

# Romanian Style Guide

---

# Contents

---

What's New?.....	4
New Topics.....	4
Updated Topics .....	4
Introduction .....	5
About This Style Guide .....	5
Scope of This Document.....	5
Style Guide Conventions.....	5
Sample Text .....	6
Recommended Reference Material .....	7
Normative References .....	7
Informative References.....	7
Language Specific Conventions .....	8
Country/Region Standards.....	8
Characters .....	8
Date .....	9
Time .....	10
Numbers .....	12
Sorting.....	16
Geopolitical Concerns .....	20
Grammar, Syntax & Orthographic Conventions.....	20
Adjectives.....	20
Articles .....	21
Capitalization .....	22
Compounds.....	23
Gender .....	23
Genitive.....	23
Modifiers .....	24
Nouns.....	24
Prepositions .....	25
Pronouns.....	25
Punctuation .....	26
Singular & Plural .....	30
Split Infinitive.....	30
Subjunctive .....	30
Symbols & Non-Breaking Spaces.....	30
Syntax .....	31
Verbs.....	31
Word Order .....	32
Style and Tone Considerations .....	32
Audience .....	32

Style .....	32
Tone .....	33
Voice .....	33
Localization Guidelines .....	34
General Considerations .....	34
Abbreviations .....	34
Accessibility .....	35
Acronyms .....	35
Applications, Products, and Features .....	36
Frequent Errors .....	36
Glossaries .....	36
Fictitious Information .....	37
Recurring Patterns .....	37
Standardized Translations .....	37
Unlocalized Items .....	37
Using the Word Microsoft .....	39
Software Considerations .....	39
User Interface .....	39
Messages .....	44
Keys .....	48
Document Translation Considerations .....	53
Titles .....	53
Copyright .....	54

# What's New?

---

Last Updated: May 2011

## New Topics

The following topics were added:

- Language Specific Conventions in this new Style Guide format
- Sample text
- Grammar, Syntax and Orthographic Conventions (Compounds, Gender, Genitive, Modifiers, Nouns, Prepositions, Word Order, Syntax)
- Geopolitical Concerns
- Style and Tone Considerations
- Localisation Guidelines – Frequent Errors

## Updated Topics

The overall Style Guide content was fully updated in February 2011 as part of major Style Guide update project performed for all languages.

May 2011 - Changed the rule regarding the capitalization of words "Internet" and "Web", according to the new linguistic rules from DOOM, Second Edition.

# Introduction

---

This Style Guide went through major revision in February 2011 in order to remove outdated and unnecessary content.

## About This Style Guide

The purpose of this Style Guide is to provide everybody involved in the localization of Romanian 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 and grammatical conventions. 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. 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 professionals 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 Romanian 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

Lumea...ce e lumea?Ce e viața? Ce e iubirea? Ce e suferința? Ce sunt toate? Totul e de fapt relativ, deoarece cu siguranță o musculiță privește altfel lumea decât o privim noi, oamenii. Noi zicem că lumea e o imensitate, un întreg din care suntem o mică parte. Dar musculița? Ea e și mai mică decât noi, cu siguranță are o imagine mai detaliată a lucrurilor. Noi ne gândim la alte planete, alte galaxii, poate chiar lumi paralele, universuri paralele.....Dar musculița ajunge oare să se gândească la aceste lucruri? Ei îi este suficient să se gândească la o altă casă, la un alt oraș și i se pare totul imens, lumea infinită, darămite galaxii sau chiar universul? Și totuși, gândindu-ne la insecte și făcând o listă cu animalele în funcție de structura lor, unicelulară și pluricelulară, iar apoi folosind ca și criteriu dimensiunile, ne oprim la oameni ca fiind cele mai evolute creaturi. Dar chiar ne merităm poziția pe locul fruntaș al vieții? Cine e mai evoluat decât noi? Cu siguranță există acel cineva, însă noi, din mândrie nu vrem să recunoaștem. Atâtea dovezi cu privire la viața în Univers, și încă mai există sceptici. De ce? Musculița recunoaște că noi suntem superiorii ei.

La începutul vieții, existau doar forme de viață neevolute. În timp, totul a mers mai departe ajungându-se la apariția omului. Dar mai departe de oameni se va ajunge vreodată?

Citit de către elevul Christinel Popescu, azi, 23.11.2001, în Cenaclul literar al Școlii nr.11bis, Str. Agriculturii nr.13a, sector 1, București - telefon 0040-212031007.

Scris azi, 15.01.2011, la ora 14:30, în limba română.

Source: text written by terminologist.

# Recommended Reference Material

Use the Romanian 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.

- DOOM (Dicționar ortografic, ortoepic și morfologic) – Editura Univers Enciclopedic, București, 2005 (Academia Română, Institutul de lingvistică „Iorgu Iordan -Al. Rosetti”). It is considered top priority for Romanian language.
- Gramatica limbii române – vol.I-II – Editura Academiei Române, București, 2005
- Dicționarul Explicativ al Limbii Române (<http://dexonline.ro>)
- Ghid stilistic de traducere în limba română pentru uzul traducătorilor acquis-ului comunitar, ediția a IV-a revăzută și adăugită; Institutul European din România, Direcția Coordonare Traduceri (2006)

## Informative References

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

- The Windows User Experience. Microsoft Corporation, 2000. Also available on <http://msdn.microsoft.com/library/aa511258.aspx>.
- Merriam-Webster Online: <http://www.m-w.com/>
- Microsoft Glossary: <http://support.microsoft.com/default.aspx?scid=/support/glossary/default.asp>
- Microsoft Press Computer Dictionary, 5th Edition. Microsoft Press, May 2002.
- The GUI Guide: International terminology for the Windows Interface, Redmond, USA, Microsoft Press, 1993
- Microsoft Press - Dicționar de calculatoare (editura Teora, 1999)

# Language Specific Conventions

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

## Country/Region Standards

### Characters

Country/region	Romania
Lower-case characters	a, ă, â, b, c, d, e, f, g, h, i, î, j, k, l, m, n, o, p, q, r, s, ș, ț, u, v, w, x, y, z
Upper-case characters	A, Ă, Â, B, C, D, E, F, G, H, I, Î, J, K, L, M, N, O, P, Q, R, S, Ș, T, Ț, U, V, W, X, Y, Z
Characters in caseless scripts	n/a
Extended Latin characters	ă, Ă, â, Â, î, Î, ș, Ș, ț, Ț
Note on alphabetical order	Alphabetical order is not necessarily indicative of sorting order.
Total number of characters	31
Unicode codes	New encoding for ș, Ș, ț, Ț: the new Romanian legislation recommends that Romanian Government departments only use products that support the correct Unicode characters 0218, 0219, 021A and 021B. These four characters were added specifically for Romanian. The glyphs for these characters should have comma bellow forms: <b>Ș ș Ț ț</b>
Notes	<ul style="list-style-type: none"> <li>• If the letters with diacritics are capitalized, they maintain their diacritical mark: <i>Ă, Â, Î, Ș, Ț</i>.</li> <li>• It is written <i>â</i> not <i>î</i>, if in medial position, in all words except the joined compound words where the second word begins with <i>î</i> (e.g. <i>bineînțeles</i>, <i>oriîncotro</i>) and the words derived with prefixes from a word beginning with <i>î</i> (e.g. <i>neînvins</i>, <i>subînțeles</i>).</li> <li>• It is written <i>î</i> not <i>â</i> in initial or final position (e.g. <i>întâi</i>, <i>coborî</i>) in all words as well as in medial position for the cases mentioned in the above note.</li> <li>• The accent of words is not marked in writing.</li> <li>• It is written <i>u</i> not <i>â</i> in the following three words: <i>sunt</i>, <i>suntem</i>, <i>sunteți</i>.</li> </ul>



