# Yorùbá Style Guide

# Contents

# What's New?

Last Updated: February 2011

## New Topics

- No topic added

## Updated Topics

The following topics were updated:

- Normative References

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This Style Guide went through major revision in February 2011 in order to remove outdated and unnecessary content.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

Ilé-ìwé Girama ìpínlẹ̀
Mosáfẹ́lọ́
Ibàdàn

Ọjọ́ Kẹrin, Osù Keta, 1990

Òrẹ́ mi òwọ́n,

Ṣe àlàáfià ni o wà? Ṣé ko sí ìyọnu kankan? Gbogbo ilé ńkọ̀? Elédùwàà má jẹ́ ká ri láburú o.

Tí n kò bá ṣe àṣìṣe, ó pé òṣè mẹ́ta géérégé tí a ti wọlé sí ilé- ìwé, tí a kò sì rí ọ. Mo rò ó títí, n kò rántí pé o sọ pé o kò ní bá wa wọlé. Ìyàlẹ́nu ńlá ló jẹ́ fún mi àti àwọn ẹlẹgbẹ́ wa tó kù.

Títí, o ti gbò wá gan-an o. Nígbà tí a kò rí ọ ni a sẹ̀sẹ̀ mọ̀ rírì rẹ. Bí a bá kú là á dère, ènìyàn kò sunwọ̀n láàyè. Owe àgbà ni. Ọkàn ń fà ọ́ gan-an ni. Àìsí níbí rẹ fi han wá pé o wúlò púpọ̀ láàrin wa.

Sàsà ni ẹni tí kò tíì bèèrè Ẹlẹ̀rìn-ín èyẹ lẹ́nu ìgbà tí a wọlé yìí. Ìwọ náà kúkú mọ̀ pé bí a ṣe ń pè ọ̀ nìyẹn. Láti nǹkan bí òṣè mẹ́ta séyìn, a kò gbọ́ ariwo ìnagijẹ rẹ tí a máa ń pè ti o bá ti sọ̀rọ̀ ní kíláàsì tàbí ní ilé ìjẹun. Kò sí ẹni tí kò mọ̀ rírì àwọn àwàdà rẹ lára, àìgbọ́ wọn lè dá àìsàn sí ènìyàn lára. Ní gàsíkíyá, gbogbo wa ni a ń retí rẹ, tí a si ń gbàdúrà pé kí ó máa sí láburú kankan.

Ó dájú pé o máa fẹ́ẹ́ mọ̀ àwon nǹkan pàtàkì tó ti sẹlẹ̀ láti nǹkan bí òṣè mẹ́ta séyìn.

Isẹ̀lẹ̀ tó ṣe pàtàkì jùlọ ni ti olori ilé – iwé wa. O lè má gbágbọ̀ ṣùgbọ́n Olóri ilé-ìwé wa ti ra mọ̀tò ayọ̀kẹ́lé tuntun. Gbogbo wa la bá a yọ̀ ti a sì kí i kú orí ire. Kò si ẹni tí kò kórìíra ọkọ̀ rè ti tẹ́lẹ̀, èyí tí a máa ń pè ní Eéfín níwà nítorí èèfin tí ó máa ń yọ nídìí re ṣùṣùṣù.

Gbọ́ ná ìròyìn káyééfí nìyí o. Olùkọ́ Yorubá obinrin, arábìnrin tí a fún ní orúkọ ìnagijẹ, 'Gbékéyan' ti ṣe orí ire nígbèyìngbéyìn o. Kí ni orí ire ọ̀hún? Òun náà ti di ìyàwó. O ó ri pé orí ire gan-an ni. Ọkọ ìyàwó ọ̀hún mà kú ìrójú. Ó kú àfaradà.

Wọ́n ti ní kí Adésínà àti Ogúndèji lọ rọ ọ́ kún ní ilé bàbá wọn fún òṣè méji nítorí wọ́n ja ìjàkadì ní ilé ìjẹun ní ọ̀ṣẹ̀ tí ó lọ.

Ìròyìn kan ti yóò dùn mọ́ ọ nínú ni èyìì. Wọ́n ti pààrò aṣo ilé-ìwé wa sí aláwọ̀ ewéko àti funfun. Èrè ẹ̀hónú tí a fí hàn lórí pé ó bá ti ilé-ìwé Bọ́lugi mu nìyí. Àwọn Ọlópàá kò ní máa sì wá mú mọ́ bí àwọn ọmo ilé-ìwé Bọ́lugi bá ti húwà ọ̀daràn.

Títí mo tún fẹ́ rán ọ lé ti pé ìdánwò ráńpé tí a máa ń ṣe ku nǹkan bí oṣù kan nísinsìn yìí. Ọlọrun jẹ́ kí o tètè dé kí o lè baà bá wa ṣe é.

Mo mọ̀ pé ọkàn ìwọ gan-an ti wà ní ilé-ìwé tipé-Gbogbo wa là ń retí rẹ o. Tètè dé o.

**Lẹ́ẹ̀kan sí i, kí gbogbo ilé àti àwọn òrẹ́ rẹ níbẹ̀ yẹn o. Ìpàdé wa bí oyin**

Èmi ni òrẹ́ rẹ,

Àgbékẹ́

07037348181

Source: Yusuff Ayo, (2000), Àròkọ àti Lẹ́ta kíkọ In Adeniyi (ed) ìlò Èdé àti Edá-Èdè Yorùbá O.C 39-40

Sẹ̀dá ní 04/03/2011 ní déédé àgogbo 4.00 Ìrọ̀lẹ́

# Recommended Reference Material

Use the Yorùbá 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. Bamgbose, Ayọ̀ (ed.) (1984) Yorùbá Metalanguage Vol. 1, Lagos NERDC.
2. Awobuluyi, O. (ed.) (1989) Yorùbá Metalanguage Vol. II, Lagos NERDC.
3. Nigerian Educational Research and Development Council (NERDC) (1991), Quadrilingual Glossary.
4. Federal Ministry of Education, Nigeria (1989) A vocabulary of Primary Science and Mathematics in Nine Nigerian Languages Vol 1, Fufulde, Izon and Yorùbá.
5. Joint Consultative Committee on Education (1974) Yorùbá Orthography
6. YORÙBÁ ORTHOGRAPHY (1974) (ÀKỌTỌ̀ ÈDÈ YORÙBÁ)

## Informative References

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

1. U.P.L. (19979), A Dictionary of the Yorùbá Language. Ibadan U.P.L.
2. Fakinlede, J.K., (2003) Modern Yorùbá Practical Dictionary: Yorùbá-English, English-Yorùbá. Hippocrene Books Inc.

