Microsoft

Polish Localization Style Guide

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1 Welcome



Welcome to the *Microsoft Localization Style Guide* for Polish. This guide will help you understand how to localize Polish content in a way that best reflects the Microsoft voice.

Before you dive in:

- Make sure you understand the key tenants of the Microsoft voice.
- Familiarize yourself with the recommended style references in Polish.

1.1 Reference material

Unless this style guide or Microsoft Terminology - Globalization | Microsoft Learn provides alternative instructions, use the orthography, grammar, and terminology in the following publications.

Normative references

Adhere to these normative references. When more than one solution is possible, consult the other topics in this style guide for guidance.

1. *Słownik poprawnej polszczyzny*,PWN, the latest edition
2. *Słownik języka polskiego*, PWN, the latest edition
3. *Nowy słownik ortograficzny języka polskiego,* PWN, the latest edition

Informative references

These sources are meant to provide supplementary and background information.

1. Słownik wyrazów bliskoznacznych, PWN, the latest edition
2. Słownik frazeologiczny, PWN, the latest edition
3. Słownik wyrazów obcych, PWN, the latest edition
4. Poradnia językowa PWN website (https://sjp.pwn.pl/poradnia)
5. Rada Języka Polskiego website (https://rjp.pan.pl)

2 Microsoft voice

Microsoft's brand personality comes through in our voice and tone—what we say and how we say it. The design renaissance across 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 also extend across Microsoft content for all language locales. For each language, the specific choices in style and tone that produce Microsoft voice are different.

2.1 Choices that reflect Microsoft voice

Translating Polish in a way that reflects the 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 everyday conversation, rather than the formal, technical language that's often used in technical and commercial content.

When you're localizing source text written in the 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 the Microsoft voice has a conversational style, translating the source text literally 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 complete the task.

2.1.1 Flexibility

It's important for translators to modify or rewrite translated strings so that they are appropriate and sound natural to Polish customers. To do so, try to understand the whole intention of the sentences, paragraphs, and pages, and then rewrite just like you're writing the content yourself. Sometimes, you need to remove unnecessary content.

English example	Polish example
Stay safe. With Outlook.	Prawdziwe bezpieczeństwo. Dzięki Outlookowi.
I'd told Stella about that old bridesmaid's dress.	Powiedziałam Sylwii o tym starym harcerskim mundurku.
For example, your child might want to download and play a new game everyone's talking about, do some internet research for a school project, or just get a little more PC time to finish a homework assignment.	Twoje dziecko może zamarzyć o nowej grze, popularnej wśród rówieśników, albo będzie chciało wyszukać w Internecie materiały do pracy domowej.

2.1.2 Word choice

Terminology

Use terminology from the Microsoft language resources where applicable, for example for key terms, technical terms, and product names.

Short word forms and everyday words

Writing US English text in the Microsoft voice means using the short, simple words spoken in everyday conversations. In English, shorter words are generally friendlier and less formal. Short words also save space on-screen and are easy to read quickly. Precise, well-chosen words add clarity, but it's important to use everyday words that customers are familiar with.

Generally, terms that have a short and long form in English have only one form in Polish (such as *doc, info,* and *app*). However, our audiences are often reluctant to read and understand long text, especially when it contains obscure words. So, the Microsoft voice in Polish also uses simple and short words to convey the meaning in a way that's easier to understand.

2.1.3 Words and phrases to avoid

The Microsoft voice avoids an unnecessarily formal tone. To write successfully in the Polish Microsoft voice, avoid using the formal words and expressions listed in the table below.

en-US source	Polish word/phrase to avoid	Preferred Polish word/phrase
by, via	za pośrednictwem	*przez, za pomocą, używając, przy użyciu*
using	z wykorzystaniem	*za pomocą, używając, przy użyciu*
use	wykorzystać	*użyć, skorzystać z*
encounter a problem	napotkać problem	*znaleźć problem*
try	podjąć probę	*spróbować*
choose/pick	dokonać wyboru	*wybrać*
can	istnieje możliwość	*można*
but/however	jednakże	*jednak, ale*
but	lecz	*ale*

2.1.4 Word-for-word translation

To achieve a fluent translation, avoid word-for-word translation. If text is translated literally without an overall understanding of the paragraph or page, the tone will sound stiff and unnatural and the result may even be ridiculous. That's why it's paramount to check the source text in the live pages so that you don't just translate a list of strings without context. The text may be split into different sentences if that helps to simplify the translation. Sometimes you can omit descriptors to make the text snappier.

English text	Correct Polish translation	Incorrect Polish translation
...are scheduled to run during...	...ich wykonanie zaplanowano w godzinach...	...są zaplanowane do uruchamiania w trakcie...
...is configured to run...	...jego konfiguracja umożliwia...	...jest skonfigurowany do uruchamiania...
Use this feature to achieve your goals	Dzięki tej funkcji osiągniesz zamierzone cele	Użyj tej funkcji do osiągnięcia swoich celów
Capture anything, get to it later	Zbieraj wszystko, aby wrócić do tego później	Rejestrowanie wszystkiego i przeglądanie tego później
Instant control	Intuicyjne zarządzanie	Natychmiastowa kontrola
Experience the web the way you want to with Pinned Sites, a cleaner look, and seamless integration with your PC running Windows 11.	Korzystaj z Internetu tak jak lubisz, za pomocą przejrzystej i doskonale zintegrowanej z systemem Windows 11 przeglądarki z funkcją przypinania stron.	Korzystaj z sieci web, tak jak chcesz, dzięki przypinanym witrynom, przejrzystemu interfejsowi i bezproblemowej integracji z komputerem z systemem Windows 11.
Your life, connected	Wszystko pod kontrolą	Twoje życie, w łączności

2.2 Sample Microsoft voice text

The following sections have examples of source and target phrases that illustrate the intent of the Microsoft voice.

The Polish phrases can be used for reference. Depending on the context, translators are free to deviate from the specific wording, while keeping the feeling and meaning that the original text conveys to the user.

2.2.1 Focusing on the user action

To make choices and next steps obvious for the user, focus on the action that the user needs to take.

US English	Polish target	Explanation
The password isn't correct, so try again. Passwords are case-sensitive.	Hasło jest niepoprawne — spróbuj ponownie. W hasłach jest rozróżniana wielkość liter.	The user has entered an incorrect password, so provide the user with a short and friendly message that lets them know that they need to try again.
This product key didn't work. Check it and try again.	Ten klucz produktu nie działa. Sprawdź go i spróbuj ponownie.	The user has entered an incorrect product key. The message casually asks the user to check it and try again.
All ready to go	Wszystko gotowe	A casual and short message informs the user that setup has completed and the system is ready to be used.
Would you like to continue?	Czy chcesz kontynuować?	Politely ask the user if they would like to continue.
To go back and save your work, click Cancel and finish what you need to.	Aby wrócić i zapisać swoją pracę, kliknij przycisk Anuluj i zakończ wykonywane zadania.	A message that informs user about the required steps to save their work.
Give your PC a name—any name you want. If you want to change the background color, turn high contrast off in PC settings.	Nadaj swojemu komputerowi dowolną nazwę. Jeśli chcesz zmienić kolor tła, wyłącz duży kontrast w ustawieniach komputera.	Address the user directly, using verbs in the second person, to help the user take the necessary action.