## Date

<b>Country/region</b>	<b>Romania</b>
<b>Calendar/Era</b>	Gregorian
<b>First Day of the Week</b>	Monday
<b>First Week of the Year</b>	Week containing 1st January
<b>Separator</b>	full stop (.)
<b>Default Short Date Format</b>	dd.MM.yyyy
<b>Example</b>	17.03.2011
<b>Default Long Date Format</b>	dd MMMM yyyy
<b>Example</b>	17 martie 2011
<b>Additional Short Date Format 1</b>	dd.mm.yy
<b>Example</b>	17.03.11
<b>Additional Short Date Format 2</b>	n/a
<b>Example</b>	n/a
<b>Additional Long Date Format 1</b>	n/a
<b>Example</b>	n/a
<b>Additional Long Date Format 2</b>	n/a
<b>Example</b>	n/a
<b>Leading Zero in Day Field for Short Date Format</b>	yes
<b>Leading Zero in Month Field for Short Date Format</b>	yes
<b>No. of digits for year for Short Day Format</b>	4
<b>Leading Zero in Day Field for Long Date Format</b>	yes

Country/region	Romania
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.mm.yyyy
Example	17.03.2011
Notes	n/a
Abbreviations in Format Codes	<ul style="list-style-type: none"> <li>• <b>d</b> 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)</li> <li>• <b>M</b> 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)</li> <li>• <b>y</b> is for year, number of y's gives number of digits (yy= two digits, yyyy = four digits)</li> </ul>

## Time

Country/region	Romania
24 hour format	yes
Standard time format	H:mm:ss
Standard time format example	23:43:12
Time separator	colon (:)
Time separator examples	23:43:12
Hours leading zero	no
Hours leading zero example	8:04:05
String for AM designator	n/a
String for PM designator	n/a
Notes	n/a

## Days

Country/region: Romania

Day	Normal Form	Abbreviation
Monday	luni	L
Tuesday	marți	Ma
Wednesday	miercuri	Mi
Thursday	joi	J
Friday	vineri	V
Saturday	sâmbătă	S
Sunday	duminică	D

**First Day of Week:** Monday (luni)

**Is first letter capitalized?:** No

**Notes:** Abbreviated form is not commonly used.

## Months

Country/region: Romania

Month	Full Form	Abbreviated Form	Long Date Form
January	ianuarie	ian.	Same as Full Form
February	februarie	feb.	Same as Full Form
March	martie	mar.	Same as Full Form
April	aprilie	apr.	Same as Full Form
May	mai	mai	Same as Full Form
June	iunie	iun.	Same as Full Form
July	iulie	iul.	Same as Full Form
August	august	aug.	Same as Full Form
September	septembrie	sep.	Same as Full Form
October	octombrie	oct.	Same as Full Form

Month	Full Form	Abbreviated Form	Long Date Form
November	noiembrie	nov.	Same as Full Form
December	decembrie	dec.	Same as Full Form

**Is first letter capitalized?:** No

**Notes:** The abbreviated form of the months should be followed by period except mai.

## Numbers

Standard grammar rule - numbers are preceded and followed by a space. However, spacing is not used in code samples, paths, fixed-pitch fonts (such as Arial), formulas, etc.

Example: envelope - B6, C6

Mathematical formulas:  $(a+b+c)^2=a^2+b^2+c^2+2ab+2ac+2bc$

Number consisting of many digits are divided into groups containing three digits each, each group separated by a period. Decimal value are separated from the integer number by a comma. Numbers representing years, page numbers, postal codes, lottery numbers, and a.s.o. are also kept together.

In case of addresses, names, dates, units of measurement and currency values, the words should stay together on one line.

## Phone Numbers

Country/ region	International Dialing Code	Area Codes Used?	Number of Digits – Area Codes	Separator	Number of Digits – Domestic	Digit Groupings – Domestic
Romania	40	yes	3;4	No standard way of writing phone numbers. Hyphens and dots can be used.	10	###-#####; ####-#####
Country/ region	Number of Digits – Local	Digit Groupings – Local	Number of Digits – Mobile	Digit Groupings – Mobile	Number of Digits – International	Digit Groupings – International
Romania	10	#####	10	#### #####	+40 ### #####	+##- #####

**Notes:** Normal phone lines :0216423579 (in Bucharest), 0269661199 (in the country); the city code 021/0269 is part of the dialed phone number.

0040-216661199 (international)

The new phone format is in force since 3<sup>rd</sup> of May, 2008. e.g. 0040-211661199, Country code - Local Number (the former city code is part of the local number)

The country code is added in a separate group.

## Addresses

**Country/region:** Romania

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

**Address Format:**

1. [Title] First Name Last Name
2. Company Name
3. Street Name + number
4. City
5. Province
6. Country
7. Postal Code

**Example Address:**

Dr. Eugen Popescu  
Primas Grup  
Calea Murgului nr. 18  
550119 Sibiu  
Județul Sibiu  
Romania

**Local Postal Code Format:** xxxxxx

**Notes:** Six digits postal code, no separator. The postal code always precede the name of the city.

First and second lines Title etc. line and Company Name line can appear in reverse order too, i.e. Company name on first line and Title etc. on second.

## Currency

<b>Country/region</b>	Romania
<b>Currency Name</b>	leu (singular form), lei (plural form)
<b>Currency Symbol</b>	There is no special symbol for the national Romanian currency.
<b>Currency Symbol Position</b>	The currency symbol/name follows the numeral (the numeral is followed by a space and then the word lei)
<b>Positive Currency Format</b>	123,45 lei
<b>Negative Sign Symbol</b>	For negative values, the minus sign (which is an ordinary hyphen and NOT the en dash) is used. The negative sign is immediately followed by the amount.
<b>Negative Currency Format</b>	-123,45 lei
<b>Decimal Symbol</b>	, (comma)
<b>Number of Digits after Decimal</b>	2
<b>Digit Grouping Symbol</b>	. (period)
<b>Number of Digits in Digit Grouping</b>	3
<b>Positive Currency Example</b>	1.234.890,50 lei
<b>Negative Currency Example</b>	1.234.567,20 lei
<b>ISO Currency Code</b>	RON
<b>Currency Subunit Name</b>	ban (singular), bani (plural)
<b>Currency Subunit Symbol</b>	n/a
<b>Currency Subunit Example</b>	n/a

## Digit Groups

**Country/region:** Romania

**Decimal Separator:** ,

**Decimal Separator Description:** comma

**Decimal Separator Example:** 12,35 lei

1,5 MO

**Thousand Separator:** .

**Thousand Separator Description:** period

**Thousand Separator Example:** 1.500.000

1.555.240 lei

**Notes:** Decimal Separator - when working on software, documentation and help files, do not forget to change from the US rule to the Romanian rule whenever possible.

Thousand separator is not used in numbers like years (2011), postal codes, social security numbers, telephone numbers, page numbers and the like.

## Measurement Units

**Metric System Commonly Used?** Yes

**Temperature:** Celsius

Category	English	Translation	Abbreviation
Linear Measure	Kilometer	kilometru	km
	Meter	metru	m
	Decimeter	decimetru	dm
	Centimeter	centimetru	cm
	Millimeter	milimetru	mm
Capacity	Hectoliter	hectolitru	hl
	Liter	litru	l
	Deciliter	decilitru	dl
	Centiliter	centilitru	cl
	Milliliter	mililitru	ml
Mass	Ton	tonă	t
	Kilogram	kilogram	kg
	Pound	livră /pfund	lb
	Gram	gram	g
	Decigram	decigram	dg
	Centigram	centigram	cg
	Milligram	milligram	mg
English Units of	Inch	inch/țol	in

Category	English	Translation	Abbreviation
Measurement	Feet	picior	ft
	Mile	milă	n/a
	Gallon	gallon	n/a

**Notes:**

The English abbreviations are used for English units of measurement.

If the unit of measurement is preceded by a number, there should be a space between the number and the unit of measurement (E.g. 35 mm, 800 km, 234 kg)

No full stop used after abbreviations of units of measurement.

When localizing a text, it is not allowed to abbreviate a unit of measurement when in the source text this has its long form.

**Percentages**

Percentage symbol (%) must follow the amount without any spaces (e.g. 100%).

