Microsoft

Romanian Localization Style Guide

Table of Contents

1 Welcome 4
1.1 Reference material 4
2 Microsoft voice 5
2.1 Choices that reflect Microsoft voice 6
2.1.1 Flexibility 7
2.1.2 Word choice 7
2.1.3 Words and phrases to avoid 8
2.1.4 Word-to-word translation 11
2.2 Sample Microsoft voice text 11
2.2.1 Focusing on the user action 11
2.2.2 Explanatory text and providing support 12
2.2.3 Promoting a feature 13
2.2.4 Providing how-to guidelines 14
3 Inclusive language 14
3.1 Avoid gender bias 16
3.2 Accessibility 18
4 Language-specific standards 19
4.1 Grammar, syntax and orthographic standards 19
4.1.1 Abbreviations 19
4.1.2 Acronyms 22
4.1.3 Adjectives 23
4.1.4 Articles 24
4.1.5 Capitalization 26
4.1.6 Compounds 27
4.1.7 Conjunctions 27
4.1.8 Contractions 28
4.1.9 Gender 28
4.1.10 Genitive 29
4.1.11 Localizing colloquialism, idioms, and metaphors 29
4.1.12 Modifiers 30
4.1.13 Nouns 31
4.1.14 Numbers 33

4.1.15 Prepositions 33
4.1.16 Pronouns 35
4.1.17 Punctuation 36
4.1.18 Sentence fragments 42
4.1.19 Symbols & non-breaking spaces 43
4.1.20 Verbs 44
5 Localization considerations 45
5.1 Accessibility 46
5.2 Applications, products, and features 46
5.3 Copilot predefined prompts 47
5.4 Trademarks 49
5.5 Software considerations 49
5.5.1 Arrow keys 49
5.5.2 Commands and buttons 49
5.5.3 Error messages 51
5.5.4 Keys 54
5.5.5 Keyboard shortcuts 56
5.5.6 Numeric keypad 58
5.5.7 Shortcut keys 58
5.6 Voice video considerations 61
5.6.1 English pronunciation 61
5.6.2 Tone 63
5.6.3 Video voice checklist 63

1 Welcome



Welcome to the *Microsoft Localization Style Guide* for Romanian. This guide will help you understand how to localize Romanian 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 Romanian.

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.

Spelling and morphology category:

- DOOM3 (Dicționar ortografic, ortoepic și morfologic) – Editura Univers Enciclopedic, București, 2021 (Academia Română, Institutul de lingvistică „Iorgu Iordan – Al. Rosetti"). It's considered top priority for Romanian language.

Please keep in mind that DOOM is an orthography and morphology reference, which gives you the correct spelling and morphology category of the words. It is not a style guide, so please do not make the mistake to start using any words mentioned in DOOM, because they are mentioned in DOOM. Our Style Guide should guide the choice of words and expressions.

Grammar norms:

Gramatica Limbii Române (GALR), tiraj nou revizuit – vol.I-II – Editura Academiei Române, București, 2008

Please make sure to check the latest edition of the Romanian Academy grammar book.

Lexicography:

- Dicționarul Explicativ al Limbii Române

Informative references

These sources may provide supplementary and background information.

1. Merriam-Webster Online
2. Microsoft Press Computer Dictionary, 5th Edition. Microsoft Press, May 2002

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

The general style should be clear, friendly and concise. Use language that resembles conversation observed in everyday settings as opposed to the formal, technical language that is often used for technical and commercial content. Put yourself on the other side of the screen: is the language supportive and is the information appropriate for the situation and actually helpful? Don't translate as an expert for another expert. The translation must be suitable for experienced users, but also for the less familiarized users.

When you are localizing source text written in Microsoft voice, **feel free to choose words that aren't standard translations** if you think that's the best way to stay true to the intent of the source text. Take the liberty to play around with the structure of the sentences, improve, use synonyms and don't be afraid of innovation in terms of style.

Because Microsoft voice means a more conversational style, literally translating the source text may produce target text that is not relevant to customers. To guide your

translation, consider the intent of the text and what the customer needs to know to successfully complete the task.

2.1.1 Flexibility

It's important for translators to modify or re-write translated strings so that they are more appropriate and natural to Romanian customers. To do so, try to understand the whole intention of the sentences, paragraphs, and pages, and then re-write just like you are writing the contents yourselves. It will make the content more perfect for Romanian users. Sometimes, you may need to remove any unnecessary content.

English example	Romanian example
Working on it… Bear with us.	Ne ocupăm chiar acum de asta… Mai aveți puțină răbdare.
We've hit a snag…	Avem o mică problemă...
This article explains how to do both in Windows	Acest articol descrie modul în care să ~~le efectuați pe amândouă~~ realizați ambele tipuri de legături în Windows

2.1.2 Word choice

Terminology

Use approved terminology from Microsoft language resources, for example for key terms, technical terms, and product names

Short word forms and everyday words

Microsoft voice text written in US English prefers 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 easier to read quickly. Precise, well-chosen words add clarity, but it is important to be intentional about using everyday words that customers are accustomed to.

Short word forms are not applicable to Romanian; however, when possible, use everyday words as a means to render the Microsoft voice in the translation. This will make it easy to keep a conversational tone. See the examples below:

en-US source term	Romanian word	Romanian word usage
choose	alegeți	For the term choose, translators are often tempted to translate it with selectați
you don't need to	nu este nevoie să/nu trebuie să	Instead of nu este necesar să
make, take, etc.	faceți	Instead of efectuați or realizați (e.g. when referring to clicks, pictures etc.)

2.1.3 Words and phrases to avoid

Microsoft voice avoids an unnecessarily formal tone. Similar pairs can be found in Romanian too, see examples below.

