Wolof Style Guide

Contents

What's New?

Last Updated: February 2011

New Topics

No topic added

Updated Topics

Style guide was fully updated on February 2011.

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This Style Guide went through major revision in February 2011 in order to remove outdated and unnecessary content.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 Wolof 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 Wolof 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

Thi bignou ko sosse ba legui,ben waref bou dieuk ci dieuwrigne bi gnou denkeu walou ada ak thiossane moy fekhe ba yombal lou eupeu ci ada ak thiossane ci walou tabakh yi ak tamit ligueye bou mingo ak diamono.

Guiss guiss yoyou mo andi takhawayou dokhaline gokh gokhat yiyou leer te deugeur yokouthi bagnou sameu bou bakh ada ak thiossane bi te defarat you bess you andi denominations you bari.

Thi atoum diourom ben foukou ak diourom niar foukou,tourou thiossane dafa bokk ci ben dokhaline gokh ak keur boulene ditakhawal:Mouy keureu thiossane ak ay deukou way you gniouye deffa thiossane.

Thi ay atoum diourom niar foukou,lagnou guiss tourou komkom thiossane tambali ndakh mou santhieu ben dokhaline gokh bouy deff ci kholou niit yi ak ci sen doundou thiossane,di tontou tamit warefu gornama bi topato kou nek ci sa waref thi thiossane.

Ligueye boboule amna loumou bokk ak keur rou ada ak thiossane yi ci yenene anam you ngour gui di dougualay yokhom,lolou mo andi gnou santhieu ay matoukay you bokk ak keureu ada yi ak thiossane di lathe ndimbalay keur rou dieuwrigne ndakh beug bessalaat leep.

Thi ay atoum diourom niet foukou ,komkom thiossane nekeuna kholougornema bi bou geuneu feuss bou dieuwrigne bignou denkeu ada ak hiossane.Dafa tekk ay diego you woor:khamee ak ragnee yarou defar ak thiossane;bendou ci keurou thiossane yi ak beep waleu bou gornama bi,boleko ak yene ni dieuwrignes;

Leukeulo you dieuk yi gni guiko deff ci wakhtou yoyou ak keurou dieuwrigne yi louthi melne keuro mbaye bi,diangale,xaleyi,tangatt yaram,sameu karanguee,jabot,keurou atteee,gni matoul,ak tourisme.Lou thi eupeu dinagnoukodefarate te lout hi eupeu gni gui len di diarignioba legui thi ay gokh ak ndimbalou gni diete gokh gokhat yi.

Niit ye ngui guiss leukeulo bi am nguir komkomou ada ak thiossane thi gokh yi nguir topato te yamale keurou thiossane aka da yi nguir yombal niit yi bokk ci thiossane aka da.

Leukeulo yoyou gnou teureul nekna lou am solo ci ngour ngui ak gokh yi bamou melne louy bole ay niit,tamit dagnouy thi dougal walou ada ak thiossane ci atoum fouk ak diouromgninte ak diourom.Amna ay leukeulo ci gokh,deuk,waye takhou gnio deugeur nonou waye bat ay gnou bari ngiou gui kham ada ak thiossane.

Waleu lou bi gnou deff ci doundeul ada ak thiossane wanena ay diego thi diangual gnou bari ay dokhalinou gokh gokhat yi te bess bou nek ci xibar you geuneu am solo.

Bolene beugueu bindeu Frederic Miterrand ci: dieuwrigne bi gnou dinkeu ada ak thiossane ak wakh,3 beindou Valois,75033 Paris cedex 01.Meunguen wote tamit ci 0140158000

Fignou ko dieule di:dieuwrigne ada ak thiossane(http://)

Defnagnouko ci niarfouk ak gninte/ben/gninti temer ak fouk ci fouki wakhtou ak ben diourom fouk ak diourom gnete simili.

Ñungi amal ci 15/05/2011 bi11w yu tofal 30si

Recommended Reference Material

Use the Wolof 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. Dictionnaire wolof-français & français-wolof (extraits) par Jean-Léopold Diouf (2003)
2. dictionnaire wolof > français & français > wolof (succinct)
3. dictionnaire wolof-anglais [PDF]
4. Dictionnaire français-volof par V.-J. Guy-Grand (1890)
5. Dictionnaire français-wolof et français-bambara, par Jean Dard (1825)
6. dictionnaire wolof > français

Informative References

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

1- http://www.websters-online-dictionary.org/Wolof/
2- http://www.ats-group.net/dictionaries/dictionary-english-wollof.html
3- *www.africanculture.dk/gambia/ftp/wollof.pdf*

Language Specific Conventions

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

Country/Region Standards

Characters

Country/region	Senegal, Mali
Lower-case characters	a, b, c, d, e, f, g, i, j, k, l, m, n, o, p, q, r, s, t, u, w, x, y
Upper-case characters	A, B, C, D, E, F, G, I, J, K, L, M, N, O, P, Q, R, S, T, U, W, X, Y
Characters in caseless scripts	n/a
Extended Latin characters	à, À, é, É, ë, Ë, ó, Ó, ñ, Ñ
Note on alphabetical order	Alphabetical order is not necessarily indicative of sorting order.
Total number of characters	23 (excluding extended characters)
Unicode codes	Alpha Hex a 0061 A 0041 à 00e0 À 00c0 b 0062 B 0042 c 0063 C 0043 d 0064 D 0044 e 0065 E 0045 **é** 00e9 É 00c9 ë 00eb Ë 00cb