**Sorting**

<b>Sorting rules</b>	<p>The following general rules apply:</p> <ol style="list-style-type: none"> <li>1. Non-alphabetical characters (i.e. symbols like @,!, #) sort first.</li> <li>2. Digits sort after the non-alphabetical characters and before the letters of the alphabet.</li> <li>3. Words beginning with lowercase letters sort before words beginning with uppercase letters.</li> <li>4. Words beginning with an identical basic letter group are sorted alphabetically according to the first different letter following this group.</li> </ol>		
<b>Character sorting order</b>	a	U+0061	97
	A	U+0041	65
	ă	U+0103	227
	Ă	U+0102	195
	â	U+00E2	226
	Â	U+00C2	194
	b	U+0062	98
	B	U+0042	66
	c	U+0063	99



C	U+0043	67
d	U+0064	100
D	U+0044	68
e	U+0065	101
E	U+0045	69
f	U+0066	102
F	U+0046	70
g	U+0067	103
G	U+0047	71
h	U+0068	104
H	U+0048	72
i	U+0069	105
l	U+0049	73
î	U+00EE	238
ï	U+00CE	206
j	U+006A	106
J	U+004A	74
k	U+006B	107
K	U+004B	75
l	U+006C	108
L	U+004C	76
m	U+006D	109
M	U+004D	77
n	U+006E	110
N	U+004E	78
o	U+006F	111
O	U+004F	79
p	U+0070	112
P	U+0050	80
q	U+0071	113

	Q	U+0051	81
	r	U+0072	114
	R	U+0052	82
	s	U+0073	115
	S	U+0053	83
	ș	U+0219	186
	Ș	U+0218	170
	t	U+0074	116
	T	U+0054	84
	ț	U+021B	254
	Ț	U+021A	222
	u	U+0075	117
	U	U+0055	85
	v	U+0076	118
	V	U+0056	86
	w	U+0077	119
	W	U+0057	87
	x	U+0078	120
	X	U+0058	88
	y	U+0079	121
	Y	U+0059	89
	z	U+007A	122
	Z	U+005A	90
<b>Examples of sorted words</b>	<p>The following words are arranged according to the correct sort order for Romanian:</p> <p>@  1  Aaron  andere  ändere  chaque  chemin  cote  coté  côte  côté</p>		

čučť  
Czech  
hiša  
irdisch  
lävi  
lie  
lire  
llama  
lóug  
Löwen  
lňza  
Lübeck  
luč  
luck  
lye  
Männer  
mřšta  
mřr  
möchten  
myndig  
piňa  
pint  
pylon  
sämtlich  
šřran  
savoir  
Đerbůra  
Sietla  
šlub  
subtle  
symbol  
vąga  
verkehrt  
vox  
waffle  
wood  
yen  
yuan  
yucca  
žal  
žena  
Ťençva  
zoo  
Zürich  
Zviedrija  
zysk  
zzlj  
zzlz  
zznj  
zznz

## 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.

## Grammar, Syntax & Orthographic Conventions

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

### Adjectives

Romanian adjectives, unlike the English ones, have gender and number and it is impossible to localize single adjective correctly without having a context or when the context require the adjective to be in masculine, feminine or neuter at the same time (this often happens in menus). In this case use the masculine adjective in singular form (neuter and masculine adjectives have the same form for singular).

Example:

New	(+) Nou
-----	---------

In Romanian the adjectives should be placed after the noun unlike in English.

New Folder	(+) Folder nou
------------	----------------

## Possessive adjectives

The frequent use of possessives is a feature of English language. Although the use of the possessive adjective "your" is very common in English, it is not always appropriate in Romanian.

Example:

Save your changes	Salvați modificările (+)	Salvați modificările dvs. (-)
Please enter your password.	Introduceți parola. (+)	Introduceți-vă parola. (-)

## Articles

### General considerations

The articles, as well as most adjectives and pronouns, agree in gender, number and case with the noun they reference. In case more information is needed, please use chapters 3.2 and 3.4 in Gramatica limbii române – vol.I – Editura Academiei Române, București, 2005

### Unlocalized Feature Names

Microsoft product names and non-translated feature names are used without definite or indefinite articles in the English language.

In Romanian product names and non-translated feature names should be treated as treated as proper nouns (no articles for them). It is considered an error to use them with articles.

Example:

English: Active Directory schema

Romanian: (+)schemă Active Directory

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

Example:

English	Romanian
Microsoft Mouse	(+) Microsoft Mouse
Microsoft Publisher	(+) Microsoft Publisher

For translations of the product, feature and component names, editions or parts of product names please refer to the Microsoft terminology database.

## Localized Feature Names

Before translating any product, component, or feature name, please verify that it is in fact localizable.

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

Example: Microsoft Download Manager

Romanian: Manager de descărcare Microsoft

The same applies for feature names followed by the name of the products they ship with.

Example: Microsoft Office Isolated Conversion.

Romanian: Mediu izolat de conversie Microsoft Office.

## 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 Romanian language?
- Analogy: Is there an equivalent Romanian 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.

Please look up the loan word in DOOM dictionary. Information regarding spelling, gender, number etc. is available in it.

Example:

Singular – link

Plural – linkuri

Singular: gadget

Plural: gadgeturi

Singular: mouse

Plural: mouse-uri

## Capitalization

In English, it is a general practice to capitalize all first characters of the words in titles, names, etc, and sometimes middle characters in words too. Bear in mind that this is an error for the Romanian texts.

Move Down...	(+) Mutare în jos
Function Name	(+) Nume funcție

The names of days, months, languages, nationalities, also adjectives derived from country names are not capitalized in Romanian unlike in English.

The word Web, which is a synonym of World Wide Web, sometimes is used by the authors in the meaning of Internet but strictly speaking Web is a part of the Internet. Be attentive, these terms are not always equal and can't be replaced freely. According to DOOM, Second Edition, both Internet and Web are always written with initial lower case letter in Romanian.

Internet	(+) internet
Web	(+) web
Web page	(+) pagină web
Web site	(+) site web
Web server	(+) server web
Internet cafe	(+) internet cafe

Please remember that the following items are always written in CAPITAL LETTERS:

Device names (e.g. COM1)

Drive names (e.g. C)

Directory names (e.g. TEMP)

Path names (e.g. C:\WINDOWS\SYSTEM)

File names (e.g. NETWORK.TXT)

File names extensions (e.g. DOC)

The first letter of a sentence, paragraph, heading, header, and footer

The first letter of a brand name (e.g. Excel, Microsoft)

## 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.

For Romanian new spelling of some compound words please use DOOM, page LXIV.

## Gender

Romanian nouns are lexically classified into three genders. Masculine for animate nouns denoting males, Feminine for animate nouns denoting females, and Neuter for inanimate nouns.

## Genitive

The genitive is, generally, the case indicating possession or belonging (case question: **al, a, ai, ale cui?**).

If not modified by an adjective or pronominal adjective, the Romanian noun in the genitive or the dative will always be accompanied by its article, definite or indefinite. The element that changes in the genitive-dative forms is the article. It is only the feminine nouns that take a particular ending in the genitive-dative singular. This ending is identical in form to the ending for the nominative plural.

#### Convention 1

Attaching a genitive “s” to trademarked product names is not feasible as it could be interpreted as a modification of such names.

Additions to a product or component name are either added with a hyphen or a periphrastic construction needs to be used. For example, instead of expressing a possessive relationship by using the genitive marker “s” in English, a periphrastic construction should be used.

Example:

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

(-) Standard și Professional **ale** Microsoft Office Visio 2003

(+) Standard și Professional Microsoft Office Visio 2003

(-) o comparație a fiecărei caracteristici **a** Office

(+) o comparație a fiecărei caracteristici de Office

#### Convention 2

It is recommended to avoid the use of genitive in a sequence. To avoid such cases, it is recommended to split the sequence, one of the nouns getting the accusative case.

Example:

(-) În interesul *localizării documentației* **lucrării**.....

(+) În interesul *localizării documentației* **aparținând lucrării / din lucrare**

## Modifiers

Romanian, as any inflective language, is governed by nominal agreement: the forms of different modifiers (adjectives, pronominal adjectives, ordinal numerals) depend on the gender and number of the noun. For more information, see Gramatica limbii române – vol.I-II – Editura Academiei Române, București, 2005

## Nouns

### General considerations

Romanian nouns are categorized into three genders, masculine, feminine, and neuter. Nouns which in their dictionary form (singular, nominative, with no article) end in a consonant or in vowel/semivowel **u** are mostly masculine or neuter; if they end in **ă** or **a** they are usually feminine. In the plural, ending **i** corresponds generally to masculine nouns, whereas feminine and neuter nouns often end in **e**.