# Language Specific Conventions

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

# Country/Region Standards

## Characters

| Country/region | Nigeria |
|---|---|
| **Lower-case characters** | a, b, d, e, ẹ, f, g, gb, h, i, j, k, l, m, n, o, ọ, p, r, s, ṣ, t, u, w, y |
| **Upper-case characters** | A, B, D, E, Ẹ, F, G, GB, H, I, J, K, L, M, N, O, Ọ, P, R, S, Ṣ T, U, W, Y |
| **Characters in caseless scripts** | n/a |
| **Extended Latin characters** | à á é è ì í ó ò ú ù ẹ̀ ẹ́ ṣ |
| **Note on alphabetical order** | Alphabetical ordering is similar to that of English with the following additions:<br><br>(1)  Sub-dotted characters come immediately after their un-dotted counterparts, e.g. ẹ after e, ọ after o and ṣ after s.<br><br>(2)  All vowels and the syllabic nasal (n) bear tone-marks and so the low tone comes first, the mid tone second and the high tone follows in alphabetical ordering.<br><br>(3)  c, q, v, x, z, are excluded<br><br>(4)  gb is a digraph. |
| **Total number of characters** | Total number of characters is 25 (Capital letter and tone marked characters exclusive) |
| **Unicode codes** | a=0061, A=0041, á=00E1, Á=00C1, à=00E0, À=00C0, b=0062, B=0042, d=0064, D=0044, e=0065, E=0045, é=00E9, É=00C9, è=00E8, È=00C8, ẹ=1EB9, Ẹ=1EB8, ẹ́=1EB9 0301 Ẹ́= 1EB8 0301 ẹ̀=1EB9 0300 Ẹ̀=1EB8 0300, f=0066, F=0046, g=0067, G=0047, gb=0067 0062, Gb=0047 0062, GB=0047 0042 h=0068, H=0048, i=0069, I=0049, í=00ED, Í=00CD, ì=00EC, Ì=00CC, j=006A, J=004A, k=006B, K=004B l=006C, L=004C, M=004D, n=006E, N=004E, ǹ = 01F9, Ǹ=01F8, ń=0144, Ń=0143,o=006F,O=004F,ó=00F3, Ó=00D3, ò=00F2, Ò=00D2, ọ=1ECD, Ọ=1ECC, ọ́=1ECD 0301, Ọ́=1ECC 0301, ọ̀=1ECD 0300, Ọ̀=1ECC 0300, p=0070, P=0050, r=0072, R=0052, t=0074,T=0054 |

| Country/region | Nigeria |
|---|---|
| | u=0075, U=0055 |
| **Notes** | There is no single code point for the following characters: ẹ́, ẹ̀,ọ́,ọ̀,Ọ,Ọ̀,Ẹ́,Ẹ̀. They can only be realized by combining characters. |

## Date

| Country/region | Nigeria |
|---|---|
| **Calendar/Era** | International |
| **First Day of the Week** | Sunday |
| **First Week of the Year** | First week of January |
| **Separator** | / |
| **Default Short Date Format** | dd/mm/yy |
| **Example** | 17/03/11 |
| **Default Long Date Format** | dd mmmm yyyy |
| **Example** | 17 Ẹrẹ́nà 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** | Yes |

| Country/region | Nigeria |
|---|---|
| Format | |
| 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 |
| Number of digits for year for Long Day Format | 4 |
| Date Format for Correspondence | dd mmmm yyyy |
| Example | 17 Ẹ̀rẹ́nà 2011 |
| Notes | n/a |
| Abbreviations in Format Codes | **d** is for day, number of d's indicates the format (d = digits without leading zero, dd = digits with leading zero, ddd = the abbreviated day name, dddd = full day name).<br><br>**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)<br><br>**y** is for year, number of y's gives number of digits (yy = two digits, yyyy = four digits) |

## Time

| Country/region | Nigeria |
|---|---|
| 24 hour format | Yes |
| Standard time format | HH:MM:SS |
| Standard time format example | 03:24:12; 15:24:12 |
| Time separator | Colon ":" |
| Time separator examples | 03:24:12 |
| Hours leading zero | Yes |
| Hours leading zero example | 03:24:12 |
| String for AM designator | Note: AM can be divided to two in Yoruba time format |

| Country/region | Nigeria |
|---|---|
| | 1) Òru = 12 a.m to 4:59 a.m<br>2) Àárò = 5 a.m to 11:59 a.m |
| **String for PM designator** | Note: PM can be divided to three in Yoruba time format<br><br>1) Ọsán = 12 p.m to 3:59 p.m<br>2) Ìrọlẹ́ = 4.00 p.m to 6:59 p.m<br>3) Alẹ́ = 7.00 p.m to 11:59 p.m |
| **Notes** | If 24 hour format, 03:24:12 will become 15:24:12. |

## Days

**Country/region:** Nigeria

| Day | Normal Form | Abbreviation |
|---|---|---|
| Monday | Ajé | Aj |
| Tuesday | Ìṣégun | Iṣ |
| Wednesday | Ọjórú | Ọr |
| Thursday | Ọjóbo | Ọb |
| Friday | Ẹtì | Ẹt |
| Saturday | Àbáméta | Ab |
| Sunday | Àìkú | Ai |

**First Day of Week:** Sunday – Àìkú

**Is first letter capitalized?:** Yes

**Notes:** n/a.

## Months

**Country/region:** Nigeria

| Month | Full Form | Abbreviated Form | Long Date Form |
|---|---|---|---|
| January | Ṣẹ́ẹ́rẹ́ | Ṣẹ́ẹ́ | Ṣẹ́ẹ́rẹ́ |
| February | Èrèlé | Èrè | Èrèlé |
| March | Ẹrẹ́nà | Ẹrẹ́ | Ẹrẹ́nà |
| April | Igbe | Igb | Igbe |
| May | Èbìbí | Èbì | Èbìbí |
| June | Okúdù | Okú | Okúdù |

| Month | Full Form | Abbreviated Form | Long Date Form |
|-------|-----------|------------------|----------------|
| July | Agẹmọ | Agẹ | Agẹmọ |
| August | Ògún | Ògú | Ògún |
| Ògún | Ògún | Ọwé | Owéwè |
| October | Owàrà | Ọ̀wà | Owàrà |
| November | Bélú | Bel | Belu |
| December | Ọ̀pe | ọ̀pẹ | ọ̀pẹ |

**Is first letter capitalized?:** Yes

**Notes:** n/a.

# Numbers

In general, if a number is written in figure, there is no need to translate or localized such number. It should be left the way it is.

| English example | Yoruba example |
|-----------------|----------------|
| 5 minutes remaining | (+) Ó ku ìṣẹ́jú 5<br>(-) Ó ku ìṣẹ́jú Marùn ún |

## Phone Numbers

| Country/region | International Dialing Code | Area Codes Used? | Number of Digits – Area Codes | Separator | Number of Digits – Domestic | Digit Groupings – Domestic |
|----------------|---------------------------|------------------|-------------------------------|-----------|-----------------------------|----------------------------|
| Nigeria | +234 | Yes | 2 or 3 | Space | Depends on network operator | Depends on network operator |

| Country/region | Number of Digits – Local | Digit Groupings – Local | Number of Digits – Mobile | Digit Groupings – Mobile | Number of Digits – International | Digit Groupings – International |
|----------------|--------------------------|-------------------------|---------------------------|--------------------------|----------------------------------|---------------------------------|
| Nigeria | 5; 6; 7 (Depends on network operator) | Depends on network operator | 11 | ### ## ## #### | 13 | + ### ### ### #### (for mobile) |

**Notes**:

 For moblie:

• For domestic numbers: 1 group of 3 digits, 2 groups of 2 digits and a group of 4 digits. One space between the digit group, when written or spoken. 080 33 94 3118

• For calls from outside Nigeria, '234' must be added in front of the number and the initial '0' must be removed. Then we have 3 groups of 3 digit and a group of 4 digit. Example: (+) +234 703 734 8181

## Addresses

**Country/region:** Nigeria

**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. [House Number]

4. [Street Name]

5. [Address]

6. [City]

