Hungarian Style Guide

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1   About this style guide

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

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

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

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

We welcome your feedback, questions and concerns regarding the style guide. Please send your feedback via Microsoft Language Portal.

1.1   Recommended style references

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

Normative references

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

1. *A magyar helyesírás szabályai, Akadémiai Kiadó, Budapest, latest edition (currently the 12th):* This is the official collection of the rules of Hungarian grammar issued by the Hungarian Scientific Academy, plus it contains a limited number of basic Hungarian words. Online edition available at http://helyesiras.mta.hu/helyesiras/default/akh12 (rules only).
2. *Helyesírás, Osiris Kiadó, Budapest, 2005:* This is an extended version of the previous book. It discusses several cases that are not or just marginally covered by the previous publication, plus it contains a very abundant dictionary of more than 200,000 words.

3. For special questions not covered by the above publications (for example, latest geographical names, new issues not yet covered), contact directly the *Linguistic Institute of the Hungarian Scientific Academy* or the relevant organization (for example, the *Hungarian Committee on Geographical Names*, the *Ministry of Foreign Affairs*, etc.)

Microsoft User interface reference

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

2 Microsoft voice

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

Three principles form the foundation of our voice:

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

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

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

Guidelines

Keep the following guidelines in mind:

- Write short, easy-to-read sentences.
- Avoid passive voice—it's difficult to read and understand quickly.

- Be pleasant and ensure that explanations appear individualized.
- Avoid slang and be careful with colloquialisms—it's acceptable to reassure and connect with customers in a conversational tone, but be professional in doing so.
- Find the balance between broad and dry, technical language
- Try to use natural, simple, personal sentences
- Use the written form of everyday language, since it sounds a bit more formal and professional
- Decline product names (except ones with trademark (™) flag) wherever you can and is appropriate (**Skype-ban**, **Lynckel, Office-t**). You can also decline website/web page names (office.com-ról, microsoft.com-ot stb.).
- Instead of expletives (érdekében, segítségével) try to use suffixes, when this sounds more natural (for example,: **Az eszköztár segítségével ->
  Az eszköztárral**)
- Also try to avoid pompous structures when there is a handy alternative:
  Amennyiben -> Ha; Hibát ejt > Hibázik
- Instead of long and heavy noun phrases, don't be afraid of breaking them up and using clauses (verbal structures). For example, To avoid opening the file in the client program: **A fájl ügyfélalkalmazásban történő megnyitásának elkerülése érdekében -> Ha el szeretné kerülni, hogy a fájl ügyfélalkalmazásban nyíljon meg**
- However, be careful with clauses, don't use many subordinate clauses in one sentence. Either break it up, or use noun phrases with verb phrases alternately where it's more convenient and natural
- Instead of too many short sentences that can affect comprehension, try to compose fewer, but longer sentences having clauses, but don't overdo it, stay within limits of readability
- Be careful with varieties, don't use redundant words, apply synonyms where possible
- Don't use too many emphatic pronouns, replace them with non-emphatic ones when more appropriate, or find other solutions to avoid them (for example, **Nyissa meg a jelentéseket, és módosítsa azokat -> Nyissa meg a jelentéseket, és módosítsa őket / Nyissa meg és módosítsa a jelentéseket; Lépjen a bekezdésbe, és jelölje ki annak első szavát -> Lépjen a bekezdésbe, és jelölje ki az első szavát**)
- Be concrete when source is concrete. For example, **This web site can't be opened: A webhely nem nyitható meg -> Ez a webhely nem nyitható meg**
- Try to translate elements containing placeholders as natural as you can
- Use **Kérjük** (and NOT **Kérem**) for Please, and **Sajnáljuk** (and NOT **Sajnos**) for Sorry/We're sorry where it's necessary according to this guide. Microsoft tends to nominate itself as **we** in the software to be more personal, and this trend should

be followed also in the Hungarian translations, in which **Kérem** and **Sajnos** don't fit exactly.

- Be careful with translating **add**: when it refers to the standard **Add** button or command, or when we know **to what** we are adding something, it's OK to use **hozzáad(ás)**, but when used without a target or when used as a synonym for **put**, you can use **felvesz**, felvétel, or **elhelyez**, respectively. For example, **Adjon hozzá egy partnert -> Vegyen fel egy partnert**. You can occasionally use other solutions: **Adjon hozzá formázást a bekezdéshez -> Formázza a bekezdést** etc.
- Instead of professzionális, use **profi** for the translation of **professional**, if it's necessary, or if applicable, translate it with a synonym

2.1 Choices that reflect Microsoft voice

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

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

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

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

2.1.1 Flexibility

It's important for translators to modify or rewrite translated strings so that they are more appropriate and natural to Hungarian customers. Try to understand the whole intention of the sentences, paragraphs, and pages, and then rewrite as if you are writing the content yourself. It will make the content more perfect for Hungarian users. Sometimes, you may need to remove any unnecessary content.

English example	Hungarian example
Hotmail. A great way to share lots of photos in a single message.	A Hotmaillel egyszerűen oszthat meg sok fényképet egyetlen üzenetben.

It's just as easy to send files for collaboration. Hotmail uses SkyDrive to help you collaborate with other people on the same file.	Ugyanilyen egyszerűen küldhet fájlokat közös munkavégzésre. A Hotmail a SkyDrive-ra támaszkodva nyújt segítséget az egyazon fájlon végzett közös munkához.

2.1.2   Word choice

Terminology

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

Short word forms and everyday words

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

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

en-US word	en-US word usage
App	Use *app* instead of *application* or *program*.
Pick, choose	Use *pick* in more fun, less formal or lightweight situations ("pick a color," not "choose a color") and *choose* for more formal situations (don't use *select* unless necessary for the UI).
Drive	For general reference to any drive type (hard drive, CD drive, external hard drive, etc.). Use specific drive type if necessary.
Get	Fine to use as a synonym for "obtain" or "come into possession of" but avoid for other general meanings.
Info	Use in most situations unless "information" better fits the context. Use "info" when you point the reader elsewhere ("for more info, see <link>").
PC	Use for personal computing devices. Use *computer* for situations about PCs and Macs. Don't switch between *PC* and *computer*.

You	Address the user as *you*, directly or indirectly through the use of first- and second-person pronouns like "you." Avoid third-person references, such as "user," as they sound formal and impersonal. For information on localizing *you*, see the section [Pronouns](#).

Just like with short sentences, it's not so important in Hungarian to strive for using short words to improve readability. In general, simple words are significantly longer than in English. Also, the shorter forms of IT terms are usually rather slangy and should therefore be avoided. As an exception, see the following:

en-US source term	Hungarian word	Hungarian word usage
PC	gép	Can be used instead of the rather long word "számítógép" for briefness or simplicity.

2.1.3   Word-to-word translation

For a more fluent translation, avoid word-to-word translation. If words are translated directly without overall understanding of the paragraph or the page, the content will not be natural and may even appear ridiculous, and our customers will not come again. Strict word-to-word translation makes the tone stiff and unnatural. Split the text into different sentences, if necessary, to simplify. Omit descriptors to make the text snappier.