en-US source	Avoid	Use
cancel	revoca	anula
undo	anula (the equivalent of "undo")	anula acțiunea (add the word "acțiunea" only when "undo" is used without specifying what is undone; it should not be added in cases such as "**Undo copy**"—„**Anulați copierea**")
make sure to	asigurați-vă că	nu uitați să
upgrade	efectuați upgrade	faceți upgrade
right click	clic cu butonul din dreapta	clic dreapta

you can	aveți posibilitatea să / este posibil să / se poate să / aveți ocazia să	puteți să (or even leave “you can” out of the translation, where it is redundant, in examples such as "You can click the button to open the file.")
locate	localiza	găsi
e-mail	poștă electronică	e-mail
crawl	scotoci	accesa cu crawlere
the program was successfully updated	programul a fost actualizat cu succes	programul a fost actualizat
add your comment	adăugați propriul dumneavoastră comentariu	adăugați un comentariu
my suggestion	sugestie proprie / sugestie utilizator actual	sugestia mea
additional	adiționale	suplimentare / mai multe
unable to check the disk	imposibil de verificat discul	discul nu poate fi verificat
failed	eșuat	nereușit
Go	Salt	Accesați / Start (depending on the context; “Accesați” can be used, for example, when referring to a tab or page, and “Start” can be used when referring to an action)
consider	gândiți-vă să / luați în considerare	vă sugerăm / recomandăm să
you might want to	puteți dori să	vă sugerăm / recomandăm să

currently	în mod curent	în prezent / momentan
Internet	Internet	internet
Web	Web	web
log in / log out	faceți log in / faceți log out	conectați-vă / deconectați-vă (Use these synonyms for all tasks where the Microsoft voice is required by the client. In case the sentence also contains the term “connect”, find a solution similar to the one in the sample text from the last page: to log on to your user account and connect to the things you care about - pentru a vă conecta la contul de utilizator, de unde aveți acces la lucrurile importante pentru dvs., pentru a vă autentifica în contul de utilizator și a vă conecta la lucrurile importante pentru dvs.)
log on / log off	faceți log on / faceți log off	conectați-vă / deconectați-vă (See the comment above)
sign in / sign out	faceți sign in / faceți sign out	conectați-vă / deconectați-vă (See the comment above)
run	executa	rula

2.1.4 Word-to-word translation

To achieve a fluent translation, word-to-word translation should be avoided. If texts are translated directly without overall understanding of the paragraph or the page, the contents will not be natural and even ridiculous. And our customers will not come again. Strict word-to-word translation would make the tone stiff and unnatural. Thus, it is paramount to check the source text in the live pages in order to avoid translating simply a list of strings without context. The text may be split into different sentences if necessary, simplified. Sometimes you can omit descriptors to make the text snappier.

English text	Correct Romanian translation	Incorrect Romanian translation
Catch air with the dramatic mountain skiing and snowboarding photos in this Windows theme.	Fotografii impresionante, care taie respirația, cu schi și snowboard montan în această temă Windows.	Luați o gură de aer cu fotografii impresionante, cu schi și snowboard montan în această temă Windows.

2.2 Sample Microsoft voice text

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

2.2.1 Focusing on the user action

US English	Romanian target	Explanation
The password isn't correct, so try again. Passwords are case-sensitive.	Parola nu este corectă, trebuie să încercați din nou. Parolele fac diferența între literele mari și mici.	The user has entered an incorrect password so provide the user with a short and friendly message with the action to try again.
This product key didn't work. Check it and try again.	Cheia produsului este greșită. Verificați-o și încercați din nou.	The user has entered incorrect product key. The message casually and politely asks the user to check it and try again.
All ready to go	Gata!	Casual and short message to inform user that setup has

		completed, ready to start using the system.
Would you like to continue?	Continuați?	Short message to ask the user if they would like to continue.
Give your PC a name—any name you want. If you want to change the background color, turn high contrast off in PC settings.	Dați PC-ului un nume– orice nume doriți. Dacă doriți să schimbați culoarea de fundal, dezactivați contrastul înalt în setările PC-ului.	Address the user directly to take the necessary action.

2.2.2 Explanatory text and providing support

US English	Romanian 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.	Actualizările sunt instalate, dar Instalarea Windows trebuie repornită pentru a le face funcționale. După repornire, vom continua de unde am rămas.	The language is natural, the way people talk. In this case voice is reassuring, letting the user know that we're doing the work. Use of "we" provides a more personal feel.
If you restart now, you and any other people using this PC could lose unsaved work.	Dacă reporniți acum, dvs. și orice alt utilizator al acestui PC ar putea să piardă ceea ce a lucrat și nu a salvat.	Voice is clear and natural informing the user what will happen if this action is taken.
This document will be automatically moved to the right library and folder after you correct invalid or missing properties.	Acest document va fi mutat automat în biblioteca și folderul corespunzător, după ce corectați proprietățile nevalide sau pe cele care lipsesc.	Voice talks to the user informatively and directly on the action that will be taken.

Something bad happened! Unable to locate downloaded files to create your bootable USB flash drive.	Vai, ce întâmplare nefericită! Nu am găsit fișierele descărcate de care aveți nevoie pentru crearea unității flash USB bootabile.	Without complexity and using short sentences inform the user what has happened.

2.2.3 Promoting a feature

US English	Romanian 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.	Parola prin imagine este o metodă nouă care ajută la protejarea PC-urilor cu ecran tactil. Alegeți o imagine și gesturile pe care le utilizați cu aceasta, pentru a crea o parolă unicat.	Promoting a specific feature to emphasize the specific requirements to enable the feature, which in this case is picture password.
Let apps give you personalized content based on your PC's location, name, account picture, and other domain info.	Permiteți aplicațiilor să vă ofere conținut personalizat în funcție de locația PC-ului, de nume, de imaginea de cont și de alte informații specifice domeniului.	Promoting the use of apps. Depending on the context of the string, we can add some more familiarity to the text by using everyday words for e.g. PC.

2.2.4 Providing how-to guidelines

US English	Romanian target	Explanation
To go back and save your work, click Cancel and finish what you need to.	Pentru a reveni și a salva ce ați lucrat, faceți clic pe Anulați și terminați ce aveați de făcut.	Short and clear action using second person.
To confirm your current picture password, just watch the replay and trace the example gestures shown on your picture.	Pentru a confirma parola prin imagine actuală, urmăriți reluarea și trasați gesturile prezentate ca exemplu în imagine.	Voice is simple and natural. The user isn't overloaded with information; we tell them only what they need to know to make a decision.
It's time to enter the product key. When you connect to the Internet, we'll activate Windows for you.	Este momentul să introduceți cheia produsului. Când vă veți conecta la Internet, vom activa Windows pentru dvs.	Speak to the user directly and naturally using second person pronoun "you" on clear actions to enter 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 a two-syllable word over a three-syllable word 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**	
primary/subordinate	master/slave	principal/secundar	dominant/subordonat
perimeter network	demilitarized zone (DMZ)	rețea perimetrală	zonă demilitarizată (ZDM)
stop responding	hang	a nu mai răspunde	a închide
expert	guru	profesionist	guru
meeting	pow wow	întâlnire	pow wow
colleagues; everyone; all	guys; ladies and gentlemen	toată lumea; toți participanții	băieți; doamnelor și domnilor; colegi
parent	mother or father	părinte	mamă sau tată

blocklist and allowlist	blacklist and whitelist	listă de elemente blocate și listă de elemente permise	listă neagră și listă albă

3.1 Avoid gender bias

Use gender-neutral alternatives for common terms. Avoid the use of compounds containing gender-specific terms.