7. [CountryCode]

8. [Country]

9. [Postal Code]

10. [Phone Number]

**Example Address:**

Mr. [=Title/Honorific] Kehinde Olasunkanmi [=FirstName LastName]

Koolad Private Limited [=CompanyName]

Plot A3 Methodist Land [= House Number]

Kukemoda off New Ife Road [=Address] Ooreofe Avenue [=Street Name]

23402 Ibadan. [=Postal Code + City]

Nigeria. [=Country]

+234 805 525 5306 [=Phone Number]

**Local Postal Code Format:** n/a

**Notes:** n/a.

## Currency

| Country/region | Nigeria |
|---|---|
| Currency Name | Naira |

| | |
|---|---|
| **Currency Symbol** | ₦ |
| **Currency Symbol Position** | Left side of the figure |
| **Positive Currency Format** | ₦ 25.00 |
| **Negative Sign Symbol** | n/a |
| **Negative Currency Format** | n/a |
| **Decimal Symbol** | . |
| **Number of Digits after Decimal** | 2 |
| **Digit Grouping Symbol** | , |
| **Number of Digits in Digit Grouping** | 3 |
| **Positive Currency Example** | ₦23.00 |
| **Negative Currency Example** | n/a |
| **ISO Currency Code** | n/a |
| **Currency Subunit Name** | Kobo |
| **Currency Subunit Symbol** | K |
| **Currency Subunit Example** | 35k |

## Digit Groups

**Country/region:** Nigeria

**Decimal Separator:** .

**Decimal Separator Description:** Dot

**Decimal Separator Example:** 4.5

**Thousand Separator:** ,

**Thousand Separator Description:** Comma

**Thousand Separator Example:** 50,000,000

**Notes:** Just as in UK English, two zeros follow a dot only in currency format.

## Measurement Units

**Metric System Commonly Used?:** Yes

**Temperature:** Celsius

| Category | English | Translation | Abbreviation |
|---|---|---|---|
| Linear Measure | Kilometer | Kìlómítà | n/a |

| Category | English | Translation | Abbreviation |
|---|---|---|---|
| | Meter | Mítà | n/a |
| | Decimeter | Dèsímítà | n/a |
| | Centimeter | Sèǹ tímítà | n/a |
| | Millimeter | Mìlímítà | n/a |
| Capacity | Hectoliter | Hẹ̀kìtólítà | n/a |
| | Liter | Lítà | n/a |
| | Deciliter | Dèsílítà | n/a |
| | Centiliter | Sèǹ tílítà | n/a |
| | Milliliter | Mìlílítà | n/a |
| Mass | Ton | Tọ́òǹ ù | n/a |
| | Kilogram | Kìlógíràmù | n/a |
| | Pound | Òkúta | n/a |
| | Gram | Gíràmù | n/a |
| | Decigram | Dèsígíràmù | n/a |
| | Centigram | Sèǹ tígíràmù | n/a |
| | Milligram | Mìlílígíràmù | n/a |
| English Units of Measurement | Inch | Íǹ ṣì | n/a |
| | Feet | ẹsẹ̀ bàtà | n/a |
| | Mile | Máìlì | n/a |
| | Gallon | Gálọ̀ọ̀nù | n/a |

**Notes:** Except for hundred weight pound and feet, others are preferred as direct borrowing. Actual words for them are fast becoming obsolete.

## Percentages

"%" sign is used to indicate proportion in percentage. Example: (+) 12.5% (-) 12.5 %

## Sorting

| | |
|---|---|
| **Sorting rules** | 1. Capital letters are distinct from lower case in Yorùbá, just as in English. |
| | 2. Vowels bear tones as well as syllabic nasals. |
| | 3. The vowels are twelve in number: seven orals and five nasals. |

| | |
|---|---|
| | 4. The low tone precedes the mid, and the mid precedes the high. The mid tone is marked only for the syllabic nasa and the mark is "–".<br><br>5. Since tones make for meaning difference in Yorùbá, all words are tone marked |
| **Character sorting order** | a  0061<br><br>A  0041<br><br>á  00E1<br><br>Á  00C1<br><br>à  00E0<br><br>À  00C0<br>b  0062<br><br>B  0042<br>d  0064<br><br>D  0044<br>e  0065<br><br>E  0045<br><br>é  00E9<br><br>É  00C9<br><br>è  00E8<br><br>È  00C8<br>ẹ  1EB9<br><br>Ẹ  1EB8<br><br>ẹ́  1EB9 0301<br><br>Ẹ́  1EB8 0301<br><br>ẹ̀  1EB9 0300<br><br>Ẹ̀  1EB8 0300<br>f  0066<br><br>F  0046<br>g  0067<br><br>G  0047<br>gb 0067 0062 |

| | | |
|---|---|---|
| Gb | 0047 | 0062 |
| GB | 0047 | 0042 |
| h | 0068 | |
| H | 0048 | |
| i | 0069 | |
| I | 0049 | |
| í | 00ED | |
| Í | 00CD | |
| ì | 00EC | |
| Ì | 00CC | |
| j | 006A | |
| J | 004A | |
| k | 006B | |
| K | 004B | |
| l | 006C | |
| L | 004C | |
| M | 004D | |
| n | 006E | |
| N | 004E | |
| ǹ | 01F9 | |
| Ǹ | 01F8 | |
| ń | 0144 | |
| Ń | 0143 | |
| o | 006F | |
| O | 004F | |
| ó | 00F3 | |
| Ó | 00D3 | |
| ò | 00F2 | |
| Ò | 00D2 | |
| ọ | 1ECD | |
| Ọ | 1ECC | |

| | |
|---|---|
| | ọ́  1ECD 0301 |
| | Ọ́  1ECC 0301 |
| | ọ̀  1ECD 0300 |
| | Ọ̀  1ECC 0300 |
| | p  0070 |
| | P  0050 |
| | r  0072 |
| | R  0052 |
| | t  0074 |
| | T  0054 |
| | u  0075 |
| | U  0055 |
| | ú  00FA |
| | Ú  00DA |
| | ù  00F9 |
| | Ù  00D9 |
| | w  0077 |
| | W  0057 |
| | y  0079 |
| | Y  0059 |
| **Examples of sorted words** | abúlé tó<br>abúlé ọ̀hún<br>abẹ̀bẹ̀ kan<br>adelé ògá<br>adágún odò<br>adélébọ̀ kan<br>adétunmbí ti<br>adéṣínà lọ́nà<br>adìẹ tí<br>adùn rẹ̀<br>adúrú èjẹ̀<br>afami kan<br>afi àwọ |

| | afrika ni |
|---|---|
| | afúyẹ́ gẹgẹ |
| | afẹ́fẹ́ kan |
| | afẹ́fẹ́ ti |
| | afójú ọmọ |
| | agara dá |
| | agbada bí |
| | agbára já |
| | banújẹ́ rárá |
| | bayìí pé |
| | baà bínú |
| | baà dànù |
| | baà dùn |
| | baà kúrò |
| | bi èdè |
| | bi ìbídùn |
| | bo àṣírí |
| | burú ni |
| | bà fún |
| | bà lé |
| | bà mí |
| | bà ni |
| | bà wá |

# 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 Yorùbá list for every release of your product.

# Grammar, Syntax & Orthographic Conventions

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

## Adjectives

In Yorùbá, adjectives can have negative meaning through the use of a derivative marker. The following examples show how to do this in Yorùbá.

| English example | Yorùbá example |
|---|---|
| non-member | (+) aláìbẹ́gbẹ́ṣe |
| Undefined | (+) aláìnítumọ̀ |
| invisible | (+) aláìṣeé rí |
| Unavailable | (+) aláìwà-láròọ̀wọ́tó |

**Possessive adjectives**

The frequent use of possessives is a feature of English language. "My" terminology is frequently used in US-English interfaces and documentation. The guidelines for Yorùbá are as follows:

1. The localization of "my" terminology will be decided on a per-product basis. The new trend favors leaving out the possessive pronoun completely (e.g.: "My TV" -> "TV").
2. Terms that have already been used for one product will remain the same for the next product update, if the source remains unchanged. Already established terminology such as "My Computer" in Windows should be maintained for consistency reasons unless otherwise instructed.