English text	Correct Hungarian translation	Incorrect Hungarian translation
iOS is a popular platform for creating apps that are touch first, fun, and engaging.	Az iOS népszerű platform szórakoztató és lebilincselő érintésvezérléses alkalmazások létrehozására.	Az iOS egy népszerű platform olyan alkalmazások létrehozására, amelyek elsőre megérintik, szórakoztatják és lebilincselik a felhasználókat.
See Guidelines and checklist for sharing content for more info about which apps make great share targets.	Az Útmutatások és feladatlista a tartalom megosztásához című részben olvashat arról, hogy mely alkalmazások használhatók jól megosztási célhelyként.	Ha további tájékoztatásra van szüksége arról, hogy melyik alkalmazások jelentenek nagyszerű megosztási célhelyeket, tekintse meg az Útmutatások és feladatlista a tartalom megosztásához című részt.
Users swipe down on the object to elect and the app bar shows up	Az objektumok lefelé pöccintéssel jelölhetők ki. Ilyenkor az alkalmazássáv	A felhasználók lefelé rápöccintenek egy objektumra a kiválasztásához, és az alkalmazássáv automatikusan

automatically with contextually relevant commands.	automatikusan megjelenik az adott környezetnek megfelelő parancsokkal.	megjelenik az adott környezetnek megfelelő parancsokkal.

2.1.4 Words and phrases to avoid

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

en-US word/phrase to avoid	Preferred en-US word/phrase
Achieve	*Do*
As well as	*Also, too*
Attempt	*Try*
Configure	*Set up*
Encounter	*Meet*
Execute	*Run*
Halt	*Stop*
Have an opportunity	*Can*
However	*But*
Give/provide guidance, give/provide information	*Help*
In addition	*Also*
In conjunction with	*With*
Locate	*Find*
Make a recommendation	*Recommend*
Modify	*Change*
Navigate	*Go*
Obtain	*Get*
Perform	*Do*
Purchase	*Buy*
Refer to	*See*

Resolve	*Fix*
Subsequent	*Next*
Suitable	*Works well*
Terminate	*End*
Toggle	*Switch*
Utilize	*Use*

Compiling a similar list for Hungarian would be too restrictive, especially as Hungarian is much less tolerant of constant word repetition. Translators should use common sense to avoid overly formal or complicated words (see example below), but there are very few phrases that could be simply outruled.

en-US source	Hungarian word to avoid	Hungarian word/phrase
is carried out	végrehajtásra kerül	végrehajtódik, a rendszer végrehajtja
like	kíván	szeret
attempt	megkísérel	megpróbál, próbálkozik
want	akar	szeret

2.2   Sample Microsoft voice text

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

2.2.1   Address the user to take action

US English	hu-HU target	Explanation
The password isn't correct, so please try again. Passwords are case-sensitive.	*A jelszó helytelen, kérjük próbálkozzon újra. A jelszavakban különböznek a kis- és nagybetűk.*	The user has entered an incorrect password so provide the user with a short and friendly message with the action to try again.
This product key didn't work. Please check it and try again.	*Ez a termékkulcs nem működik. Kérjük, ellenőrizze, hogy jól írta-e be, és próbálkozzon újra.*	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	*Minden készen áll*	Casual and short message to inform user that setup has completed, ready to start using the system.
Would you like to continue?	*Folytatja?*	Use of the second person pronoun "you" to politely ask the user if they would like to continue.
Give your PC a name–any name you want. If you want to change the background color, turn high contrast off in PC settings.	*Adjon egy tetszőleges nevet gépének. A háttérszín módosításához a Gépházban kapcsolja ki a kontrasztos megjelenítést.*	Address the user directly using second person pronoun to take the necessary action.

2.2.2   Promote a feature

US English	hu-HU 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.	*A képjelszó az érintőképernyős számítógépek védelmének új módja: választania kell egy képet, meg kell adnia néhány kézmozdulatot, és máris kész a teljesen egyedi jelszava.*	Promoting a specific feature with the use of em-dash to emphasis the specific requirements to enable the feature which in this situation is picture password.
Let apps give you personalized content based on your PC's location, name, account picture, and other domain info.	*Személyre szabott tartalom engedélyezése az alkalmazásoknak a gép helye, neve, a fiókkép és egyéb tartományi adatok alapján.*	Promoting the use of apps. Depending on the context of the string you can add familiarity to the text by using everyday words for example, PC.

2.2.3   Provide how-to guidelines

US English	hu-HU target	Explanation
To go back and save your work, click Cancel and finish what you need to.	*Ha vissza szeretne lépni, vagy menteni szeretné a munkáját, kattintson a Mégse gombra.*	Short and clear action using second person pronoun.
To confirm your current picture password, just watch the replay and trace the	*A jelenlegi képjelszó megerősítéséhez kövesse a visszajátszást, és rajzolja rá a*	Voice is simple and natural. The user isn't overloaded with information; we tell

US English	hu-HU target	Explanation
example gestures shown on your picture.	*jelzett kézmozdulatokat a képre.*	them only what they need to know to make a decision.

2.2.4   Explanatory text and support

US English	hu-HU target	Explanation
The updates are installed, but Windows 10 Setup needs to restart for them to work. After it restarts, we'll keep going from where we left off.	*A frissítések telepítése kész, de a Windows 10 telepítőnek újra kell indulnia ahhoz, hogy azok működjenek. Az újraindulás után ott folytatjuk, ahol abbahagytuk.*	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.	*Ha most újraindítja a gépet, saját nem mentett munkái, és a számítógépet jelenleg használó többi felhasználó nem mentett munkái is elveszhetnek.*	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.	*A dokumentum automatikusan a megfelelő könyvtárba és mappába kerül, amint Ön kijavította az érvénytelen vagy hiányzó tulajdonságokat.*	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.	*Hiba történt! Nem találjuk a letöltött fájlokat, amelyek a rendszerindító USB flash meghajtó elkészítéséhez kellenek.*	Without complexity and using short sentences inform the user what has happened.

3   Language-specific standards

Information about Hungarian-specific standards, such as phone number formats, date formats, currency formats, and measurement units are available from the [GoGlobal Developer Center](#).

3.1   Grammar, syntax and orthographic standards

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

3.1.1   Abbreviations

Common abbreviations

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

Typically, UI elements should not be abbreviated in order to spare space. If a string should be abbreviated for technical reasons, you will receive specific requests from the technical team. However, you should try to avoid unreasonably long translations, especially on buttons and menus. If you need to abbreviate some words due to lack of space, observe the following rules:

- If a less known abbreviation is used, its meaning should also be supplied in parentheses with the first occurrence.

- Never start a sentence with an abbreviation.

- If an established abbreviation exists for a word/expression, make sure to use that. The most frequent and widespread abbreviations are in the table below. Using them will not have much negative effect on readability.

- If the original is a single word, or a compound, the abbreviation should be spelled in one, and followed by a period as in case of "pl."

- If the original consists of separate words, the letters of the abbreviation representing the first letters of these words should be separated from each other by periods, but no spaces as in s.k. (saját kezűleg).