Country/region	Senegal, Mali	
	f	0066
	F	0046
	g	0067
	G	0047
	i	0069
	I	0049
	j	006a
	J	004a
	k	006b
	K	004b
	l	006c
	L	004c
	m	006d
	M	004d
	n	006e
	N	004e
	o	006f
	O	004f
	p	0070
	P	0050
	q	0071
	Q	0051
	r	0072
	R	0052
	s	0073
	S	0053
	t	0074
	T	0054
	u	0075
	U	0055
	w	0077
	W	0057
	x	0078
	X	0058

Country/region	Senegal, Mali	
	y	0079
	Y	0059
Notes	N\A	

Date

Country/region	Senegal, Mali, Gambie, Mouritania, Conakry Guinea
Calendar/Era	Georgian
First Day of the Week	Monday
First Week of the Year	First week in the calendar (first full week in January)
Separator	For the short form, use slashes (/)
Default Short Date Format	dd/MM/yyyy
Example	17/03/2011
Default Long Date Format	dd MMMM yyyy
Example	17 mars 2011
Additional Short Date Format 1	dd/MM/yy
Example	17/03/11
Additional Short Date Format 2	n/a
Example	n/a
Additional Long Date Format 1	dddd dd MMMM yyyy
Example	Alxemes 17 mars 2011
Additional Long Date Format 2	n/a
Example	n/a
Leading Zero in Day Field for Short Date Format	yes
Leading Zero in Month	yes

Country/region	Senegal, Mali, Gambie, Mouritania, Conakry Guinea
Field for Short Date Format	
No. of digits for year for Short Day Format	4 or 2 allowed
Leading Zero in Day Field for Long Date Format	yes
Leading Zero in Month Field for Long Date Format	n/a
Number of digits for year for Long Day Format	4
Date Format for Correspondence	In correspondence the date appears in the upper right corner, after the name of the city, separated by a comma, with a period at the end.
Example	Dakar, Ci 17 mars 2011
Notes	
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	Senegal, Mali, Gambia, Mouritania, Conakry Guinea
24 hour format	Yes
Standard time format	HH:mm:ss
Standard time format example	23:43:12
Time separator	colon (:)
Time separator examples	23:43:12
Hours leading zero	yes

Country/region	Senegal, Mali, Gambia, Mouritania, Conakry Guinea
Hours leading zero example	03:06:09
String for AM designator	n/a
String for PM designator	n/a
Notes	Use 13 h 09 or 9 h 50 for documentation and help. However, in software, for technical reasons, use 13:09 or 02:56:12 A colon (:) separates hh, mm and ss. A zero precedes single digits. Use 24 h format for Senegal, Mali, Gambia,.market.

Days

Country/region: Senegal, Mali, Gambia, Mouritania, Conakry
Guinea

Day	Normal Form	Abbreviation
Monday	Altine	Alt.
Tuesday	Tlaatai	Taa.
Wednesday	Alarba	Ala.
Thursday	Alxames	Alx.
Friday	Ajuma	Alj.
Saturday	Asset	Ase.
Sunday	Gaawo	Gaa.

First Day of Week: Altine

Is first letter capitalized?: Yes

Notes: n/a

Months

Country/region: Country/region: Senegal, Mali, Gambia, Mouritania, Conakry
Guinea

Month	Full Form	Abbreviated Form	Long Date Form
January	Sanvié	San	Sanvié
February	Febirye	Fëb	Febirye
March	Mars	Mar	Mars
April	Awril	Awr	Awril

Month	Full Form	Abbreviated Form	Long Date Form
May	Mée	Mée	Mée
June	Suyen	Suy	Suyen
July	Sulye	Sul	Sulye
August	Utt	Utt	Utt
September	Setambr	Set	Setambr
October	Octobr	Oct	Octobr
November	Nofambr	Nof	Nofambr
December	Desambr	Des	Desambr

Is first letter capitalized?: Yes

Notes: n/a

Numbers

In Wolof, numbers should always be preceded or followed by non-breaking spaces (when possible) as numbers shouldn't be left "alone" at the end of a line, for example.

Phone Numbers

Country /region	International Dialing Code	Area Codes Used?	Number of Digits – Area Codes	Separator	Number of Digits – Domestic	Digit Groupings – Domestic
Senegal	00221	no	n/a	space	9	## ### ## ##

Country /region	Number of Digits – Local	Digit Groupings – Local	Number of Digits – Mobile	Digit Groupings – Mobile	Number of Digits – International	Digit Groupings – International
Senegal	9	## ### ## ##	9	## ### ## ##	12	+221 ## ### ## ##

Country/region	International Dialing Code	Area Codes Used?	Number of Digits – Area Codes	Separator	Number of Digits – Domestic	Digit Groupings – Domestic
Mali	00223	no	n/a	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
Mali	10	### ### ## ##	10	### ### ## ##	12	+223 ## ### ## ##

Notes: For fax numbers, the same format as for telephone numbers applies.

Addresses

Country/region: Senegal, Mali, Conakry Guinea

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] FirstName LastName

2. [CompanyName]

3. Address1

4. [Address2]

5. PostalCode City

6. [Country]

Example Address: sëriñ [= Title] Babacar [= Diouf

Agence Taillefer [= Dakar dem-dikk]

Kilomeet 5, Yoonu Ñaay Tëñgëej Dakar senegal [= Country]

Currency

Country/region	Senegal
Currency Name	CFA /seefaa (dërëm)fiftin
Currency Symbol	CFA /seefaa (dërëm) fiftin
Currency Symbol Position	Located after the number, and insert a space between the number and the currency name
Positive Currency Format	246,88 CFA /seefaa /(dërëm) fiftin
Negative Sign Symbol	- (in addition to the symbol, a space is used)