The table below contains examples of gender-biased words or compounds that should be avoided in Romanian, and the alternative that should be used to promote gender inclusivity. The examples are taken from "Guidelines on UNESCO's Gender-Sensitive Language", Nouhad Hayek, https://www.unescwa.org/sites/default/files/services/doc/guidelines_gender-sensitive_language_e-a.pdf

Use this	Not this	Comments
Target examples		
cu fermitate	bărbătește	„Bărbătește" is a term that implicitly favors masculine gender.
persoană responsabilă cu curățenia, personal de curățenie	femeie de serviciu	
solidaritate	fraternitate	
persoană de afaceri	businessman	
patrie natură limbă nativă	patrie-mamă mama natură limbă maternă	
delicat	efeminat	
Oamenii de afaceri își neglijează uneori familia	Oamenii de afaceri își neglijează uneori soțiile și copiii	Alternative wording acknowledges that women as well as men can be research scientists
persoană dinamică	bărbat de acțiune	

When presenting generalization, use plural noun forms (for example, *oameni*, *persoane*, *cursanți*, etc.).

Don't use gendered pronouns (*ea, a ei, el, al lui etc*.) in generic references. Instead:

- Rewrite to use a more neutral form (*această persoană, persoana respectivă, a sa)*.
- Rewrite the sentence to have a plural noun and pronoun.
- Use articles instead of a pronoun (for example, *documentul* instead of *documentul lui*).
- Refer to a person's role (*cititor, angajat, client,* for example), and use plural (see example in table below).
- Use *persoană*.

Use this	Not this	Use this	Not this
English examples		**Target examples**	
A user with the appropriate rights can set other users' passwords.	If the user has the appropriate rights, he can set other users' passwords.	Un utilizator cu drepturile corespunzătoare poate seta parolele altor utilizatori.	Dacă utilizatorul are drepturile corespunzătoare, el poate seta parolele altor utilizatori.
Developers need access to servers in their development environments, but they don't need access to the servers in Azure.	A developer needs access to servers in his development environment, but he doesn't need access to the servers in Azure.	Dezvoltatorii au nevoie de acces la serverele din mediile lor de dezvoltare, dar nu au nevoie de acces la serverele din Azure.	Un dezvoltator are nevoie de acces la serverele din mediul lui de dezvoltare, dar nu are nevoie de acces la serverele din Azure.
When the author opens the document ….	When the author opens her document ….	Când autorul deschide documentul...	Când autorul deschide documentul ei...
To call someone, select the person's name, select Make a phone call, and then choose the number you'd like to dial.	To call someone, select his name, select Make a phone call, and then select his number.	Pentru a apela pe cineva, selectați-i numele, apoi Dați un apel telefonic, apoi alegeți numărul pe care doriți să-l formați.	Pentru a apela pe cineva, selectați numele lui, selectați Efectuați un apel telefonic, apoi selectați numărul lui.

In Romanian, if you can't rewrite the sentence in a gender-neutral manner, it's OK to use a demonstrative pronoun with or without the word "person" (*această persoană*, *acestei*

persoane, aceasta or *acesteia*) in generic references to a single person. Don't use constructions like *el/ea* and *ei/lui)*. Favor possessive adjectives instead of personal pronoun forms: *său/sa/săi/sale* instead of *lui/ei/lor*.

When you're writing about a real person, use the pronouns that the person prefers, whether it's *el, ea, dumnealui, dumneaei* or another pronoun. It's OK to use gendered pronouns (like *el, ea, lui,* and *ei*) when you're writing about real people who use those pronouns themselves.

Avoid addressing the user and audience with gender-marked words: avoid *stimate utilizator/doamnă/domnule/domnilor/Dragă utilizatorule, etc.* Use gender-neutral forms of address, like: *Bună ziua!*

Avoid using gender-marked endings in the form of MASC(FEM): avoid *conectat(ă)*. Instead, re-phrase in a gender-neutral way, e.g. *V-ați conectat* instead of *Sunteți conectat(ă).*

Notes:

- In recent years, the term "gender" itself is translated more and more often as "gen", enlarging its semantic field to include the socio-cultural aspects of this term, which until then was used to only describe the distinction between the masculine and feminine biological genders. So that terms like "gender relations", which a decade ago was translated as "relațiile dintre sexe", now translates into "relații de gen". Phrases built with the help of the term "gender" have already spread at both academic and professional (ONGs) level, and also at highest official levels (government institutions) [Source: Parlamentul European, "Limbajul neutru din perspectiva genului în Parlamentul European", 2018, https://www.europarl.europa.eu/cmsdata/187109/GNL_Guidelines_RO-original.pdf adapted].
- 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.

3.2 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 *afectat de* or *suferind de.* The preferred option is not to mention a disability unless it's relevant. However, when "normal" clearly refers to something inanimate like a product behavior, component, etc., use "normal" in the translation.

Use this	Not this	Use this	Not this
English examples		**Target examples**	
person with a disability	handicapped	persoană cu dizabilitate	handicapat; infirm
person without a disability	normal person; healthy person	persoană fără dizabilitate	persoană normală; persoană sănătoasă

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	Selectați	Faceți clic pe

Keep paragraphs short and sentence structure simple—aim for one verb per sentence. Read text aloud and imagine it spoken by a screen reader.

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

4 Language-specific standards

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

4.1 Grammar, syntax and orthographic standards

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

4.1.1 Abbreviations

Common abbreviations

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. 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

Romanian abbreviated words consist generally of the first two or three letters of the word(s). DOOM3 calls for periods after each abbreviated word or the whole abbreviation.

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.
- Romania uses the metric system which uses the following abbreviations:: length – meter (m), weight – gram (g), liquid /volume – liter (l). Unit names are often abbreviated; no period is used in the abbreviation. Value and measurement unit are always separated by a space, including %: 3 cm; 5,4 kg; 99 % except for after a degree number 9(0°) when not followed by C or F (90 °C).
  For squared units use the superscript ^{2} (m^2, cm^2, mm^2)
  Speed is measured in km/h (kilometer per hour) for distances. For data transfer it is Gbps or Mbps.
  The following other abbreviations are used in technical documentation: gigabyte (GB),

megabyte (MB), kilobyte (kB), megahertz (MHz). Always leave a non-breaking space between the value and the unit. 10 KB, 48 MB RAM.