2.2.2 Explanatory text and providing support

US English	Polish target	Explanation
The updates are installed, but Windows Setup needs to restart for them to work. After it restarts, we'll keep going from where we left off.	Aktualizacje są zainstalowane, ale aby zaczęły działać, Instalator systemu Windows musi ponownie uruchomić system. Po ponownym uruchomieniu będziemy kontynuować instalację od miejsca, w którym ją przerwano.	The language is natural, the way people talk. In this case, the tone is reassuring, letting the user know that we're doing the work. The use of "będziemy" provides a more personal feel.
If you restart now, you and any other people using this PC could lose unsaved work.	Ponowne uruchomienie teraz może spowodować, że Ty i inne osoby korzystające z tego komputera utracicie niezapisaną pracę.	The tone 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.	Ten dokument zostanie automatycznie przeniesiony do odpowiedniej biblioteki i folderu po skorygowaniu nieprawidłowych lub brakujących właściwości.	The text is informative and clearly and directly tells the user what will happen.
Something bad happened! Unable to locate downloaded files to create your bootable USB flash drive.	Mamy problem. Nie można odnaleźć pobranych plików potrzebnych do utworzenia rozruchowego dysku flash USB.	Short, simple sentences inform the user what has happened.

2.2.3 Promoting a feature

US English	Polish 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.	Hasło obrazkowe to nowy sposób ochrony komputera z ekranem dotykowym. Wybierając obraz wraz z gestami, których będziesz używać, tworzysz unikatowe hasło.	Promoting a specific feature, which in this case is picture password

US English	Polish target	Explanation
Let apps give you personalized content based on your PC's location, name, account picture, and other domain info.	Pozwól aplikacjom na dostarczanie spersonalizowanej zawartości na podstawie lokalizacji komputera, nazwy, awatara i innych informacji z domeny.	Promoting the use of apps

2.2.4 Providing how-to guidelines

US English	Polish target	Explanation
To go back and save your work, click Cancel and finish what you need to.	Aby wrócić i zapisać swoją pracę, kliknij przycisk Anuluj i zakończ wykonywane zadania.	Short and clear information about the steps required to perform the action.
To confirm your current picture password, just watch the replay, and trace the example gestures shown on your picture.	Aby potwierdzić bieżące hasło obrazkowe, po prostu obejrzyj powtórkę i śledź gesty przykładowe wyświetlane na obrazie.	The tone is simple and natural. The user isn't overloaded with information; we tell them only what they need to know to make a decision.
It's time to enter the product key. When you connect to the internet, we'll activate Windows for you.	Czas wprowadzić klucz produktu. Gdy połączysz się z Internetem, aktywujemy system Windows.	The verb in the second person and direct, natural language clearly tell the user about the product key.

3 Inclusive language

Microsoft technology reaches every part of the globe, so it's critical that all our communications are inclusive and diverse. These guidelines provide examples on how to use inclusive language and avoid habits that may unintentionally lead to marginalization, offense, misrepresentation, or the perpetuation of stereotypes.

General guidelines

Comply with local language laws.

Use plain language. Use straightforward, concrete, and familiar words. Plain and accessible language will help people of all learning levels and abilities. Some examples include using shorter words or several clear words instead of one complicated term or concept.

Be mindful when you refer to various parts of the world. If you name cities, countries, or regions in examples, make sure they're not politically disputed. In examples that refer to several regions, use equivalent references—for example, don't mix countries with states or continents.

In text and images, represent diverse perspectives and circumstances. Depict a variety of people from all walks of life participating fully in activities. Show people in a wide variety of professions, educational settings, locales, and economic settings.

Don't generalize or stereotype people by region, culture, age, or gender, not even if the stereotype is positive. For example, when representing job roles, choose names that reflect a variety of gender identities and cultural backgrounds.

Don't use profane or derogatory terms.

Don’t use slang that could be considered cultural appropriation.

Don't use terms that may carry unconscious racial bias or terms associated with military actions, politics, or controversial historical events and eras.

Use this	Not this	Use this	Not this
English examples		**Target examples**	
perimeter network	demilitarized zone (DMZ)	sieć obwodowa	strefa zdemilitaryzowana
stop responding	hang	przestać odpowiadać	zawieszać się
expert	guru	ekspert	guru

Use this	Not this	Use this	Not this
meeting	pow wow	zebranie / spotkanie	rada plemienna
colleagues; everyone; all	guys; ladies and gentlemen	współpracownicy, państwo	koleżanki i koledzy, panie i panowie

3.1 Avoid gender bias

- **Use gender-neutral alternatives for common terms.**
- **Do not suggest reader's gender:** most effective way to avoid gender-related issues in Polish is to write content in gender-neutral way without masculine or feminine verb forms. Often it involves switching to present tense or using passive voice.

Use this	Use this	Not this	Comments
English example	**Target example**		
Forgot your password?	Nie pamiętasz hasła?	Zapomniałeś hasła?	Present tense is used to avoid gender issue.
You must be signed in to proceed.	Zaloguj się, aby kontynuować.	Musisz być zalogowany, aby kontynuować.	Sentence is rephrased to avoid gender issue.
You entered an incorrect password.	Wprowadzone hasło jest nieprawidłowe.	Wprowadziłeś nieprawidłowe hasło.	Passive voice is used to avoid gender issue

- **Occupations or functions in Polish**: For most (but not all) occupations/functions, there are both masculine and feminine versions. Example: *teacher* = *nauczyciel* (male teacher) or *nauczycielka* (female teacher). The same goes for the plural number: *teachers* = *nauczyciele* (male teachers) or *nauczycielki* (female teachers).
  However, the gender in Polish is grammatical in principle, and the masculine forms can be used in contexts where we want to refer to both sexes. When a word is used to mean a general concept and not a particular person (for example in legal text or manuals/user guides), masculine forms are used but they are understood as neutral. That means that *nauczyciel* can mean both a male or female teacher and *nauczyciele* can mean both male and female teachers (all teachers in general). The word *Polacy* can mean *Polish men,* but in the most general sense, it means just *Poles* (Polish men and women).
  Over the last couple of years, more and more public figures, use the phrase *Polki i*

Polacy, which literally means Polish women and Polish men; however, the word *Polacy* used in the general sense means the same, i.e., Poles. In technical texts, manuals, user guides and software, where words such as *user*, *technician*, *programmer*, etc. are used, masculine forms are used, i.e., *użytkownik*, *serwisant*, *programista*, respectively. However, these are used in the gender-neutral meaning. When the word *użytkownik* (user) is used in a user guide, grammatically, it is masculine, but semantically, both male and female users are implied.