- If any parts of the original are capitalized, capitalization is usually retained in the abbreviation as well as in Bp.

List of common abbreviations:

Expression	Acceptable abbreviation
ált.	általános
Bp.	Budapest
bp-i	budapesti

Expression	Acceptable abbreviation
bt.	betéti társaság
c.	című
db	darab
de.	délelőtt
dr.	doktor
du.	délután
em.	emelet
évf.	évfolyam
fej.	fejezet
ford.	fordította
Ft	forint
i. e.	időszámításunk előtt(i)
i. sz.	időszámításunk szerint(i)
ill.	illetve
ker.	kerület
kft.	korlátolt felelősségű társaság
krt.	körút
köv.	következő
l.	lásd
ld.	lásd
o.	oldal
old.	oldal

Expression	Acceptable abbreviation
pl.	például
stb.	s a többi
sz.	számú
sz.	század
szerk.	szerkesztette, szerkesző(ség)
Szt.	szent
tel.	telefon
ti.	tudniillik
u.	utca
ún.	úgynevezett
vö.	vesd össze!

List of the Hungarian equivalents of the most frequently used English abbreviations:

English	Hungarian
AM	de.
PM	du.
etc.	stb.
i.e.	azaz
s.	l.
e.g.	pl.
MB	MB
KB	KB

Date and time abbreviations

List of weekdays starting with Monday (considered the first day of the week). Capitalization can be overridden by required graphical style.

Day	Abbreviation
hétfő	h.
kedd	k.
szerda	sze.
csütörtök	cs.
péntek	p.
szombat	szo.
vasárnap	v.

List of months:

Month	Abbreviation
január	jan.
feburár	febr.
március	márc.
április	ápr.
május	máj.
június	jún.
július	júl.
augusztus	aug.
szeptember	szept.
október	okt.
november	nov.
december	dec.

3.1.2 Acronyms

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

In [Microsoft Language Portal](#), both acronym and full versions are provided for several concepts. It's up to the localizer to decide which version to use in a given situation. However, when an acronym is first mentioned in a translation, the localizer has to describe their meaning. To do this after the acronym the full English name and a translation should be inserted in parentheses.

English	Hungarian
Object Linking Embedding (OLE)	OLE (Object Linking and Embedding – objektumcsatolás és beágyazás)

These acronyms should always be spelled with capital letters, without spaces and periods.

Note that acronyms created from Hungarian common names have different spelling rules, which are detailed in "A Magyar helyesírás szabályai."

Localized acronyms

Localized acronyms are rare in IT texts. If they do occur, standard rules of the Hungarian language apply.

Provide a translation for the words on first mention in the text (or in the most appropriate section, such as the section where a feature is described), followed by the original phrase, and the abbreviation that will later be used in parentheses.

Example:

English	Hungarian
DAO	adatelérési objektumok (Datca Access Object, DAO)

Unlocalized acronyms

Most acronyms are created from proper names which can't be localized (such as IBM, BSA, USA, etc.)

Other IT related US acronyms consist of common names; they are used as feature or product names, names of standards, protocols, etc. Since these are widespread in our language, they should not be localized either (URL, FAT, MIDI, RAM, etc.). We also retain their capitalization.

When adding endings to these acronyms it should be based on the pronunciation of the word.

3.1.3   Adjectives

In Hungarian, handle adjectives in the following manner.

Prefixed verbal adjectives and "nem".

When the Hungarian prefixed verbal adjective is preceded by the word "nem", it's a common mistake not to alter the word order of the prefix and the adjective, although polished Hungarian style would require it:

English	Correct Hungarian	Incorrect Hungarian
The file is unavailable	A fájl nem érhető el	A fájl nem elérhető
The message can't be sent	Az üzenet nem küldhető el	Az üzenet nem elküldhető
The location can't be determined	A hely nem határozható meg	A hely nem meghatározható

Possessive adjectives

The frequent use of possessives is a feature of English language. However, in Hungarian, possessive adjectives should be avoided if possible. Optimize the use of possessives, this way achieving a more personal sound (**készülék -> készüléke**).

English	Hungarian translation
My Contacts	Saját névjegyek
My Alerts	Saját riasztások
My Videos	Videók
If your computer does not support DirectX…	Ha a számítógépe nem támogatja a DirectX-et…
Your system has the following components:	A rendszer a következő összetevőket tartalmazza:

The above pattern should be followed in translations with the exception of My Computer which should always be translated as Sajátgép.

3.1.4   Articles

General considerations

English and Hungarian article usage differs considerably. English often requires using articles when Hungarian does not, and vice versa. It often happens that when English uses some kind of article (definite or indefinite), Hungarian must use a different article or a different number. Beware of the following cases:

English uses an indefinite article, but Hungarian should use plural with no article:

English	Correct Hungarian translation	Incorrect Hungarian translation
Copying a File (section title)	Fájl másolása	Egy fájl másolása
Creating a shortcut is a simple task	A parancsikonok létrehozása egyszerű feladat	Egy parancsikon létrehozása egy egyszerű feladat

English usually does not use articles in front of proper nouns, while Hungarian must use a definite article:

English	Correct Hungarian translation	Incorrect Hungarian translation
Using Outlook	Az Outlook használata	Outlook használata
Windows is a registered trademark of Microsoft Corporation	A Windows a Microsoft Corporation bejegyzett védjegye	Windows a Microsoft Corporation bejegyzett védjegye

There are cases when English uses plural with no article, while Hungarian must use a definite article:

English	Correct Hungarian translation	Incorrect Hungarian translation
Working with wizards	Munka a varázslókkal	Munka varázslókkal

Definite articles should precede all definite object and function names, but not object and function types.

A „minLocalRequestFreeThreads" értéke nem haladhatja meg a „minFreeThreads" értékét.
Az inicializálás sikertelen, mert a CategoryName hiányzik.
SystemCommand típusú objektumok nem támogatják az ablakkezelést.
MemberInfo csak illesztőfelület metódusa lehet.

Unlocalized feature names

Microsoft product names and non-translated feature names are used without definite or indefinite articles in English language. In Hungarian translations the definite article should be used. The allophone to be used is determined by the initial sound of the product or feature name following it according to the standard grammar rules of the Hungarian language.

Example:

English	Correct Hungarian translation
Please wait while Windows configures Office.	Kis türelmet, a Windows az Office konfigurálását végzi.

Localized feature names

Translated feature names are handled in the same way as unlocalized feature names: a definite article should be used.

Articles for English borrowed terms

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

- Motivation: Does the English word have any formally motivated features that would allow a straightforward integration into the noun class system of Hungarian language? The allophone of the article before the loan word to be used is determined by the first sound of the word. The allophones of the case endings are determined by the vowels of the word (vowel harmony).
- Analogy: Is there an equivalent Hungarian 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.

Check the [Microsoft Language Portal](#) to confirm the user of a new loan word and its proper article to avoid inconsistencies.

Example:

English	Hungarian
Turn on HTML rendering for this message.	A HTML üzenetmegjelenítés bekapcsolása.