Negative Currency Format	- 246,88 CFA /seefaa(dërëm) fiftin
Decimal Symbol	comma (,) not followed by a space
Number of Digits after Decimal	2
Digit Grouping Symbol	non-breaking space (not a period or a comma)
Number of Digits in Digit Grouping	3
Positive Currency Example	123 456 789, 06 CFA /seefaa(dërëm) fiftin
Negative Currency Example	- 223 456 789, 06 CFA /seefaa(dërëm) fiftin
ISO Currency Code	XOF
Currency Subunit Name	2 accepted terms: centime or cent
Currency Subunit Symbol	No official symbol or abbreviation. For clarity purpose, please use 0,## CFA /seefaa(dërëm) fiftin
Currency Subunit Example	0,15 CFA /seefaa(dërëm) fiftin

Digit Groups

Country/region: Senegal, Mali, Conakry Guinea

Decimal Separator: ,

Decimal Separator Description: comma

Decimal Separator Example: 106,05 ; 25,6

Thousand Separator: space

Thousand Separator Description: space

Thousand Separator Example: 123 456 789,321 654

Measurement Units

Metric System Commonly Used?: Yes

Temperature: Celsius

Category	English	Translation (Wolof)	Abbreviation (Wolof)
Linear Measure	Kilometer	kilómeetar	km
	Meter	meetar	m
	Decimeter	dekameetar	dkm
	Centimeter	sàntimeetar	sm
	Millimeter	milimeetar	mm

Category	English	Translation (Wolof)	Abbreviation (Wolof)
Capacity	Hectoliter	ektolitar	ekl
	Liter	litar	l
	Deciliter	desilitar	dl
	Centiliter	santilitar	sl
	Milliliter	mililitar	ml
Mass	Ton	ton	t
	Kilogram	kilogaraam	kg
	Pound	libar	lb
	Gram	garaam	g
	Decigram	dekagraam	dkg
	Centigram	ektogaraam	ekg
	Milligram	miligaraam	mlg
English Units of Measurement	Inch	Cóñcu	có
	Feet	Ndëgu	nd
	Mile	miil	mi
	Gallon	galoŋ	gal

Notes: n/a

Percentages

Always put a space before the "%" sign. Example : 12,5 %. (yes)

Sorting

Sorting rules	1. Lowercase letters and capital letters are equal. 2. Whether these letters are accented or not, it does not affect the alphabetizing order. Sorting is organized according to the second letter of the word regardless of accents. 3. In case of homonyms, non-accented letters come before accented letters and small letters come before capital letters. 4. Regarding the precedence of accents, the rule is: a comes before à e comes before é, which comes before è .which comes before ë i comes before î, which comes before ï u, which comes before ü 6. Numbers and symbols like @ sort before letters.
Character sorting order	a, à, b, c, d, e, é, ë, f, g, i, j, k, l, m, n, ñ, ŋ, o, ó, p, q, r, s, t, u, *w*, x, y. **A, À, B, C, D, E, É, Ë, F, G, I, J, K, L, M, N, Ñ, Ŋ, O, Ó, P, Q, R, S, T, U, W, X, Y.** Alpha Hex a 0061 A 0041 à 00e0 À 00c0 b 0062 B 0042 c 0063 C 0043 d 0064 D 0044 e 0065 E 0045 **é** 00e9 É 00c9 ë 00eb Ë 00cb f 0066 F 0046 g 0067

G	0047	
i	0069	
I	0049	
j	006a	
J	004a	
k	006b	
K	004b	
l	006c	
L	004c	
m	006d	
M	004d	
n	006e	
N	004e	
o	006f	
O	004f	
p	0070	
P	0050	
q	0071	
Q	0051	
r	0072	
R	0052	
s	0073	
S	0053	
t	0074	
T	0054	
u	0075	
U	0055	
w	0077	
W	0057	
x	0078	
X	0058	
y	0079	
Y	0059	

Examples of sorted words	Aksidaa
	Bayyi
	Ceeñeer
	Daagu
	eleew ou ndongo
	ëllëk
	fab
	gaa
	indi
	jàdd
	kaar
	kuddu
	laac
	ma
	naan
	ñaar
	nag
	obbëli
	paaka
	ray
	sabadoor
	taal
	ubb
	waa
	xaj
	yaa
	yaakaar

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 Wolof list for every release of your product.

Grammar, Syntax & Orthographic Conventions

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

Adjectives

In Wolof, adjectives can't take masculine/feminine and singular/plural forms, according to the name they are related to.

Possessive adjectives

The frequent use of possessives is a feature of English language. However in Wolof, possessive adjectives have to be avoided whenever it is possible. Prefer using definite forms.

English example	Wolof example
Check **your** configuration.	(+) Seetal **sa** wëralukaay bi

Articles

General considerations

Definite articles are far more often used in Wolof than in English. Avoid indefinite articles whenever it is possible.

English example	Wolof example
Select **a** file to convert.	(+) Tanal **ab** jukki ngir mankoo sopi.

Unlocalized Feature Names

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

English example	Wolodf example
Download Microsoft Office	(+) Toxalub Microsoft Office

Localized Feature Names

Translated feature names are handled like any Wolof name, that is, with the appropriate article (masculine or feminine).

English example	Wolof example
Using Microsoft Download Manager	(+) Jëfandeku bu yaatu bi ci Toxalinu Microsoft

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 Wolof language?
- Analogy: Is there an equivalent Wolof 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.

English example	Wolof example
Enter a valid URL.	(+) Dugalal benn **URL** bubaax.

Definite articles are far more often used in Wolof than in English. Avoid indefinite articles whenever it is possible.

Capitalization

For **edition names**, both words should be capitalized.

English example	Wolof example
Enterprise Edition	(+) Jukkib Bërëb ligëeyu

Capitalize only the first letter of the first word in commands, dialog box titles, and dialog box options.