- **Gender-neutral possessive pronoun**: the reflexive possessive pronoun *swój* can be used by all grammatical persons in both numbers if the subject and the possessor are the same person. Examples:
  I open *my* document. – Ja otwieram *swój* dokument.
  You open *your* document. – Ty otwierasz *swój* dokument.
  He opens *his* document. – On otwiera *swój* dokument.
  She opens *her* document. – Ona otwiera *swój* dokument.
  They open *their* document. – Oni otwierają *swój* dokument.
  A user opens *their* document. – Użytkownik otwiera *swój* dokument.
  An author opens *their* document. – Autor otwiera *swój* dokument.

- **Formal forms of address**: the English pronoun *you* is usually rendered *as Pan(i)* (literally *Sir/Madam*) and alternative (masculine and feminine) verb endings must be used in the past tense. Example:
  Where did you buy this book? – Gdzie Pan(i) kupił(a) tę książkę?
  Alternative verb endings cannot be avoided sometimes also in informal forms of address in the past tense. Example:
  Where did you buy this book? – Gdzie kupiłeś(-łaś) tę książkę?

- **When you're writing about a real person:** use the pronouns that the person prefers, whether it's *on*, *ona*, *ono*, or another pronoun. It's OK to use gendered pronouns (like *on*, *ona*, *jego,* and *jej*) when you're writing about real people who use those pronouns themselves.

Note: Gender-neutral language should be used in new products and content going forward, but it’s acceptable that we don’t update all existing or legacy material.

Accessibility

Microsoft devices and services empower everyone, including people with disabilities, to do the activities they value most.

Focus on people, not disabilities. Don't use words that imply pity, such as *dotknięty (chorobą)* or *cierpiący na*. The preferred option is not to mention a disability unless it's relevant.

Use this	Not this	Use this	Not this
English examples		**Polish examples**	
person with a disability	handicapped	osoba z niepełnosprawnością	osoba niepełnosprawna, kaleka
person without a disability	normal person; healthy person	osoba bez niepełnosprawności	normalna osoba, zdrowa osoba

Use generic verbs that apply to all input methods and devices. In procedures and instructions, avoid verbs that don't make sense with alternative input methods used for accessibility.

Use this	Not this	Use this	Not this
English examples		**Target examples**	
Select	Click	Wybierz	Kliknij

Spell out words like *plus* and *około*. Screen readers can misread text that uses special characters like the plus sign (+), and tilde (~).

4 Language-specific standards

This part of the style guide contains information and guidelines specific to Polish.

4.1 Spelling reform

Starting January 1, 2026, new rules for Polish spelling will take effect, introduced by the Council for the Polish Language (Rada Języka Polskiego). These changes aim to simplify and standardize spelling conventions, reduce exceptions, and reduce common errors.

Key changes include:

- **Capitalization of demonyms:** All names of inhabitants of cities, districts, and villages will now be capitalized.
  Examples:

Old spelling	New spelling
krakowianin	Krakowianin
paryżanka	Paryżanka

Note: This change brings consistency with existing capitalized forms such as *Polak* and *Francuzka*.

- **Capitalization of product names:** Names of individual industrial products that are also brand names should be capitalized. Previously, this was a source of ambiguity, and the new rule brings clarity and consistency to such cases.
  Examples:

Old spelling	New spelling
Kupił forda.	Kupił Forda.
Gdzie jest Twój xbox?	Gdzie jest Twój Xbox?

- **Hyphenation and spacing** Compound expressions and prefixes will follow more consistent rules
  Examples:

Old spelling	New spelling
pół żartem, pół serio	półżartem, półserio
niby-ludowy	nibyludowy

- **Spelling with *nie***: The prefix *nie-* with adjectives and adverbs derived from adjectives is now written as one word, regardless of the degree of comparison (i.e., also in the comparative and superlative degrees).
  Examples:

Old spelling	New spelling	Comments
nie milszy	niemilszy	Disjointed spelling still allowed for contrastive use: *nie milszy, ale najmilszy*
nie dalej	niedalej	Disjointed spelling still allowed for contrastive use: *nie dalej, ale bliżej*

- **Pairs of similar sounding words:** Three forms of spelling will be permissible. Examples**:** *tuż-tuż*, *tuż, tuż*, and *tuż tuż* will all be acceptable.

- **Spelling of prefixes that can function as standalone words**: prefixes such as *super-*, *mega-*, *eko-* may now be written conjoined or separately. The separate spelling, which is now accepted, reflects common usage in informal language and marketing.
  Examples:

Old spelling	New spelling
megapromocja	megapromocja OR mega promocja
superoferta	superoferta OR superoferta

For a comprehensive list of all changes, please refer to the official document from the Council for the Polish Language at https://rjp.pan.pl/zmiany-pisowni?view=article&id=2211.

For the complete Polish spelling and punctuation rules, see: https://rjp.pan.pl/images/stories/2-za%C5%82acznik_do_komunikatu_04-11rev1.pdf

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Impact on Microsoft products

The upcoming Polish spelling reform is expected to have minimal impact on Microsoft products.

While the new rules will officially take effect on January 1, 2026, the practical adjustment process in Poland, across different sectors, is likely to be gradual, with adoption occurring over time.

4.2 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.

4.2.1 Abbreviations

Common abbreviations

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

1. An abbreviation of a single word should be ended with a consonant.
2. If the abbreviation ends with a soft consonant that's marked by a letter "i" in the full form of the word, for example, *godzina*, *osiedle*, then in the abbreviation the hard consonant only should be used. Example: *godz.*, *os.* not *godź.*, *oś*.
3. A period is placed after abbreviated words except when the final letter of the abbreviation is the same as the final letter of the unabbreviated word.

List of common abbreviations:

Expression	Acceptable abbreviation
zobacz	zob.
według	wg
między innymi	m.in.
do spraw	ds.
strona	str.

tom	t.
minuta	min

4.2.2 Acronyms

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

Abbreviations that end with vowels in the pronunciation shouldn't be inflected, for example GUI (Graphical User Interface) and SAA (Systems Application Architecture). When an abbreviation consists of capital letters only and ends with a consonant, choose one of the following methods:

- Don't inflect, for example *Po otrzymaniu wiadomości SMS*.
- Inflect with an appropriate declination pattern, and separate the inflectional ending (always in lowercase letters) from the stem with a dash, for example po otrzymaniu SMS-a.

Localized acronyms

Examples:

en-US source	Polish target
CC	DW
BCC	UDW
CPI	WWK
federal tax ID	NIP

Unlocalized acronyms

If the English acronym is kept in the Polish text, it should be followed by the full English and (if possible) also contain a translation into the target language.

Examples:

en-US source	Polish target
FDA	FDA (Food and Drug Administration, Agencja ds. Żywności i Leków)

4.2.3 Adjectives

In Polish, adjectives usually proceed the noun. However, technical terms (also IT terminology) should be written as noun+adjective.

en-US source	Polish target
hard drive	dysk twardy
personal computer	komputer osobisty
nonvolatile memory	pamięć trwała

Possessive adjectives

The frequent use of possessives is common in English. However, in Polish, possessive adjectives should be avoided.

4.2.4 Capitalization

Don't copy the English capitalization in the Polish translation. In English, it's common to capitalize the first characters of the words in titles, names, and similar text, and sometimes the middle characters in words, too. Bear in mind that this is an error for the Polish texts.