3. Avoid using possessive marker "your" unless ownership is important in context.

| | | |
|---|---|---|
| Windows Vista cannot start your system. If the problem persists, contact your network administrator. | (+) Windows Vista kò lè ṣètají fún ẹrọ yìí. Bí ìṣòro yìí kò bá ṣeé dọ́gbọ́n sí, kàn sí aṣàkóso ìsàsọpọ̀. | Avoid using possessive marker "your" unless ownership is important in context. |

## Articles

**General considerations**

| English example | Yorùbá example | Explanation |
|---|---|---|
| File already exists<br><br>The file already exists<br><br>This file already exists | (+) Fáìlì yìí ti wà tẹ́lẹ̀ | In complete sentences, use determiners consistently even if the US string does not. |

**Unlocalized Feature Names**

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

They are used without definite or indefinite articles in the English language. We treat them in this way

| English example | Yorùbá example |
|---|---|
| Windows Mail shares your Internet Connection settings with Internet Explorer | (+) Windows Mail ń ṣe àjọlò ìṣètò ìsomọ́ Íǹtánẹ́ẹ̀tì rẹ pẹ̀lú Internet Explorer |
| Website addresses will be sent to Microsoft | (+) A ó fi àdírẹ́ẹ̀sì Ojúlé wẹ́ẹ̀bù rẹ ṣọwọ́ sí Microsoft |

**Localized Feature Names**

Translated feature names are used with a definite or indefinite article as they are not treated as proper names.

| English example | Yorùbá example |
|---|---|
| Hide the Task Manager when it is minimized | (+) Fi aṣàkóso iṣẹ́ pamọ́ nígbà tí a bá sọọ́ di kékeré pátápátá |
| Check for updates in your installed Media Player's language | (+) Sèwadìí bóyá àfikún ti wà fún èdè agbéré-mídía-jáde rẹ |

**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 Yorùbá language?
- Analogy: Is there an equivalent Yorùbá 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 | Yorùbá example |
| --- | --- |
| Delete it from server. | (+) Paá ré lórí apèsè |
| Enter a password to log into the server | (+) Ṣàmúwá òrò aṣínà láti wọlé ṣiṣé lórí apèsè |
| DNS cannot resolve the server IP address | (+) DNS kò rójútùú àdíréèsì IP apèsè |
| Verify the name of the server's certificate | (+) Ṣàrídájú orúkọ ìjérìísí apèsè |

## Capitalization

In English headings, all nouns, pronouns, adjectives, verbs, adverbs, and subordinate conjunctions (such as "that," "until," and "which") are capitalized. Please do not apply the same principle to Yorùbá headings. Instead, follow the normal Yorùbá capitalization rules. The same rule applies to software strings.

| English example | Yorùbá example |
| --- | --- |
| Switching Between Windows | (+) Ìpààrò wińdò |

## 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.

Yorùbá allows compounding by bringing two words together to form a compound unlike a language such as French in which you may need to say 'number of telephone' for telephone number. Hence, translation of compounds may be easily achieved as long as the translator takes note of the fact that most Yorùbá modifiers are pre-modifiers.

Example: Ordinarily, ActiveX Control could mean a control instigated by ActiveX or a control that affects ActiveX. Hence, translating ActiveX control as 'ìdarí ActiveX' may suggests the wrong meaning of controlling Active X rather than the use of ActiveX to control. This may be resolved by the translation 'ìdarí al'ActiveX' which clearly implies ActiveX induced control rather than the controlling of ActiveX.

Generally, compounds should be understandable and clear to the user.

| English examples | Yorùbá example |
| --- | --- |
| Internet Accounts | (+) Ìṣàmúlò Íntánéètì |
| Logon script processing | (+) Ìṣaáyan ìlànà ìṣe ìbèrè' |
| Workgroup Administrator | (+) Aṣàkóso Alájọlòṣiṣépò |
| Internet News Server Name | (+) Orúkọ Apèsè Ìròyìn Íntánéètì |

# Gender

This section does not apply to Yoruba.

# Genitive

The terms genitive refers to where two simple nouns enter into a relation with one another. The genitives of possession is when one of the noun possesses or have right over the other noun. If it involves a trademark name, like "Microsoft" , "Windows" e.t.c, which should not be modified, it should be handled in the following ways:

| English example | Yoruba example |
| --- | --- |
| Microsoft Product | (+) Agbéjáde Microsoft |
| | (-) Microsoft Agbejade |
| Mirosoft Tools | (+) Ìrinṣẹ́ Microsoft |

The trademark, which is the possessor, should come last.

# Modifiers

Translation of compounds may be easily achieved as long as the translator takes note of the fact that most Yorùbá modifiers are pre-modifiers. See section "Compounds" above for more infomation.

| English example | Yoruba example |
| --- | --- |
| Workgroup Name | (+) Orúkọ Alájọlòṣiṣẹ́pọ̀ |
| Domain Server | (+) Apèsè Agbègbè Ìkápá |

# Nouns

### General considerations

Yorùbá usually employs contexts to indicate plurals. Nouns are not marked for gender or number, and can occur independently or with qualifiers. In Yoruba, A noun phrase in Yoruba consists of the noun and if any, one or more qualifiers. The language is head-initial and as such qualifiers occur after the noun, which is the main element of the clause.

| English example | Yoruba example |
| --- | --- |
| E-mail Server...'PS | (+) Àpèsè Í-meèlì...'PS |

There are very limited exceptions to this head-initial configuration of the clause in the languageHence, morphological markers are not used for plurals. The temptation to overuse the collective/plural indicator *àwọn* in translation is a manifestation of anglicism and it should be resisted.