English example	Wolof example
Open Save As dialog box.	(+) Ubbil këru waxtaanu gi te Binndu ci suufam.
Click on File.	(+) **Kilikal** ci kow Qëtmi.

In headings, captions, table and figure titles, use initial capitals for only the first noun, and for proper nouns and interface terms that require it.

English example	Wolof example
Using Annotation Command	(+)Jëfëndekoo laaju Yëglëbi
Menus and Submenus	(+)Loxo ak lu niroo k loxo

Accented capitals (such as À, É, Ë, Ó rek.) must be used in all Wolof products.

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.

Be careful when using plural forms for compounds. Always check your dictionary if in doubt about the use of hyphen or about which word to put in plural form.

Example: (caabiy) BUT (caabi)

Gender

When addressing users, always use the masculine gender.

English example	Wolof example
You are **connected** to the Internet.	(+) Yëenangi jokkuwoon ci Internet. Bi

When the subject of a sentence is a product, a brand, etc., avoid using a specific gender

English example	Wolof example
Benefits for Microsoft?	(+) Yan ñooy doon yokuteey Microsoft?
	(-) Lan la Microsoft di yoku ci tomb bii?

Genitive

This section does not apply to Wolof

Modifiers

This section does not apply to Wolof

Nouns

General considerations

Wolof language tends to use more nouns than English language.

English example	Wolof example
How to use Microsoft Office	(+) Jëfëndekoo Microsoft Office

Inflection

This section does not apply to Wolof.

Plural Formation

Be careful when dealing with compounds: there is no real rule about their plural form. Check your dictionary if in doubt.

English	Wolof, singular	Wolof, plural
computer, machine	(+) ab jumtukaayu ordinaatëer	(+) ay jumtukaayi ordinaatëer
driver	(+) ab pacc	(+) ay pacc

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	Wolof Expression	Comment
Due to…	(+) Likowaral mooy…	Using "Likowaral mooy…" at the beginning of a sentence is incorrect.
Specific to	(+) Jagleelko ci	
on Windows	(+) Ci biir Windows	
Log in/Log out	(+) Muŋgi jokku ci/Dogna jokkoom ci	

Pronouns

When addressing users, avoid using "on" and always use the masculine singular form.

English example	Wolof example
Do you want to delete this file?	(+) Ndax dangeena bëga far qëtmii?

Punctuation

Always respect punctuation rules applying to Wolof language.

Comma

In a series consisting of three or more elements with similar grammatical function, separate the elements with commas. When one of the conjunctions ak or wala joins the last two elements in a series, do not use a comma before the conjunction.

Example: (+) buntub 5 ci b tëerë bopi jukkiyi, deñcukaay yi ak boppi saar yi.

If the elements do not have the same grammatical function, a comma precedes ak, wala,mbaa.

Example: (+) Jënndenaa benn ordinaarer ak benn doxalukaayam buñmosa jëfëndëkoo bësax sampanañu ko.

Use commas to set off explanatory clauses and appositives.

Example: (+) Mën ngëenaa ubbi qët mi ëpp solo, limu ci namm mooy bop qëtyi .

Colon

Use colons to introduce lists and explanations. You may use a colon at the end of an introductory phrase even if it is not a complete sentence.

Do not capitalize the word following a colon unless (1) the colon is at the end of a heading or (2) the text following the colon is a complete quotation.

Example: (+) Yëenangi ubbi ñaari jukki:jukki b cossan bi ak jukki sosu bi.

(+) Seetlu:bësal ci kow OK ngir dekkal.

(+) Microsoft yëglënani: « ngërtë laani taggoo yegsi ! ».

Do not use colons to introduce only one idea.

English example	Wolof example
Click on: File.	(+) Bësal ci kow jukki bi.
	(-) Bësal: ci kow jukki bi.

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.

Example: (+) xam-xam…

When a hyphenated compound should not be divided between lines (e.g., MS-DOS), use a non-breaking hyphen (CTRL+SHIFT+HYPHEN). Both parts of the compound will be kept together on the same line.

En Dash

Not used in Wolof

Em Dash

Not used in Wolof

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 most cases where the English uses dashes, commas or parentheses will suffice in the Wolof.

English example	Wolof example
Each table in your database should store facts about a single subject about customers, for example, subject or products.	(+) Benn bu nekk ci sa boolekaayu xéti mbir xelsi naa yem kott ci benn tomb, ludemee ni, ligëeylu kat wala ab ligëey.

Ellipses (Suspension Points)

Do not use three periods for suspension points in printed documentation. Instead use the ellipsis character … (ANSI 0133).

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

When indicating an omitted word, use spaces before and after the ellipsis:

Example: (+) Qameela k Sëriñ … moom ab cokoto…

When indicating an omitted string of words, enclose the ellipsis in square brackets:

Example: (+) Daanaka jarul ngay jaŋe buntebi yëpp […] ngir xam tërëlin will.

At the beginning of a sentence, use one space before the first word:

Example: (+) … PowerPoint mëna laa yembalal lëpp.

At the end of a word within a sentence with no words deleted (rare in documentation, more common in tutorials and callouts), no space before the points, one space after:

Example: (+) Lëegi bësal ci toppko.

…ngir gis lides ci cax wi.

At the end of a sentence or paragraph, they also serve as the final period:

Example:

(+) Ci bind biy ñow dinga jaŋge sosum jukki.loolu nag beneen bislay doon…

Do not use suspension points after the word "etc."

Period

Insert only one space after a period.

Use a period in all complete sentences, i.e. sentences with a conjugated verb. Do not use a period in a string of the software without a conjugated verb.

English example	Wolof example
Deleting files.	(+) Faral jukkiyi.

Quotation Marks

Quotation marks are used when referring to chapters, sections and topics.

