Kinyarwanda Style Guide

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1 About this style guide

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

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

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

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

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

1.1 Recommended style references

Unless this style guide or the [Microsoft Language Portal](#) provides alternative instructions, use the orthography, grammar, and terminology in the following publications:

Normative references

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

- Morgan dictionary Kinyarwanda-English;
- Kinyarwanda_Word_Spell_Checker, by Alexandre Kimenyi;
- BIZIMANA et al: Imiterere y'ikinyarwanda, Butare, URST, 1998;
- MINEPRISEC: Urutonde rw'amuga, Ikinyarwanda-Igifaransa, Kigali, Imprisco, 1983;
- Pierre SCHUMACHER: Dictionnaire Français Runyarwanda, Runyarwanda-Français, Kabgayi;
- Impremerie Palotti Presse, 1954;
- URST: Inkoranya y'ikinyarwanda (Kinyarwanda-French), Butare, URST, 2005;

Microsoft User interface reference

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

2 Microsoft voice

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

Three principles form the foundation of our voice:

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

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

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

Guidelines

Keep the following guidelines in mind:

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

2.1 Choices that reflect Microsoft voice

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

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

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

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

2.1.1 Word choice

Terminology

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

Short word forms and everyday words

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

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

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

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

Use real world language, i.e. use every day, short and plain words as much as possible and make sure that that users are more familiar with a word's established meaning than with a special meaning given it by the tech industry or coined by you.

Kinyarwanda word	Kinyarwanda word usage
Ngabo	Use *Ngabo* instead of *Ngaboyisonga*.
Inkoranya, Inkoranyamagambo	Use *inkoranya,* less formal or light-weight situations and *inkoranyamagambo* for more formal situations.

2.1.2   Words and phrases to avoid

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

en-US word/phrase to avoid	Preferred en-US word/phrase
Achieve	*Do*
As well as	*Also, too*
Attempt	*Try*
Configure	*Set up*
Encounter	*Meet*
Execute	*Run*

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

For Kinyarwanda Microsoft voice, better avoid using formal words and expressions listed in the table. The below formal variants should be less used.

en-US source term	Kinyarwanda word	Kinyarwanda word usage
Suitable	Iboneye	Ikora neza
Or	Cyangwa se	Cyangwa
Favorites	Ibikundwa kurusha ibindi	Ibitoneshwa

2.2   Sample Microsoft voice text

The source and target phrase samples in the following sections illustrate the intent of the Microsoft voice.

2.2.1   Address the user to take action

US English	Kinyarwanda target	Explanation
The password isn't correct, so please try again. Passwords are case-sensitive.	Ijambobanga ntabwo ari ryo,ongera ugerageze. Amagambobanga yubahiriza imyandikire y'inyuguti.	The user has entered an incorrect password so provide the user with a short and friendly message with the action to try again.
This product key didn't work. Please check it and try again.	Uru rufunguzo rw'igicuruzwa ntabwo rwakoze. Rugenzure maze wongere ugerageze.	The user has entered incorrect product key. The message casually and politely asks the user to check it again and try again.
All ready to go	Byose ni tayari	Casual and short message to inform user that setup has completed, ready to start using the system.
Would you like to continue?	Urifuza gukomeza?	Use of the second person pronoun "you" to politely ask the user if they would like to continue.
Give your PC a name—any name you want. If you want to change the background color, turn high contrast off in PC settings.	Ita PC yawe izina ryose ushaka. Niba ushaka guhindura ibara ry'imbuganyuma, funga kubonerana cyane mu igenamiterere rya PC.	Address the user directly using the second person pronoun to take the necessary action.

2.2.2 Promote a feature

US English	Kinyarwanda target	Explanation
Picture password is a new way to help you protect your touchscreen PC. You choose the picture—and the gestures you use with it—to create a password that's uniquely yours.	Ijambobanga foto ni uburyo bushya bugufasha kurinda PC yawe ifite mugaragaza ikorwaho. Uhitamo ifoto — n'ibimenyetso uyikoreshaho — kugira ngo ureme ijambobanga wihariye.	Promoting a specific feature with the use of em-dash to emphasis the specific requirements to enable the feature which in this situation is picture password.
Let apps give you personalized content based on your PC's location, name, account picture, and other domain info.	Reka porogaramu ziguhe ibikubiyemo wihariye bijyanye n'ahari PC yawe, izina ryayo, ifoto ya konti, n'andi makuru y'indangarubuga.	Promoting the use of apps.

