verbs and normal verbs. The difference can only be depicted in usage

Example: (+) Melaetsa ya Mirosoft e na le go tsamaya > Melaetsa ya Microsoft e tsamaya e timelela

Subjunctive

The subjunctive does not alter the form of the verb, therefore it is imperative to read carefully and understand the sentence in order to realise that it is subjunctive

Example: (+) Ke eletsa go tlhaloganya mananeo otlhe a Microsoft

Symbols & Non-Breaking Spaces

Some symbols are not frequently used so users might not be familiar with them

Example: (+) #

No serious concerns

Example: (+) $

Syntax

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

1. Difference #1 In Setswana a sentence is complete even if it has neither the noun nor pronoun
   Example: (+) O tsamaile maabane
2. Difference #2 Setswana is more descriptive and elaborate than English
   Example: (+) Letshwaokgwebo la mong/beng

Verbs

English verbs can be used as loan words in the target language.

Example: drill

Setswana : (+) dirila

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

Example: debug

Setswana: (+) dibaka

Word Order

Generally describe the action before the purpose instead of the other way round.

Example: Remove any existing settings to free space.

Setswana: (+) Gore o bule sebaka, tlosa dithulaganyo tse di teng

Style and Tone Considerations

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

Audience

You should always recognise your audience's sensitivity to gender, ethnic and racial differences. There are some names of groups that are often misspelled and the people concerned take serious offence.

Example: (+) Tswana to refer to the people's language instead of Setswana

Style

The type of language used should avoid a bias in gender, ethnicity and race.

Example: He/she is a computer expert

Tone

When localizing in Setswana, it is important that the formal tone be used. Since Batswana know their intonations in a text, it makes the text more complicated to use tonal markers in a written text.

Examples: (+) [ô] in yôna

Voice

The use of the circumflex and the acute accent to differentiate words with same spelling and tone is no longer compulsory as speakers are guided by context.

Example: Microsoft BackOffice product family.

Setswana: (+) Kungô ya legoro la Microsoft BackOffice.

The translator must try to avoid any word forms that are specific to a particular dialect as much as possible.

Example:

English	Translation
You are now connected to the Internet.	(+) O setse o gokagantswe mo inthaneteng jaanong.

Localization Guidelines

This section contains guidelines for localization into Setswana.

General Considerations

The Setswana culture should be taken into consideration during the localization process

Abbreviations

Common Abbreviations

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

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

List of common abbreviations:

Setswana example	Acceptable abbreviation
Sekao	(+) Sk.
jaaka	(+) jk.
jalojalo	(+) jj.
Mosupologo	(+) Mos
Labobedi	(+) Lab.
Laboraro	(+) Labr

Do not abbreviate such words as "and," "or," "something," "someone," or any other word that users might not recognize. If you have any doubt, spell out the word rather than using an abbreviation.

Accessibility

Microsoft provides people with disabilities (single-handed or with hearing or motion disabilities) with more accessible products and services. These may not be available in Setswana. Please check with your Microsoft contact and remove these references from Setswana text if necessary.

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). For uncommon acronyms we often give equivalents just to make it clear to the audience, but they are not widely used in Setswana as they are used in English.

Caution: Do not 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 terms:

- (-) RPC call   (-) kholo ya RPC
- (-) HTML language (-) Puo ya HTML
- (-) TCP/IP-Protocol (-) Phorotokholo ya TCP/IP
- (-) PIN Number   (-) Nomoro ya sephiri

The same problem occurs as it may be seen on the right column except for the last example. As a result, in Setswana, the abbreviation will be kept and if confusion is caused by such action, an explanation of the concept will be written in brackets.

Acronyms are not widely used in Setswana as they are used in English. When they are used, they tend to be of English origin or "loan" words. In translation, when we encounter acronyms such as "AIDS", "NGO", "SABC", "VAT", "IEC", "PanSALB" etc., it is advisable to provide the full translation in Setswana, but retain the English acronym in brackets to enable the audience to associate/link the translation with the acronym. For instance, the acronym "IEC" which stands for "Independent Electoral Commission", would become "Khomišene e e Ikemetseng ya Ditlhopho (IEC) instead of "Khomišene e e Ikemetseng ya Ditlhopho (KID)". In localisation, when we encounter acronyms such as "FAQ", "URL", "LIP", "ADO", "CPI", "CPU" "OLAP" etc., the English acronym will be used at all times.

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:

- Datenzugriffsobjekte (Data Access Objects, DAO) - Setswana
- ActiveX-Datenobjekte (ActiveX Data Objects, ADO)- Setswana

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 is 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.