**Inflection**

In grammar, inflection or inflexion is the modification of a word to express different grammatical categories such as tense, grammatical mood, grammatical voice, aspect, person, number, gender and case. Conjugation is the inflection of verbs; declension is the inflection of nouns, adjectives and pronouns. These are not common in Yoruba language. But in Yoruba language, the tone of the word might change:

| Yoruba example | Modification |
|---|---|
| Àṣẹ | (+) Aláṣẹ |
| Ọ̀wọ̀ | (+) Ọlọ́wọ̀ |

**Plural Formation**

The examples below show how English loan words inflect for number in Yorùbá. Note that the translations are valid both as singulars and plurals. It is therefore unnecessary to use *àwọn* to force them into sounding like their pluralized source examples. The use of *àwọn* should be carefully considered and use only in appropriate context

| English example | Yorùbá example |
|---|---|
| Clients | (+) Aṣàmúlò |
| Websites | (+) Ojúlé wẹ́ẹ̀bù |
| Downloads | (+) Gbígbẹ̀dà |
| Proxys | (+) Aṣojú |
| Administrators | (+) Aṣàkóso |

# 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.

Prepositional phrases in English need to be translated according to their context; anglicisms should be avoided. The table below contains frequently used verbs and the prepositions that follow them. Please use this table as a reference.

| US-English expression | Yorùbá expression | Comment |
|---|---|---|
| migrate to | (+) yípadà sí | The translation of migrate may be context sensitive. Also, note the rather subtle difference between migrate and change in the Yorùbá translations. |
| Migrate from | (+) yípadà láti | See above |

| import to | (+) Ṣàgbéwọlé lọ sí | |
|---|---|---|
| import from | (+) Ṣàgbéwọlé láti | |
| export to | (+) Ṣàgbéjáde lọ sí | |
| export from | (+) Ṣàgbéjáde láti | |
| update to | (+) Ṣàfikún lọ sí | |
| upgrade to | (+) Ṣàfikún lọ sí | |
| change to | (+) yírapadà sí | See notes on migrate above |
| click on | (+) ṣíra-tẹ | Note the change in tone from 'tẹ̀' to 'tẹ' which take care of the 'on' |
| connect to | (+) so mọ́ | Note the avoidance of topology by acknowledging that the 'to' is already implied in 'so mọ́' |
| welcome to ... | (+) káàbọ̀ sí | |

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

| US-English expression | Yorùbá expression | Comment |
|---|---|---|
| in the toolbar | (+) lórí pẹpẹ ohun-èlò | |
| on the tab | (+) lórí táábù | |
| on the menu | (+) lórí mẹ́nù | |
| on the net | (+) lórí nẹ́ẹ̀tì | |
| on the Internet | (+) lórí Íńtánẹ́ẹ̀tì | |
| on the Web | (+) lórí wẹ́ẹ̀bù | |
| on a web site | (+) lórí ojúlé wẹ́ẹ̀bù | |
| on a web page | (+) lórí ojú-ìwé wẹ́ẹ̀bù | |

## Pronouns

Yorùbá does not distinguish gender nouns and pronouns. However, Yorùbá makes age and status based distinctions which dictates that honorific pronouns be used for older people or superiors. Hence, pronouns such as "ìwọ" are used to refer to younger people or people of lower status than the speaker.

The use of honorific pronouns in computer software may come across as unnecessarily officious and solid hence, they should be used only in the contexts of plurals. A perceived relationship of contemporaries between the user

and the computer should be maintained in all translations and so honorific pronouns should only be used in the contexts of plurals.

For example:

| English example | Yoruba example |
|---|---|
| You are now connected to the Internet | (+) O ti wọ íntánẹ́ẹ̀tì báyìí<br>(-) Ẹ ti wọ íntánẹ́ẹ̀tì báyìí |

## Punctuation

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

| English example | Yorùbá example |
|---|---|
| 5.25 cm | 5.25 cm |
| 5 x 7.2 inches | 5 x 7.2 ínṣì |
| Letter Landscape 11 x 8.5 in | Letter oníbùú 11 x 8.5 in |

### Comma

For thousands, English uses a comma while many other languages use a period. In Yorùbá comma is used.

| English example | Yorùbá example |
|---|---|
| 1,526 | (+) 1,526 |
| $ 1,526.75 | (+) $ 1,526.75 |

### Colon

In Yorùbá colon is used as time separator.

Example: 03:24:12

### Dashes and Hyphens

Three different dash characters are used in English:

### Hyphen

In Yoruba hyphen is used to divide words between syllables for example: "Ṣàánú" to "Ṣe-àánú" and to link parts of a compound word. e.g Ìjọ-ọ̀rúnmìlà.

**En Dash**

The en dash is used as a minus sign, usually with spaces before and after. For example

(+) 23 – 16 = 30

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. Example (+) 34–57

**Em Dash**

This is rarely used in Yoruba language and should be avoided.

**Ellipses (Suspension Points)**

This section does not apply to Yoruba.

**Period**

US English uses a period as the decimal separator, while many other languages use a comma. In Yorùbá a period is used.

| English example | Yorùbá example |
|---|---|
| 5.25 cm | (+) 5.25 cm |

**Quotation Marks**

Please follow the following basic rules for the use of quotation marks in Yorùbá.

"" are used as quotation marks to indicate words spoken by someone else.

Example: "Èmi àti ìyà wa".

**Parentheses**

There should be no space between the parentheses and the text inside them. Ex

| English example | Yoruba example |
|---|---|
| (23) | (+) (23) <br> (-) ( 23 ) <br> (-) (23 ) <br> (-) ( 23) |

# Singular & Plural

Yorùbá usually employs contexts to indicate plurals. Hence, morphological markers are not used for plurals. The temptation to overuse the collective/plural indicator *àwọn* in translation is a manifestation of anglicism and it should be resisted.

| English example | Yoruba example |
|---|---|
| Why don't you bring your tools? | (+) Kín ló dé tóò kó ìrìnṣẹ́ rẹ wá? |
| | (-) Kín ló dé tóò kó àwọn irínṣẹ́ rẹ wá? |

## Split Infinitive

This is a situation whereby a noun comes in between a verb.

| English example | Yoruba example |
|---|---|
| Refresh | (+) **Sọdọ̀tun** |
| Refresh Windows | (+) Sọ Windows dọ̀tun |
| | (-) **Sọdọ̀tun** Windows |
| Align | (+) **Mu dógba** |
| Align Text | (+) Mú Àyọkà dógba |
| | (-) M**ú dógba** Àyọkà |

## Subjunctive

In grammar, the subjunctive mood (abbreviated sjv or sbjv) is a verb mood typically used in subordinate clauses to express various states of irreality such as wish, emotion, possibility, judgment, opinion, necessity, or action that has not yet occurred. For example subjunctive form arises from the use of conjuction "kí" in such a way that:

1. If the nominative to the verb is *I* or a monosyllabic pronoun, only one *kí* is used:

2. If the nominatve begins with a consonant or consists of two or more syllables it is usually followed by the second *kí* with the pronoun he, she or it.

| English example | Yoruba example |
|---|---|
| That you see | (+) Kí ó rí |
| | (+) Kí ìwọ kí ó rí |
| That we see | (+) kí á rí |
| | (+) kí àwa kí ó rí |

# Symbols & Non-Breaking Spaces

Whenever there is a symbol in English, keep it in Yoruba, particularly when dealing with statements.
For example:

| English example | Yoruba example |
|---|---|
| DDEExecute numCanal, # '´[OPEN("”BUDGET.XLS"”)]' # | (+) DDEExecute numCanal, # '´[OPEN("”BUDGET.XLS"”)]' # |

Note:

- Use Non-Breaking Space when you want two adjacent words to appear on the same line as each other.
- Use a non-breaking space (CTRL+SHIFT+SPACEBAR) in any abbreviation.

# Syntax

For consistency, the standard syntax should be applied wherever possible, so as to guarantee the maximum user experience and usability. For example

For status bar messages:

| English example | Yorùbá example |
|---|---|
| Scanning files... | (+) Ń ṣàyẹ̀wò àwọn fáìlì lọ́wọ́ ... |
| Opening message… | (+) Ń ṣí iṣẹ́-ìjé lọ́wọ́ ... |

In error messages:

| English example | Yorùbá example | Explanation |
|---|---|---|
| File not found.<br><br>File was not found.<br><br>The file was not found. | (+) kò le è rí fáìlì náà | Use one basic syntax for all negative sentences. |

# Verbs

Continuous operations are usually expressed in English with a gerund, which should be translated into Yorùbá using "ń" before the main verb.