Depending on the context of the string you can add familiarity to the text by using everyday words, for example, PC. |

2.2.3 Provide how-to guidelines

US English	Kinyarwanda target	Explanation
To go back and save your work, click Cancel and finish what you need to.	Kugira ngo usubire inyuma ubike ibyo wakoze, kanda Kureka maze urangize ibyo wifuza.	Short and clear action using the second person pronoun.
To confirm your current picture password, just watch the replay and trace the example gestures shown on your picture.	Kugira ngo wemeze ijambobanga foto ufite ubu, ongera urebe uko bikorwa maze witegereze ingero z'ibimenyetso ziri ku ifoto yawe.	Voice is simple and natural.

The user isn't overloaded with information; we tell them only what they need to know to make a decision. |

2.2.4 Explanatory text and support

US English	Kinyarwanda target	Explanation
The updates are installed, but Windows 10 Setup needs to restart for them to work. After it restarts,	Ibyavuguruwe byinjijwemo, ariko Igenamiterere rya Windows 10 rigomba kongera gufungurwa kugira ngo bikore. Nirimara	The language is natural, the way people talk. In this case voice is reassuring, letting the user know that we're

we'll keep going from where we left off.	kongera gufunguka, turakomereza aho twasubikiye.	doing the work. Use of "we" provides a more personal feel.
If you restart now, you and any other people using this PC could lose unsaved work.	Niwongera gufungura ubu, wowe n'abandi bantu bakoresha iyi PC mushobora gutakaza ibyo mwakoze mutabitse.	Voice is clear and natural informing the user what will happen if this action is taken.
This document will be automatically moved to the right library and folder after you correct invalid or missing properties.	Iyi nyandiko irahita yimurirwa mu isomero n'ububiko nyabyo nurangiza gukosora ibiranga bitari byo cyangwa bibura.	Voice talks to the user informatively and directly on the action that will be taken.
Something bad happened! Unable to locate downloaded files to create your bootable USB flash drive.	Hari ikintu kibi cyabaye! Ntibishoboka kubona dosiye zakuruwe kugira ngo ureme musoma furashi USB ifungurirwaho.	Without complexity and using short sentences inform the user what has happened.

3   Language-specific standards

Information about Kinyarwanda-specific standards, such as phone number formats, date formats, currency formats, and measurement units are available from the GoGlobal Developer Center.

3.1   Grammar, syntax and orthographic standards

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

3.1.1   Abbreviations

Common abbreviations

It's advised to use full words in Kinyarwanda abbreviation.

Example of common abbreviations:

Expression	Acceptable abbreviation
Cyangwa	cg
Rwanda	Rw

3.1.2 Acronyms

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

Localized acronyms

Apart from some more common and easily understood acronyms like CD and SMS, etc. that can be translated as sede and esemesi, etc.;

Example:

en-US source	Kinyarwanda target
SMS	esemesi

Unlocalized acronyms

It's considered prudent to not translate most acronyms because they may not be understood. Therefore, terms like DNS, RSS, CD-ROM, IBM, etc. should not be translated.

Example:

en-US source	Kinyarwanda target
IP	IP

3.1.3 Adjectives

In Kinyarwanda an adjective should agree with noun class. For example: Igiti **kigufi** cyaguye. (A short tree has fallen.)

Notice that in English, the adjective does not change when the noun changes but in Kinyarwanda it does. The stem is –gufi and after you add the prefix of the noun class.

en-US source	Kinyarwanda target
short	-gufi

Possessive adjectives

The frequent use of possessives is a feature of English language. However, in Kinyarwanda, possessive adjectives are handled differently. Possessive pronouns in Kinyarwanda are used without the nouns but with the prefix of the noun class, when used with the nouns they become possessive adjectives. for example, i-y-anjye ni iyi (this is mine) iyanjye is a possessive pronoun here, Inka y-anjye ni iyi (this is my cow) yanjye is a possessive adjective.