3.1.5   Capitalization

In English, it's a general practice to capitalize all first characters of the words in titles, names, etc. However, in Hungarian different rules apply.

Product names

All standalone product names should be capitalized; if they consist of several words, all words are capitalized (Irodai Kiszolgálócsomag).

However, when translating names of localized services, we treat them as common names, and spell them lowercase. Some examples: távtároló (Remote Storage), távtárolási szolgáltatás (Remote Storage service), médiatár (Clip Organizer). However, when these names appear with the word Microsoft preceding them, they should be capitalized. Microsoft Kereső (Microsoft Search Companion).

Declination gives a more friendly and fluent tone to the text, so add suffixes to product names also.

English	Hungarian translation
How do you want to use Word?	Hogyan szeretné használni a Wordöt?

We treat most other software elements as common names as well, like súgó (Help), vágólap (Clipboard), or telepítő (Setup).

Note that process names like "telepítés" are never capitalized.

UI elements

The first letter of UI elements (buttons, dialog titles, checkboxes, etc.) should be capitalized, if the English is also capitalized. However, the rest of the words should not be capitalized, unlike the English.

English	Hungarian translation
Remote Control Properties (dialog title)	Távvezérlés tulajdonságai
Save (button name)	Mentés
Rules and Alerts… (button name)	Szabályok és értesítések…

Reference to UI elements

The easiest way to refer to GUI elements (such as buttons, check boxes, dialogs, tabs, etc.) in Help or in explanatory texts is by their caption. Whenever we reference them in such a way, they should be copied verbatim, including the first capital letter.

English	Hungarian translation
Click Next to continue or Cancel to exit. (dialog title)	A folytatáshoz kattintson a Tovább, vagy a kilépéshez a Mégse gombra
You must first close the Customize dialog box.	Először zárja be a Testreszabás párbeszédpanelt.

Terms, which also have an acronym form

In English, it's a practice to capitalize all words of a term if the term has also has an acronym form. In this case the Hungarian should not be capitalized at all.

English	Hungarian translation
User Interface Privilege Isolation (capitalized because of an existing acronym form: UIPI)	felhasználói felület jogelszigetelése

Titles

In English, usually all words of document, page or section titles are capitalized.
In Hungarian it's an error. We only capitalize the first word of the title.

English	Hungarian translation
Help and Support (page title)	Súgó és támogatás
More Information (section title)	További információk

Internet, web

Due to the strong tendency in the language and the change in the Hungarian dictionary of spelling we don't capitalize these words anymore; we treat them as common names. This greatly affects their spelling as well. Since both words are non-compounds, any compounds they appear in should be written together unless the other item is itself or is treated as a compound.

So the correct spelling of such compounds is the following:

internet
internetbeállítások
internet-hozzáférés
internetszolgáltató
web
webhely
webszolgáltatás
weblap

System accounts

Common system accounts are also spelled lowercase. The main reason for this is that the user can change the name of the account, but the account's function (and security ID, obviously) remain the same. That is, the Administrator account should be referred to in Hungarian as „rendszergazdafiók", the System Administrator as „rendszergazda", always lowercase (regardless of the US capitalization in the particular string), the guest account is „vendégfiók", etc.

View names

View names can be divided into two categories. They either refer to the way you're actually going to see the elements or they have a fantasy name.

In the first case they are treated as common names and they are spelled lowercase. However, when the name is translated with a suffixed noun and thus spelled separately from the word "nézet", it must be capitalized. Fantasy names are also capitalized.

English	Hungarian translation
Enable Folder view for FTP sites	Mappanézet engedélyezése az FTP-helyekhez
When you display files in Details view, you can click them by clicking column headings.	Ha a fájlokat Részletek nézetben jeleníti meg, az oszlopnevekre kattintva rendezheti őket.
Vertical ruler (Print view only)	Függőleges vonalzó (csak nyomtatási nézetben)

Terms separated by a slash (/)

When two terms are separated by a slash in a Hungarian product, only the first item should be capitalized. This is contrary to US practices.

English	Hungarian translation
Forms/Reports	Űrlapok/jelentések
Tables/Queries	Táblák/lekérdezések
Send/Receive	Küldés/fogadás
Search/Replace	Keresés/csere

Holidays

In everyday use (for example, greeting cards) holiday names are usually capitalized probably due to their emotional content. However, according to the spelling rules all words and expressions denoting holidays, special occasions and historic events should be written lowercase (Rule **144**). All translations must be made by this rule.

március tizenötödike
május elseje
karácsony
a honfoglalás
a bécsi kongresszus
a francia forradalom
anyák napja
mindenszentek
húsvét
a mohácsi vész
a szabadságharc
szilveszter

3.1.6   Compounds

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

Basic rules

One of the most problematic areas of Hungarian grammar is the spelling of compound words.

1. The most important rule to keep in mind is the following: If there is an implicit relationship between the words of a phrase that could be explained only by additional words, phrases or suffixes, then the phrase must be considered a compound word, and must be written accordingly (in one word, or connected with a hyphen, as detailed later).

For example, "magyar tanár" does not form a compound word if it means a teacher whose nationality is Hungarian, because there is no need to further "expand" or explain

this phrase. But "magyartanár" forms a compound word if it means a teacher who teaches Hungarian language, because the full, explanatory form of the phrase would be: "magyar nyelvet tanító tanár." This is called "meaning condensing compound." The following are all examples of this kind of compound words with explanation:

Compound word	Interpretation (resolution)
vámvizsgálat	vámnál történő vizsgálat
csigalépcső	csigához hasonló lépcső
hamutálca	hamut tartó tálca
Toronyóra	toronyban elhelyezett óra
párbeszédpanel	párbeszédre módot nyújtó panel
olvasószemüveg	olvasáshoz használt szemüveg

2. After determining with the above method if a phrase forms a compound word, there are two possibilities for the spelling: writing the phrase in one word or divide it with a hyphen. The correct solution is determined by the following rules:

2.a If the compound word consists of two words, then it must be written in one word, without a hyphen, regardless its length:

alkalmazáskiterjesztés
óraszinkronizálás
energiamegmaradás

2.b If the compound word consists of more than two words, but less than 7 syllables, it must be written in one word again, without a hyphen:

adatbázisindex
órajelszinkron
webhelycím

The only exception is when a suffix is added that modifies the part of speech. This case the suffix itself is treated as a syllable, so adding a suffix (except for the ending "**i**" that does not count) makes the word longer than 6 syllables, it also has to be hyphenated.

Term without suffix	Term with suffix
háttérvilágítás	háttér-világítású
webhelyhozzáférés	webhelyhozzáférési

2.c If the compound word consists of more than two words and at least 7 syllables, it must be written in one word with a hyphen. The placing of the hyphen should aid readability, so it should appear at the most meaningful place. It's also important to note that a two-syllable verbal particle should be treated as a separate element of compounds. This is why internet-hozzáférés should be hyphenated.

adatbázis-tervezés
óraszinkron-generálás
jogosultság-ellenőrzés

There is another special but very frequent case: It often happens that a two-word phrase does not form a compound word itself, for example, "antik bútor" or "hideg víz." But when a third word is added to the phrase, it will form a compound word because of the previously mentioned rule: "(antik bútor)+(bolt)" or "'hideg víz)+(csap)" will form a compound word because the expanded phrase would be: "antik bútort áruló bolt" or "hideg vizet szolgáltató csap," so the phrase becomes a compound word and must be written with a hyphen: "antikbútor-bolt" or "hidegvíz-csap." Note that in this case the number of syllables does not matter: the hyphen must always be used regardless of the length.