You should also consider that different users will have different levels of knowledge about a product. For example, an Italian Exchange user will understand "DL," but the average Italian Windows user might not understand "DL" and would need to see "lista di distribuzione" (distribution list) instead. Try to be consistent within a product with your use of acronyms and initializations.

Note: Although the English acronym cannot 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, do not 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
Hausa	Application Initialization DLL	(+) Farawa Afilikeshon DLL
Kiswahili	DPI Scaling	(+) Urekebishaji DPI
Setswana	Application Initialization DLL	(+) Tirisotshimololo ya DLL
Setswana	DPI Scaling	(+) Phokotso ya DPI

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

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.

See also the product-specific sections at the end of this document for information on the localization of specific product names.

The terms "Microsoft," "Windows," and "Office" must always remain unlocalized; however, these terms may be transliterated if you receive approval for the appropriate Microsoft PM and Subsidiary. Refer to the section of this Style Guide that discusses trademarks for the complete list of product and component names that must remain in English. Ensure that you apply the chosen product terminology consistently throughout your translation of a set of content or an interface.

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

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

English example	Setswana example
Windows Mail shares your Internet Connection settings with Internet Explorer	(+) Windows Mail e arogana Kgolagano ya Inthanete le Internet Explorer
Website addresses will be sent to Microsoft	(+) Diaterese tsa Webosaete di tla romelwa kwa Microsoft

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

English example	Setswana example
Hide the Task Manager when it is minimized	(+) …Fitlha Task Manager fa o ngotlilwe
Check for updates in your installed Media Player's language	(+) Tlhola dioketsatshedimosetso mo puong ya Media Player e e tlhomilweng

Frequent Errors

This section does not apply to Setswana.

Glossaries

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

Fictitious Information

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

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

Please contact your product team representative for further information on how to deal with fictitious companies, names, addresses, email addresses, phone numbers, etc. in your product. For technical products, you may also check with the product team representative whether localized fictitious content is required or not (e.g. Visual Studio).

Recurring Patterns

This section does not apply to Setswana.

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.

Intelligibility

Terminology

Accuracy

Language Mechanics

Measurement Units

Gender

Preposition

Voice

Unlocalized Items

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

The terms "Microsoft," "Windows," and "Office" must always remain unlocalized. Ensure that you apply the chosen product terminology consistently throughout your translation of a set of content or an interface.

Using the Word Microsoft

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

The general rule is that product names are not translated if they include the word Microsoft and/or are trademarked.

Example: Microsoft Draw

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

Translating UI items can be a challenge at times, because you do not always know the context or the exact function of a particular UI item. Always use all available resources to establish the context for UI items.

Example: View (can be both be a verb and a noun)

Checkboxes and Radio Buttons

In the texts for checkboxes and radio buttons, it is not typical to address the user directly. Using a personal pronoun such as "you," "vous," or "Sie," in languages that use this form of address in checkbox or radio button texts should, therefore, be a relatively rare choice.

Within an interface, a checkbox can be selected or deselected.

In addition, a radio button can be selected or deselected; within a list, if one radio button is selected, none of the other radio buttons can be selected.

Punctuation in the source text often indicates whether a string is to be interpreted as a full sentence, but unfortunately this is not always the case. As a general rule, text in checkboxes and radio buttons receive no period at the end. If the period is there in the source text and if the string is a complete sentence, the localized string should also end with a period. A period is also advised if the target string is a complete and complex or long sentence (full sentence with sub-clauses or stretching over several lines).

Examples:

English example	Setswana example
I accept the license terms.	(+) Ke amogela melawana ya tiriso.
I accept this agreement.	(+) Ke amogela tumalano e.
Confirm file format conversion on open	(+) Mo pulong, tlhomamisa phetogo ya popegofaele

Dialog Box Contents

When translating dialog box contents, you are expected to use consistent terminology and language style in all dialog boxes and ensure that your translations are consistent with translations in other localized applications. Also, applications that are not currently localized may be localized in the future, and the same translations will be used in those applications.

Dialog box titles should be consistent with the menus items or menu commands that call them. Typically, menus are **nouns**; therefore, dialog titles should be **nouns**. This pattern is usually observed in the source text, and the source text format is decisive here. If the source text does use a headline format ("Doing xyz"), the Setswana equivalent to this format should be used.