3.1.4   Articles

General considerations

Unlike English, which has only one definite article "the," Kinyarwanda has no definite and indefinite articles. Instead the meaning of a word within a sentence must be provided by the context. So '"computer" means "computer," "a computer" or "the computer."

English term	Correct Kinyarwanda translation
Book	Igitabo
A Book	Igitabo
The Book	Igitabo
Hat	Ingofero
The Hats	Ingofero

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

Example:

en-US source	Kinyarwanda target
Spartan	Spartan

Localized feature names

Handle translated feature names in the following way:

Some features name can't be understood in Kinyarwanda no matter the amount of translation as the name may be too technical. To further explain or attempt to translate these terms would only confuse the users.

Example: Close all windows, Funga utudirishya twose. This translation makes the instruction ambiguous.

en-US source	Kinyarwanda target
Windows	Utudirishya

3.1.5   Capitalization

The English language tends to overuse capitals. This practice shouldn't be followed in Kinyarwanda.

As a general rule, only proper nouns and the first word of a sentence have to be capitalized. There are just a few exceptions. For edition names, both words should be capitalized.

English example: Enterprise Edition
Kinyarwanda example: Guhindura Ibyo wakoze

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

English example: Open Save As dialog.
Kinyarwanda example: Fungura idirishya ushobora gukoresha mu kubika inyandiko.

English example: Click on File.
Kinyarwanda example: Kanda kuri dosiye.

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.

- Kinyarwanda user interface uses sentence casing except in these cases:
    - Header dividers: ALL CAPS
    - Pivot navigation: all lowercase
    - Menu items (including context menus): all lowercase except for proper nouns
    - Buttons: all lowercase
    - Watermark text: all lowercase
    - Folder names: names of default folders are Title Capped (but folders added by users retain the capping the user specifies)
- Respect the casing of brands (examples: "LinkedIn" and "ActiveSync") but use our own font family, colors, sizes, etc.
- AM/PM: Use a single letter (a or p) whenever possible. This does not work in Kinyarwanda, use zm or zn, lowercase, without periods.
- Acronyms should appear in ALL CAPS.
- Control names that appear in error messages and documentation should be Title Capped so that they stand out, even if the control name isn't title capped in the UI. Example: To go back and check if your email address and password are correct, tap Try Again.

Note: Lowercase notation is preserved in the translation to follow the original marketing design.

3.1.6 Compounds

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

Kinyarwanda makes frequent use of compounds. However, you should avoid making up new compound terms, unless the meaning is obvious, because end users will usually not have an easy way to disentangle the invented phrase.

Example: (akarangoshusho) thumbnail

English example	Kinyarwanda example
Internet Accounts	(+) Konti ya interineti
Workgroup Administrator	(+) Umuyobozi w'itsinda ry'akazi

3.1.7 Conjunctions

For en-US Microsoft voice, conjunctions can help convey a conversational tone. Starting a sentence with a conjunction can be used to convey an informal tone and style.

en-US classic use of conjunctions	en-US modern use of conjunctions
As <product> gains features, there is a risk that older content may not display correctly.	But because of these features older content may not display correctly.

Conjunctions are words that join words, phrases, clauses, or sentences. In Kinyarwanda, there are also words such 'na' and 'nka', which can serve the purpose served by conjunctions in other languages.

en-US source text	Kinyarwanda classic use of conjunctions	Kinyarwanda modern use of conjunctions
As <product> gains features, there is a risk that older content may not display correctly.	Uko igicuruzwa kigenda kigira ibindi bintu bikiranga, bishobora gutuma ibyo cyari gisanganwe bitagaragara neza.	Ariko kubera ibi biranga, ibintu bisanzwemo bishobora kutagaragara neza.

3.1.8 Gender

In Kinyarwanda, gender is most often never specified. In a sentence such as "Umunyeshuri yitabiriye amasomo," you have no linguistic clues as to the gender of the student (umunyeshuri).

Only a few verbs in Kinyarwanda are gender specific. If you need to mention marriage, use a variant of "kurongora" to indicate that someone is married, rather than "kurongora" (male) or "kurongorwa" (female). The other gender-specific verbs involve sexual situations.