Sometimes an English verb can be used as loan word in the target language. Such loan words usually follow the syntactic and morphological rules of the target language. For the sake of exposition, let us assume that the verbs in red below are not translated in Yorùbá.

| English example | Yorùbá examples | |
|---|---|---|
| | Verbs not translated | Verbs translated |
| Chat | (+) ń chat | (+) ń tàkurọ̀sọ |
| Crawl | (+) ń crawl | (+) ń fà |
| Debug | (+) ń debug | (+) ń ṣàwárí ìṣòro |

## Word Order

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

| English example | Yoruba example |
|---|---|
| Click New to open a new file. | (-) Ṣira tẹ Titun láti ṣi fáìlì titun.<br>(+) Láti Ṣí fáìlì titun Ṣira tẹ titun. |

Most of the translators always translate word for word. If there is a more idiomatic way of structuring a given sentence, use the Yorùbá word order instead of translating word by word, as long as the key message is conveyed.

| English example | Yoruba example |
|---|---|
| Print preview | (+) Akọwò<br>(-) Àkọgbéyẹ̀wò Àtẹ̀jáde |

# Style and Tone Considerations

This section focuses on higher-level considerations for audience, style, tone, and voice. The users should really like the products. One way to achieve this is an optimal end to end user experience. Another way is to address the user in a language that is warm, natural and personal.

| English example | Yoruba example |
|---|---|
| For the most secure connection, we strongly recommend that you <a href='{0}' {1}>change your settings to always use HTTPS</a>. | (+) Fún ìsomọ́ tó ní ààbò jùlọ, a gbà ọ níyànjú gidigidi pé kí o <a href='{0}' {1}>ṣàyípadà àwọn ààtò rẹ láti máa lo HTTPS</a> ní gbogbo ìgbà. |

## Audience

Create a balance when assigning roles and functions (active vs. passive roles, leading vs. secondary roles, technical vs. non-technical professions, and so on). Scenarios, pictures, metaphors, and comparisons should be based on areas and attributes common to your type of audience. Avoid using phrases which mention the two genders separately. Use a general term that includes both genders.

| Linguistic method | Example | Context |
|---|---|---|
| Use a Neutral noun | (+) person, leader, team lead, expert, employee, user | Concept descriptions, explanations |

# Style

Always use the simplest style possible, against unfair advertising, with clear, concise and well-constructed sentences that leaves no room for exceptions or failure.

Therefore, superlative expressions, like: "The best product available", "The fastest..." , "the most reliable", "the most secure", "the most recent" and any other superlatives in general, should be translated in the following format:

| English example | Yoruba example |
|---|---|
| The best product available. | (+) Ọ̀kan nínú àwọn àgbéjáde tó dára jùlọ láròwọ́tó. |
| | (-) Àgbéjáde tó dára jùlọ láròwọ́tó. |
| The most reliable product available. | (+) Ọ̀kan nínú àwọn àgbéjáde tó ní ìgbékẹ̀lé jùlọ. |
| | (-) Àgbéjáde tó dára jùlọ láròwọ́tó. |

# Tone

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

| English | Yoruba |
|---|---|
| To get to Hotmail calendar, please sign out and then sign back in using "http" in your browser's address bar, not "https". | (+) Láti de ibi kàléńdà Hotmail rẹ̀, jọ̀wọ́ jáde ki o sì wọlé padà nípa lílo "http" nínú àdírẹ́ẹ̀sì asàwákiri rẹ, kìí ṣe "https". |

# Voice

The voice of the Yorùbá translation should mimic the tone of the source product, but should also be respectful.

However, the suggested use of respectful language in this context does not imply or suggest use of honorific pronouns. Honorific pronouns should be used only in the contexts of plurals in order to maintain a consistent perceived relationship of contemporaries between the user and the computer.

| English example | Yoruba example |
|---|---|
| You have successfully downloaded the files. | (+) O ti ṣe àgbàsílẹ̀ àwọn fáìlì náà ní àṣeyọrí. |
| | (-) Ẹ ti ṣe àgbàsílẹ̀ fáìlì náà ní àṣeyọrí. |

Any word forms that are specific to a particular dialect should be avoided.

# Localization Guidelines

This section contains guidelines for localization into Yorùbá.

## General Considerations

Welcome to the Yorùbá Style Guide. You will use this Style Guide to help you make choices about how to translate the words and phrases in the files and documents you have been asked to translate.

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. A question mark (?) denotes a translation example that can be used but should be avoided if possible. All translation examples in this document are only intended to illustrate the point in question and are not a source of approved terminology. Please check for approved translations in the Microsoft glossaries.

### Abbreviations

**Common Abbreviations**

Abbreviation is rarely use in Yoruba language . 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.

| English example | Yoruba example | Yoruba full text |
|---|---|---|
| e.t.c | (+) Abbl | Àti bẹ́ẹ̀ bẹ́ẹ̀ lọ |

In addition to common measurements such as km, m, cm, mm, and so on, the abbreviations in the following table are used in the product user interface and in technical documentation.

| Measurement | English abbreviation | Yorùbá abbreviation | Comment/Example |
|---|---|---|---|
| Gigabyte | GB | (+) GB | |
| Gigabit | GBit | (+) GBit | |
| Kilobyte | KB | (+) KB | |
| Kilobit | Kbit | (+) KBit | |
| Megabyte | MB | (+) MB | |
| Megabit | MBit | (+) MBit | |
| Terabyte | TB | (+) TB | |
| Terabit | TBit | (+) TBit | |

| | | | |
|---|---|---|---|
| Bits per second | Bit/s | (+) Bit/s | Use same type for similar measurements, e.g. frames per second => F/s |
| Megabits per second | MBit/s or Mbps | (+) MBit/s or Mbps | |
| Kilobits per second | KBit/s or Kbps | (+) KBit/s or Kbps | |
| Bytes per second | B/s | (+) B/s | |
| Megabytes per second | MB/s | (+) MB/s | |
| Kilobytes per second | KB/s | (+) KB/s | |
| Point | Pt. | (+) Pt. | No plural form |
| Inch | " | (+) " | " is acceptable in Packaging and tables, but not in body text. |
| Megahertz | MHz | (+) MHz | |
| Hertz | Hz | (+) Hz | |

Do not abbreviate such words as "and," "or," "something," "someone," or any other word that users might not recognize.

# Accessibility

This section does not apply to Yoruba.

# 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).

**Localized Acronyms**

Acronyms are not to be translated into their Yorùbá equivalents. Their English versions should be retained. Only the full forms should be translated. However, because acronyms are not to be translated, the redundancies in the above examples will subsist in the Yorùbá translations.

| English example | Yoruba example |
|---|---|
| RPC call | (+) ìpè RPC |
| HTML Language | (+) èdè HTML |
| TCP/IP-Protocol | (+) Ìfẹnukò TCP/IP |
| PIN Number | (+) Ìfẹnukò TCP/IP |

**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

# 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.

A list of Microsoft trademarks is available for your reference at the following location: http://www.microsoft.com/trademarks/t-mark/names.htm.