Some more examples:

Base phrase	Compound word
házi feladat	házifeladat-készítés
hajlított bútor	hajlítottbútor-gyár
beépülő modul	beépülőmodul-letöltés

However, this kind of word composition can easily lead to very long, overcomplicated and artificial words. Although these words are grammatically correct, they should be avoided if possible. This can be achieved by resolving the compound with its original meaning, for example, "a házi feladat elkészítése," "hajlított bútorokat készítő gyár," "beépülő modulok letöltése." However, it's not always possible or reasonable because complicated suffixing or other considerations. It's up to the localizer to judge which method to use.

When compounds consist of multiple words where prefix is already hyphenated, the resulting compound should also be hyphenated. (See Rule **140** of the Hungarian Academy's publication for more details). This rule also applies to

e-mail-cím
e-mail-kapcsolat
e-mail-fiók
e-mail-beállítások

Other cases

If the unmarked compound contains a trademark, a subordinated product or feature name, or any other proper name (all of which should be capitalized), then the resulting compound should always be hyphenated.

Windows-verzió
Cscript-hiba
Hotmail-fiók
Windows-alkalmazás

If one of the items of the compound is a subordinated proper name which is written as more than one word, we still use a hyphen, attached to the second word.

Media Guide-lap
Windows Media-adatfolyam

An exception to this rule is when the first part of the compound expression is a proper name (brand name) and the second part is of an explanatory nature, so there is no genitive relation between the two parts.

Word szövegszerkesztő
HP nyomtató

The product name + file and product name+ filetype (document, worksheet, presentation etc.) compounds are a borderline case. Both the separate and the hyphenated versions can be explained. We have decided to hyphenate such structures:

Excel-fájl
Word-fájl
PowerPoint-bemutató

It's also to be noted that adding a suffix to a compound that's spelled separately usually does not cause it to be spelled as one word. See Rule **105** for more details:

teljes képernyős nézet

3.1.7   Acronyms

When forming compounds with acronyms, they should always be hyphenated.

XML-deklaráció
CD-ROM-meghajtó

Service and protocol names are never hyphenated.

DHCP szolgáltatás
DNS szolgáltatás
TCP/IP protokoll
DLC protokoll

Compounds with the words "kiszolgáló" and "ügyfél" are usually subordinated, and therefore must be hyphenated:

DNS-ügyfél
DNS-kiszolgáló

3.1.8   Conjunctions

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

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

Beginning sentences with conjunctions like "de" or "és" does sound conversational and informal in Hungarian, but this should be done rarely as it tends to fragment text. Still, it could be used when splitting overly long sentences into multiple segments.

en-US source text	hu-HU classic use of conjunctions	hu-HU modern use of conjunctions
Or, click here.	Másik lehetőségként kattintson ide.	Vagy kattintson ide.
And it also serves as a web browser.	A felsoroltakon kívül a program webböngészőként is használható.	És internetezni is lehet vele.

3.1.9   Localizing colloquialism, idioms, and metaphors

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

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

- Replace the source colloquialism with a Hungarian colloquialism that fits the same meaning of the particular context. **This way is not preferred.**
- Translate the *intended* meaning of the colloquialism in the source text (not the literal translation of the original colloquialism in the source text). **Preferred.**

- Translate everything in the source text except the colloquialism. Omit any references to colloquialism in the translation. **This way is not preferred.**

3.1.10 Nouns

General considerations

One of the most problematic areas is the spelling of compound nouns. See the section Compounds for more information.

Inflection

Standard rules of the Hungarian language apply. The allophones of the inflections are determined by the way the word is pronounced.

Plural formation

Standard rules of the Hungarian language apply.

3.1.11 Numbers

This topic includes guidelines when to use numerals (symbol that represents a number. for example, 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.

In Hungarian numbers themselves mainly used, not the written text forms of them. It's very rare that we write the number with text and there is no specific rule that requires to write numeral in letters.

Although there is no definite rule in regard of the form of numbers in a text, numbers are usually written in text form:

1) in continuous literary text when they are short to pronounce;

2) when they are added a suffix, or are used in combination with another word (for example, "tízféle," "kéthetente," "hatvan után").

Numbers which are longer to pronounce or used to describe time, a sum of money, a scientific value are usually written down with numerals.

3.1.12 Prepositions

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

It's difficult to give guidelines because there are many ways a preposition can be translated.

Examples:

US expression	Hungarian expression	Comment
2 std dev below Average	2 szórással az átlag alatt	Preposition translated using a Hungarian postposition.
Across Worksheets...	Több munkalapra...	Preposition translated using the Hungarian case system.
Only Amounts Above	Csak efölötti összegek	Here the string is followed by the noun phrase the preposition modifies. As it's not possible to use a postposition, in the translation we must include a cataphoric reference.

A few prepositions have become standard practice:

Source text expression	Hungarian expression	Comment
Compatible with	Kompatibilis a következővel:	
Click (on) something	Kattintson a(z)... elemre/parancsra/gombra	
in the toolbar	az eszköztáron	
on the tab	a lapon	
on the menu	a menüben	
on the Internet	az interneten	It's important to note that in Hungarian the Internet is not capitalized.
on a web site on a web page	egy webhelyen egy weblapon	Note the difference between these terms.

For information on … see …	További információt a(z) …ról a következő címen/témakörben/webhelyen talál: További információt a(z) …ról a(z)… címen/témakörben/webhelyen talál.	The latter solution is preferred when the target is included in the segment to be localized.

3.1.13 Pronouns

Personal pronouns

If the English text contains *you* when referring to the user, it's preferable to avoid using a pronoun if possible. If not, use **the polite 3rd person singular imperative, declarative or inquisitive mood ("önözés")**. The only exception to this is when the audience of the text is special, for example, children.

Possessive pronouns

Possessive pronouns are used far less frequently in Hungarian texts than in their U.S. counterparts. Use them if it's relevant to determine ownership, and also whenever possible to be more user-friendly.

US English	Hungarian
Turn on your computer.	Kapcsolja be a számítógépét.
Your subscription expires soon.	Előfizetése hamarosan lejár.

3.1.14 Punctuation

The Hungarian rules of punctuation considerably differ from those of English. The Hungarian punctuation rules are described in "A Magyar helyesírás szabályai" in detail, here we will only focus on rules that cause the most problems

Comma

A comma should be used in between elements of the sentence that have the same grammatical category as in enumerations, and between clauses of a sentence.

If there is a conjunction "és," "vagy," "meg" between elements of an enumeration, the comma preceding the conjunction is omitted. However, there should always be a comma in front of "illetve," "valamint," even if these words also mean "és" or "vagy."