- 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.

If there isn't an established abbreviation for a certain word and you need to abbreviate it, keep the following rule in mind and make sure to use the same abbreviation consistently throughout.

- The abbreviation should omit at least two letters of the abbreviated word.

If the full word carries an accent mark and the letter that has the accent mark is included in the abbreviation, the abbreviation should keep the accent mark on the appropriate letter.

Don’t abbreviate short units of measure such as pica.

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

4.1.2 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) or HTML (Hypertext Markup Language).

In Romanian, acronyms differ from "abbreviations by initials" in that the latter are formed by the initial letters of several words that are represented by these letters. The acronyms are written without a full stop. For the purpose of this guide, we will refer to them collectively as "acronyms".

Localized acronyms

Most acronyms have no declension and they are localized by the help of a modifier, usually the main word from the translation.

Some examples of acronyms:
ASCII, VGA, RAM, SUA, UNESCO, HIV

Many acronyms are standardized and remain untranslated. In that case they are only followed by their full spelling in English if necessary.
Example: ANSI (American National Standards Institute).

Otherwise, simply keep the acronym as is.
Example: parolă SMTP.

Unlocalized acronyms

Unlocalized acronyms should be used whenever their usage is widely spread for Romanian and/or internationally. Some well-known examples are USB, PC. Most such acronyms can be used as nouns and allow flexionary forms: USB-ul, PC-ul, and so on.

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

4.1.3 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).

en-US source	ro-RO target
New	Nou

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

en-US source	ro-RO target
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 redundant in many cases in Romanian.

en-US	Use	Avoid
Save your changes	Salvați modificările (+)	Salvați modificările dvs. (-)
Enter your password.	Introduceți parola. (+)	Introduceți-vă parola. (-)

4.1.4 Articles

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, use chapters 3.2 and 3.4 in *Gramatica Limbii Române* (GALR), tiraj nou revizuit – vol.I-II – Editura Academiei Române, București, 2008.

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 proper nouns (no articles for them). It is considered an error to use them with articles.

Example:

en-US source	ro-RO target
Active Directory schema	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 Bluetooth Mouse	Microsoft Bluetooth Mouse

Microsoft Word	Microsoft Word

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

Localized feature names

Before translating any product, component, or feature name, 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:

en-US source	ro-RO target
Microsoft Search	Căutare Microsoft

Articles for English borrowed terms

When faced with an English loan word previously used in Microsoft products, consider the following options:

- Motivation: Does the English word have any formally motivated features that would allow a straightforward integration into the noun class system of 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.

Always consult Microsoft Terminology - Globalization | Microsoft Learn to confirm the use of a new loan word and its proper article to avoid inconsistencies.

Look up the loan word in DOOM3 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

4.1.5 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.

en-US	ro-RO
Move Down…	Mutați în jos
Function Name	Numele funcției

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.

en-US	ro-RO
Internet	internet
Web	web
Web page	pagină web

Web site	site web
Web server	server web

Remember that the following items are always written in CAPITAL LETTERS:

Device names (e.g. COM1)
Drive names (e.g. C)

The first letter of a sentence, paragraph, heading, header, and footer, unless usage of lowercase is a design decision

The first letter of a brand name (e.g. Excel, Microsoft), except when specifically written in lowercase (iPad, iPhone)

4.1.6 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 use DOOM3.

4.1.7 Conjunctions

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

The same applies to Romanian. However, do not rely only on conjunctions, but also use rephrasing, as described in the previous chapters. See the following examples.

en-US source text	Romanian old use of conjunctions	Romanian new use of conjunctions
The interface also has a new look.	Am actualizat, de asemenea, aspectul interfeței.	Și interfața are un aspect nou.

However, you won't be charged for the unused space.	Cu toate acestea, nu se vor percepe tarife în cazul spațiului pe care nu îl utilizați.	Totuși, numai spațiul utilizat va fi taxat.

4.1.8 Contractions

For en-US Microsoft voice, the use of contractions helps to convey a conversational tone and are used whenever possible.

In Romanian, the contracted forms are scarce, but their use is not prohibited. Still, remember to adapt to the tone and voice of the specific context. Also, in cases where the contractions do not apply to Romanian, think of other ways to render the style of the source text, such as rephrasing and using a more conversational terminology.

en-US source text	Romanian long form	Romanian contracted form
don’t try to delete it	nu încercaţi să îl	nu încercaţi să-l (e.g. deschideți, accesați)
don't delete it	nu îl ștergeți	nu-l ștergeți

4.1.9 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.

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)

Note: For information on adopting gender neutrality on Microsoft products, see Avoid gender bias.

4.1.10 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 (e.g. Attaching a genitive "s" to (trademarked) product names is not feasible, as it could be interpreted as a modification of such names.)

Example:

(-) Instalarea Windowsului

(-) Trimiteți Excelul

(+) Instalarea Windows

(+) Trimiteți fișierul Excel

(-) o comparație a fiecărei caracteristici a Office

(+) o comparație a fiecărei caracteristici 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**

4.1.11 Localizing colloquialism, idioms, and metaphors

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

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

- Do not attempt to replace the source colloquialism with a Romanian colloquialism that fits the same meaning of the particular context unless it 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 original colloquialism in the source text), but only if the colloquialism's meaning is an integral part of the text that can't be omitted.
- If the colloquialism can be omitted without affecting the meaning of the text, omit it.

Here are some examples:

Source	Target
We've hit a snag…	Avem o mică problemă...
Uploads are limited to 100MB. Got something smaller?	Puteți încărca maximum 100 MB. Aveți ceva mai mic?
Bummer…	Ce păcat!…
Working on it… Bear with us.	Ne ocupăm chiar acum de asta… Mai aveți puțină răbdare.

Avoid colloquialisms and idioms that might be offensive or too expressive. Be mindful of cultural consideration and globalization. The following example illustrates the situations to be avoided:

Do	Don't
Contul utilizatorilor care încarcă filme pentru adulți va fi dezactivat.	Contul utilizatorilor care încarcă filme porno (or even pornografice) va fi dezactivat.

4.1.12 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

4.1.13 Nouns

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.

Remember:

1. Plural of masculine nouns/adjectives ending in **x** (**cs**) is written **cș:**

Example:

sfinx—sfin**cș**i
fi**x**—fi**cș**i

2. Meaning of the following plural forms: *lefi și lefuri, trebi și treburi, accesuri (= intrare), indexuri (= listă alfabetică), minimuri, dorințe, ghișee, coperte, coli, niveluri (= stadiu), nuclee, plafoane, plurale, prim-planuri, profiluri, simptoame.*

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.