In English, the names of the days of the week, months, seasons, and languages are also capitalized. In Polish, they're not capitalized.

In titles and the names of programs, dialog boxes, check boxes, and so on, only the first word is capitalized, unlike in English. Many translators use the capitalization in the English source text, but that's not correct for Polish. In Polish, we capitalize only the first letter in the sentence.

The word *web,* which is a synonym for World Wide Web, is sometimes capitalized in the source text when it refers to the internet, and sometimes it isn't. In Polish, the term *Web/web* is treated in the same way as in the source: if the source term is capitalized, the Polish term also begins with a capital letter.

Some products use a distinctive capitalization style—for example, some products use ALL CAPS in the user interface or all lowercase. In such cases, the Polish text should follow the source for ALL CAPS or all lowercase, to follow the original marketing design. However, for titles and names where all first characters of the words are capitalized in English (for example, Try Again), only the first word should be capitalized in Polish (for example, Spróbuj ponownie).

4.2.5 Localizing colloquialism, idioms, and metaphors

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

To express the intent of the source text appropriately, choose from the following options:

- Don't attempt to replace the source colloquialism with a Polish colloquialism that means the same thing unless the Polish colloquialism is a perfect and natural fit for that context.
- Translate the *intended meaning* of the colloquialism in the source text (as opposed to literally translating the colloquialism), 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.

Examples:

en-US source	Polish target	Comment
Wow! Lots of things are happening here. Open (PRODUCTNAME) to see all notifications and issues.	Sporo się tego nazbierało. Otwórz (PRODUCTNAME), aby wyświetlić wszystkie powiadomienia i problemy.	"Wow" can be skipped altogether in Polish.

4.2.6 Modifiers

In localized Polish text, you often need to precede the terms, especially if they are left in English, by the respective modifier.

Examples:

en-US source	Polish target
Windows	system Windows
BitLocker	funkcja BitLocker

One of the most common errors is omitting a modifier before the name of a product, object, or other item, or trying to inflect the English name with the Polish ending.

Example: *Wszystkie polecenia Worda, Inna prezentacja PowerPoint, Zamknij Windows*

In Polish localized text, you always need to add the modifier before the name of objects such as menus, commands, dialog box elements, and icons.

4.2.7 Nouns

Inflection

Nonstandard declination patterns:

bufor	m IV	Gen. -u Loc. –orze	plural nom. -y
folder	m IV	Gen. -u Loc. -erze	plural nom. -y
toner	m IV	Gen. -u Loc. -erze	plural nom. -y
skaner	m IV	Gen. -a Loc. -erze	plural nom. -y
filtr	m IV	Gen. -u Loc. -trze	plural nom. -y
profil	m I	Gen. -u Loc. -filu	plural nom. -e plural gen. -ów
kreator	m IV	Gen. -a Loc. -orze	plural nom. -y

instalator	m IV	Gen. -a Loc. -orze	plural nom. -y
mendżer	m IV	Gen. -a Loc. -erze	plural nom. -y
punktor	m IV	Gen. -a Loc. -orze	plural nom. -y
terminal	m IV	Gen. -u Loc. -nalu	plural nom. -e plural gen. -i
klaster	m IV	Gen. -stra Loc. -strze	plural nom. -stry plural gen. -strów
token	m IV	Gen. -u Loc. -nie	plural nom. -ny plural gen. -nów

Plural formation

Nouns like *edytor*, *menedżer*, *projektant*, *konstruktor*, *instalator*, and *kreator* should be inflected like other impersonal nouns. As a result, the following forms are obligatory *edytory, kreatory*, *projektanty,* and so on.

Note: If one of the nouns mentioned above refers to an application, for example to a wizard that allows the user to create tables, it should start with a capital letter.

4.2.8 Pronouns

In Polish, the use of pronouns is limited. Although the actual translation depends on the context and the source text, the general rules for using pronouns are:

- Pronouns are used less frequently than in English. If the pronoun isn't key to the meaning of the sentence, it's better to skip the pronoun in the localized text. Using too many pronouns may make the text sound odd.
- First-person singular forms are preferred when the user is telling the program or a wizard what to do.
- First-person plural forms are preferred when the Microsoft product or service is addressing the user.
- Second-person forms (that is, addressing the user directly) are preferred when the program or a wizard is telling the user what to do.
- Avoid using third person references ("user").

Personal and possessive pronouns referring to the user (such as *Ty*, *Twój*, and *Twojego*) should always start with a capital letter.

Examples:

en-US source	Polish target	Comment
You can change when new updates get installed.	Możesz zmienić czas instalowania nowych aktualizacji.	The program addresses the user: the pronoun is skipped, and the second-person verb form is used.
Choose one of these schemes or make your own.	Wybierz jeden z tych schematów lub utwórz własny.	The program addresses the user: the pronoun is skipped, and the second-person verb form is used.
Remember my password	Pamiętaj moje hasło	The user addresses the program: the first-person singular pronoun form is used.
Tell me when a new Bluetooth device tries to connect to my PC	Powiadom mnie, gdy nowe urządzenie Bluetooth próbuje połączyć się z komputerem	The user addresses the program: the first-person singular pronoun form is used.
We recommend that you back up your files on a regular schedule.	Zalecamy regularne tworzenie kopii zapasowych plików.	The Microsoft product or service addresses the user: the pronoun is skipped, and the first-person plural verb form is used.
We strongly discourage you from installing these codec packs.	Zdecydowanie odradzamy instalowanie tych pakietów koderów-dekoderów.	The Microsoft product or service addresses the user: the pronoun is skipped, and the first-person plural verb form is used.
You must be signed in to proceed.	Zaloguj się, aby kontynuować.	To avoid referring to gender („Musisz być zalogowany”), some translators might use the third-person form („Użytkownik musi być zalogowany, aby kontynuować.”), but that's not recommended.
The information we collect won't be	Zbierane przez nas informacje nie zostaną użyte do	The program addresses the user: the possessive pronoun starts with a capital letter.

used to personally identify you.	ustalenia Twojej tożsamości.	

4.2.9 Punctuation

Bulleted lists

Use the following methods to format the items in a list:

1. Procedures consisting of few steps, where each step is numbered and begins with a capital letter, according to the rule that the word after a period is capitalized.

Example:

W celu użycia polecenia Aerograf:

1. Wybierz kolor pierwszoplanowy.
2. Wybierz grubość linii.
3. Z przybornika wybierz polecenie Aerograf.

2. List of items preceded by a specific symbol:

- If the items are complete sentences, they start with a capital letter and end with a period.

Example:

Element grupy (program) można utworzyć jedną z następujących metod:

- Wybierając polecenie Nowy z menu Plik w Menedżerze programów.
- Przeciągając pliki z Menedżera plików (tylko za pomocą myszy).

- If the items are continuations of the introductory sentence, they start with a small letter and end with a comma, except for the last item, which ends with a period.

Example:

Do zainstalowania tego programu potrzebne są:

- połączenie z Internetem,
- system Windows 11 lub nowszy,
- 2 GB wolnego miejsca na dysku.

- If there's a comma in one of the items, all items end with a semicolon except for the last item, which ends with a period.