Normally, use the Wolof quotation marks (« », guillemets ouvrants and fermants) in both software and documentation.

Non-breaking spaces (CTRL+SHIFT+SPACEBAR or Alt+0160) should be used between the chevrons and the quoted text. Punctuation marks that do not belong to the quoted text are always placed outside the quotation marks in French. (This is not always the case in English.) Example:

(+) Ɗacal deñcukaaybi « <0s#25> »

English example	Wolof example
Click the "Delete" button to delete the selected item.	(+) Bësal ci kow butoŋu farukaaybi ngir far linga rañeel.

Parentheses

There is no space between the parentheses and the text inside them.

English example	Wolof example
Deleting files.	(+) (Faral jukkiyi).

Singular & Plural

In sentences with fragments, use the singular form of the noun.

Example: (+) melokaanu qëtmi

Split Infinitive

Be careful not to translate split infinitives literally. You can use periphrases or explicit verbs to express the meaning of split infinitives.

English example	Wolof example
We expect out output to more than double this year.	(+) atmii suñu tono dina fulu gëngaa tuuti.

Subjunctive

Subjunctive constructions in Wolof are quite complicated. Avoid using them as much as possible. Use active voice and indicative or imperative instead. Sentences will be clearer this way.

English example	Wolof example
Click here **so that you can view** this page.	(+) Bësal fii ngir feeñal qët mi.

Symbols & Non-Breaking Spaces

Whenever there is a symbol in English, keep it in Wolof particularly when dealing with statements.

Use non-breaking spaces in the following instances:

- Between chapter or annexe and its number or letter.
- As a thousand separator.
- Between a unit of measure or currency and the number that goes with it.
- Between any items that should not be divided onto separate lines.

Example: (+) Téqalé bi jëkk 1: Waccée

(+) 5 000 cfa

Syntax

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

1. Avoid heavy structures with repetitions.

English example	Wolof example
To move a file, select a file and copy the file to the destination directory.	(+) Ngir toxal ab jukki, rañeelko ba noppi doorkoo sotti faŋga.

2. Avoid repeating "you" whenever it is possible.

English example	Wolof example
You must select the file that you want to copy.	(+) Mën ngëena rañeel jukki yingëen bëga sotti.

Verbs

Always use the right verb corresponding to the action that is described.

Continuous operations are usually expressed in English with a gerund, which should be translated into Wolof like this:

English example	Wolof example
Files are being processed.	(+) Jukki yi mën nañu leen jëfandëkoo lëegi.

Word Order

When explaining a concept, please try to put the purpose of the action at the beginning of the sentence.

English example	Wolof example
Click New to open a new file.	(+) Ngir ubbi benee jukki bu bees,bësal ci bu bees bi
	(-) Bësal ci bu bees bi, Ngir ubbi benee jukki bu bees.

Style and Tone Considerations

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

Audience

The target audience is defined by the Microsoft Localization and Subsidiary Program Managers. Depending on the chosen target audience, contents, terminology and style may differ, but a core terminology should apply for every project. Whatever the audience, Language Excellence Style Guide should be adhered to.

Example: (+) Benn ci yi gën gaaw

Style

Always use the simplest style possible, with clear, concise and well-constructed sentences.

As per the stringent Wolof

• Superlative expressions, like: "The best product available", "The fastest...", "the most reliable", "the most secure", "the most recent" and any other superlatives in general, and

• Absolute expressions leaving no room for exceptions or failure, like "Compatible with software designed for", "solves all issues", "fully secure", "at any time", "in all cases", "at all time", "always", "never", "unbreakable"

are a serious legal risk on the Wolof.

Tone

Always use a neutral tone. Don't be too familiar or too formal.

English example	Wolof example
When you create a file, provide a name you can remember.	(+) Ngir sos ab jukki, joxleenko aw tur wungëenko mëna xamee.
	(-) Bungëendi sos ab jukki, joxko aw tur wungëenko mëna xamee.

= Ñgir sos aw jukki, joxleenko aw tur wungëenko mëna xamee

= Bungëendi sos aw jukki, joxleenko aw tur wungëenko mëna xamee

Voice

"You" must always be translated in masculine singular form.

English example	Wolof example
You are now connected to the Internet.	(+) Jokkusiwaat ngëen ci Internet bi.

Localization Guidelines

This section contains guidelines for localization into **Wolof**.

General Considerations

When localizing elements in **Wolof**, keep in mind the fact that software and help documents, for example, shouldn't be handled right in the same way. Always take into account the purpose of the text that is being translated.

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:

Regular abbreviations shorten a word by three or more letters and end with periods (see below for exceptions). Abbreviate only after a consonant or cluster of consonants.

Example: supplement > suppl.

Plural abbreviations do not take an "s" in **Wolof**.

Example: des URL, 200 Mo

List of common abbreviations:

Ci Wolof	Acceptable Abbreviation
Bopp bind	(+) B b.
Tóxalleeno ba…	(+) T b.
bunt ci b tëere	(+) Bu ci të
Lumelni (misaal)	(+) ex.
gigaoctet	(+) Go
waxtu	(+) Wa
kilohertz	(+) kHz
saŋgabi	(+) sg
milyoŋ	(+) Mlio
simili	(+) simi
nimoro	(+) nim
toloo nimoro	(+) to nim

Don't abbreviate such words as pixel.

Accessibility

This section does not apply to **Wolof**

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). Write acronyms in capital letters, without periods or spaces. Acronyms do not agree in number. In French, do not capitalize a spelled-out term beyond the first substantive. When the acronym can be pronounced as a proper name, it is permissible to write it in lower case with an initial capital (e.g. Unesco, Opep). Some acronyms, having become common nouns, are treated as such (e.g. ovni, laser).