Kinyarwanda does not distinguish gender for nouns, except for pairs that are explicitly about gender: "man/woman," "boy/girl" umwangavu/ingimbi, "", etc.

Example:

en-US source	Kinyarwanda target
sister/brother	mushiki/musaza

3.1.9   Genitive

Convention 1 (for example, Attaching a genitive "s" to (trademarked) product names is not feasible, as it could be interpreted as a modification of such names.)

Don't use (the English) apostrophe for Kinyarwanda genitive forms!

Examples:

Tom's computer - Mudasobwa ya Tom
John's shoes - Inkweto za John

3.1.10 Localizing colloquialism, idioms, and metaphors

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

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

- Don't attempt to replace the source colloquialism with a Kinyarwanda colloquialism that fits the same meaning of the particular context unless it's a perfect and natural fit for that context.
- Translate the *intended* meaning of the colloquialism in the source text (not the literal translation of the original colloquialism in the source text), but only if the colloquialism's meaning is an integral part of the text that can't be omitted.
- If the colloquialism can be omitted without affecting the meaning of the text, omit it.
- Idioms and proverbs are not commonly used in Kinyarwanda. Therefore, it may not be easy to always find an exact equivalent for the English idiom or proverb. In such as case, the translator should try to render the English sense using an idiom with the same meaning in Kinyarwanda.

3.1.11 Modifiers

Modifiers are expressions that add details of meaning to the head. As a syntactic word category, Kinyarwanda modifiers include words which in various ways modify a noun in a noun phrase structure.

The modifiers may be special single-word modifiers, or modifiers may be phrases of other types, or they may be clauses (especially relative clauses in noun phrases).

Examples:

English term	Correct Kinyarwanda translation
A big computer	Mudasobwa nini
I have many computer books	Mfite ibitabo byinshi bya mudasobwa

3.1.12 Nouns

General considerations

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

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

If the choice of noun class is left up to you, ensure that you provide consistent translations within the Microsoft product. Consult with your translation team lead and team members to decide what noun class to assign. Most direct loan words from English fall into the 9/10 (n or i/zi) noun class, although plenty of contradictory examples exist, such as ishati/ amashati, which is 5/6 (ri/ma or ri/ya). Terms such as "Ikibiriti" that are prefixed with a "ki" in the singular will usually belong to class 7/8 (ki/bi), although very few loan words will take this prefix.

Inflection

The examples below show how English loanwords inflect for number in Kinyarwanda.

Examples:

English example	Kinyarwanda example
Radios	(+) Radio
Videos	(+) Video
Disks	(+) Disiki

Plural formation

Kinyarwanda plurals are grammatical numbers that refer to more than one of the referent in day to day life.

In Kinyarwanda, to form the plural of nouns and adjectives depends on the noun class. Kinyarwanda nouns are divided into 16 classes that generally follow the syntax rules. For most nouns, the prefix before the root tells whether it's in singular or plural. However, there are some nouns that don't change in their structure- the change is realized in the syntax. For example, we have the noun class of all the nouns that have life- mostly human beings. For example, Umuntu (singular person) Abantu (plural for people). This class is called MU-BA. In this class many nouns have prefix mu- in the singular and ba- in the plural. However, there are very many irregular nouns that don't follow this rule. For example, Inshuti (friend).

3.1.13 Prepositions

In Kinyarwanda, there are very few prepositions; in fact, there are no more than three: ku, mu, and i. However, they have a very wide use. For now, we will confine our attention to only one function of the words mu and ku.

If the Kinyarwanda Microsoft voice can be conveyed through the use of prepositions, then this section is applicable. Describe how prepositions are to be used to convey the Kinyarwanda Microsoft voice. They precede the noun and remove its initial vowel: mu muriro (in the fire). Mu implies the notion of insideness, as Ndi mu nzu (I am in the house). Depending on the verb, its meaning may change. When the verb indicates motion, such as in Ndajya mu nzu, the concept is "I am going into the house." Also, Ndava mu nzu now becomes "I'm coming out of the house." Ku conveys the idea of proximity or outsideness, once again depending on the verb. Compare Ndava ku nzu (I am coming from the house) versus Ndajya ku nzu (I am going to/toward the house).