Example:

Oprócz kolorów można również dostosować do własnych potrzeb inne elementy pulpitu:

- określając wzór lub tapetę pulpitu;
- wybierając wygaszacz ekranu włączający się wtedy, gdy nikt nie korzysta z monitora;
- określając sposób rozmieszczania ikon i szybkość migania kursora.

- If the items are neither complete sentences (for example, they contain lists of sections or paragraphs, or system requirements) nor continuations of the introductory sentence, they start with a capital letter (in case of proper names) but don't end with a period.

Example:

Wybierz jedną z następujących opcji:

- Kopia zapasowa na dysku twardym
- Kopia zapasowa na dysku USB
- Kopia zapasowa w chmurze

- If the items refer to minor issues, they can start with a lowercase letter. In this case, punctuations marks at the end of the sentences are also skipped.

Comma

Polish rules for inserting commas are different from English rules. For example, in English sentences, commas are inserted before such words as *or*, and *and*. But in Polish, using commas with these conjunctions is redundant, unless they separate parenthetical clauses.

Colon

Use colons to introduce lists and procedures. Use a lowercase letter after the colon.

Example:
W programie można zmienić następujące elementy: motyw, czcionkę, rozmiar czcionki, tło i obramowanie okna.

Dashes and hyphens

Three different dash characters are used in Polish: hyphens, en dashes, and em dashes.

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. A hyphen (*łącznik*) (no space before and after the hyphen) is used to:

- Join two words.
- Add the ending to the acronym.
- Join a number with a word.
- Replace the ending of multiple compound adjectives that have different first elements.

Example:
Bielsko-Biała, w SMS-ie, 30-procentowy, 32- i 64-bitowe

En dash

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

Example:
ZAROBKI – WYDATKI = 2 000 000

The en dash is also used in number ranges, such as those specifying page numbers. No spaces are used around the en dash in this case.

Example:
Opis ten podano na ss. 236–238 OR w latach 2017–2021

Em dash

The em dash should be used only to emphasize an isolated element or introduce an element that isn't essential to the meaning.

Example:
Microsoft Excel — Pomoc

Ellipsis (suspension points)

The ellipsis is a mark that usually indicates an intentional omission of a word in the original text. An ellipsis can also be used to indicate a pause in speech or an unfinished thought. In Polish, an ellipsis is always composed of three dots without any spaces between. There is no space between the ellipsis and the preceding word, but there is always a space after the ellipsis, unless the following character is a closing bracket or quotation mark, in which case the space is inserted after that character instead.

Example:
Można się zastanawiać, czy takie działanie ma sens...

Keep in mind the following when using ellipses:

When the ellipsis is used to indicate an omission or a fragment of a quotation, it's always surrounded with either square brackets or, more commonly, parentheses, with no space inside. An ellipsis without parentheses usually means a pause in speech. It can also mean a word said partially and interrupted, and in that case can be directly followed by another punctuation mark without space. The ellipsis can be used at the end of a sentence, but it's always composed of three dots, never four, and the only difference is the capitalization of the next word.

Examples:
Nie rób tego... To może być niebezpieczne.
Badanie wykazało, że wiele różnych aplikacji (...) wykorzystywano nieprawidłowo.

Period

The period serves to mark the pause at the end of a sentence, is used in the dates given in Arabic numerals, and is used after abbreviated words except when the final letter of the abbreviation is the same as the final letter of the unabbreviated word. No periods are used after the main title on the title page or after a title or heading that's in all uppercase or all lowercase. (The period can be used when only the first letter is capitalized.)

Example:
25.05.2021; prof.

Quotation marks

Quotation marks are used when referring to quoted text. The correct Polish quotation marks are „lower-upper.”

In English, when the text between quotation marks appears at the end of the sentence, the period may appear inside the quotation marks. In Polish, the period should go outside the quotation marks. Even if the whole sentence is between quotation marks, the period goes outside.

In US source strings, you may find software references surrounded by English quotation marks. In Polish, due to technical or compilation reasons, straight double quotation marks (" ") must be used.

Example:
Wpisz "CHOICE /?", aby wyświetlić sposób użycia.

Parentheses

In Polish, like in English, there's no space between the parentheses and the text inside them.

The period should go outside the parentheses in Polish, even if an entire sentence is inside the parentheses.

Examples:
Naciśnij przycisk Save (Zapisz).
W przypadku utraty hasła nie będzie można odzyskać danych. (Pamiętaj, że w hasłach jest rozróżniana wielkość liter).

4.2.10 Sentence fragments

The use of sentence fragments helps convey a conversational tone. They are used whenever possible because they are short and to the point.

In Polish, sentence fragments (or sentences without a verb) can be used to convey the Microsoft voice, but their use is highly dependent on the context. There are no general rules. Just use them carefully, according to your best judgment.

en-US source text	Polish long form	Polish sentence fragment
Questions?	Masz jakieś pytania?	Pytania?
All done!	Wszystkie zadania zostały wykonane.	Wszystko gotowe!
What next?	Jakie będą kolejne czynności?	Co dalej?

Note that sentence fragments are particularly appropriate for questions. They're a good way to engage the user directly.

4.2.11 Symbols and nonbreaking spaces

Nonbreaking spaces should be used between numbers and units so that they aren't separated by line breaks.

Example: 60 ml, 100 km/h

A nonbreaking space (CTRL + SHIFT + SPACE) is used in Polish as a thousand separator and to avoid leaving one-letter words such as *w*, *z*, and *i* at the end of the line.

Example: 20 000; w witrynie

Ampersand (&)

For the ampersand symbol - always translate “&” as “and” when it refers to running text. Do not keep “&” in the target, unless it is part of a tag, placeholder, shortcut or other type of code.

5 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 Polish, using idiomatic syntax and terminology, yet it should maintain a high level of terminological consistency, so as to guarantee the maximum user experience and usability for our customers.

5.1 Accessibility

Accessibility options and programs 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. Some accessible products and services aren't available in Polish-speaking markets. If you have questions about the availability of a specific accessibility product or service, double-check with the appropriate resources.

General accessibility information can be found at https://www.microsoft.com/en-us/accessibility/.

5.2 Applications, products, and features

Product names are often trademarked or may be trademarked in the future, so product names are rarely translated. The rule is that product names aren't translated if they include the word Microsoft or they're registered as trademarks (for example, Microsoft Classroom and Microsoft Cloud). The preposition "for" is usually translated.

Feature names are usually localized but, occasionally, feature names are trademarked, too (for example, IntelliSense). It's very important to set the correct translation at the very beginning of the localization process. A product name can appear differently in documentation than it does in the software: with the word "Microsoft" or without. In this case, only one rule must be applied.

Version numbers

Version numbers always contain a period (for example, Version 4.2). Note the following punctuation examples of "Version x.x":

Example:

US English	Polish target
IP Version 6	Protokół IP w wersji 6

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

Translation of version strings

Product, feature, and component names are often located in the so-called "version strings" as they appear in the software.

Version strings that contain copyright information should always be translated.