Example:

Noun declension

Nominative ->Băiatul este aici. The boy is here.
Accusative -> Văd băiatul. I see the boy.
Genitive -> Cartea băiatului este aici. The boy's book is here.
Dative -> Îi dau cartea băiatului. I give the book to the boy.
Vocative ->Băiete, vino încoace! Boy, come here!

For more information see DOOM3 and *Gramatica Limbii Române* (GALR), tiraj nou revizuit – vol.I-II – Editura Academiei Române, București, 2008.

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.

Examples:

-i: *bărbat—bărbați* (man), *cal—cai* (horse), *tată—tați* (father), *barcă—bărci* (boat);
-uri: *tren—trenuri* (train), *ceai—ceaiuri* (tea), *cort—corturi* (tent);
-e: *pai—paie* (straw), *masă—mese* (table, meal), *teatru—teatre* (theater), *muzeu—muzee* (museum);
-le: *stea—stele* (star), *cafea—cafele* (coffee), *pijama—pijamale* (pijama).

Consult DOOM in case of any doubt.

Plural of loan words ending in 'y'

As of 2022, the plural of words ending in 'y', pronounced as the Romanian 'i', no longer takes a hyphen for the inflected forms.

Example:

Source term	Plural form	Don't use	Comment
hobby	(+) hobbyul	(-) hobby-ul	Per DOOM3 update.

Many English words have now entered the vocabulary and can be used as such, but DOOM3 needs to be checked to find the proper spelling and inflected forms.

4.1.14 Numbers

This topic includes guidelines when to use numerals (symbol that represents a number. e.g. 1, 2, 3, 234, etc.) and when to spell out numbers (one, two, three, two hundred and thirty-four) and other aspects for the particular language.

Because of the inflexions caused by agreeements, 1 and 2 should be spelled out. For example, "1 signature is required" would become "Este necesară o semnătură."

Also, numbers from one to ten should be spelled out, the other numbers written with numerals. For example, "There are 2 important folders" would become "Există două foldere importante."

However, in technical, scientific and mathematical texts, as well as in signage, labels, headlines and marketing text, numbers should be written.

4.1.15 Prepositions

Be aware of proper preposition use in translations. Many translators, influenced by the English language, omit them or change the word order.

Although Romanian is an inflected language, prepositions play a major role in creating relations between words in the sentence. The preposition, an invariable part of speech, functions as a grammatical instrument, an element of relation. It can precede nominals, but also adverbs and some verbal forms (the infinitive, the supine).
There are basic prepositions (**a, cu ,de**, **pe**, **la**, **în**, **lângă**, **pentru** , **sub**, **peste**, **fără**, **prin**, etc.), compound prepositions, formed of two or three basic prepositions (**de la**, **de pe**, **de**

pe la, **de lângă**, **pe lângă**, **pe după**, etc.), and prepositional phrases, formed of preposition plus noun (**în fața**, **în spatele**, **în privința**, **pe dedesubtul**, etc.) in Romanian. 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:
Examples:

> **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)

Note: Remember that the following expressions are correct.

Aparatul este din inox (**not** de inox).

Activitatea a fost întreruptă de un virus (**not** de către).

S-au șters de pe listă (**not** după listă).

Distanța dintre două orașe este de… (**not** între două...).

Am trimis cu avionul (**not** prin avion).

Nu pot separa pe una de cealaltă (**not** separa una...).

Take care when translating English preposition "in." In many cases the Romanian

equivalent is "din," not "în".

Examples:

Everyone in the group will be able to view and edit the site.
Toate persoanele din grup vor putea vizualiza și edita site-ul. (not Toate persoanele în grup)

All Items in View
Toate elementele din vizualizare (not În vizualizare)

4.1.16 Pronouns

Correct forms of the following demonstrative pronouns are:

Feminine – *aceea, acelea*
Masculine – *acela, aceia*
Feminine – *aceeași, aceleași*
Masculine – *același, aceiași*

The relative pronoun **care** (with the function of a direct object) must be preceded by the preposition **pe.**

Example: Cartea pe care am citit-o m-a pasionat.

The agreement of the relative pronoun in the Genitive with the determined noun is made as shown below:

Example: Poeta în a cărei operă... (article with the possessed object)
Poetul în ale cărui opere... (pronoun with the possesor)

It is correct to say:
e.g. Aceste lucrări sunt după unul și același model (**not** după un același model).
*Să vină aceia dintre ei care au reușit (**not** acei dintre...)*
*Cine este acolo? (**not** care este ...)*

For en-US, use of personal pronouns is a powerful way to express all the attributes of Microsoft voice. The source text is moving away from indirect methods of referring to the user as "user" and instead addressing the user directly through the use of first- and second-person pronouns like "you." Third-person references, such as "user," are avoided as they sound formal and impersonal.

en-US classic user reference	en-US modern user reference
Users can change when new updates get installed.	You can change when new updates get installed.
This setting provides users with the best display appearance.	Choose one of these schemes or make your own.

For en-US, in general, first-person pronoun (I, me, my) is used in the text when the user is telling the program or a wizard what to do. The second-person pronoun (you, your) is

used when the program or a wizard is telling the user what to do. First-person plural pronoun “we” is used to describe an action or recommendation by the Microsoft product or service or the company itself.

However, in Romanian, the use of pronouns can often be redundant. With the exception of legal texts, where pronouns such as “we” (referring to Microsoft or its affiliate and "you" (referring to the user) are defined terms and may not be skipped in some situations, avoid redundant translation of pronouns.

Likewise, avoid over-localizing the possessive adjective ”your." It is very common in English, but redundant in many cases in Romanian.

Examples of over-localization:

en-US text	Over-localization	Good translation
You must update the database.	Dvs. trebuie să actualizați baza de date.	Trebuie să actualizați baza de date.
Your software will update automatically.	Programul dvs. software se va actualiza automat.	Programul software se va actualiza automat.
Remember my password	Memorați parola mea	Memorați parola
I do not accept the terms	Eu nu accept condițiile	Nu accept condițiile

However, it is mandatory to translate the pronouns in cases similar with the following example (legal text):

en-US text	Romanian text
Under the Agreement, We grant you the license to use the products, provided that You agree to the license terms.	În cadrul Contractului, Noi vă acordăm licența de utilizare a produselor, cu condiția ca Dvs. să acceptați termenii licenței.

4.1.17 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.