Example:

Masculine: om (man, human being), bou (ox), copac (tree);

Neuter: drum (road), cadou (present, gift), exemplu (example);

Feminine: bunică (grandmother), carte (book), cafea (coffee).



For nouns designating people and animals the grammatical gender can only be masculine or feminine, and is strictly determined by the biological sex, no matter the phonetics of the noun. For example nouns like *tată* (father) and *popă* (priest) are masculine as they refer to male people, although phonetically they are similar to a large category of feminine nouns.

## Inflection

Romanian is an inflected language: certain categories of words (nouns, articles, adjectives, pronouns, numerals, and verbs) are varied (or inflected) in form in order to express grammatical relations. Applying inflection never produces a new word, but only a different form of the same word (i.e. a word form with the same lexical meaning). There are declinable, conjugated and invariable words in Romanian.

For more information please see DOOM (Dicționar ortografic, ortoepic și morfologic) – Editura Univers Enciclopedic, București, 2005 ( Academia Română, Institutul de lingvistică „Iorgu Iordan -Al. Rosetti and Gramatica limbii române – vol.I-II – Editura Academiei Române, București, 2005

## Plural Formation

The plural form is built by adding specific endings to the singular form. For example, nominative nouns without the definite article form the plural by adding one of the endings **-i**, **-uri**, **-e**, or **-le**. The plural formation mechanism, often involving other changes in the word structure, is an intrinsic property of each noun.

Please consult DOOM in case of any doubt.

## 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.

In contrast with phrasal verbs in English, Romanian verbs do not change their meaning if followed by different prepositions. However, some Romanian verbs require certain prepositions and cases. Note that the prepositions required by equivalent verbs are not necessarily identical in the two languages:

Example:

**a amenința pe** cineva **cu** ceva – **to threaten** sb **with** something (same preposition)  
**a se căsători cu** cineva – **to marry** somebody (no preposition in English),  
**a înmulți** cât **cu** cât – **to multiply** something **by** something (different prepositions)

## Pronouns

Please remember the new spelling of the pronouns *niciun* and *niciuna*. For more details see DOOM, page LXIX.

## Punctuation

### Comma, Colon, Semicolons, Exclamation and Question marks

In this Style Guide it is impossible to explain all the rules concerning information about how comma and other common punctuation marks have to be used in Romanian. It is only possible to point out some general principles.

In Romanian all punctuation marks (full stop/period, comma, quotation marks, colons and semicolons, exclamation and question marks) are not preceded by a space.

In Microsoft Help and Documentation, the translator is instructed to precede an enumeration with a complete sentence and to end this sentence with a colon. The different elements of an enumeration start with a capital letter and end with a full stop only if they make up complete sentences.

Example: (+)

#### Pentru a converti marcatorii în numere și invers

1. Selectați elementele care conțin marcatorii sau numerele pe care doriți să le modificați.
2. Pe bara de instrumente **Stabilire formate**, executați una din operațiile următoare:
  - Pentru a converti marcatorii în numere, faceți clic pe butonul **Numerotare**.
  - Pentru a converti numerele în marcatori, faceți clic pe butonul **Marcatori**.

Word înlocuiește marcatorii cu formatul de număr implicit.

In the above example, even if preceding a numbered list, the first sentence does not end with a colon because it is a heading. If the elements of an enumeration do not make up complete sentences they all end with a **semicolon**, except the last one which ends with a **full stop**.

Textul poate fi aliniat:

- la stânga;
- la dreapta;
- centrat.

There is always a **comma** after the chapter number and the title of a section. Note that the Romanian word for chapter (capitolul) has a **lowercase 'c'** the number comes after the word 'chapter'.

Examples:

English: For more information about XXX, see Chapter 10, "YYY", in the Microsoft Windows User's Guide.

Romanian: (+) Pentru informații suplimentare despre XXX, consultați capitolul 10, „YYY”, din Ghidul utilizatorului de Microsoft Windows

Callouts are not followed by a **period** unless the callout is a complete sentence. Callouts are written with an initial capital letter.

Example: (+)

Vizualizarea normală  
Stabiliți margini mai late pentru pagini.  
Tastați întrebarea ...  
... și selectați termenul din listă

A caption is not followed by a **full stop**. However, **full stops** are used if the text of the caption consists of more than one sentence.

Example: (+)

Fig. 1 Totaluri generale lunare  
Tabel 2 Totaluri pe produse. Ponderi calculate conform anexei

The exclamation mark is only allowed in packaging text and not in manuals, except the word **Atenție!**(Caution).

## Dashes and Hyphens

Three different dash characters are used in English:

### Hyphen

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

### En Dash

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

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.

### Em Dash

The em dash should only be used to emphasize an isolated element or introduce an element that is not essential to the meaning conveyed by the sentence.

In Romanian, there are two different dash characters:

a) The **dash**; it has the length of an **en dash** (U0150 or —) and it is used inside a sentence or phrase in order to delimit either an inserted construction or an explanatory apposition.

Example:

Dacă doriți să-i modificați instalarea—de exemplu, să adăugați **Equation Editor** sau să ștergeți convertoarele grafice pentru a elibera spațiu-disc—vezi „Adăugați sau eliminați componente Word”, ulterior în acest capitol.

Atunci când instalați Word, aveți posibilitatea să instalați numai componentele dorite—de la o versiune minimală destinată computerelor cu spațiu-disk limitat, până la întregul set de componente Word.

b) The **hyphen** (U002D or -); it is the ordinary hyphen on the keyboard and it is used for all the other situations (certain compound words, for hyphenating words etc). In localised software a hyphen is used to decline acronyms, e.g. PC-ul, PC-ului

**Note:** In Romanian documentation the en-dash (–) is not used.

**Note:** Please see DOOM2, pages XL- XLIII and page XCII, for further details.

### **Ellipses (Suspension Points)**

Keep in mind the following when using ellipses/suspension points: the use of ellipses is only allowed in callouts which consist of more than one element:

Example:

Tastați o intrare ...

... sau răsfoiți lista

### **Period**

In Romanian, the full stop/period is used to mark the end of a sentence or a phrase.

Example:

Vă sugerăm să treceți la cea mai recentă versiune sau să utilizați un alt browser acceptat.

**Note:** Please see also “Acronyms” and “Abbreviations”.

### **Quotation Marks**

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

In Romanian, the quotation marks are graphic signs which are used to point out that a text is exactly reproduced from an outside source.

Example:

(+) In documentation: Pentru detalii referitoare la șabloane, vezi „Creare și deschidere documente”, pag. 18.

(+) In the UI, due to technical problems, also possible: "Deschidere documente"

The quotation marks (and their ALT codes) are: „ (0132) opening quote and ” (0148) closing quote.

**Note:** Please bear in mind that the use of English quotation marks (“...”) is an error for the Romanian texts.

**Note:** Single quotation marks (‘ and ’) do not exist in Romanian. In Romanian there are also angular quotation marks/chevrons («, ») but, because they are used to make a quotation within the already quoted text, they cannot be used in translations.

## Parentheses

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

In Romanian, the brackets/parentheses show that something was added inside a sentence or a phrase. They contain an explanation, a detail or a specification meant to enrich the meaning of the sentence or of the phrase they are connected to.

The brackets/parentheses have the same function as the comma or the dash when these ones contain in between communications that explain or complete the sentence or the phrases within they exist.

The brackets/parentheses include either a word or a sentence (phrase). Sometimes, the explanation included between brackets/parentheses represents the title or the sub-title of a paper.

When the brackets/parentheses occur at the end of a sentence or phrase, the full stop is always outside the closing bracket. However if a whole independent sentence or phrase is between brackets, the full stop is inside, before the closing bracket.

Example:

Comutând în vizualizarea înaintea imprimării, se poate corecta aspectul vizual al documentului (vezi și secțiunea anterioară „Salvarea, examinarea și imprimarea unui document”).

Example:

Dacă în caseta de dialog vedeți afișat Word, faceți clic pe butonul **Eliminare**. (Nu vă fie teamă să apăsați acest buton; el vă permite să adăugați sau să eliminați componente din Word, sau să reinstalați sau să dezinstalați Word.)