Example:

English example	Setswana example
Insert Table	(+) Tsenya Lenaneo

Use parallel language for dialog box elements that are parallel in function, such as the contents of lists and tables. Ensure that all items are similar in form, and use the same part of speech. For example, translate all items in a list within a dialog box using an infinitive verb, or translate them all as noun/gerund, or translate them all as imperative verbs. Rely on the rules for Setswana to determine how best to translate the contents of dialog box elements such as lists and tables.

Menus, Commands, Buttons, and Other Interface Text

When translating menus, commands, and buttons, you should translate a verb as a verb (infinitive or citation form), unless there is a good reason not to do so. Always try to establish whether a word is a noun or a verb, using all available context and material. Some words can be both nouns and verbs (such as "View" in English interfaces), so be sure you know the context in which the word is being used in the interface. If the part of speech is ambiguous, there are often instructions that clarify whether you are dealing with a noun, verb, or adjective in a given context.

English example	Setswana example
Archive [noun]	(+) Akhaefe [leina]
Set [verb] Query [noun]	(+) Tlhoma[lediri] Patlisiso [leina]
View [verb]	(+) Leba [lediri]

Messages

Try to avoid phrasing the same message differently in the Setswana version of the software you are localising.

Example: Press F1 to get Help

Setswana: (+) Go bona thuso, tobetsa F1

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).
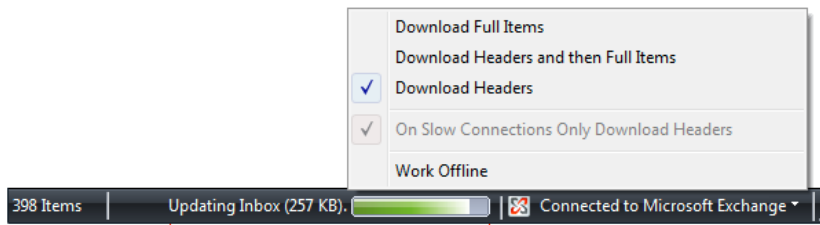
Setswana Style in Status bar Messages

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

Name	Setswana Name	Category	English Status Bar message	Setswana Status Bar message
Edit	(+) Tseleganya	menu	Contains editing commands	(+) E na le ditaelo tsa go tseleganya
Copy to Folder...	(+) Kopisetsa kwa Folder	menu	Copies the selected items to a new location	(+) E kopisetsa dilwana tse di rileng kwa lefelong le le ntšhwa
New	(+) ntšhwa	command	Creates a new document	(+) Dira tokumente e ntšhwa
			Make object visible?	(+) Dira gore selo se bonale?
			Word is converting the document. Press Esc to stop.	(+) Word e fetola tokumente. Tobetsa Esc go emisa.
			Datasheet View	(+) Go bogela papetlana ya Data
			Done	(+) Feditse

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

English term	Correct Setswana translation
Press F1 to get Help	(+) Tobetsa F1 go bona Thuso
If you want Help press F1 Fa o batla thuso, tobetsa F1	
To get Help press F1 Fa o batla thuso, tobetsa F1	
Not enough memory	(+) Ga go na memori o o lekaneng
Insufficient memory Memori ga o a lekanela	
There is not enough memory Memori ga o a lekanela	
Save changes to %1?	(+) Boloka diphetogo go %1?
Do you want to save changes to %1? A o batla go boloka diphetogo go %1?	

Error Messages

What Is An Error Message?

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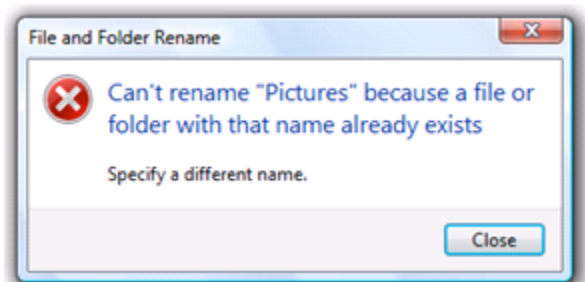
Error messages are messages sent by the system or a program, informing the user that there is an error that must be corrected in order for the program to keep running. For example, the messages can prompt the user to take an action or inform the user of an error that requires rebooting the computer.

Setswana 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.

In Setswana it is grammatical to omit the predicate "be", so you can omit it in error messages, but you should be consistent in your usage across all error messages.

Example: The following error occurred: '%1s!' (error #%2!Ix!)

Setswana: Phoso: (phoso #%2!Ix!) – Shorten this construction where possible.