For all specific problems that translators may face during the localization process, they have to consult the reference books mentioned in the Recommended reference material in the beginning of this guide.

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

Punctuation in lists (enumerations)

If items are simple nominal groups, they are separated by commas, with a full stop after the last item.

Example:

- Textul poate fi aliniat:
    - la stânga,
    - la dreapta,
    - centrat.

If items are sentences, they are separated by semicolon, with a full stop after the last item.

Example:

- Pentru a salva un fișier:
    - deschideți meniul Fișier;
    - selectați comanda Salvați;
    - în dialogul următor, selectați folderul în care doriți să salvați.

If an item consists of several sentences, the first sentence should be written in lower-case ended with full stop. The other sentences should be written as normal sentences (starting with capital letter and ending with full stop).

Example:

- Pentru a salva un fișier:

- deschideți meniul Fișier. Dacă folosiți alt sistem de operare, deschideți aplicația de organizare a fișierelor. Din meniul principal, alegeți comanda similară.
- apăsați pe Salvați;
- selectați folderul în care doriți să salvați.

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 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**.

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' when** the number comes after the word 'chapter'.

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 Romanian:

Hyphen (cratima: [**-**])

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.

For all the cases of correct use of the hyphen, please see DOOM3.

En dash (linia de pauză: [**–**])

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

The en dash is also used in number ranges, such as those specifying page numbers.

For all the cases of correct use of the en dash, please see DOOM3.

Do not use the minus (-) as text separator.

Use the n-dash: –

Example:

- English: Form of address – "Dvs." vs "tu"

- *Our style*: Nivel de formalitate – „dvs.” sau „tu”
- *Not our style*: Nivel de formalitate - „dvs.” sau „tu”

Em dash (linie lungă: —)

The em dash should only be used in very rare cases to emphasize an isolated element or introduce an element that is not essential to the meaning conveyed by the sentence. However, for this case, the use of commas is preferred.

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.

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: 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. Straight quotes should be used when describing computer code: Instrucțiunea SQL este select * from Produse where Nume = “Ceai”

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

Note: Bear in mind that the use of English quotation marks (“…. ”) is an error for the Romanian texts. Single quotes and straight quotes should be used only in examples of computer code or list of characters.

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 are less likely to be used in translations.

Note: When a whole sentence is between parentheses, quotation marks or brackets, the period is placed inside. If only part of the sentence is between parentheses or quotation marks, the period is placed outside.

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:

Dacă treceți la 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 **Eliminați**. (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 are less likely to be used in translations.

4.1.18 Sentence fragments

For the Microsoft voice, use of sentence fragments helps convey a conversational tone. They are used whenever possible as they are short and to the point.

Similarly, in order to convey the Microsoft voice in Romanian, when possible, leave unnecessary words out of the translation, concentrate on the general message. If necessary, rephrase to obtain a translation that is suitable for the target audience, concise and clear. The examples below will give you an idea on how you can achieve this.

en-US source text	Romanian long form	Romanian sentence fragment
Use the following steps:	Parcurgeți următorii pași:	Iată cum:

Just...	Nu trebuie să faceți altceva decât să...	Este suficient să...; Doar... (e.g. selectați)
For queries, contact us at...	În cazul în care aveți nelămuriri, vă rugăm să ne contactați la...	Pentru nelămuriri, contactați-ne la...
Here, you can...	Din această secțiune, aveți posibilitatea să...	De aici, puteți să...

4.1.19 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 Se&ttings	Modificați se&tările

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)

4.1.20 Verbs

For US English Microsoft voice, verb tense helps to convey the clarity of Microsoft voice. Simple tenses are used. The easiest tense to understand is the simple present, like we use in this guide. Avoid future tense unless you are describing something that will really happen in the future and the simple present tense is inapplicable. Use simple past tense when you describe events that have already happened. The same applies to Romanian.

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. (+)

Note 1

Remember!

eu acopăr/ sufăr—ei acoperă/suferă—să acopere/sufere
eu invoc/abrog—ei invocă/abrogă—să invoce/abroge

but

eu convoc/provoc—ei convoacă/provoacă—să convoace/provoace
eu, ei hotărăsc—tu hotărăști—el hotărăște—să hotărască
eu hotăram—tu hotărai – ei hotărau
eu sfârșii/venii—el sfârși/veni
el să aibă
eu sunt—noi suntem—voi sunteți—ei sunt
eu creez—tu creezi—el/ea creează—noi creăm—voi creați
creând—creare

Indicative, present 3rd pers.:

contractează convoacă

sfârșească alcătuiască

reflectează angajează

ordonează avantajează

The following verbs belong to the second conjugation not to the third.

a plăcea, a apărea, a cădea, a părea, a prevedea, a încăpea, a scădea

Note 2

Impersonal form of to be is only the 3rd person singular.
e.g.: Era să greșesc (**not** eram să).

A direct object expressed by an infinitive is accepted.
e.g.: El poate accesa peste o oră ...

Verbs expressing agreement, request, wish, possibility, necessity are followed by a sentence introduced by **"să";** do **not** use **"ca să."**
e.g.: A început să se distingă
Dorește **să** înceapă.

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 Romanian, using idiomatic syntax and terminology, while at the same time maintaining a high level of terminological consistency, so as to guarantee the maximum user experience and usability for our customers.

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, always look for the translations in the most recent version of the Microsoft terminology database. Consistent use of Microsoft approved terminology in all localized products is one of the major factors in achieving required quality of the localized products.

5.1 Accessibility

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

Hardware and software components engage a flexible, customizable user interface, alternative input and output methods, and greater exposure of screen elements. Some accessible products and services may not be available in Romanian-speaking markets. 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

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™).

Version numbers

Version numbers always contain a period (e.g. Version 4.2). 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.

US English	Romanian target
© 2022 Microsoft Corporation. All rights reserved.	Refer to Microsoft language resources to check the correct translations "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**: English 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, meeting, so that the prompt uses specific data from the specified entity. As with any other placeholder, an entity token is not localizable, and the position of the entity token should make sense in the target text syntax.

  Entity token localization exception: Some prompts may be a display text (i.e., an example) and, in such cases, the entity token needs to be translated. Read the Dev comment carefully.
  Exception example:
  Source string: List key points from [file]
  DevComment=Translate [file]

- **Be consistent**: Some English prompts are remarkably similar. Make sure to translate them consistently.