Localized Acronyms

When acronyms are localized, which does not happen often, they take the gender of the first substantive,Example:

> (+) PAO
>
> (+) CAO
>
> (+) SGBD

Unlocalized Acronyms

If an acronym must remain in English throughout a manual or other text, the first time it occurs, write its full name in **Wolof** in normal style followed in parentheses by the acronym and its full spelling in English in italics.

Example: (+) Budëe doxalinwii moo saytu coppaleek qaralagiy joxe (DDE, Dynamic Data Exchange) wala ak lëkkalëem dëppóo wul ak mbiri (OLE, Object Linking and Embedding),mën ngëen cay yokk batey te mëngalekook qët miñu ci tofal. Sakkoo ak DDE duñu mën neck budul ngeen jëfandekoo pccub 7.0.

Applications, Products, and Features

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

Frequent Errors

Be careful when translating "again". Don't translate it literally.

English example	Wolof example
Start again.	(+) Delul taal.
	(-) Taalaatal.

The same goes for words like "typical".

Also, be careful with word order.

English example	Wolof example
Product key format	(+) Waajalal caabi ligëeyu bi
	(-) Format du produit-clé

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

When translating titles, always start with a noun.

English example	Wolof example
Managing databases	(+) Boole yi teew

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.

Country/Region Standards : currency, numbers, dates, etc.

Prepositions : use of prepositions

Abbreviations : list of common abbreviations

Messages : list of standard messages

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.

In case of uncertainty, or if you are thinking of leaving a name, feature, component, add-on, or piece of information unlocalized, please ask your Microsoft contact.

Word	Comment
ACE	Same as English if uppercase only
ACK	Same as English if uppercase only
ACL	Same as English if uppercase only
Active Channel	Same as English if uppercase only
Active Desktop	Same as English if uppercase only
Active Directory	Same as English if uppercase only
Active Document	Same as English if uppercase only
Active Server	Same as English if uppercase only
Active Server Pages	Same as English if uppercase only
Active Template Library	Same as English if uppercase only
Active User Object	Same as English if uppercase only
ActiveX	Same as English if uppercase only
American National Standards Institute	Same as English if uppercase only
ASCII	Same as English if uppercase only
Authenticode	Same as English if uppercase only
Business Desk	Same as English if uppercase only
CDFS	Same as English if uppercase only
Centronics	Same as English if uppercase only
ClearType	Same as English if uppercase only
Common Information Model Object Manager	Same as English if uppercase only
config.sys	Same as English if uppercase only
CryptoAPI	Same as English if uppercase only
DARPA (Defense Advanced Research Project Agency)	Same as English if uppercase only
DIX (DEC/Intel/Xerox)	Same as English if uppercase only
Electronics Industries Association	Same as English if uppercase only
General MIDI	Same as English if uppercase only

Word	Comment
GUID	Same as English if uppercase only
Institute of Electrical and Electronic Engineers	Same as English if uppercase only
Internet Information Server	Same as English if uppercase only
Internet Mail and News	Same as English if uppercase Only
JavaBean	Same as English if uppercase only
Messaging Application Programming Interface	Same as English if uppercase only
Microsoft Foundation Classes	Same as English if uppercase only
Microsoft Management Console	Same as English if uppercase only
MIDI Manufacturers Association	Same as English if uppercase only
Moving Picture Experts Group	Same as English if uppercase only
multithreading	Same as English if uppercase only
National Center for Supercomputing Applications	Same as English if uppercase only
National Television System Committee	Same as English if uppercase only
PPPoE	Same as English if uppercase only
Recreational Software Advisory Council	Same as English if uppercase only
Restructured Extended Executor	Same as English if uppercase only
ROM Basic	Same as English if uppercase only
Super VGA	Same as English if uppercase only
The Microsoft Network	Same as English if uppercase only
Uniform Resource Identifier	Same as English if uppercase only
Windows Open Services Architecture	Same as English if uppercase only
World Wide Web Consortium	Same as English if uppercase only

Using the Word Microsoft

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

If a product or component name **is not localized** and contains the word Microsoft, the word Microsoft remains at the beginning of the product/component name.

Example: (+) Microsoft Office

If a product or component name **is localized** and contains the word Microsoft, the word Microsoft is usually at the end of the product/component name.

Example: (+) Doxalu gëstukaayu Microsoft

Finally, avoid using a gender for Microsoft by rephrasing.

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

Buttons are typically infinitives. The Wolof string should follow the US string as far as punctuation is concerned. However, make sure never to use a period with infinitives in Wolof Example: (+) Add > Yokkal

Check boxes are typically infinitives. Please use a period when the string is a sentence with a conjugated verb; don't use a period when the string doesn't have a conjugated verb.

Example:Sa su nekk wootewaatal

Typically, **headings** use a second-person plural verb (example, Soppil) or a noun phrase, depending on the situation. When a user is expected to take action on a dialog or in a section, use a second-person plural verb to indicate the purpose of a page or section.

Example: (+) Soppil yu jëkkyi.

              (+) Faral bi teew

Dialog titles should be the same as the menus that call them. Typically, menus are infinitives, therefore dialog titles should be infinitives. If the US strings are not consistent, please correct the inconsistency in the Wolof if you can.
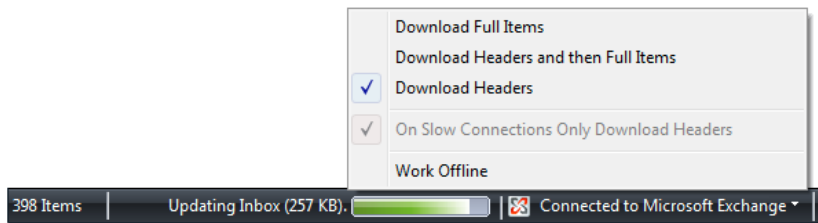
Messages

Different types of messages can appear on screen and should be handled according to their function.