If the last element of the enumeration is the word "stb." ("etc."), the comma preceding it should be omitted as well, since the abbreviation "stb." contains the conjunction "és."

Programok telepítése és törlése
Programok telepítése, illetve törlése
Név, jelszó, tanúsítvány stb. bekérése

If two separate words build up a conjunction like in "azért hogy," or "anélkül hogy," no comma should be placed before the second item, unless the first is part of the first clause of the sentence.

Ha üresen hagyja a jelszót, akkor minden felhasználó be tud jelentkezni rendszergazdaként, anélkül hogy jelszót adna meg.
Ellenőrizze, hogy létezik-e, és hogy hozzáfér-e.

There must always be a comma between clauses.

A súgó nem tud egy másik makrót futtatni, amíg az első makró fut.
A következő beállításokat kézzel vigye át, miután a varázsló elkészült:

When using conjunctions in pairs ("akár-akár" or "vagy-vagy"), a comma should always precede the second occurrence.

Megakadályozza, hogy a felhasználók akár közvetlenül, akár egy forgalomirányító kiszolgálón keresztül megváltoztassák a hívások kezdeményezésének módját.

In the "több mint" structure a comma is not always necessary. It's required when the meaning is comparative, but should be omitted when its meaning is the opposite of "majdnem" (almost).

Az USB-hubok nem működnek, ha a gyökérpottól több mint 5 hub távolságra vannak.
A kiírt erőforrásból kért mennyiség több, mint a maximum.

Colon

If the sentence starts with an introductory phrase it must be followed by a colon. If it's followed by one or more full sentences, they must be capitalized.

Example:

English	Hungarian
Note: if you have a Local Area Network, you should consult your network administrator.	Megjegyzés: Ha helyi hálózatot használ, vegye fel a kapcsolatot a rendszergazdával.

It's usual in English UA texts that such introductory words are followed by three spaces (and no colon). The translation should follow the above rule even in such cases.

English	Hungarian
Note…: if you have a Local Area Network, you should consult your network administrator.	Megjegyzés: Ha helyi hálózatot használ, vegye fel a kapcsolatot a rendszergazdával.

Dashes and hyphens

The rule of thumb is that Hungarian dashes and hyphens should be used in both UI and UA, and only if that's technically impossible (for example, in Windows Vista UI), localizers should use English hyphen.

Three different dash characters are used in English:

Hyphen

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

See the Compounds section of this guide and the relevant parts of "A magyar helyesírás szabályai" for more information.

En dash

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

For details consult the relevant parts of "A magyar helyesírás szabályai."

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

Em dash

The em dash should not be used in Hungarian.

Ellipses (suspension points)

Hungarian translations can use ellipses whenever the English does. The only important thing to keep in mind is to leave no space preceding it in the Hungarian translation.

Example:

English	Hungarian
Trying to connect...	Csatlakozás kezdeményezése...

Period

Generally, we should follow the style of the English sentence. According to the Rules of Hungarian Grammar, exclamation mark must be used after each imperative sentence. However, we deviate from this rule in most cases. The reason behind it's that UA and UI texts contain very high number of imperative sentences (instructions, procedures, etc.). It would look quite unnatural and could seem somewhat "aggressive" to place an exclamation mark after almost every sentence. Therefore, we follow the English style, and we place periods after simple imperative sentences:

Enter the file name.	Adja meg a fájl nevét.
Don't show this message again.	Ne jelenjen meg többé ez az üzenet.

However, we can (and should) use exclamation marks after imperative sentences that are especially important, because they warn the user of some serious consequences, safety of health issues, fatal loss of data, etc. These sentences usually have exclamation marks in the English too.

Never touch the inner parts of the printer when it's turned on!	Soha ne érintse meg a nyomtató belső részeit, amikor az be van kapcsolva!
If you turn off the computer now, your data will be lost!	Ha most kikapcsolja a számítógépet, az adatai elvesznek!

Another issue is that of the different usage of periods in English sources. Generally, we should adhere to Hungarian grammatical rules, i.e. if the sentence is complete, we should use it, if it's not (does not contain both a subject and a predicate), we should omit it, regardless of how it's applied in the English source.

Quotation marks

In US source strings you may find software references enclosed by English quotation marks ("̈"). In Hungarian translations the Hungarian version should be used: „".

Here is a list of the ASCII codes for language quotation marks.

Code	Character
Alt+0132	„
Alt+0148	"

When straight quotes are applied in source, it's not enough to replace ONLY the initial straight quote with a Hungarian curly quote AND leave the final straight quote. BOTH quotes need to be replaced with their Hungarian counterparts.

Parentheses

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

The same is true for Hungarian.

3.1.15 Sentence fragments

For the Microsoft voice, sentence fragments help convey a conversational tone. They are short and to the point.

en-US long form	en-US sentence fragment
Use the following steps.	Here's how

Since omission of sentence parts is handled much more liberally in Hungarian, **this section does not apply** to it.

3.1.16 Split infinitive

Split infinitives appear rarely but if they appear there should be no trouble translating them into Hungarian as the word order is quite flexible.

3.1.17 Symbols & nonbreaking spaces

You should use nonbreaking spaces where there is a content block which should not be separated by a line break (typical applications would be phone numbers and product names). To insert nonbreaking spaces, you can usually use the Ctrl+Shift+Space or left Alt + 0160. For example use a nonbreaking space between a number and its measure: 15 GB, or as a thousands separator: 100 000 (pls note that ' ' is used here for your convenience, it's often enough to use the CAT tool's appropriate shortcut instead of the text code).

3.1.18 Verbs

Continuous operations are usually expressed in English with a gerund, which should be translated into Hungarian using simple present. The continuity is usually not expressed explicitly in the Hungarian translations, although where understandability or context requires we can use translations such as …folyamatban van or …épp (most)… etc.

Examples:

English	Hungarian
Not Responding	Nem válaszol
Trying to connect…	Csatlakozás kezdeményezése…
File is being saved	A fájl mentése folyamatban van…
We are searching for your text.	Épp (most) keressük a kifejezést.
Can't find the computer that you're trying to reach.	Nem található az elérni kívánt számítógép.

4 Localization considerations

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

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

4.1   Accessibility

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

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

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

4.2   Applications, products, and features

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

Version numbers

Version numbers always contain a period (for example, Version 4.2). Version numbers are usually also a part of version strings, but technically they are not the same.

US English	Hungarian target
Version 4.2.1	4.2.1-es verzió
Version 5.0	5.0-s verzió

4.3   Trademarks

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

4.4   Geopolitical concerns

Part of the cultural adaptation of the US-product to a specific market is the resolution of geopolitical issues. While the US-product is designed and developed with neutrality

and a global audience in mind, the localized product should respond to the particular situation that applies within the target country/region.