Source prompt	Target prompt
List ideas for a fun remote team building event	Enumeră idei pentru un eveniment de team building distractiv
What are the goals and topics from the meeting? Format each section with a bolded heading, a bulleted list, and bolded names	Care sunt obiectivele și subiectele de discuție din cadrul ședinței ? Formatează fiecare secțiune folosind un antet aldin, o listă cu marcatori și nume cu litere aldine
Propose a new introduction to <entity type='file'>file</entity>	Propune o introducere nouă pentru acest <entity type='file'>fișier</entity>
What were the open issues from <entity type='meeting'>meeting</entity>?	Ce probleme au rămas nerezolvate în <entity type='meeting'>ședință</entity>?
Give me ideas for icebreaker activities for a new team	Dă-mi idei de activități care să destindă atmosfera într-o echipă nouă
Create a list of <placeholder>color names inspired by the ocean</placeholder>	Creează o listă de <placeholder>nume de culori inspirate de ocean</placeholder>

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.

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

5.5.2 Commands and buttons

Despite of the old form of commands and buttons, inspired by the localized versions already existent at that time for other languages (such as French or Italian), **do not use the long infinitive**. Not using the long infinitive would emphasize the switch to Microsoft voice. Although we would like to use singular imperative (preferred by the

young users), it does not work in all situations. For these reasons, remember to **use the plural imperative** when translating buttons and commands.

In cases where the imperative sounds awkward, use a phrasing starting with **"Doresc să."**

The examples below illustrate the refreshed style of commands and buttons.

en-US source	Romanian old style	Romanian new style
Add comment	Adăugare comentariu	Adăugați comentariul / Adăugați un comentariu (Depending on the context. If the context is unclear, do some research or ask for clarifications. But most of all, **do not use the translation „Adăugați comentariu”**)
Accept all attendants	Acceptare toți participanții	Acceptați toți participanții
Install program	Instalare program	Instalați programul
Reset information	Resetare informații	Resetați informațiile
Play command description	Redare descriere comenzi	Redați descrierea comenzilor
Select all	Selectare totală/globală	Selectați-le pe toate

However, do not forget that there are exceptions to almost any rule. This means that even though the general rule is to use the imperative for the translation of all commands and buttons, if you strongly believe it does not work in a given context, find a more suitable alternative (but one that is consistent with the new voice guidelines). Here is an example:

en-US source term	Do	Don’t	Comment
Accept / Decline	Accept / Refuz	Acceptați / Refuzați	Here, it is the user who accepts

			or declines the given terms, therefore the translation must convey the user's direct wish to accept or decline.

5.5.3 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.

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

English term	Correct Romanian translation
We couldn't sign you in. Please try again. If the problem persists, please contact your support team.	Nu vă putem conecta. Încercați din nou. Dacă problema persistă, vă rugăm să contactați echipa de asistență.
Not enough memory to process this command.	Memoria este insuficientă pentru a procesa comanda.

Romanian style in error messages

It is important to use consistent terminology and language style in the localized error messages, and not just translate them 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 en-US 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.

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

Examples:

English	Translation	Example	Comment
Cannot... Could not... Failed to... Failure of... Unable to... ...failed ...not... (e.g.: File not deleted)	(+) Fișierele nu pot fi încărcate.	Cannot upload files.	Do not use ''imposibil + verb in the supin mode''.
	(+) 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.
	(+) Fișierele nu pot fi încărcate.	Unable to upload files.	Do not use ''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	(+) 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.	

memory available (or ...disk space)			
Please...	(+) Așteptați	Please wait	Use **please (vă rugăm)** judiciously—only in situation where the customer is asked to do something inconvenient, is asked to wait, or the software is to blame for the situation.
Sorry, ...	Sorry, I don't have any tips to show you right now.	Use **sorry (ne pare rău / ne cerem scuze)** only in error messages that result in serious problems for the customer (data loss, customer can't continue to use the computer, etc.), or when a product or service fails. Don't use *sorry (ne pare rău / ne cerem scuze)* if the problem occurred during the normal functioning of the program.	

Are you sure you want to...?	(+) Sigur eliminați toate scripturile din document?	Are you sure you want to remove all scripts from the current document?	Use the impersonal form Sigur for Are you Sure...?
Complete...	(+) Instalare terminată.	Installation complete.	Complete is a false friend - translate it by a termina.
... is not available ... is unavailable	Opțiunea nu este disponibilă.	The option is unavailable.	

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."

5.5.4 Keys

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

Key names

English key name	Romanian key name
Alt	Alt
Backspace	Backspace
Break	Break
Caps Lock	Caps Lock
Ctrl	Control
Delete	Delete
Down Arrow	Săgeată în jos
End	End
Enter	Enter
Esc	Esc
Home	Home
Insert	Insert
Left Arrow	Săgeată la stânga
Num Lock	Num Lock
Page Down	Page Down
Page Up	Page Up
Pause	Pause
Right Arrow	Săgeată la dreapta
Scroll Lock	Scroll Lock
Shift	Shift
Spacebar	Tasta Spațiu
Tab	Tab

English key name	Romanian key name
Up Arrow	Săgeată în sus
Windows key	Tasta Windows
Print Screen	Print Screen
Menu key	Tasta Meniu

5.5.5 Keyboard shortcuts

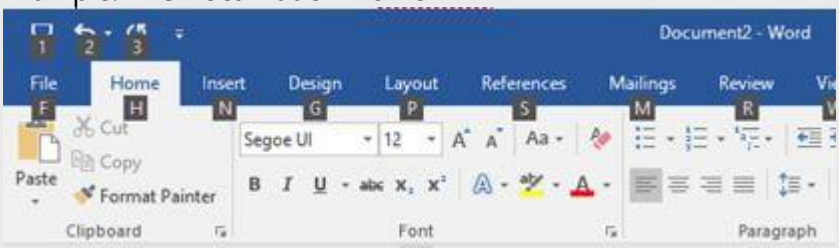
Sometimes, there are underlined or highlighted letters in menu options, commands or dialog boxes. These letters refer to keyboard shortcuts, which help the user to perform tasks more quickly. Often keyboard shortcuts are called access keys. Usually the first key to be pressed is the ALT key.

Examples:
New
Cancel
Options

Keyboard shortcuts special options	Usage: Is it allowed?	Notes
"Slim characters," such as I, l, t, r, f can be used as keyboard shortcuts	yes	only when no other characters are available
Characters with downstrokes, such as g, j, y, p and q can be used as keyboard shortcuts	no	
Extended characters can be used as keyboard shortcuts	no	
An additional letter, appearing between brackets after item name, can be used as a keyboard shortcut	yes	
A number, appearing between brackets after item name, can be used as a keyboard shortcut	yes	

A punctuation sign, appearing between brackets after item name, can be used as a keyboard shortcut	no	
Duplicate keyboard shortcuts are allowed when no other character is available	no	
No keyboard shortcut is assigned when no more characters are available (minor options only)	no	

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

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

5.5.6 Numeric keypad

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

5.5.7 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 are sometimes given next to the command they represent. While access keys can be used only when available on the screen, shortcut keys can be used even when they are not accessible on the screen.