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).

Wolof Style in Status bar Messages

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

Name	Wolof Name	Category	English Status Bar message	Wolof Status Bar message
Edit	(+) Jukki	alluwa	Contains editing commands	(+) Moo wund jumtukaay yiy soppi.
Copy to Folder...	(+) Sotti ci ab xaaj …	alluwa	Copies the selected items to a new location	(+) Sotti yiñu wane ngir deñc leen ci beneen bërëb.
New	(+) Yees	Sakkutëf	Creates a new document	(+) Sossal beneen qaaj.
			Make object visible?	(+) Daŋgaa bëga feeñal yëfyi?
			Word is converting the document. Press Esc to stop.	(+) Word baañgi bëgga saxal qaaji bi bëssal ci (Esc) ngir taxawalko.
			Datasheet View	(+) Waajal këyitwi noppina.
			Done	(+) Jooxé

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

English term	Correct Wolof translation
Press F1 to get Help	
If you want Help press F1	(+) Boobëggëe ndimbal bëssal ci kow F1.
To get Help press F1	
Not enough memory	
Insufficient memory	(+) Deñcukaaybi doyul.
There is not enough memory	
Save changes to %1?	
Do you want to save changes to %1?	(+) Ndax dangaa bëga deñc ci sopitëefi lutollook %1?

Error Messages

What Is An Error Message?

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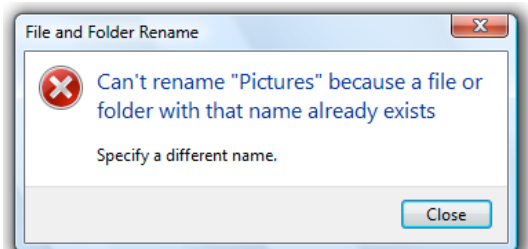
Error messages are messages sent by the system or a program, informing the user that there is an error that must be corrected in order for the program to keep running. For example, the messages can prompt the user to take an action or inform the user of an error that requires rebooting the computer.

Wolof 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.

Always use a period after an error message, no matter if it is a sentence with a conjugated verb or a sentence without a conjugated verb. Exception: In strings ending with a placeholder, follow US punctuation if you do not know what the placehoder will be replaced with at runtime.

Try to avoid parentheses as much as possible.

Standard Phrases in Error Messages

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

Use the simplest translation.

Examples:

English	Wolof	Example
Cannot … Could not …	Mënul…	(+) Mënul gëstu qët mi…
Failed to … Failure of …	Sooy	(+) Sooyna ci gëstu qëtmii.
Cannot find … Could not find … Unable to find … Unable to locate …	Gisul…	(+) Gisul qëtmi…
Not enough memory	Deñcukooybi doyul.	(+) Ëttu deñcukaaybi yaatuwaayam mënula jël qaajbii.

English	Wolof	Example
Insufficient memory There is not enough memory There is not enough memory available		
... is not available ... is unavailable	…lii Jappandwul	(+) qëtmi jappandwul.

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".

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).

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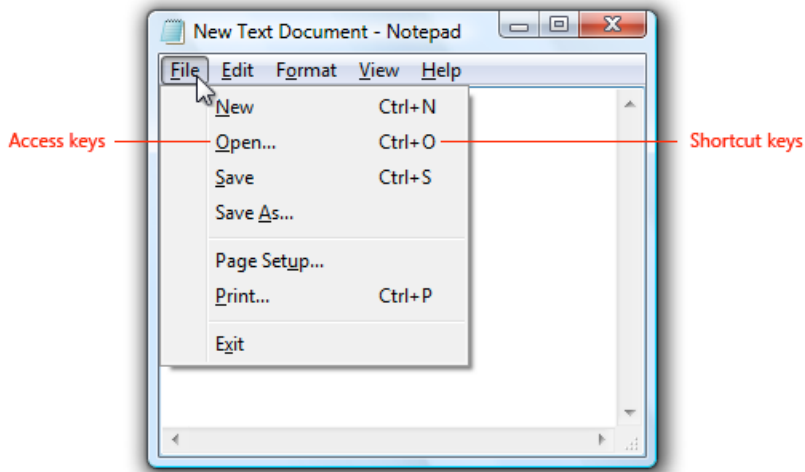
Sometimes, there are underlined or highlighted letters in menu options, commands or dialog boxes. These letters refer to access keys (also known as hot keys) that allow you to run commands, perform tasks, etc. more quickly.

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	n/a
Characters with downstrokes, such as g, j, y, p and q can be used as hotkeys	yes	Please avoid setting hot keys on letters with downstrokes like q and g. Only use them if no other letter is available.
Extended characters can be used as hotkeys	yes	Please avoid setting hot keys on letters with accents like é ë à. Only use them if no other letter is available.
An additional letter, appearing between brackets after item name, can be used as hotkeys	yes	n/a
A number, appearing between brackets after item name, can be used as hotkey	yes	n/a
A punctuation sign, appearing between brackets after item name, can be used as hotkey	yes	n/a
Duplicate hotkeys are allowed when no other character is available	yes	This may need to be checked with SPM.

Hot Key Special Options	Usage: Is It Allowed?	Notes
No hotkey is assigned when no more characters are available (minor options only)	no	This may need to be checked with SPM.

Additional notes: MILS recommend allowing duplicate hotkeys to avoid accessibility issues. However, Microsoft teams may need to double-check duplicate issues with local SPMs for confirmation.