Source text expression	Kinyarwanda expression
The straw is in the cup.	Umuheha uri mu gikombe.

3.1.14 Pronouns

Personal pronouns

Though the personal pronouns as subjects don't have to be, expressed other than by the personal prefixes (i.e. ndagenda - n is the personal prefix), these pronouns exist and are needed in many instances.

The object pronoun must agree with the noun it refers to in class and number.

Example:

en-US source	Kinyarwanda target
I walk	ndagenda

3.1.15 Punctuation

- Don't use abbreviations. It's okay to use approved acronyms, however.
- Don't use semicolons. Two shorter sentences are better than a single long sentence and are easier to read.
- Don't use exclamation marks. Choose stronger words.
- An em dash is used to demarcate an isolated element or to introduce an item that's not essential to the meaning of the sentence. In Kinyarwanda, it's recommended to replace the em dash by a comma, or parentheses.

Always respect punctuation rules applying to Kinyarwanda 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 hamwe, na, cg ndetse or cyangwa the last two elements in a series, don't use a comma before the conjunction.

Example: inzu nubatse irimo amatara, amakaro, n'imitako itandukanye.

- If the elements don't have the same grammatical function, a comma precedes.

Example: naguze mudasobwa, n'uburyo bwo kuyikoresha bwari bwashyizwemo

- Use commas to set off explanatory clauses and appositives.

Example: ningombwa komufungura agasanduku kabugenewe, bivuga ngo aka mbere kurutonde

Colon

Use colons to introduce lists and explanations. You may use a colon at the end of an introductory phrase even if it's not a complete sentence. Don't 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: mumaze gufungura udusanduku tubiri:agasandukuinkomoko ndetse
n' agasanduku cible
icyitonderwa:kanda kuri OK kugira ngo wemererwe
Microsoft irasaba:<<succes ibe kuri gahunda>>

Don't use colons to introduce only one idea.

English example: Click on: File.
Kinyarwanda example: (+) Kanda kuri iyi Dosiye.
 (-) Kanda: kuri iyi Dosiye.

Hyphen

The hyphen is used to divide words between syllables, to link parts of a compound word, and to connect the parts of an inverted or imperative verb form. In Kinyarwanda, hyphens (-) are used to break a word only after vowels because Kinyarwanda is an open syllable language.

Example: uyu mwana akwiye guhembwa kuko yitwaye neza mu bizamini

Ellipses (suspension points)

Don't 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. When indicating an omitted string of words, enclose the ellipsis in square brackets.

Example: ntabwo ari ngombwa ko wasoma amasomo yose, […] kugira ngo usobanukirwe iyi nzira.

- At the beginning of a sentence, use one space before the first word: [powerpoint niyo izabibakorera byose].
  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: [kanda nanone ku bikurikira …Kugirango ubone imyitozo ikurikiyeho…

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

Example: mu somo rikurikiye murasabwa guhuza .bizaba ku wundi munsi…

- Don't use suspension points after the word "etc."

Period

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

English example: Deleting files.
Kinyarwanda example: Gusiba amadosiye.

Quotation marks

Normally, use the Kinyarwanda quotation marks (« », guillemets ouvrants and fermants) in both software and documentation. Nonbreaking spaces (CTRL+SHIFT+SPACEBAR or Alt+0160) should be used between the chevrons and the quoted text. Punctuation marks that don't belong to the quoted text are always placed outside the quotation marks in Kinyarwanda. (This is not always the case in English.)

Example: «ku bisobanuro birambuye reba ku gika cya 2»

In US source strings, you may find software references surrounded by English quotation marks. Don't copy this US practice. In Kinyarwanda, just remove the quotation marks.

English example: Click the "Delete" button to delete the selected item.
Kinyarwanda example: Kanda ahanditse ''gusiba'' usibe ibyo wahisemo

Parentheses

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

Example: Iyi si (duniya) ntiyoroshye rero tuyitwaremo neza.

4   Localization considerations

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

The language in Microsoft products should have the "look and feel" of a product originally written in Kinyarwanda, using idiomatic syntax and terminology, while at the same time maintaining a high level of terminological consistency, so as to guarantee the maximum user experience and usability for our customers.