# Frequent Errors

"Windows" and "Office" are both product names and should not be translated.

| English example | Yoruba example |
|---|---|
| Windows = (+)Windows | (+) Windows = (-)Wíńdò |

# 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 Yoruba.

## 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.

[Abbreviations](#)

[Localized Acronyms](#)

[Yorùbá Style in Status bar Messages](#)

[Standard Phrases in Error 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.

| Word | Comment |
|---|---|
| ASCII | |
| PivotTable | |
| ActiveX | |
| Active Directory | |
| Project Server | |
| PPPoE | |
| JavaBean | |

## Using the Word Microsoft

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

In Yorùbá, Microsoft remains Microsoft.

| English example | Yoruba example |
|---|---|
| Microsoft | (-) Máíkírósòfùtì<br>(-) MS<br>(+) Microsoft |

# 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

By translating terms consistently within a software user interface, and across multiple similar product interfaces, you will help the people using the product understand the interface.

Inconsistencies in the interface are the most obvious obstacles to an efficient use of the localized product. In order to produce a consistent localization, you must use only one translation for each concept, and you must use that translation consistently each time the concept appears in the product. Your translations must be consistent and clear to avoid confusing the people who use the product.

| English example | Yoruba example | |
|---|---|---|
| L&abels...'A | (-) &Àwọn ÀLèmọ́...'A | (+) &Àwọn ÀLèmọ́...'A |
| Labels | (-) Àwọn Ọ̀rọ̀ Orúkọ | (+) Àwọn ÀLèmọ́ |
| Lab&els...'L | (-) &Àwọn ÀLèẹ́...'L | (+) &Àwọn ÀLèmọ́...'L |

## Messages

Messages are sometimes phrased differently in US-English software interfaces even though they have the same meaning. Try to avoid phrasing the same message differently in the Yorùbá version of the software you are localizing.

### 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).
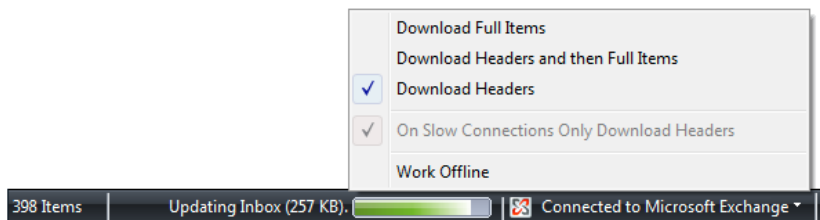
**Yorùbá Style in Status bar Messages**

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

| Name | Yorùbá Name | Category | English Status Bar message | Yorùbá Status Bar message |
|---|---|---|---|---|
| Edit | (+) Ṣàtúnṣe | Menu | Contains editing commands | (+) Ibi yìí ni àwọn àṣẹ ìṣàtúnṣe wà |
| Copy to Folder... | (+) Ṣẹ̀dà sí fódà | Menu | Copies the selected items to a new location | (+) Ṣe èdà ohun tí o yàn sí ibi tuntun |
| New | (+) Tuntun | Command | Creates a new document | (+) Ṣẹ̀dà àkọsílẹ̀ titun |
| | | | Make object visible? | (+) Mú kí ohun rírí ṣeé fojú rí bí? |
| | | | Word is converting the document. Press Esc to stop. | (+) Word ń ṣàyípadà àkọsílẹ̀. Tẹ Esc láti dá a dúró. |
| | | | Datasheet View | (+) Ìwòye Àwẹ́ Ìwé Dátà |
| | | | Done | (+) Ti ṣe é tán |

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

| English term | Correct Yorùbá translation |
|---|---|
| Press F1 to get Help | (+) Tẹ F1 fun Ìrànlọ̀wọ́ |
| If you want Help press F1 | |
| To get Help press F1 | |
| Not enough memory | (+) Ààyè kò tó bí ó ṣe yẹ |
| Insufficient memory | |
| There is not enough memory | |
| Save changes to %1? | (+) Ǹ jẹ́ o fẹ fi àyípadà pamọ́ sí %1? |
| Do you want to save changes to %1? | |

# Error Messages

## What Is An Error Message?

Here is an example:
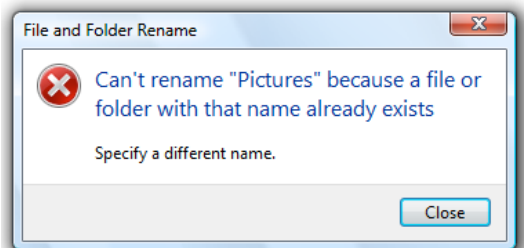


Error messages are messages sent by the system or a program, informing the user that there is an error that must be corrected in order for the program to keep running. For example, the messages can prompt the user to take an action or inform the user of an error that requires rebooting the computer.

## Yorùbá 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 Yorùbá the main principles for translation are clarity, comprehensibility, and consistency.

## Standard Phrases in Error Messages

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

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

The following table provides US-English examples of inconsistent error messages and their corresponding, standardized Yorùbá:

| English phrase | English example | Yorùbá example |
|---|---|---|
| Cannot<br>Could not | File could not be found<br><br>File cannot be found | (+) kò le rí fáìlì yìí |
| Failed to ..<br>Failure of .. | Failed to connect<br><br>Failure to connect | (+) kò rí ìsomọ́ ṣe |
| Cannot find ..<br>Could not find ..<br>Unable to find ..<br>Unable to locate .. | Cannot find driver software<br>Could not find driver software<br>Unable to find driver software<br><br>Unable to locate driver software | (+) kò rí aṣokùnfà iṣe aláìrídìmú |
| | Not enough memory<br>Insufficient memory<br>There is not enough memory | (+) Ààyè ìfohun-pa-mọ́-sí kò tó |

| | There is not enough memory available | |
|---|---|---|
| .. is not available<br>.. is unavailable | The command is not available<br><br>The command is unavailable | (+) Kò sí ìlànà fún pípa àṣẹ yìí mọ́ |

**Error Messages Containing Placeholders**

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

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

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

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

| English examples | Yorùbá examples |
|---|---|
| in %d days | (+) ní ọjọ́ %d |
| %d minutes | (+) Ìsẹ́jú %d |

Please note that relative placement of numbers when they refer to a number of days, hours, minutes etc, depends on the number in question. For example, 20 days will be 20 ọjọ́ (ogun ọjọ́), but 19 days will be ọjọ́ 19 (ọjọ́ mẹ́tàdínlógún). Roughly, for numbers that are multiples of 10 (i.e. 20,30,40,50 etc up to 100), the numbers precede, otherwise the numbers succeed.

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

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

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

| English example | Message User will see | Yorùbá example |
|---|---|---|
| Replace invalid %s? | Replace invalid data?<br>Replace invalid file? | (+) Pààrọ̀ %s tí kò bá ìlànà mu? |
| %s already exists | File already exists<br>Name already exists | (+) %s ti wà nílẹ̀ |
| %s is now set as your personal contact. | Regina is now set as your personal contact<br>Mr. Kim is now set as your personal contact | (+) Ati fi %s sílẹ̀ gẹ́gẹ́ bí ẹni àkànsí fún ọ |
| %s stopped working and was closed | The application stopped working and was closed<br>The program stopped working and was closed | (+) %s daṣẹ́ sílẹ̀ àsí paá mọ́ |

# 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). In Yoruba, some characters can only be realized by using key combinations.