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 …	…ga e	(+) Faele ga e bonwe.	
Failed to … Failure of …	Paletswe ke…	(+) E paletswe ke kgolagano	
Cannot find … Could not find … Unable to find … Unable to locate …	…ga se bonwe	(+) Selaodisi ga se bonwe	
Not enough memory Insufficient memory There is not enough memory There is not enough memory available	Memori ga o a lekana	(+) Memori wa faele eno ga o a lekanela	
... is not available ... is unavailable	…ga e teng	(+) Taelo ga e teng	

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 such as 3

%c means letter such as 'f'

%s means string such as "Click here to continue".

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".

Since Setswana has syntactic agreement, try to reword the translation to avoid a grammatically wrong sentence. Example: % already exists. (File already exists)

Setswana: Faele e setse e le teng.

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). However, we do not have Setswana Keyboards at present. Once these are available, then key names can be localised.

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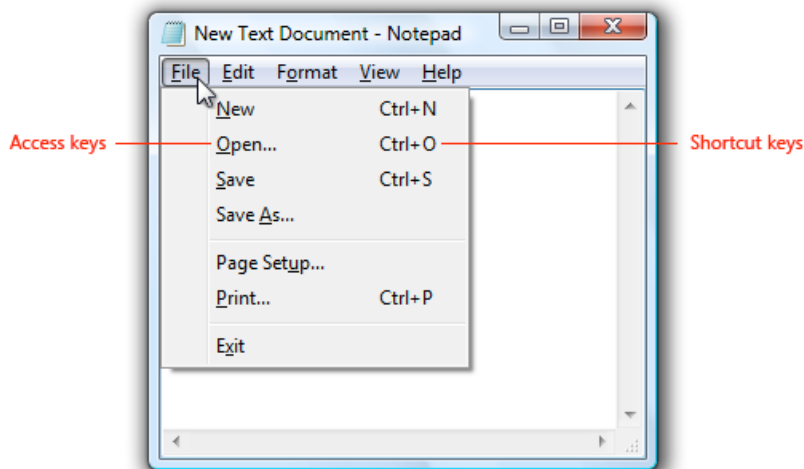
Sometimes, there are underlined or highlighted letters in menu options, commands or dialog boxes. These letters refer to access keys (also known as hot keys) that allow you to run commands, perform tasks, etc. more quickly.

Hot Key Special Options	Usage: Is It Allowed?	Notes
"Slim characters", such as I, l, t, r, f can be used as hot key	Yes	The key will serve the same purpose as in English.
Characters with downstrokes, such as g, j, y, p and q can be used as hotkeys	Yes	Though possible in Setswana, it is not always easy to underline symbol [g], for example, as it destroys the readability of the text.

Hot Key Special Options	Usage: Is It Allowed?	Notes
Extended characters can be used as hotkeys	Yes	Some characters may be added as hot keys and will function like in any language, eg. [š] in words like setšhaba, etc.
An additional letter, appearing between brackets after item name, can be used as hotkeys	Yes	Though possible in Setswana, there is unfortunately no exact example in Setswana.
A number, appearing between brackets after item name, can be used as hotkey	Yes	Same as in English
A punctuation sign, appearing between brackets after item name, can be used as hotkey	Yes	As an example
Duplicate hotkeys are allowed when no other character is available	Yes	As quotes or example
No hotkey is assigned when no more characters are available (minor options only)	Yes	Same as in English

Additional notes: n/a

Arrow Keys

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

Though some of the Key Names may be translatable into Setswana, they may be left untranslated because they are localised, they are likely to create confusion among users especially because we currently do not have Setswana Keyboards.

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, for example in spreadsheets, financial/accounting programs, and calculators. Input in this style is similar to that of a calculator or adding machine, but we do not have Setswana Keyboards as yet.

Shortcut Keys

Shortcutkeys are keystrokes or combinations of keystrokesused to performdefinedfunctions 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	Setswana Command	Setswana Shortcut key
General Windows Shortcut keys			
Help window	F1	Thuso	F1
Context-sensitive Help	Shift+F1	Thuso ya ditengtiriso	Shift+F1
Display pop-up menu	Shift+F10	Bontsha menu wa ka pejana	Shift+F10
Cancel	Esc	Khansela	Esc
Activate\Deactivate menu bar mode	F10	Go dirisa/go emisa go dirisa bara ya menu	F10
Switch to the next primary application	Alt+Tab	Fetolela go tirisokgolo e e latelang	Alt+Tab
Display next window	Alt+Esc	Bontsha "windows e e latelang	Alt+Esc
Display pop-up menu for the window	Alt+Spacebar	Bontsha menyu wa ka pejana wa "window"	Alt+Spacebar
Display pop-up menu for the active child window	Alt+-	Bontsha menyu wa ka pejana wa "window" e e mo iso	Alt+-
Display property sheet for current selection	Alt+Enter	Bontsha papetlana ya didiriswa tsa se se mo iso	Alt+Enter
Close active application window	Alt+F4	Tswala "window" e e mo iso	Alt+F4
Switch to next window within (modeless-compliant) application	Alt+F6	Fetolela go "window" e e latelang e e nyalelanang	Alt+F6
Capture active window image to the Clipboard	Alt+PrntScrn	Baya setshwantsho sa "window e e mo iso, mo papetlaneng	Alt+PrntScrn
Capture desktop	PrntScrn	Baya setshwantsho sa khomphiutha ya deseke mo	PrntScrn