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

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

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

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

4.5   Software considerations

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

4.5.1   Error messages

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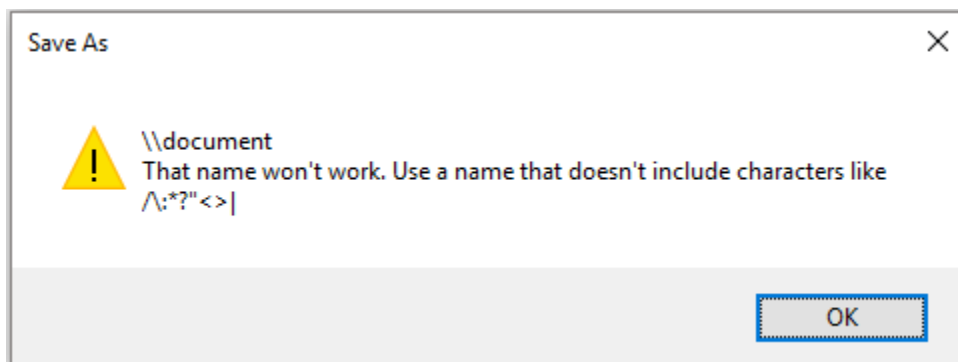
Error messages are messages sent by the system or a program, informing the user of an error that must be corrected in order for the program to keep running. The messages can prompt the user to take action or inform the user of an error that requires restarting the computer.

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

English term	Correct Hungarian translation
Oops, that can't be blank...	Ne hagyja üresen ezt a mezőt.*
Not enough memory to process this command.	Nincs elég memóriaterület a parancs feldolgozásához.

* Translating as "Hoppá, ez a sor üres" is too informal in Hungarian, and may only be used considering the language style of the target audience).

Hungarian style in error messages

Use consistent terminology and language style in the localized error messages, and not just translate them as they appear in the US product (for example, "Oops" is too informal in Hungarian).

Standard phrases in error messages

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

Examples:

English	Translation	Example	Comment
Can't ... Could not ...	nem ...-ható/hető nem lehet ...	A DVD nem játszható le A következőt nem lehet megnyitni:	
Failed to ... Failure of ...	sikertelen nem sikerült	Parancs indítása sikertelen.	

English	Translation	Example	Comment
Can't find … Could not find … Unable to find … Unable to locate …	nem található	Az attribútum nem található.	
Not enough memory Insufficient memory There is not enough memory There is not enough memory available	Nincs elég memória Nincs elegendő memória Kevés a memória Nincs elég memória Nem elég a rendelkezésre álló memória.	Nincs elég memória	
… is not available … is unavailable	nem áll rendelkezésre nem érhető el	Egy szükséges erőforrás nem állt rendelkezésre. Az ügyfél kapcsolatának bontása, ha ez az URL nem érhető el.	Error messages often contain the word "unavailable." It can have several correct translations like "nem érhető el," "nem használható" or "nem áll rendelkezésre," but note that "nem elérhető" is stylistically undesirable.

Error messages containing placeholders

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

Examples:

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

Examples of error messages containing placeholders:

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

4.5.2   Keys

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

Key names

English key name	Hungarian key name
Alt	Alt
Backspace	Backspace
Break	Break
Caps Lock	Caps Lock
Ctrl	Control
Delete	Delete
Down Arrow	Lefelé mutató nyíl
End	End
Enter	Enter
Esc	Esc
Home	Home
Insert	Insert
Left Arrow	Balra mutató nyíl

English key name	Hungarian key name
Num Lock	Num Lock
Page Down	Page Down
Page Up	Page Up
Pause	Pause
Right Arrow	Jobbra mutató nyíl
Scroll Lock	Scroll Lock
Shift	Shift
Spacebar	Szóköz billentyű
Tab	Tab
Up Arrow	Felfelé mutató nyíl
Windows key	Windows billentyű
Print Screen	Print Screen
Menu key	Menü billentyű

4.5.3   Keyboard shortcuts

Sometimes, there are underlined or highlighted letters in menu options, commands or dialog boxes. These letters refer to keyboard shortcuts, which help the user to perform tasks more quickly.
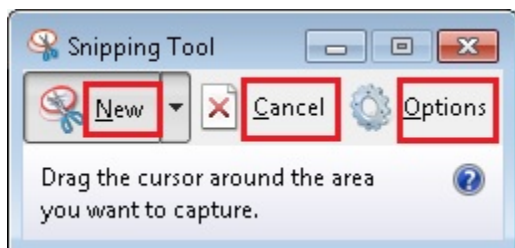
All standardized keyboard shortcuts can be found in the [Microsoft Language Portal](#) and should be used as often as possible. If there is no standardized keyboard shortcut in the

[Microsoft Language Portal](#) use the keyboard shortcut used in Windows. This is to ensure consistency between ALL Microsoft products to the greatest possible extent.
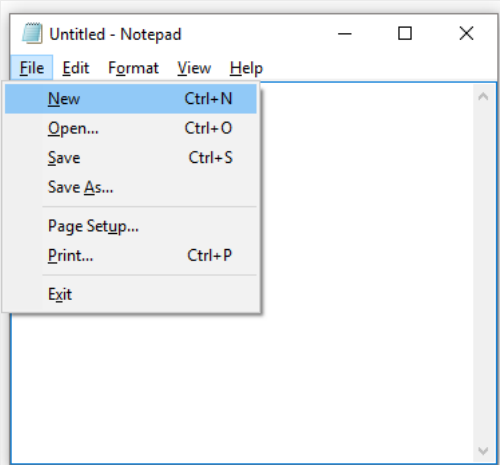
Sometimes you need to find a new keyboard shortcut. Use the guidelines below when you decide. Start with step no. 1 and go through the list step by step until you have found a key that's available for use.
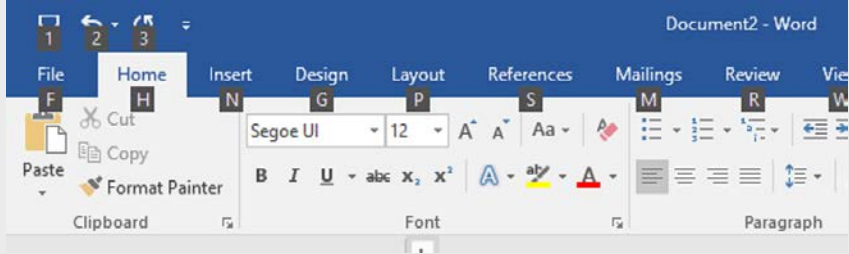
1. Use the first character in the string (command, menu, label, etc.), for example, **Fájl**
2. In a string containing more than one word, use the first character of one of the other words, for example, **Eszközök a weben**
3. In compound words, use the first character of the second (or third, etc.) word element, for example, **Korrektúrabeállítások**
4. Use the last character of the word, for example, **Nyelv**
5. Use a "wide" character such as 'm'. for example, **Téma**
6. Use full width characters (k, n, v, c, etc.)
7. Your next choice should be a "slim" character (i, l, t, f)
8. Then a "hanging" character (j, g, p, y, etc.)
9. Extended characters (á, é, ő, ú, etc.)
10. Only if no other character is available, are you allowed to use duplicate keyboard shortcuts.