Standard shortcut keys

US command	US English shortcut key	Romanian command	Romanian shortcut key
General Windows shortcut keys			
Help window	F1	Fereastra Ajutor	F1
Context-sensitive Help	Shift+F1	Ajutor contextual	Shift+F1
Display pop-up menu	Shift+F10	Afișați meniul pop-up	Shift+F10
Cancel	Esc	Anulați	Esc
Activate\Deactivate menu bar mode	F10	Activați\Dezactivați modul bară de meniu	F10
Switch to the next primary application	Alt+Tab	Treceți la următoarea aplicație principală	Alt+Tab
Display next window	Alt+Esc	Afișați fereastra următoare	Alt+Esc
Display pop-up menu for the window	Alt+Spacebar	Afișați meniul pop-up pentru fereastră	Alt+Spacebar

US command	US English shortcut key	Romanian command	Romanian shortcut key
Display pop-up menu for the active child window	Alt+-	Afișați meniul pop-up pentru fereastra fiu activă	Alt+-
Display property sheet for current selection	Alt+Enter	Afișați foaia de proprietăți pentru selecția actuală	Alt+Enter
Close active application window	Alt+F4	Închideți fereastra aplicației active	Alt+F4
Switch to next window within application	Alt+F6	Treceți la fereastra următoare din cadrul aplicației	Alt+F6
Capture active window image to the Clipboard	Alt+Prnt Scrn	Capturați în Clipboard imaginea ferestrei active	Alt+Prnt Scrn
Capture desktop image to the Clipboard	Prnt Scrn	Capturați imaginea desktop în Clipboard	Prnt Scrn
Access Start button in taskbar	Ctrl+Esc	Accesați butonul Start din bara de activități	Ctrl+Esc
Display next child window	Ctrl+F6	Afișați următoarea fereastră fiu	Ctrl+F6
Launch Task Manager and system initialization	Ctrl+Shift+Esc	Lansați Managerul de activități și inițializarea sistemului	Ctrl+Shift+Esc
File menu			
File New	Ctrl+N	Fișier Nou	Ctrl+N
File Open	Ctrl+O	Fișier Deschideți	Ctrl+O
File Close	Ctrl+F4	Fișier Închideți	Ctrl+F4
File Save	Ctrl+S	Fișier Salvați	Ctrl+S

US command	US English shortcut key	Romanian command	Romanian shortcut key
File Save as	F12	Fișier Salvați ca	F12
File Print Preview	Ctrl+F2	Fișier Examinare înaintea imprimării	Ctrl+F2
File Print	Ctrl+P	Fișier Imprimați	Ctrl+P
File Exit	Alt+F4	Fișier Ieșiți	Alt+F4
Edit menu			
Edit Undo	Ctrl+Z	Editați Anulați	Ctrl+Z
Edit Repeat	Ctrl+Y	Editați Repetați	Ctrl+Y
Edit Cut	Ctrl+X	Editați Decupați	Ctrl+X
Edit Copy	Ctrl+C	Editați Copiați	Ctrl+C
Edit Paste	Ctrl+V	Editați Lipiți	Ctrl+V
Edit Delete	Ctrl+Backspace	Editați Ștergeți	Ctrl+Backspace
Edit Select All	Ctrl+A	Editați Selectați-le pe toate	Ctrl+A
Edit Find	Ctrl+F	Editați Găsiți	Ctrl+F
Edit Replace	Ctrl+H	Editați Înlocuiți	Ctrl+H
Edit Go To	Ctrl+B	Editați Salt la	Ctrl+B
Help menu			
Help	F1	Ajutor	F1
Font format			
Italic	Ctrl+I	Cursiv	Ctrl+I
Bold	Ctrl+G	Aldin	Ctrl+G

US command	US English shortcut key	Romanian command	Romanian shortcut key
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 reduse	Ctrl+Shift+K
Paragraph format			
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

5.6 Voice video considerations

A good Microsoft voice video addresses only one intent (one customer problem), is not too long, has high audio quality, has visuals that add to the information, and uses the right language variant/dialect/accent in voiceover.

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 (s)he is next to you, watching you explain the content.
- Record a scratch audio file. Check for length, pace and clarity.

5.6.1 English pronunciation

Generally speaking, English terms and product names left unlocalized in target material should be pronounced the English way. For instance, Microsoft must be pronounced the English way. However, if your language has an established pronunciation for some common term (such as "server") the local pronunciation should be used. Moreover,

pronunciation can be adapted to the Romanian phonetic system if the original pronunciation sounds very awkward in Romanian.

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

If numbers are involved, pronounce them in Romanian.

Acronyms and abbreviations

Strict acronyms are pronounced like real words, generally when the consonant and vowel combination of the acronym enables it. They should be pronounced the Romanian way.

Example	Pronunciation
RADIUS	radius
RAS	ras
ISA	isa
LAN	lan
MAPI	mapi
POP	pop

Other abbreviations are pronounced letter by letter. They should be pronounced the Romanian way.

Example	Pronunciation	Comment
ICMP	i ce me pe	
URL	u ré le	

TCP/IP	te ce pe i pe	
HTTP	haș te te pe	
Rqc.exe	er q ce punct ecse	
HTML	haș te me le	
SQL	es q el	

URLs

"http://" can be left out. The rest of the URL should be read entirely.

Example	Pronunciation
https://www.microsoft.com/ro-ro/windows/	dublu ve dublu ve dublu ve punct microsoft punct com bară oblică ro ro bară oblică windows

Punctuation marks

Most punctuation marks are naturally implied by the sound of voice, e.g. ? ! : ; ,

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

Special characters

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

5.6.2 Tone

Use a tone matching the target audience, e.g. more informal, playful and inspiring tone may be used for most Microsoft products, games etc., or formal, informative, and factual in technical texts etc.

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 voice-over
- Fine to alternate between first and second person
- Repetition of big points is fine

Visuals

- Eye is guided through the procedure
    - Smooth, easily trackable pointer motions
    - Judicious callout use
- Appropriate use of motion graphics and/or branding-approved visuals

Ending

- Recaps are unnecessary