When the phrase continues, the comma must be used after the closing bracket in all situations where it should be used if there were no brackets.

Example:

Utilizați Internet Assistant (Auxiliar internet) pentru a face conversia documentului Word în limbajul HTML (Hypertext Markup Language), standardul pentru sistemul internațional de rețele WWW (World Wide Web).

In Romanian there are also square brackets but, because they are used to separate what we insert in a quotation, they cannot be used in translations.

## Singular & Plural

Translation of English phrases which allow both singular and plural forms at the same time, should be generally changed into plural form only in Romanian.

Example:

Fill in the field(s)...	(+) Completați câmpurile...
-------------------------	-----------------------------

For more information about this topic please go to Noun and Verb sections.

## Split Infinitive

This section does not apply to Romanian.

## Subjunctive

Please see section for Verb.

## Symbols & Non-Breaking Spaces

### Ampersands

English uses ampersands more than most languages. In Romanian, it is not a common practice to use them.

Example:

English	Romanian
Administrative interface & Product Support	(+) Interfață administrativă și asistență pentru produs

**Note:** An exception to the above rule is an ampersand right up against or in the middle of a word in UI strings. This is a software function that determines the hotkey – the letter that will perform a function when navigating using the keyboard. In these cases, place the ampersand in front of the same letter whenever possible (see example below).

Example:

English	Romanian
Change Settings	(+) Modificați setările

Use **non-breaking spaces** (CTRL+SHIFT+SPACEBAR or Alt+0160) between words that should not separate onto different lines. If two words are connected by a non-breaking space, Word will keep them together, even if subsequent editing causes line breaks to change. On your screen, a non-breaking space looks like a degree symbol ( ° ), but it will print like a space.

**Note:** In case of addresses, names, dates, measurement units and currency values, the words should stay together on one line.

Example:

*Paraschiv Eugen Oprea (name)*

*Calea Victoriei nr. 18 (address)*

*12 decembrie 1995 (date)*

*1.2 MB (measurement unit)*

*720.500 lei (currency value)*

## Syntax

Before starting localizing the source, be sure you identify the grammatical and syntactical structures which are unique to Romanian and which will raise problems when translated from the English. This is unique for every language: it may be a special way of translating a term, a unique sentence structure or a rule concerning gender. Whatever these issues are, make sure you track them down and elucidate their relationship with the English source as clearly as possible.

For more details on Romanian syntax please read also Word order chapter and if doubt consult the reference books mentioned in "Recommended Reference Material" chapter.

## Verbs

English uses rather frequently the passive voice which is not too much used in Romanian. Therefore, it is recommended to replace passive voice by reflexive voice (this construction keeps its passive meaning).

Example:

The program <b>has been installed</b> .	(+) <b>S-a instalat</b> programul.
---	------------------------------------

There are also verbs which due to some contextual situations, should be translated only by the impersonal reflexive (se pare, se crede, se vorbește, se întâmplă, etc.).

Example:

Apply to	(+) Se aplică la
----------	------------------

Continuous operations are usually expressed in English with a gerund.

In Romanian the English structure to be + V-ing (continuous aspect of the verb) is translated by the impersonal reflexive form of the verb.

Example:

English: Wait. Word is repaginating.

Romanian: (+) Așteptați. Se repaginează.

## Word Order

Romanian belongs to the category of languages with a high degree of morphological marking therefore it has a rather flexible word order.

Following order should be used when translating from English into Romanian.

Subject + determinants of attributive type + Predicate + determinants of object or adverbials type (direct, indirect objects, adverbials).

Please remember English word order is not correct to be applied to Romanian. It often leads to an incorrect misleading meaning of the localized phrase.

Example: They had to do a simple homework.

### **Compare!**

Au avut de făcut o simplă temă.

Au avut de făcut o temă simplă.

## Style and Tone Considerations

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

### Audience

Most of the people using computers with localized software are novice computer users; therefore, the software content should be localized in order to accommodate the requirements of novice computer users who depend on the localized terminology in their software to understand how to use that software.

### Style

In the localization process, the localizer should be as accurate as possible.

Example:

English: User information could not be obtained and cannot be displayed.

Romanian: (+) Imposibil de obținut și de afișat informații despre utilizator.



Romanian: (-) Informațiile despre utilizator nu pot fi obținute și nu pot fi afișate.

Style should be clear, logical and concise. Localised sentences should be clear and read well. While this statement seems to be obvious, translators are often tempted to adhere to English syntax and style. Therefore, when necessary do break long English sentences into two, or merge too short sentences if this improves readability.

## Tone

If not otherwise indicated, the tone of the Romanian translation should be formal when addressing to the user (2<sup>nd</sup> person plural). Any word forms that are a particular dialect should be avoided. Please remember that English tends to be more colloquial.

The tone and register should always be consistent. Keep the same level of formality throughout the localized material using appropriate expressions, vocabulary and syntax.

## Voice

Voice refers to how writers speak to their audience.

“You” is recommended to be translated as in the example below.

English: **You installed** a hardware device and **your** computer stopped working.

Romanian: (+) **Ați instalat** un dispozitiv hardware și computerul s-a oprit.

# Localization Guidelines

---

This section contains guidelines for localization into Romanian.

## General Considerations

This document contains a set of guidelines, which should be applied when localizing English software and help into Romanian.

In order to ensure that you are using current terminology and phrases, please, always look for the translations in the most recent version of the Microsoft terminology databases and other approved glossaries. Consistent use of Microsoft approved terminology in all localized products is one of the major factors in achieving required quality of the localized products.

## Abbreviations

### Common Abbreviations

In Microsoft material, please try and avoid using abbreviations, except those indicated as acceptable in this guide. If you abbreviate a word, you should use the same abbreviation throughout the project.

In Microsoft material the use of abbreviations should be avoided unless they are abbreviations which are normally used in Romanian (see Notes: 2-4). The use of the so-called "non-conventional" abbreviations should be restricted to the cases where there is no space available in the software string for the spelled-out form of a term (mainly buttons or names of options). This can be done in the following ways:

Examples	Method
Număr etichetă: (nr. etichetă)	Truncation with a period

### Notes:

If a word is abbreviated, the same abbreviation should be used throughout the project.

There is no full stop used after the abbreviations obtained from the first and last letters of the word (e.g. *d-ta*).

There is no full stop after abbreviations such as *Tarom* as they have been assimilated to nouns.

The symbols and shortenings in chemistry, physics, mathematics (e.g. *O, H, Km, l, Kg*) as well as the cardinal points (e.g. *N, S, E, V*) are written without a period.

The abbreviated forms for the names of the days are the following: L, Ma, Mi, J, V, S, D

The abbreviated forms for the names of the months are the following: ian., feb., mar., apr., mai, iun., iul., aug., sep., oct., nov., dec.

The basic measurement units are: length - meter, weight - gram, liquid /volume - liter. Unit names are often abbreviated; no period is used in the abbreviation. Value and measurement unit are always separated by a space. Time units -normally there is no period after the following units: min for minut/minute, sec for secundă/secunde

List of common abbreviations:

Expression	Acceptable Abbreviation
articol	art.
capitol	cap.
exemplu	ex.
figură	fig.
număr	nr.
observație	obs.
pagină	pag.
plural	pl.
singular	sg.
substantive	subst.
telefon	tel.
și așa mai departe	ș.a.m.d.
minute	min.
secunde	sec.

In order to avoid confusing the user, do not abbreviate a word in such a way that its abbreviation would coincide with an established convention for a different word.

Don't abbreviate short units of measure such as pixel, pica.

Do not abbreviate product/application names if not told otherwise.

## Accessibility

This section does not apply to Romanian.

## Acronyms

Acronyms are words made up of the initial letters of major parts of a compound term. Acronyms are written without a full stop: e.g. RAM (Random Access Memory), OLE (Object Linking and Embedding)

## Localized Acronyms

Acronyms have no declension and they are localised by the help of a modifier, usually the main word from the translation:

e.g. RAM - memorie RAM

## Unlocalized Acronyms

Unlocalised acronyms should be used whenever their usage is widely spread for Romanian and/or internationally. Some well-known examples are USB, CD, PC.

For a proper usage of acronyms, please check with the corresponding project-specific reference material.