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 characters listed above are available.
Characters with downstrokes, such as g, j, y, p and q can be used as keyboard shortcuts	yes	Only when no characters listed above are available.
Extended characters can be used as keyboard shortcuts	yes	Only when no characters listed above are available.
An additional letter, appearing between brackets after item name, can be used as keyboard shortcuts	no	
A number, appearing between brackets after item name, can be used as keyboard shortcut	no	
A punctuation sign, appearing between brackets	no	

Keyboard shortcuts special options	Usage: is it allowed?	Notes
after item name, can be used as keyboard shortcut		
Duplicate keyboard shortcuts are allowed when no other character is available	yes	Only when no characters listed above are available.
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.

4.5.4   Arrow keys

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

4.5.5   Numeric keypad

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

4.5.6   Shortcut keys

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

Standard shortcut keys

US command	US English shortcut key	Hungarian command	Hungarian shortcut key
General Windows shortcut keys			
Help window	F1	Súgó	F1
Context-sensitive Help	Shift+F1	Környezetfüggő súgó	Shift+F1
Display pop-up menu	Shift+F10	Helyi menü megjelenítése	Shift+F10
Cancel	Esc	Mégse	Esc
Activate\Deactivate menu bar mode	F10	Menüsor mód engedélyezése / letiltása	F10
Switch to the next primary application	Alt+Tab	Váltás a következő futó alkalmazásra	Alt+Tab
Display next window	Alt+Esc	Következő ablak megjelenítése	Alt+Esc
Display pop-up menu for the window	Alt+Spacebar	Az aktív ablak helyi menüjének megjelenítése	Alt+Spacebar
Display pop-up menu for the active child window	Alt+-	Az aktív gyermekablak helyi menüjének megjelenítése	Alt+-
Display property sheet for current selection	Alt+Enter	Az aktuális kijelölés tulajdonságpaneljének megjelenítése	Alt+Enter
Close active application window	Alt+F4	Aktív alkalmazásablak bezárása	Alt+F4
Switch to next window within (modeless-compliant) application	Alt+F6	Váltás a következő ablakra az alkalmazáson belül	Alt+F6
Capture active window image to the Clipboard	Alt+PrntScrn	Aktív ablak képének rögzítése a Vágólapra	Alt+PrntScrn
Capture desktop image to the Clipboard	PrntScrn	Képernyőkép rögzítése a Vágólapra	PrntScrn

US command	US English shortcut key	Hungarian command	Hungarian shortcut key
Access Start button in taskbar	Ctrl+Esc	Feladatkezelő Start gombjának elérése	Ctrl+Esc
Display next child window	Ctrl+F6	Következő gyermekablak megjelenítése	Ctrl+F6
Display next tabbed pane	Ctrl+Tab	Következő lapfül megjelenítése	Ctrl+Tab
Launch Task Manager and system initialization	Ctrl+Shift+Esc	Feladatkezelő	Ctrl+Shift+Esc
File menu			
File New	Ctrl+N	Új	Ctrl+N
File Open	Ctrl+O	Megnyitás	Ctrl+O
File Close	Ctrl+F4	Bezárás	Ctrl+W or CTRL+F4
File Save	Ctrl+S	Mentés	Ctrl+S
File Save as	F12	Mentés másként	Alt + F2
File Print Preview	Ctrl+F2	Nyomtatási előnézet	-
File Print	Ctrl+P	Nyomtatás	Ctrl+P
File Exit	Alt+F4	Kilépés	Alt+F4
Edit menu			
Edit Undo	Ctrl+Z	Visszavonás	Ctrl+Z
Edit Repeat	Ctrl+Y	Ismétlés	Ctrl+Y
Edit Cut	Ctrl+X	Kivágás	Ctrl+X
Edit Copy	Ctrl+C	Másolás	Ctrl+C
Edit Paste	Ctrl+V	Beillesztés	Ctrl+V
Edit Delete	Ctrl+Backspace	Törlés	Ctrl+Backspace
Edit Select All	Ctrl+A	Az összes kijelölése	Ctrl+A

US command	US English shortcut key	Hungarian command	Hungarian shortcut key
Edit Find	Ctrl+F	Keresés	Ctrl+F
Edit Replace	Ctrl+H	Csere	Ctrl+H
Edit Go To	Ctrl+G	Ugrás	Ctrl + G
Help menu			
Help	F1	Súgó	F1
Font format			
Italic	Ctrl+I	Dőlt	Ctrl+I
Bold	Ctrl+B	Félkövér	Ctrl+B
Underlined\Word underline	Ctrl+U	Aláhúzott	Ctrl+U
Large caps	Ctrl+Shift+A	Nagybetűk	Ctrl+Shift+A
Small caps	Ctrl+Shift+K	Kiskapitális	Ctrl+Shift+K
Paragraph format			
Centered	Ctrl+E	Középre	Ctrl+E
Left aligned	Ctrl+L	Balra igazított	Ctrl+L
Right aligned	Ctrl+R	Jobbra igazított	Ctrl+R
Justified	Ctrl+J	Sorkizárt	Ctrl+J

4.5.7   English pronunciation

General rules

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

Declined product names should be pronounced the English way, but with the Hungarian suffixes.

- **Microsoft** must be pronounced the English way: májkroszoft.
- **Office-szal** must be pronounced as: ofisszal.
- **Wordöt** must be pronounced as: wördöt.

If numbers are involved, pronounce them in Hungarian.

Example	Phonetics	Comment
SecurID	szekjuör áj dí	
Release Pack	rilíz pek	
Digest	dájdzseszt	
Microsoft Windows Server 2016	májkroszoft vindouz szerver 2016	Numbers are pronounced the Hungarian way. Microsoft is pronounced the English way.
Outlook Web Access	autluk veb ökszesz	
InfoPath	infopáθ	
Exchange Server	ixcséindzs szerver	
Program Files	prougrem fájlz	
SecurNAT	szekjuör net	
ECHO_REQUEST	ekhouríkveszt	
proxy	praxi	
.NET	dat net	.NET is considered a product name; don't say /pont net/.
Skype	szkájp	Foreign names are mostly pronounced the same way as in their source language.

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 Hungarian way.

Example	Phonetics
RADIUS	rádiusz
RAS	ras
ISA	isa

LAN	lan
WAN	van
WAP	vap
MAPI	mapi
POP	pop

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

Example	Phonetics	Comment
ICMP	í cé em pé	
URL	u er el	
TCP/IP	té cé pé í pé	
HTTP	há té té pé	
XML	iksz em el	
HTML	há té em el	
SQL	es kú el	
OWA	ó vé á	
Exceptions		
IIS	áj áj esz	Considered a product name, to be pronounced the English way

URLS

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

"www" should be pronounced as "vé vé vé."

The "dot" should be omitted, but can also be read out. If you read it out, then it must be pronounced the Hungarian way, as "pont."

Example	Phonetics
http://www.microsoft.com/scg	vé vé vé pont májkroszoft pont kom per es cé gé

Punctuation marks

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

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

Em dash (—) is rarely used.

Special characters

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

- Example: > will be pronounced "nagyobb"