Arrow Keys

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

Numeric Keypad

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

Shortcut Keys

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

Standard Shortcut Keys

US Command	US English Shortcut Key	Wolof Command	Wolof Shortcut key
Help window	F1	Wanneel palanteeru dimbalikookaaybi.	F1
Context-sensitive Help	Shift+F1	Manndargaay ndmbal li.	Maj+F1
Display pop-up menu	Shift+F10	Wanneel alluwway manndargaal ji.	Maj+F10
Cancel	Esc	Raaf.	Échap
Activate\Deactivate menu bar mode	F10	Dekkalal\Buldekkall'demal ca alluwaja.	Alt
Switch to the next primary application	Alt+Tab	Wëlbatecul jëm ca doxalin biy ñow te ubbéeku	Alt+Tab
Display next window	Alt+Esc	Féeñalal xóolukaayu doxalin biy ñow	Alt+Échap

US Command	US English Shortcut Key	Wolof Command	Wolof Shortcut key
Display pop-up menu for the window	Alt+Spacebar	Féeñalal jumtuwaayu loxo bici xóolukaayu doxalinbi	Alt+Espace
Display pop-up menu for the active child window	Alt+-	Féeñalal jumtuwaayu loxo bici xóolukaayu xaleyi bi dekki	Alt+-
Display property sheet for current selection	Alt+Enter	Doxalal cakutëefukaay biñuja jëfëndekó ngir tanne	Alt+Entrée
Close active application window	Alt+F4	Uba xoolukaayu doxalubi naŋgu	Alt+F4
Switch to next window within (modeless-compliant) application	Alt+F6	Wëlbatecul jëm ca doxalin biy ñow ci biir doxalinwi	Alt+F6
Capture active window image to the Clipboard	Alt+Prnt Scrn	Jappal xoolukaayu doxalubi ci jappukaayu këyityi	Alt+Impr.écran
Capture desktop image to the Clipboard	Prnt Scrn	Jappal lëgëeyubi ak jappukaayu këyityi	Impr.écran
Access Start button in taskbar	Ctrl+Esc	Dalal ci butóŋu doorukaay bi ci gëstóokaayyi	Ctrl+Échap
Display next child window	Ctrl+F6	Féeñal xoolukaayu goneyiy ñów	Ctrl+F6
Display next tabbed pane	Ctrl+Tab	Féeñal taqalukaayu këyitde biy ñów	Ctrl+Tab
Launch Task Manager and system initialization	Ctrl+Shift+Esc	Jëlal ndëŋkaane dugalukaayu tërëlinwi	Ctrl+Maj+Suppr
File Menu			
File New	Ctrl+N	Qëtmu yées	Ctrl+N
File Open	Ctrl+O	Qëtmu Ubbëeku	Ctrl+O
File Close	Ctrl+F4	Qëtmu Ubu	Ctrl+F4
File Save	Ctrl+S	Qëtmuñu Binnde	Ctrl+S
File Save as	F12	Qëtmuñu Binnde ci suuf	F12
File Print Preview	Ctrl+F2	Qëtmuñu Tëŋke balaañukoo joxkenn	Ctrl+F2
File Print	Ctrl+P	Qëtmuñu tóxal	Ctrl+P
File Exit	Alt+F4	Qëtmuñu Gënne	Alt+F4

US Command	US English Shortcut Key	Wolof Command	Wolof Shortcut key
Edit Menu			
Edit Undo	Ctrl+Z	Néenal Soppitëef	Ctrl+Z
Edit Repeat	Ctrl+Y	Baamtu Soppitëef	Ctrl+Y
Edit Cut	Ctrl+X	Tóxal Soppitëef	Ctrl+X
Edit Copy	Ctrl+C	Dog Soppitëef	Ctrl+C
Edit Paste	Ctrl+V	Kulóor Soppitëef	Ctrl+V
Edit Delete	Ctrl+Backspace	Far Soppitëef	Suppr
Edit Select All	Ctrl+A	Raññéel Soppitëf yëpp	Ctrl+A
Edit Find	Ctrl+F	Gëstu Soppitëef	Ctrl+F
Edit Replace	Ctrl+H	Wuutal Soppitëef	Ctrl+H
Edit Go To	Ctrl+B	Yóbbu Soppitëef yi ca	Ctrl+B
Help Menu			
Help	F1	Ngir laaj	F1
Font Format			
Italic	Ctrl+I	Mbindinu waa itali	Ctrl+I
Bold	Ctrl+G	Mbind mu duuf	Ctrl+G
Underlined\Word underline	Ctrl+U	Rëde ci suuf/ Batt biñu rëde ci suufam	Ctrl+U
Large caps	Ctrl+Shift+A	Rëyal mbinde	Ctrl+Maj+A
Small caps	Ctrl+Shift+K	Diggëdóomul mbinnde	Ctrl+Maj+K
Paragraph Format			
Centered	Ctrl+E	Raŋaleel ci diggabi	Ctrl+E
Left aligned	Ctrl+L	Raŋaleel ci wallu camoñ	Ctrl+Maj+G
Right aligned	Ctrl+R	Raŋaleel ci wallu ndeyjoor	Ctrl+Maj+D
Justified	Ctrl+J	Joxeel aw lay	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 …". In the Wolof version of Microsoft documentation, titles should begin with a name.

English example	Wolof example
How to delete files	(+) Mën ngaa dinndi qët mi

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.

Pay attention to the fact that the trademarks and the name of Microsoft Corporation mustn't be localized. Also the word Copyright is omitted in the localized term, only the © sign is preserved.

English example	Wolof example
Copyright© Microsoft Corporation 1995-2011. All rights reserved.	(+) Copyright© Microsoft Corporation 1995-2011. Mbooleen yelleef yi ñun la ñeel.