## Applications, Products, and Features

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

## Frequent Errors

English	Wrong Romanian Translation	Correct Romanian Translation
convert	(-) convertire	(+) conversie
covert	(-) converti	(+) se face conversia
complete	(-) completa	(+) termina
cannot	(-) nu se poate	(+) imposibil de
and then	(-) si apoi	(+) apoi
already exists	(-) deja există	(+) există deja
to fail	(-) a eşua	(+) a nu reuși
General error has occurred.	(-) A apărut o eroare generală.	(+) Eroare generală.

## Glossaries

In order to ensure that you are using current terminology and phrases, please always look for the translations in the most recent version of Microsoft terminology databases and other approved glossaries. Consistent use of Microsoft approved terminology in all localized products is one of the major factors in achieving the required quality of the localized product.

## 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 provided by Microsoft. Your product team representative will be able to provide you with 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 Romanian.

## Standardized Translations

There are a number of standardized translations mentioned in all sections of this Style Guide. In order to find them more easily, the most relevant topics and sections are compiled here for you reference.

- Country/Region Standards
- Capitalization
- Abbreviations
- Frequent Errors
- Manual Titles
- Software Considerations

## 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>.

Product names – most likely to be kept in English. In the event of the product team opting for making them localizable, then Microsoft will discuss the localized product name internally.

Component names – the way those names are dealt with depend mainly on a product basis. Again, the same principle applies as for Product names.

The same principle applies to service, applications and technology names.

<b>Word</b>	<b>Comment</b>
bit	as data unit only
CD-ROM	n/a
context	n/a
control	n/a
digital	n/a
director	n/a
editor	n/a
fax	n/a
folder	n/a
general	n/a
global	n/a
inferior	n/a
internet	n/a
intranet	n/a
legal	n/a
local	n/a
macro	n/a
manual	n/a
monitor	n/a
normal	n/a
original	n/a
personal	n/a
sector	n/a
subtotal	n/a
TCP	n/a
terminal	n/a
total	n/a
Plug and Play	n/a

Word	Comment
virtual	n/a
web	n/a
zoom	n/a

## Using the Word Microsoft

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

Romanian handles the word Microsoft in UI and text in the same way.

Example:

Windows® is a registered trademark of Microsoft Corporation.	(+) Windows® este o marcă comercială înregistrată Microsoft Corporation. (-) Windows® este o marcă comercială înregistrată a lui Microsoft Corporation.
--	--

## 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

Use correct and consistent grammar and terminology in all texts. It should be taken into account that English texts tend to use colloquial language. Please avoid that in Romanian because Romanian scientific and technical register is more formal. The language used should correspond to the written register but without being excessively formal or rigid.

The following are guidelines for consistent use in cases where more than one solution would theoretically be possible or where errors have been common in the past.

### Menus

Menu titles and menu items should be consistently translated in all localized products, the same US term should have identical translation in all localized applications.

When possible, try to use the following combinations of word classes in menus:

Menu title	Menu items	Example
A verb	A noun	(+) Meniul Inserare: Text, Tabel, Imagine
A noun	A noun	(+) Meniul Tabel: Desenare tabel, Ascundere linii de grilă

The word classes of the US term and the localized term do not have to coincide, i.e. please do consider the possibility of translating a verb as a noun or vice versa, if that improves the result. Adjectives are used relatively rarely and adverbs only in exceptional cases.

Menu titles should always contain only one word, since a two-word menu title would be undistinguishable from two single-word ones.

Where this does not create ambiguity, refer to single-word menu titles using nouns written with initial capital letter (like proper names).

Click Save in the File menu	(+) Faceți clic pe Salvare din meniul Fișier
-----------------------------	--

In Romanian, the word order should normally reflect the order of user actions, even if it doesn't in English.

Click Save in the File menu	(+) Faceți clic pe Salvare din meniul Fișier
-----------------------------	--

**Note!** Always check current translations of menu titles and menu items in the Microsoft terminology databases.

### Command Buttons

When translating buttons in Romanian, a noun should be used instead of a verb. The word classes of the US term and the localized term do not have to coincide, i.e. please do consider the possibility of translating a verb as a noun or vice versa, if that improves the result. Adjectives are used relatively rarely and adverbs only in exceptional cases.

Search	(+) Căutare
--------	-------------

The preferred action to be performed with command buttons is Faceți clic (click), even if the original ignores a similar recommendation given for English.

Click Cancel	(+) Faceți clic pe Revocare
Press Cancel	(+) Apăsați pe Revocare

**Note!** Always check current translations of command buttons in the Microsoft terminology databases



## General Guidelines For Dialog Box Translation

When translating dialog box interface you should remember that you are expected to use **consistent** terminology and language style in all dialog boxes, not only within currently localized application. You also need to ensure that your translations are **consistent** with translations in other localized applications. Take also into account that currently not localized applications may be localized in the future and solutions adopted now must be usable there as well. This is particularly important when localizing common (identical) dialog boxes found in several applications.

### Static text

Information text contained in dialog boxes as well as confirmation text should be translated consistently and it should take personal form.

What grouping intervals do you want for group-level fields?	(+) Ce intervale de grupare doriți pentru câmpurile dintr-un nivel de grupare?
---	--

**Note!** Always look for approved current translation of the required term in the Microsoft terminology databases.

### Dialog Box Titles

In English, dialog box titles are usually identical with the command that opened the dialog box. In Romanian, they should normally be nouns except for adjectives and questions that are translated as adjectives and questions.

Save	(+) Salvare
New	(+) Nou

If for some reason the command name in the US software is not the same as the dialog title, stay close to original with the translation.

Command: <i>Information</i>	(+) Informații
Dialog title: <i>Information window</i>	(+) Fereastra informații

**Note!** Always look for approved current translation of the required term in the Microsoft terminology databases.

### Options Buttons

Option buttons that are verbs may be written as commands to the system or options available for the user.

Option buttons that are nouns should normally be translated using the nominative case. Do not try to make full sentences out of groups of option buttons.

Option buttons are usually grammatically connected to preceding group titles. This means that options are capitalised as usual and their form does not depend on the form of the group title.

Regardless of how US option buttons end - with or without a period - the Romanian translations never end with a period.

**Note!** Always look for approved current translation of the required term in the Microsoft terminology databases.

### Check boxes

Option buttons that are verbs may be written as commands to the system or options available for the user. Check boxes that are nouns should normally be translated using the nominative case.

Print to file	(+) Imprimă în fișier
Auto Update	(+) Actualizare automată

Check boxes are not grammatically connected to preceding group titles. This means that check boxes are capitalized as usual and their form does not depend on the form of the group title. Do not try to make full sentences out of groups of check boxes.

Regardless of how US check boxes end - with or without a period - the Romanian translations never end with a period unless they are complete sentences.

The preferred actions to be performed with check boxes are bifare (check) and debifare (clear, uncheck) when it is about a check box.

To add a component, select its check box. To remove the component, clear the check box.	(+) Pentru a adăuga o componentă, bifați caseta sa de selectare. Pentru a elimina componenta, debifați caseta de selectare.
---	---

If the original does not mention the check box, and only refers to the item the check box applies to, then use *bifați* (check) and *debifați* (uncheck) in reference to the items themselves - that is the action of checking and unchecking.

Check all subfolders	(+) Selectați toate subfolderele
Uncheck all subfolders	(+) Deselectați toate subfolderele

**Note!** Always look for approved current translation of the required term in the Microsoft terminology databases.

### Dialog Box Tabs

Dialog box tabs should be treated similarly to dialog box titles (see above), plus obvious length constraints. Also pay attention to consistency with other tabs of the same dialog and with similar dialogs elsewhere.

The preferred action to be performed with option buttons is Faceți clic (click), even if the original ignores a similar recommendation given for English. Generally, Romanian localisers are instructed to keep the original term and approve the change with Microsoft Language Excellence, in case the inconsistency/ambiguity may lead to the user confusion.

Click the Edit tab	(+) Faceți clic pe fila Editare
Select the Edit tab	(+) Selectați fila Editare

**Note!** Always look for approved current translation of the required term in the Microsoft terminology databases.

### Lists Boxes/Tables

Items in a list box or table are not grammatically connected to list box titles or table headings. This means that the items are capitalized as usual and their form does not depend on the form of the title or heading.