4.1   Accessibility

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

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

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

4.2   Applications, products, and features

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

Version numbers

Version numbers always contain a period (for example, Version 4.2).

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

4.3   Trademarks

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

4.4   Geopolitical concerns

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

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

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

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

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

4.5   Software considerations

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

4.5.1   Error messages

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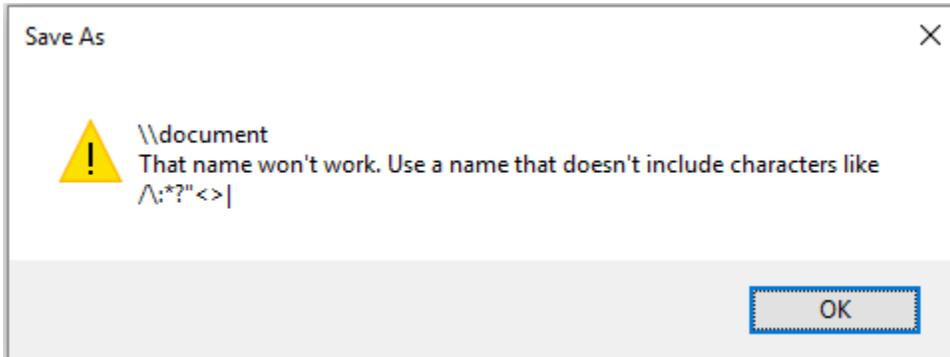
Error messages are messages sent by the system or a program, informing the user of an error that must be corrected in order for the program to keep running. The messages can prompt the user to take action or inform the user of an error that requires restarting the computer.

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

English term	Correct Kinyarwanda translation
Oops, that can't be blank...	Reka, aha ntihasigara ntacyanditsemo
Not enough memory to process this command.	Ububiko ntibuhagije kugira iri ibwiriza rishobashe gukorwa.

Kinyarwanda style in error messages

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

Standard phrases in error messages

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

Examples:

English	Translation	Example
Can't … Could not …	Ntishoboye	Ntishoboye gufungura
Failed to … Failure of …	Yananiwe	Yananiwe gupakurura
Can't find … Could not find … Unable to find … Unable to locate …	Ntibyakunze	Ntibyakunze gukoporora
Not enough memory Insufficient memory There is not enough memory There is not enough memory available	Ububiko ntibuhagije	Ububiko ntibuhagije ngo ipakurure

Error messages containing placeholders

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

Examples:

%d, %ld, %u, and %lu means <number>
%c means <letter>
%s means <string>

Examples of error messages containing placeholders:

"Checking Web %1!d! of %2!d!" means "Checking Web <number> of <number>."
"INI file "%1!-.200s!" section" means "INI file "<string>" section."

4.5.2 Keys

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

4.5.3 Keyboard shortcuts

Sometimes, there are underlined or highlighted letters in menu options, commands or dialog boxes. These letters refer to keyboard shortcuts (also known as access keys) that allow you to run commands, perform tasks, etc., more quickly.
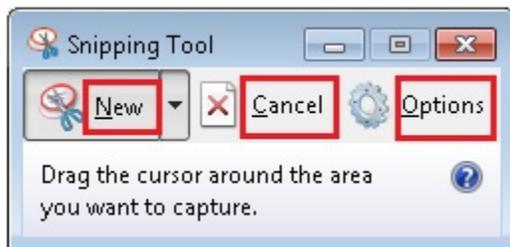
Keyboard shortcuts special options	Usage: is it allowed?	Notes
"Slim characters," such as I, l, t, r, f can be used as keyboard shortcuts	Yes	
Characters with down strokes, such as g, j, y, p and q can be used as keyboard shortcuts	Yes	
Extended characters can be used as keyboard shortcuts	No	These characters don't exist in Kinyarwanda.
An additional letter, appearing between brackets after item name, can be used as keyboard shortcuts	Yes	This is often a good solution, in cases where the menu items share overlapping letters.
A number, appearing between brackets after item name, can be used as keyboard shortcut	Yes	This is often a good solution, in cases where the menu items share overlapping letters.
A punctuation sign, appearing between brackets after item name, can be used as keyboard shortcut	Yes	This is allowable, but should be avoided because it's likely to be confusing to users.