US Command	US English Shortcut Key	Setswana Command	Setswana Shortcut key
image to the Clipboard		papetlaneng	
Access Start button in taskbar	Ctrl+Esc	Fitlhelela konopitshimololo mo go ya ditiro	Ctrl+Esc
Display next child window	Ctrl+F6	Bontsha "window" e e mo iso, e e latelang	Ctrl+F6
Display next tabbed pane	Ctrl+Tab	Bontsha sefatlhego se se sutisang, se se latelang	Ctrl+Tab
Launch Task Manager and system initialization	Ctrl+Shift+Esc	Itsise Boaoditiro le go tsenngwa jokweng ga botsamaisi	Ctrl+Shift+Esc
File Menu			
File New	Ctrl+N	Faele e ntšhwa	Ctrl+N
File Open	Ctrl+O	Bula faele	Ctrl+O
File Close	Ctrl+F4	Tswala faele	Ctrl+F4
File Save	Ctrl+S	Boloka faele	Ctrl+S
File Save as	F12	Boloka faele jaaka	F12
File Print Preview	Ctrl+F2	Bontsha kgatisofaele	Ctrl+F2
File Print	Ctrl+P	Gatisa faele	Ctrl+P
File Exit	Alt+F4	Lesa faele	Alt+F4
Edit Menu			
Edit Undo	Ctrl+Z	Pusetsoboruni	Ctrl+Z
Edit Repeat	Ctrl+Y	Poeletsothuno	Ctrl+Y
Edit Cut	Ctrl+X	Sega thuno	Ctrl+X
Edit Copy	Ctrl+C	Tshwantsha thuno	Ctrl+C
Edit Paste	Ctrl+V	Phara thuno	Ctrl+V
Edit Delete	Ctrl+Backspace	Phimoloboruni	Ctrl+Backspace
Edit Select All	Ctrl+A	Tlhopha boruni jotlhe	Ctrl+A
Edit Find	Ctrl+F	Batla boruni	Ctrl+F
Edit Replace	Ctrl+H	Emisetsa boruni	Ctrl+H

US Command	US English Shortcut Key	Setswana Command	Setswana Shortcut key
Edit Go To	Ctrl+B	Boruni jwa Ya Go	Ctrl+B
Help Menu			
Help	F1	Thuso	F1
Font Format			
Italic	Ctrl+I	Ithaliki	Ctrl+I
Bold	Ctrl+G	Mokwalokima	Ctrl+G
Underlined\Word underline	Ctrl+U	Thalela	Ctrl+U
Large caps	Ctrl+Shift+A	Ditlhakakgolokgolo	Ctrl+Shift+A
Small caps	Ctrl+Shift+K	Ditlhakakgolonnye	Ctrl+Shift+K
Paragraph Format			
Centered	Ctrl+E	Bofagare	Ctrl+E
Left aligned	Ctrl+L	Baakantswe go tswa molemeng	Ctrl+L
Right aligned	Ctrl+R	Baakantswe go tswa mojeng	Ctrl+R
Justified	Ctrl+J	Tshwanelega	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.

This section describes how to translate the online Help and documentation associated with the products you are localising.

Titles

In English the titles for chapters usually begin with "How to …" or with phrases such as "Working with …" or "Using …".In the Setswana version of Microsoft documentation, if the English title begins with a gerund, try to use a normalised form in Setswana. The titles should convey as much information as possible about the ensuing text to help readers locate information quickly.

Example: How to…

Setswana: …(+) dira jang.

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.

There is a list of product and component names that must remain in English. Ensure that you apply the chosen product terminology consistently throughout the translation of a set of content or an interface.

Example: Check for updates in your installed Media Player's language.

Setswana: (+) Tlhola dioketsatshedimosetso mo puong ya Media Player e e tlhomilweng.