Regardless of how US list items or table items end - with or without a period - the Romanian translations never end with a period unless they are complete sentences.

Table column and row headings should take the same language style throughout the software. Column and row headings should start with capital letters and they usually do not end with any punctuation marks.

When table items are complete sentences, each of them starts with a capital letter and ends with a period. When table items are not complete sentences, they may start with a small or capital letter and do not end with a period. However, the whole column must be consistent, i.e. start with either small or capital letter.

The preferred action to be performed with list boxes is *selectați* (select), even if the original ignores a similar recommendation given for English.

Select your color from the Color list box.	(+) Selectați culoarea din caseta listă Culori
--	--

**Note!** Always look for approved current translation of the required term in the Microsoft terminology databases.

### Text Strings With Hotkeys

There are text strings that are located in the String Table in the EDBs, which might later appear in dialog boxes. They often show up as names of buttons, etc. and should be translated according to rules for main GUI components. These strings are easily recognizable because they have hotkeys. They are included in the Microsoft Language Excellence approval of UI strings.

**Note!** Always look for approved current translation of the required term in the Microsoft terminology databases.

## Messages

Avoid as much as possible structures that make errors messages too long.

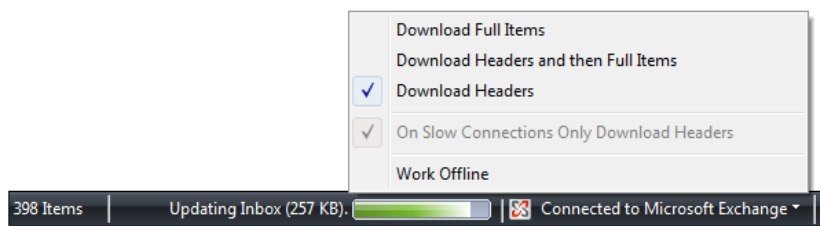
Examples:

English	Romanian
You installed a hardware device and your computer stopped working.	(+) Ați instalat un dispozitiv hardware și computerul s-a oprit
Do you want to continue?	(+) Continuați?
Please wait while your computer loads. Cannot create the %% file. Please verify that the correct path and file name are given.	(+) Așteptați, calculatorul încarcă. Imposibil de creat fișierul %%. Verificați dacă se furnizează calea și numele de fișier corecte.
Quit one or more application to increase available memory, and then try again.	(+) Părăsiți una sau mai multe aplicații pentru a spori memoria disponibilă, apoi încercați din nou.

## 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).



### Romanian Style in Status bar Messages

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

In Romanian, menu status bar messages and commands status bar messages do not differ as shown in the tables. Periods are used at the end of sentences in status bar messages, if they are full sentences.

Examples:

Name	Romanian Name	Category	English Status Bar message	Romanian Status Bar message
Edit	(+) Editare	menu	Contains editing commands	(+) Conține comenzi de editare
Copy to Folder...	(+) Copiere în folderul...	menu	Copies the selected items to a new location	(+) Copiază elementele selectate într-o nouă amplasare
New	(+) Nou	command	Creates a new document	(+) Crează un document nou
			Word is converting the document. Press Esc to stop.	(+) Word face conversia documentului. Apăsați pe Esc pentru a se opri.
			Datasheet View	(+) Vizualizare foaie de date
			Done	(+) Finalizat

### The importance of standardization

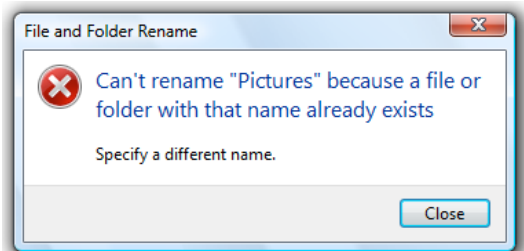
In the US product you can often find messages that are phrased differently even though they have the same meaning. Try to avoid this in the localized Romanian version. Use one standard translation as in the examples below:

English term	Correct Romanian translation
Press F1 to get Help	(+) Pentru Ajutor apăsați F1.
If you want Help press F1	
To get Help press F1	
Not enough memory	(+) Memorie insuficientă
Insufficient memory	
There is not enough memory	

### 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.

### Romanian 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.

It is important to use the correct Romanian style in the localized error messages, and not just translate the American messages.

### Standard Phrases in Error Messages

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

Not standardizing them might lead to various inconsistencies.

Examples:

English	Translation	Example	Comment
Cannot .. Could not .. Failed to .. Failure of .. Unable to ..	(+) Imposibil de încărcat XML sau sursa schemei specificate.	Cannot load the specified XML or schema source	In all messages expressing the impossibility of doing an action, the modal verb can is translated by "imposibil + verb in the supin mode".
.. failed .. not .. (e.g.: File not deleted)	(+) Imposibil de pornit Microsoft Script Editor	Could not Start Microsoft Script Editor	
	(+) Eliminarea permisiunii pentru acest  0 nu a reușit.	Failed to remove permission from this  0	Fail is always translated by the verb a nu reuși. Do not translate it by a eșua.

Cannot find .. Could not find .. Unable to find .. Unable to locate .	(+) Imposibil de găsit o comandă rapidă către folderele publice Microsoft Exchange.	Cannot find any shortcuts to Microsoft Exchange public folders.	All messages that contain the English structures in the first column of this tables are translated by "imposibil + verb in the supin mode".
No memory Not enough memory Insufficient memory There is not enough memory Out of memory There is not enough memory available (or ..disk space)	(+) Memorie insuficientă pentru a termina această operație.  (+) Memorie insuficientă pentru a termina operația.	There is not enough memory available to complete this operation. Not enough memory to complete operation.	The Romanian equivalent for all English structures mentioned in the first column of this table is memorie insuficientă.
Please..	(+) Așteptați	Please wait	Please is always omitted.
Congratulations!	(+) Felicitări!		
Sorry, ...		Sorry, I don't have any tips to show you right now.	Sorry is omitted.
Are you sure you want to .. ?	(+) Sigur eliminați toate script-urile din documentul curent?	Are you sure you want to remove all scripts from the current document?	Use the impersonal form Sigur for Are you sure..?
An error has occurred while .. Error .. (e.g.: Error reading from file %2) A failure has occurred while ..	(+) Eroare la adăugarea unei noi intrări în Preferințe.	An error occurred while adding a new entry to Favorites.	To occur is omitted in such structures.
Failed to...	(+) Instalarea nu a reușit.  (+) Încercarea de a reporni sistemul nu a reușit.	Failed to install.  The attempt to restart the system failed.	Always translate to fail by a nu reuși.
Complete...	(+) Instalare terminată.	Installation complete.	Complete is a false friend - please translate it by a termina.

## Error Messages Containing Placeholders

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

%d, %ld, %u, and %lu means <number>

%c means <letter>

%s means <string>

Examples of error messages containing placeholders:

"Checking Web %1!d! of %2!d!" means "Checking Web <number> of <number>".

"INI file "%1!-.200s!" section" means "INI file "<string>" section".

The example below uses the error message Cannot find %s, where the placeholder %s is replaced with a file name (standard.doc).

English	Romanian
Cannot open standard.doc	(+) Imposibil de deschis standard.doc

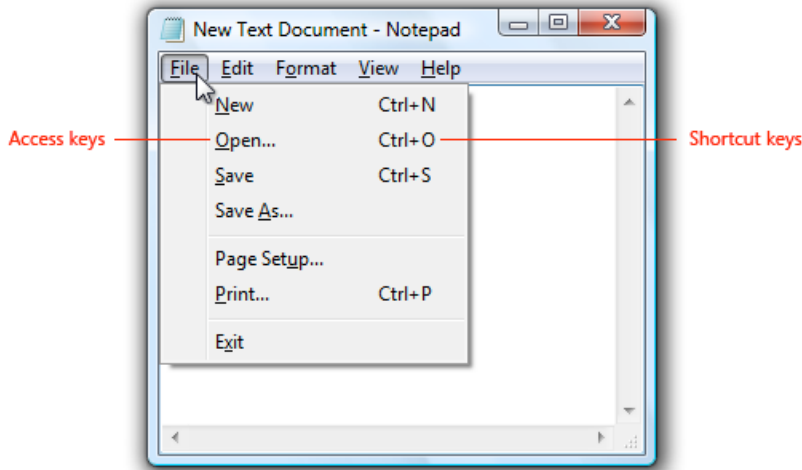
## Keys

The *keyboard* is the primary input device used for text input in Microsoft Windows. For accessibility and efficiency, most actions can be performed using the keyboard as well. While working with Microsoft software, you use keys, key combinations and key sequences.