**Example: Using current MS Yoruba keyboard**

| Characters | Key Combination |
|---|---|
| ẹ̀ | AltGr+L |
| ẹ́ | AltGr+K |
| ọ̀ | AltGr+s |
| ọ́ | AltGr+A |
| Ẹ̀ | AltGr+L+SHIFT |
| Ẹ́ | AltGr+K+SHIFT |

## Access Keys/Hot keys
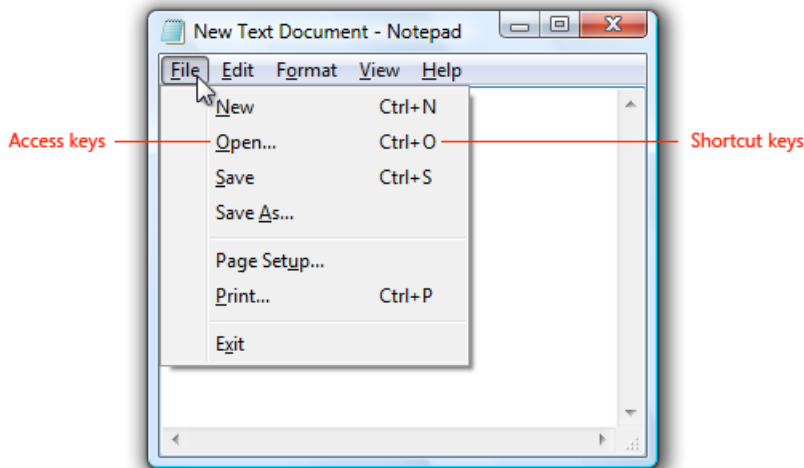


Sometimes, there are underlined or highlighted letters in menu options, commands or dialog boxes. These letters refer to access keys (also known as hot keys) that allow you to run commands, perform tasks, etc. more quickly.

| 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 | |
| Characters with downstrokes, such as g, j, y, p and q can be used as hotkeys | Yes | |
| Extended characters can be used as hotkeys | No | Since one can not see these characters on the keyboard. The characters will have to be realized by using key combinations. |

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

**Additional notes:** n/a.

## Arrow Keys

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

## Numeric Keypad

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

## Shortcut Keys

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

**Standard Shortcut Keys**

| US Command | US English Shortcut Key | Yorùbá Command | Yorùbá Shortcut key |
|---|---|---|---|
| **General Windows Shortcut keys** | | | |
| Help window | F1 | Help window | F1 |
| Context-sensitive Help | Shift+F1 | Context-sensitive Help | Shift+F1 |
| Display pop-up menu | Shift+F10 | Display pop-up menu | Shift+F10 |
| Cancel | Esc | Cancel | Esc |
| Activate\Deactivate menu bar mode | F10 | Activate\Deactivate menu bar mode | F10 |
| Switch to the next primary application | Alt+Tab | Switch to the next primary application | Alt+Tab |
| Display next window | Alt+Esc | Display next window | Alt+Esc |
| Display pop-up menu for the window | Alt+Spacebar | Display pop-up menu for the window | Alt+Spacebar |
| Display pop-up menu for the active child window | Alt+- | Display pop-up menu for the active child window | Alt+- |
| Display property sheet for current selection | Alt+Enter | Display property sheet for current selection | Alt+Enter |
| Close active application window | Alt+F4 | Close active application window | Alt+F4 |
| Switch to next window within (modeless-compliant) application | Alt+F6 | Switch to next window within (modeless-compliant) application | Alt+F6 |
| Capture active window image to the Clipboard | Alt+Prnt Scrn | Capture active window image to the Clipboard | Alt+Prnt Scrn |
| Capture desktop image to the Clipboard | Prnt Scrn | Capture desktop image to the Clipboard | Prnt Scrn |
| Access Start button in taskbar | Ctrl+Esc | Access Start button in taskbar | Ctrl+Esc |
| Display next child window | Ctrl+F6 | Display next child window | Ctrl+F6 |
| Display next tabbed | Ctrl+Tab | Display next tabbed pane | Ctrl+Tab |

| US Command | US English Shortcut Key | Yorùbá Command | Yorùbá Shortcut key |
|---|---|---|---|
| pane | | | |
| Launch Task Manager and system initialization | Ctrl+Shift+Esc | Launch Task Manager and system initialization | Ctrl+Shift+Esc |
| **File Menu** | | | |
| File New | Ctrl+N | File New | Ctrl+N |
| File Open | Ctrl+O | File Open | Ctrl+O |
| File Close | Ctrl+F4 | File Close | Ctrl+F4 |
| File Save | Ctrl+S | File Save | Ctrl+S |
| File Save as | F12 | File Save as | F12 |
| File Print Preview | Ctrl+F2 | File Print Preview | Ctrl+F2 |
| File Print | Ctrl+P | File Print | Ctrl+P |
| File Exit | Alt+F4 | File Exit | Alt+F4 |
| **Edit Menu** | | | |
| Edit Undo | Ctrl+Z | Edit Undo | Ctrl+Z |
| Edit Repeat | Ctrl+Y | Edit Repeat | Ctrl+Y |
| Edit Cut | Ctrl+X | Edit Cut | Ctrl+X |
| Edit Copy | Ctrl+C | Edit Copy | Ctrl+C |
| Edit Paste | Ctrl+V | Edit Paste | Ctrl+V |
| Edit Delete | Ctrl+Backspace | Edit Delete | Ctrl+Backspace |
| Edit Select All | Ctrl+A | Edit Select All | Ctrl+A |
| Edit Find | Ctrl+F | Edit Find | Ctrl+F |
| Edit Replace | Ctrl+H | Edit Replace | Ctrl+H |
| Edit Go To | Ctrl+B | Edit Go To | Ctrl+B |
| **Help Menu** | | | |
| Help | F1 | Help | F1 |
| **Font Format** | | | |
| Italic | Ctrl+I | Italic | Ctrl+I |

| US Command | US English Shortcut Key | Yorùbá Command | Yorùbá Shortcut key |
|---|---|---|---|
| Bold | Ctrl+G | Bold | Ctrl+G |
| Underlined\Word underline | Ctrl+U | Underlined\Word underline | Ctrl+U |
| Large caps | Ctrl+Shift+A | Large caps | Ctrl+Shift+A |
| Small caps | Ctrl+Shift+K | Small caps | Ctrl+Shift+K |
| **Paragraph Format** | | | |
| Centered | Ctrl+E | Centered | Ctrl+E |
| Left aligned | Ctrl+L | Left aligned | Ctrl+L |
| Right aligned | Ctrl+R | Right aligned | Ctrl+R |
| Justified | Ctrl+J | Justified | 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 Yorùbá version of Microsoft documentation, the titles should be able to summarize the purpose of the chapter. Phrases such as :

| English example | Yoruba example |
|---|---|
| Using the keyboard | (+) Bí a ṣe le lo Àtẹ ìtẹ̀wé |
| | (-) Lílo Àtẹ ìtẹ̀wé |

## Copyright

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

The following translations must be used:

| English text | Yorùbá translation |
|---|---|
| Copyright | (+) Àṣẹ-ìṣẹ̀dà |
| All rights reserved | (+) Gbogbo ẹ̀tọ́ jẹ́ tiwa |
| Microsoft Corporation | (+) Microsoft Corporation |