Keyboard shortcuts special options	Usage: is it allowed?	Notes
No keyboard shortcut is assigned when no more characters are available (minor options only)	No	
Duplicate keyboard shortcuts are allowed when no other character is available	No	

Content writers usually just refer to "keyboard shortcuts" in content for a general audience. In localization, however, we distinguish the following terms:

Term	Usage
access key	A subtype of keyboard shortcut. A letter or number that the user types to access UI controls that have text labels. Access keys are assigned to top-level controls so that the user can use the keyboard to move through the UI quickly. Example: F in Alt+F Example in UI localization: H&ome In keyboard shortcuts, most access keys are used with the Alt key.
key tip	The letter or number that appears in the ribbon when the Alt key is pressed. In UI localization, the key tip is the last character present in the strings after the "`" character.  Example: In UI localization Home`H
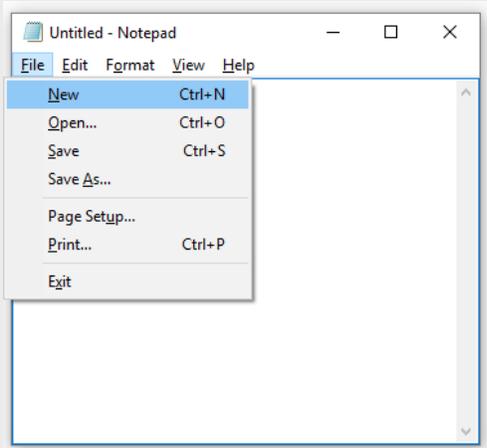
shortcut key	A subtype of keyboard shortcut. A key that the user types to perform a common action without having to go through the UI. Shortcut keys are not available for every command. Example: Ctrl+N, Ctrl+V In keyboard shortcuts, most shortcut keys are used with the Ctrl key. Ctrl+letter combinations and function keys (F1 through F12) are usually the best choices for shortcut keys.

4.5.4   Arrow keys

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

4.5.5   Numeric keypad

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

4.5.6   Shortcut keys

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

Standard shortcut keys

US command	US English shortcut key	Kinyarwanda command	Kinyarwanda shortcut key
General Windows shortcut keys			
Help window	F1	Akadirishya k'ubufasha	F1
Context-sensitive Help	Shift+F1	Ubufasha bujyanye n'igikorwa	Shift+F1
Display pop-up menu	Shift+F10	Erekana ibiri ku rutonde	Shift+F10
Cancel	Esc	Siba	Esc
Activate\Deactivate menu bar mode	F10	Funga ufungure umwanya w'ibirimwo	F10
Switch to the next primary application	Alt+Tab	Hinduranya ujye kuri porogaramu ikurikira	Alt+Tab
Display next window	Alt+Esc	Erekana akadirishya gakurikira	Alt+Esc
Display pop-up menu for the window	Alt+Spacebar	Erekana urutonde rw'akadirishya	Alt+Spacebar
Display pop-up menu for the active child window	Alt+-	Erekana akadirishya kirambura ku kadirishya k'umwana gafunguye	Alt+-
Display property sheet for current selection	Alt+Enter	Rambura urupapuro rw'ibyo uhisemo	Alt+Enter
Close active application window	Alt+F4	Funga porogaramu irimo ikora	Alt+F4
Switch to next window within (modeless-compliant) application	Alt+F6	Hinduranya ujye ku kadirishya gakurikira ukiri ku kadirishya ukoreraho	Alt+F6
Capture active window image to the Clipboard	Alt+Prnt Scrn	Fata ifoto ya mugaragaza iriho	Alt+Prnt Scrn