Example:

US English	Polish target
© 2022 Microsoft Corporation. All rights reserved.	Refer to Microsoft Terminology - Globalization | Microsoft Learn to check the correct translations for "All rights reserved" and "Microsoft Corporation."

5.3 Copilot predefined prompts

Copilot prompts are the instructions or questions you use to tell Copilot what you want it to do. You can ask Copilot to create or edit content, ask questions, summarize information, and catch up on things.

Across various Microsoft products, you will find an array of predefined prompts designed to guide users in creating, learning, and using Microsoft Copilot.

Best practices for the localization of Copilot predefined prompts

Copilot prompts are functional. It is crucial that the translations for Copilot predefined prompts are accurate, consistent, concise, natural, and use the appropriate tone of voice.

Please remember that the quality of these translations can significantly influence Copilot responses or outcomes.

- **Be clear and specific**: Polish prompts are generally questions or requests starting with an action verb. Make sure the target prompts are natural questions or requests. Avoid using vague language. Use clear and specific phrases or keywords.
- **Keep it conversational**: Be consistent with Microsoft Voice principles. Use simple and natural language when translating prompts. Avoid adopting a tone that resembles a machine. Use an informal tone of voice and form of address when translating Copilot predefined prompts.
- **Be polite and professional:** Use kind and respectful language, as this helps foster collaboration and improves the AI's responsiveness and performance. Don't use slang and jargon.
- **Use quotation marks**: This helps Copilot know what to write, modify, or replace for the user.
- **Pay attention to punctuation, grammar, and capitalization**: Clear communication helps collaboration between Copilot and the user.

- **Pay attention to the placement of entity tokens:** An **entity token** is a placeholder that is used to trigger a pop-up menu in the UI to let customers choose an entity, such as a file, contact, or meeting, so that the prompt uses specific data from the specified entity. The position of the entity token should make sense in the target text syntax.
  Entity tokens may be within tags, such as **<entity type='file'>file</entity>**, or within **( )** or **[ ]**. The word or expression within the entity token should be translated. Read the Dev comments carefully, as they typically contain information on what should be translated. See examples containing entity tokens in the table that follows.
- **Place ghost texts at the end of the sentence.** Copilot provides real-time hints or suggestions, known as "ghost texts", based on the surrounding context.
  In English Copilot predefined prompts, ghost texts appear within placeholder tags at the end of the sentence, as in the following example:
  Add a slide about <placeholder>the benefits of meditation</placeholder>.

  As a rule of thumb, the ghost text should be placed at the end of the sentence in the translated prompts, so that users do not need to move the cursor to the beginning or the middle of the prompt to add their own context.
- **Be consistent**: Some English prompts are remarkably similar. Make sure to translate them consistently.

Source prompt	Target prompt	Comments
List ideas for a fun remote team building event	Podaj kilka pomysłów na atrakcyjny firmowy wyjazd integracyjny.	Use as natural and idiomatic expressions as possible, e.g. "wyjazd integracyjny" rather than "budowanie zespołu".
What are the goals and topics from the meeting? Format each section with a bolded heading, a bulleted list, and bolded names	Jakie cele i zagadnienia omawiano na spotkaniu? Sformatuj każdy punkt tak, aby miał pogrubiony nagłówek i zawierał listę punktowaną, a imiona i nazwiska były pogrubione.	When translating questions, avoid literal translation. Instead of "Jakie są cele i tematy ze spotkania?" use "Jakie cele i zagadnienia omawiano na spotkaniu?". First think about the purpose of the question.
Propose a new introduction to <entity type='file'>**file**</entity>	Wymyśl nowy wstęp do <entity type='file'>**pliku**</entity>.	This placeholder is an entity token. The text between the entity type tags should be translated, but not the entity type attribute value ('file' in <entity type=file>). This means the text in **bold** would be translated, but not the text in red.

Source prompt	Target prompt	Comments
What were the open issues from <entity type='meeting'>**meeting**</entity>?	Jakie sprawy pozostają otwarte po <entity type='meeting'>**spotkaniu**</entity>?	This placeholder is an entity token. The text between the entity type tags should be translated, but not the entity type attribute value ('meeting' in <entity type=meeting). This means the text in **bold** would be translated, but not the text in red.
List key points from [file]	Wymień najważniejsze kwestie z [pliku]	[file] is an entity token. The text within the brackets should be translated.
Give me ideas for icebreaker activities for a new team	Podaj kilka pomysłów na zintegrowanie nowego zespołu.	
Create a list of <placeholder>color names inspired by the ocean</placeholder>	Utwórz następującą listę: <placeholder>nazwy kolorów nawiązujących do oceanu</placeholder>.	The text within the placeholder is a ghost text and should be placed at the end of the sentence. For Polish, the text before a ghost text needs to be modified so that the ghost text can be displayed in the Nominative case.
Create a brochure for <placeholder>a new theme park	Przygotuj broszurę dla następującego obiektu:	The text within the placeholder is a

Source prompt	Target prompt	Comments
that is entirely underwater</placeholder>	<placeholder>nowy podwodny park rozrywki</placeholder>	ghost text and should be placed at the end of the sentence. For Polish, the text before a ghost text needs to be modified so that the ghost text can be displayed in the Nominative case.

5.4 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 available for your reference at the following location: https://www.microsoft.com/en-us/legal/intellectualproperty/trademarks

5.5 Software considerations

This section provides guidelines for the localization of UI elements.

General guidelines

- Clarity and simplicity are the key considerations.
- Be as short as possible. Avoid unnecessary words.
- Keep in mind that different devices, sizes, and formats are used, and UI should fit all of them.
- Try to achieve cross-platform consistency in products used on different platforms, including the desktop, mobile, and cloud.

Every principle in the following sections may have an exception, based on the product, the specific experience, and the customer. Interpret the guidelines in the way that results in the best experience for the customer.

5.5.1 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.

Don't capitalize the names of arrow keys in generic references (for example, Za pomocą klawisza strzałki w górę przejdź do następnego okna).

5.5.2 Error messages

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 rebooting the computer.

When translating error messages, translators are encouraged to apply the Microsoft voice principles to help ensure that the target translation is natural sounding, empathetic, and not robot-like.

English term	Correct Polish translation
Sorry, that can't be blank...	Niestety, ten element nie może być pusty...
Not enough memory to process this command.	Za mało pamięci do przetworzenia tego polecenia.

Polish style in error messages

It's important to use the correct Polish language style in the localized error messages. Don't just translate them as they appear in the US product.

Users are sometimes asked whether they want to complete an action that has been interrupted due to an error. In the US English text, often an "abbreviated" sentence structure is used. In Polish, use the same abbreviated style, with a minimum of words. Complete sentences take up too much space in the message boxes.

Example:

The selection is too big. Continue without Undo?—Zaznaczenie jest za duże. Czy kontynuować bez możliwości cofnięcia?

Polish error messages always end with a period. Sometimes error messages have a category other than ERR or MSG. For example, they may have a TXT or HTML Text category. If there's no information about the nature of a string in the instructions (the Instructions column or description of a file or database) and the string looks like an error message (see examples below), follow the rules in this section. Error messages should end with a period, but if you can't find out whether something is an error message or not, follow the source text.