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



## Access Keys/Hot keys



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

Sometimes, there are underlined or highlighted letters in menu options, commands or dialog boxes. These letters refer to access keys that allow you running commands, performing tasks etc. more quickly. Often access keys are called hot keys. Usually the first key to be pressed is the ALT key.

Hot Key Special Options	Usage: Is It Allowed?	Notes
"Slim characters", such as l, i, t, r, f can be used as hot key	yes	only when no other characters are available
Characters with downstrokes, such as g, j, y, p and q can be used as hotkeys	no	
Extended characters can be used as hotkeys	no	
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,	no	

Hot Key Special Options	Usage: Is It Allowed?	Notes
can be used as hotkey		
Duplicate hotkeys are allowed when no other character is available	no	
No hotkey is assigned when no more characters are available (minor options only)	no	

**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.

When possible, refer to specific arrow keys by name: săgeată dreapta, săgeată stânga, săgeata în sus, săgeată în jos.

## Numeric Keypad

It is recommended that you avoid distinguishing numeric keypad keys from the other keys, unless it is required by a given application.

## 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	Romanian Command	Romanian Shortcut key
<b>General Windows Shortcut keys</b>			
Help window	F1	Fereastra Ajutor	F1
Context-sensitive Help	Shift+F1	Ajutor dependent de context	Shift+F1

<b>US Command</b>	<b>US English Shortcut Key</b>	<b>Romanian Command</b>	<b>Romanian Shortcut key</b>
Display pop-up menu	Shift+F10	Se afișează meniul pop-up	Shift+F10
Cancel	Esc	Revocare	Esc
Activate\Deactivate menu bar mode	F10	Activare\Dezactivare modul bară de meniu	F10
Switch to the next primary application	Alt+Tab	Se comută la următoarea aplicație primară	Alt+Tab
Display next window	Alt+Esc	Se afișează fereastra următoare	Alt+Esc
Display pop-up menu for the window	Alt+Spacebar	Se afișează meniul pop-up pentru fereastră	Alt+Spacebar
Display pop-up menu for the active child window	Alt+-	Se afișează meniul pop-up pentru fereastra fiu activă	Alt+-
Display property sheet for current selection	Alt+Enter	Se afișează foaia de proprietăți pentru selecția curentă	Alt+Enter
Close active application window	Alt+F4	Se închide fereastra aplicației active	Alt+F4
Switch to next window within application	Alt+F6	Se comută la fereastra următoare din cadrul aplicației	Alt+F6
Capture active window image to the Clipboard	Alt+Prnt Scrn	Se capturează în Clipboard imaginea ferestrei active	Alt+Prnt Scrn
Capture desktop image to the Clipboard	Prnt Scrn	Se capturează imaginea desktop în Clipboard	Prnt Scrn
Access Start button in taskbar	Ctrl+Esc	Se accesează butonul Start din bara de activități	Ctrl+Esc
Display next child window	Ctrl+F6	Se afișează următoarea fereastră fiu	Ctrl+F6
Launch Task Manager and system	Ctrl+Shift+Esc	Se lansează Managerul de activități și inițializarea	Ctrl+Shift+Esc

<b>US Command</b>	<b>US English Shortcut Key</b>	<b>Romanian Command</b>	<b>Romanian Shortcut key</b>
initialization		sistemului	
<b>File Menu</b>			
File New	Ctrl+N	Fișier Nou	Ctrl+N
File Open	Ctrl+O	Fișier Deschidere	Ctrl+O
File Close	Ctrl+F4	Fișier Închidere	Ctrl+F4
File Save	Ctrl+S	Fișier Salvare	Ctrl+S
File Save as	F12	Fișier Salvare ca	F12
File Print Preview	Ctrl+F2	Fișier Examinare înaintea imprimării	Ctrl+F2
File Print	Ctrl+P	Fișier Imprimare	Ctrl+P
File Exit	Alt+F4	Fișier Ieșire	Alt+F4
<b>Edit Menu</b>			
Edit Undo	Ctrl+Z	Editare Imposibil de anulat	Ctrl+Z
Edit Repeat	Ctrl+Y	Editare Imposibil de repetat	Ctrl+Y
Edit Cut	Ctrl+X	Editare Decupare	Ctrl+X
Edit Copy	Ctrl+C	Editare Copiere	Ctrl+C
Edit Paste	Ctrl+V	Editare Lipire	Ctrl+V
Edit Delete	Ctrl+Backspace	Editare Golire	Ctrl+Backspace
Edit Select All	Ctrl+A	Editare Selectare totală	Ctrl+A
Edit Find	Ctrl+F	Editare Găsire	Ctrl+F
Edit Replace	Ctrl+H	Editare Înlocuire	Ctrl+H
Edit Go To	Ctrl+B	Editare Salt la	Ctrl+B
<b>Help Menu</b>			
Help	F1	Ajutor	F1
<b>Font Format</b>			
Italic	Ctrl+I	Cursiv	Ctrl+I
Bold	Ctrl+G	Aldin	Ctrl+G

<b>US Command</b>	<b>US English Shortcut Key</b>	<b>Romanian Command</b>	<b>Romanian Shortcut key</b>
Underlined\Word underline	Ctrl+U	Subliniere\Subliniere cuvânt	Ctrl+U
Large caps	Ctrl+Shift+A	Majuscule	Ctrl+Shift+A
Small caps	Ctrl+Shift+K	Majuscule reduce	Ctrl+Shift+K
<b>Paragraph Format</b>			
Centered	Ctrl+E	Centrat	Ctrl+E
Left aligned	Ctrl+L	La stânga	Ctrl+L
Right aligned	Ctrl+R	La dreapta	Ctrl+R
Justified	Ctrl+J	Stânga-Dreapta	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.

The term documentation refers not only to printed or on-line texts but also to software help and Readme files. Terminology used in the documentation should be translated consistently. In order to ensure that you are using current terminology and phrases, please, always look for the translations in the most recent version of the Microsoft terminology databases and other approved glossaries. Consistent use of Microsoft approved terminology in all localized products is one of the major factors in achieving required quality of the localized products.

### Titles

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

In the Romanian version of Microsoft documentation:

- titles in the “-ing” form should not be translated using gerunds;
- only the first letter of a heading or topic title is capitalized, unless the heading or topic title contains a word or words that would normally be written with an initial capital or in all capitals (e.g. name of a product or an acronym).

Example:

Întrebări și răspunsuri  
Ghidul utilizatorului de Microsoft Windows

## Manual Titles

Examples of some useful translations of manual titles:

English	Romanian
Building Applications	Cum se construiesc aplicații
Getting Started with (product name)	Noțiuni de bază pentru (product name)
Functions Reference	Ghid de referință pentru funcții
Installation Guide	Ghid de instalare
Introducing (product name)	Introducere în (product name)
Learning Guide	Ghid de studiu
Network Administrator's Guide	Ghidul administratorului de rețea
Pocket Guide	Ghid de buzunar
Quick Reference Card	Fișă de referință rapidă
Quick Reference Guide	Ghid de referință rapidă
Short User Guide	Scurt ghid al utilizatorului
Start Here Windows NT	De aici se începe - Windows NT
Tools Quick Reference	Ghid de referință rapidă pentru instrumente
User's Guide	Ghidul utilizatorului
User's Reference Guide	Ghid de referință pentru utilizator
Worksheet Functions Reference	Ghid de referință pentru funcții ale foii de lucru

## Copyright

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

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

Copyright© Microsoft Corporation 1995-2001. All rights reserved.	(+) © Microsoft Corporation 1995-2001.Toate drepturile rezervate.
Windows® is a registered trademark of Microsoft Corporation.	(+) Windows® este o marcă comercială înregistrată Microsoft Corporation.