US command	US English shortcut key	Kinyarwanda command	Kinyarwanda shortcut key
Capture desktop image to the Clipboard	Prnt Scrn	Fata ifoto ya mugaragaza uyibike	Prnt Scrn
Access Start button in taskbar	Ctrl+Esc	Gera kuri buto itangira unyuze ku mwanya w'ibikorwa	Ctrl+Esc
Display next child window	Ctrl+F6	Erekana akadirishya k'umwana gakurikira	Ctrl+F6
Display next tabbed pane	Ctrl+Tab	Erekana urupapuro rukurikira	Ctrl+Tab
Launch Task Manager and system initialization	Ctrl+Shift+Esc	Tangiza mucunga bikorwa na sisitemu itangiza	Ctrl+Shift+Esc
Ibiri muri dosiye			
File New	Ctrl+N	Dosiye nshya	Ctrl+N
File Open	Ctrl+O	Dosiye ifunguye	Ctrl+O
File Close	Ctrl+F4	Dosiye ifunze	Ctrl+F4
File Save	Ctrl+S	Bika dosiye	Ctrl+S
File Save as	F12	Bika dosiye uyite	F12
File Print Preview	Ctrl+F2	Imbanziriza capa	Ctrl+F2
File Print	Ctrl+P	Capa dosiye	Ctrl+P
File Exit	Alt+F4	Va muri dosiye	Alt+F4
Hindura ibirimwo			
Edit Undo	Ctrl+Z	Subira uko byari bimeze	Ctrl+Z
Edit Repeat	Ctrl+Y	Hindura isubiramo	Ctrl+Y
Edit Cut	Ctrl+X	Hindura ikata	Ctrl+X
Edit Copy	Ctrl+C	Hindura ikoporora	Ctrl+C

US command	US English shortcut key	Kinyarwanda command	Kinyarwanda shortcut key
Edit Paste	Ctrl+V	Hindura iyomeka	Ctrl+V
Edit Delete	Ctrl+Backspace	Hindura ifuta	Ctrl+Backspace
Edit Select All	Ctrl+A	Hindura ihitamo	Ctrl+A
Edit Find	Ctrl+F	Hindura itahura	Ctrl+F
Edit Replace	Ctrl+H	Hindura isimbuza	Ctrl+H
Edit Go To	Ctrl+G	Hindura kujya kuri	Ctrl+G
Ibiri mu bufasha			
Help	F1	Ubufasha	F1
Ihindura ry'imigaragarire y'inyuguti			
Italic	Ctrl+I	Itarike	Ctrl+I
Bold	Ctrl+B	Ibara ritsitse	Ctrl+B
Underlined\Word underline	Ctrl+U	Ca umurongo mu nsi	Ctrl+U
Large caps	Ctrl+Shift+A	Inyuguti nkuru	Ctrl+Shift+A
Small caps	Ctrl+Shift+K	Inyuguti nto	Ctrl+Shift+K
Hindura imigaragarire y'igika			
Centered	Ctrl+E	Hagati na hagati	Ctrl+E
Left aligned	Ctrl+L	Ku murongo ibumoso	Ctrl+L
Right aligned	Ctrl+R	Ku murongo iburyo	Ctrl+R
Justified	Ctrl+J	Kuringaniza iburyo n'ibumoso	Ctrl+J

4.5.7 English pronunciation

General rules

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

Example	Phonetics	Comment
SecurID	[sɪˈkjuər aɪ diː]	<example>
.NET	[dot net]	<example>
Skype	[sikaipi]	Product names are always pronounced according to the standard rules of Kinyarwanda.

Acronyms and abbreviations

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

Example	Phonetics
RADIUS	[radiyus]
RAS	[ras]
ISA	[iza]
LAN	[lan]
WAN	[wan]
WAP	[wap]
MAPI	[mapi]
POP	[pop]
URL	[url]

Other abbreviations are pronounced letter by letter.

Example	Phonetics
ICMP	[ismp]
IP	[ip]
TCP/IP	[tsp/ip]
XML	[igsml]
HTML	[html]
OWA	[owa]
SQL	[skl]

URLS

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

"www" should be pronounced as [wawawa] in Kinyarwanda.

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

Example	Phonetics
http://www.microsoft.com	[wawawa akadomo Microsoft akadomo kom]

Punctuation marks

Most punctuation marks are naturally implied by the sound of voice, for example, ? ! : ; ,

En dash (–) are used to emphasize an isolated element. It should be pronounced as a comma, i.e. as a short pause.

Special characters

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