Use exclamation points in Polish error messages similarly to how they're used in the US English version, but remember that not all English sentences that end with the exclamation point should have one in Polish. The exclamation point can be omitted when the error message just descriptive text.

Error messages are an exception from rule to avoid personification in Polish.
Error messages are messages from the program to the user, and a certain amount of personification is acceptable and appropriate.

Example:

Word cannot open file—Program Word nie może otworzyć pliku

Standard phrases in error messages

When translating standard phrases, standardize. Note that sometimes the US English source text uses various phrases to express the same idea. Use the present tense even if the US English error message is in the past tense. For example "Failed to…" should be translated as "Nie można..." See the table below for more examples.

Try to avoid using "*przepraszam*" or "*przepraszamy*"—"*niestety*" can be used instead.

Example:

We’re sorry, the service isn’t available right now.—Niestety, usługa jest w tej chwili niedostępna.

A sentence construction with the phrase "while -ing" can be translated as follows:

An error occurred while attempting to create the folder.—Wystąpił błąd podczas próby utworzenia folderu.

Questions are translated as questions even if the sentence in US English has the affirmative structure and ends with a question mark. The questions take the personal form. Take care to translate questions accurately. For example, if the question reads, "Are you sure you want..." the translation should be "Czy na pewno chcesz..." and not "Czy chcesz..."

When translating error messages that contain instructions, use the imperative mood and the personal form.

Example:

To skip creating your startup disk, click Cancel.—Aby pominąć tworzenie dysku startowego, kliknij przycisk Anuluj.

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

Examples:

English	Translation	Example
Cannot ... Could not ... Unable to ...	Nie można	Could not start print job.—Nie można rozpocząć zadania drukowania.
Failed to ... Failure of ...	Nie można	Failed to create empty document.—Nie można utworzyć pustego dokumentu.
Cannot find ... Could not find ... Filed to find ... Unable to find ... Unable to locate ...	Nie można odnaleźć	Cannot find the file.—Nie można odnaleźć pliku.
Not enough memory Insufficient memory	Za mało pamięci	There is not enough memory available.—Za mało pamięci.

There is not enough memory There is not enough memory available		
... is not available ... is unavailable	Jest niedostępny	Device unavailable.—Urządzenie jest niedostępne.

Error messages containing placeholders

When localizing error messages that contain 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 the examples below:

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

Examples of error messages that contain 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 following table provides examples of error messages with placeholder text, and the final error messages that users will see:

English text containing placeholders	Final source message	Final target error message
Error %d getting session names	Error <number> getting session names	Wystąpił błąd <numer> podczas uzyskiwania nazw sesji.
%s is logged on to this computer.	<name> is logged on to this computer.	Użytkownik <nazwa> jest zalogowany na tym komputerze.

In the English source string, placeholders are found in the position where they would naturally occur in that language. In English, numerals typically precede the noun, so the numeral placeholders typically precede the noun in the source strings. This order is also followed in most Polish examples, but check that this is the case in your specific

examples or whether you need to change the position of any word in the sentence due to declension.

English	Translation	Comment
%u groups	Grupy: %u	If the word order remains unchanged, the final Polish sentence will read: 5 grupy, etc.

5.5.3 Keys

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

In Polish. we refer to the key names by their name preceded by the word "*klawisz*" (for example, naciśnij klawisz CTRL). The English names of the keys aren't translated into Polish, except for the Spacebar (*spacja*), Windows key (*klawisz systemu Windows*), and arrow keys.

Key names

English	Polish
Alt	Alt
Backspace	Backspace
Break	Break
Caps lock	Caps Lock
Ctrl	Ctrl
Delete/Del	Delete/Del
Down arrow	Strzałka w dół
End	End
Enter	Enter
Esc	Esc
Home	Home

English	Polish
Insert/Ins	Insert/Ins
Left arrow	Strzałka w lewo
Num lock	Num Lock
Page down	Page Down
Page up	Page Up
Pause	Pause
Right arrow	Strzałka w prawo
Scroll lock	Scroll Lock
Shift	Shift
Spacebar	Spacja
Tab	Tab
Up arrow	Strzałka w górę
Windows key	Klawisz systemu Windows
Print screen	Print Screen
Menu key	Klawisz menu

5.5.4 Keyboard shortcuts

Sometimes, there are underlined or highlighted letters in menu options, commands, and dialog boxes. These letters refer to keyboard shortcuts, which help the user to perform tasks more quickly.

Examples:

New - Nowy

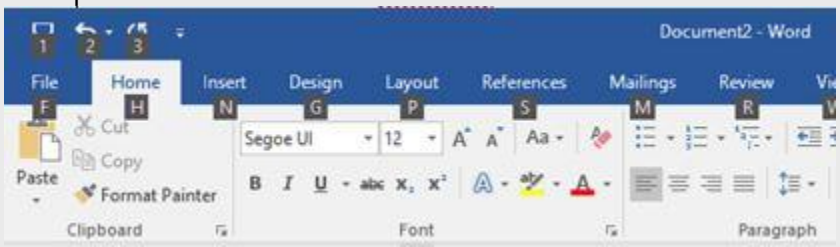
Cancel - Anuluj

Options - Opcje

The following table lists special options for keyboard shortcuts in US English interfaces and describes whether each option is allowed in Polish.

Keyboard shortcuts special options	Usage: Is it allowed?	Notes
"Slim characters," such as *I, l, t, r,* and *f* can be used as keyboard shortcuts.	Yes	Slim characters are allowed, though they aren't recommended because they might be hard to see.
Characters with downstrokes, such as *g, j, y, p* and *q* can be used as keyboard shortcuts.	Yes	
Extended characters can be used as keyboard shortcuts.	No	
An additional letter, appearing between brackets after an item name, can be used as a keyboard shortcut.	No	
A number, appearing between brackets after an item name, can be used as a keyboard shortcut.	No	
A punctuation sign, appearing between brackets after an item name, can be used as a keyboard shortcut.	No	
Duplicate keyboard shortcuts are allowed when no other character is available.	Yes	
No keyboard shortcut is assigned when no more characters are available (minor options only).	Yes	

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.

5.5.5 Numeric keypad

Avoid distinguishing keys on the numeric keypad from other keys, unless it's required because the software makes that distinction. If it isn't obvious which keys the user needs to press, provide the necessary explanation.

5.5.6 Shortcut keys

Shortcut keys are keystrokes or combinations of keystrokes that are used to perform defined functions in an app. Shortcut keys replace menu commands and are sometimes given next to the command that they represent. Access keys can be used only when they're available on-screen, whereas shortcut keys can be used even when they aren't accessible on-screen.

Standard shortcut keys

US command	US English shortcut key	Polish command	Polish shortcut key
General Windows shortcut keys			
Help window	F1	Okno Pomocy	F1
Context-sensitive Help	Shift+F1	Pomoc kontekstowa	Shift+F1
Display pop-up menu	Shift+F10	Wyświetlenie menu kontekstowego	Shift+F10
Cancel	Esc	Anulowanie	Esc
Activate/deactivate menu bar mode	F10	Aktywacja/dezaktywacja trybu paska menu	F10
Switch to the next primary application	Alt+Tab	Przełączenie się do następnej aktywnej aplikacji	Alt+Tab
Display next window	Alt+Esc	Wyświetlenie następnego okna	Alt+Esc
Display pop-up menu for the window	Alt+Spacebar	Wyświetlenie menu podręcznego okna	Alt+spacja
Display pop-up menu for the active child window	Alt+-	Wyświetlanie menu systemowego okna podrzędnego interfejsu dokumentu wielokrotnego	Alt+-
Display property sheet for current selection	Alt+Enter	Wyświetlenie właściwości zaznaczonego elementu	Alt+Enter
Close active application window	Alt+F4	Zamykanie bieżącego okna	Alt+F4
Switch to next window within (modeless-compliant) application	Alt+F6	Przełączanie między oknami tego samego programu	Alt+F6
Capture active window image to the clipboard	Alt+Prnt Scrn	Przechwycenie obrazu aktywnego okna do Schowka	Alt+Prnt Scrn

US command	US English shortcut key	Polish command	Polish shortcut key
Capture desktop image to the clipboard	Prnt Scrn	Przechwycenie obrazu pulpitu do Schowka	Prnt Scrn
Access Start button in taskbar	Ctrl+Esc	Otwieranie menu Start	Ctrl+Esc
Display next child window	Ctrl+F6	Otwieranie następnego okna aktywnego programu	Ctrl+F6
Display next tabbed pane	Ctrl+Tab	Przełączanie do następnego okienka podrzędnego	Ctrl+Tab
Launch Task Manager and system initialization	Ctrl+Shift+Esc	Otwieranie Menedżera zadań systemu Windows	Ctrl+Shift+Esc
File menu			
File New	Ctrl+N	Nowy	Ctrl+N
File Open	Ctrl+O	Otwórz	Ctrl+O
File Close	Ctrl+F4	Zamknij	Ctrl+F4
File Save	Ctrl+S	Zapisz	Ctrl+S
File Save as	F12	Zapisz jako	F12
File Print Preview	Ctrl+F2	Podgląd wydruku	Ctrl+F2
File Print	Ctrl+P	Drukuj	Ctrl+P
File Exit	Alt+F4	Zakończ	Alt+F4
Edit menu			
Edit Undo	Ctrl+Z	Cofnij	Ctrl+Z
Edit Repeat	Ctrl+Y	Powtórz	Ctrl+Y
Edit Cut	Ctrl+X	Wytnij	Ctrl+X
Edit Copy	Ctrl+C	Kopiuj	Ctrl+C

US command	US English shortcut key	Polish command	Polish shortcut key
Edit Paste	Ctrl+V	Wklej	Ctrl+V
Edit Delete	Ctrl+Backspace	Usuń	Ctrl+Backspace
Edit Select All	Ctrl+A	Zaznacz wszystko	Ctrl+A
Edit Find	Ctrl+F	Znajdź	Ctrl+F
Edit Replace	Ctrl+H	Zastąp	Ctrl+H
Edit Go To	Ctrl+B	Przejdź do	Ctrl+B
Help menu			
Help	F1	Pomoc	F1
Font format			
Italic	Ctrl+I	Kursywa	Ctrl+I
Bold	Ctrl+G	Pogrubienie	Ctrl+G
Underlined/word underline	Ctrl+U	Podkreślenie	Ctrl+U
Large caps	Ctrl+Shift+A	Formatuje tekst jako wersaliki	Ctrl+Shift+A
Small caps	Ctrl+Shift+K	Formatuje tekst jako kapitaliki	Ctrl+Shift+K
Paragraph format			
Centered	Ctrl+E	Wyśrodkowany	Ctrl+E
Left aligned	Ctrl+L	Wyrównany do lewej	Ctrl+L
Right aligned	Ctrl+R	Wyrównany do prawej	Ctrl+R
Justified	Ctrl+J	Wyjustowany	Ctrl+J

5.6 Voice video considerations

A video that successfully conveys the Microsoft voice has these qualities:

- It addresses only one topic (one customer problem).
- It's brief.
- It has high-quality audio.
- Its visuals add to and complement the information.
- It uses the right language variant, dialect, and accent in the voice-over.

Successful techniques for voicing video content

- Focus on the intent. Show the best way to achieve the most common task, and stick to it.
- Show empathy. Understand and acknowledge the viewer's situation.
- Use SEO (search engine optimization). Include search phrases in the title, description, and headers so that people can easily find the topic.
- Talk to the customer as if they're next to you, watching you explain the content.
- Record a scratch audio file. Use it to check for length, pace, and clarity.

5.6.1 English pronunciation

General rules

Generally speaking, English terms and product names that are left unlocalized in the target material should be pronounced as English words, with a slight Polish accent. For instance, *Microsoft* must be pronounced the way it is in English. However, if your language has an established pronunciation for a common term (such as "server"), the local pronunciation should be used. Moreover, pronunciation can be adapted to the Polish phonetic system if the original pronunciation sounds very awkward in Polish.

For numbers, use Polish pronunciation.

Example	Phonetics
SecurID	[sɪ'kjuər aɪ di:]
.NET	[dot net]
Skype	[skaip]

Acronyms and abbreviations

Acronyms such as RAS, ISA, LAN, WAN, WAP, MAPI, POP, and URL should be pronounced as Polish words. Other acronyms (such as XML, HTML, OWA, and SQL) are pronounced letter by letter. They use Polish pronunciation, although some of them are pronounced the way they are in English (for example HD, ICMP, IP, and TCP/IP).

URLs

"http://" should be left out; the rest of the URL should be read.
"www" should be pronounced letter by letter.
The "dot" should be omitted, but it can also be read aloud. If read aloud, it must be pronounced the Polish way, as "*kropka*."

Punctuation marks

Most punctuation marks (for example, ? ! : ; ,) are naturally implied by the tone of voice.

The en dash (–) is used to emphasize an isolated element. It should be pronounced as a comma—that is, as a short pause.

Special characters

Pronounce special characters such as / \ ˇ < > + - using the Polish translations approved in [Microsoft Terminology - Globalization | Microsoft Learn] .

5.6.2 Tone

Use a tone that's appropriate for the text and target audience. For example, an informal, playful, and inspiring tone may be used for most Microsoft products and games, while a more formal, informative, and factual tone is appropriate in technical content.

5.6.3 Video voice checklist

Topic and script

- Apply the following Microsoft voice principles:
  - Single intent
  - Clarity
  - Everyday language
  - Friendliness
  - Relatable context

Title

- Includes the intent
- Includes keywords for search

Intro: 10 seconds to set up the issue

- Put the problem into a relatable context.

Action and sound

- Keep something happening, both visually and audibly, *but* …
- … maintain an appropriate pace.
- Synchronize visuals with the voice-over.
- Alternate between first and second person if that sounds more natural.
- Repeat major points if that's appropriate.

Visuals

- The eye is guided through the procedure
    - Smooth, easily trackable pointer motions
    - Judicious use of callouts
- Appropriate use of motion graphics, branding-approved visuals, or both

Ending

- Recaps are unnecessary

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