Czech Style Guide

Contents

What's New?

Last Updated: February 2011

New Topics

The overall Style Guide content was fully reworked in February 2011 as part of a major Style Guide update project performed for all languages. As a result, most of the content from the old Style Guide has been translated into English and moved to this new format.

Updated Topics

The following topics were updated with minor changes in comparison with the old rules:

- Recommended Reference Material – added a new major normative online resource
- Addresses – removed notes on hanging indent, as per the latest information from Jazyková poradna
- Abbreviations – added "IT specialista" to the list of instances where an acronym may precede a noun

Introduction

This Style Guide went through major revision in February 2011 in order to remove outdated and unnecessary content.

About This Style Guide

The purpose of this Style Guide is to provide everybody involved in the localization of Czech Microsoft products with Microsoft-specific linguistic guidelines and standard conventions that differ from or are more prescriptive than those found in language reference materials. These conventions have been adopted after considering context based on various needs, but above all, they are easy to follow and applicable for all types of software to be localized.

The Style Guide covers the areas of formatting and grammatical conventions. It also presents the reader with a general idea of the reasoning behind the conventions. The present Style Guide is a revision of our previous Style Guide version with the intention of making it more standardized, more structured, and easier to use as a reference.

The guidelines and conventions presented in this Style Guide are intended to help you localize Microsoft products and materials. We welcome your feedback, questions and concerns regarding the Style Guide. You can send us your feedback via the [Microsoft Language Portal feedback page](#).

Scope of This Document

This Style Guide is intended for the localization professional working on Microsoft products. It is not intended to be a comprehensive coverage of all localization practices, but to highlight areas where Microsoft has preference or deviates from standard practices for Czech localization.

Style Guide Conventions

In this document, a plus sign (+) before a translation example means that this is the recommended correct translation. A minus sign (-) is used for incorrect translation examples. On a few occasions, we use the (+-) sign to indicate a translation that is acceptable, but not recommended.

In Microsoft localization context, the word *term* is used in a slightly untraditional sense, meaning the same as e.g. a segment in Trados. The distinguishing feature of a term here is that it is translated as one unit; it may be a traditional term (as used in terminology), a phrase, a sentence, or a paragraph.

References to interface elements really only refer to translatable texts associated with those interface elements.

Example translations in this document are only intended to illustrate the point in question. They are not a source of approved terminology.

Sample Text

Zabezpečení stolních počítačů: Ochrana v neustále se měnícím prostředí informačních technologií

V posledních 15 letech se svět velmi změnil, převážně k lepšímu. Výpočetní systémy se neustále vylepšují a výsledné zvyšování produktivity má pozitivní vliv na podnikání. Vzhledem k obrovskému rozsahu využití výpočetní techniky jsou samozřejmě velké také potenciální ztráty, a proto je důležité důsledně chránit jak stolní počítače, tak i servery a celou síť. Účinná ochrana firmy požaduje dobré chápání rizik, kdy a kde může nejpravděpodobněji dojít k narušení zabezpečení. Firemní stolní počítače se systémem Microsoft Windows XP Professional a sadou Office XP Professional spolu s firemními daty, zaměstnanci a systémy pro elektronické obchodování představují rozhodující součást digitální obrany.

Ve zprávě pro rok 2002, kterou společně vydala FBI a organizace Computer Security Institute, přiznalo 90 % dotázaných amerických organizací – především významných společností a vládních úřadů – že v posledních 12 měsících došlo v jejich sítích k narušení zabezpečení, a 80 % z nich pak mělo za výsledek významné finanční ztráty.

Protože přestavují hlavní vstupní bránu do vaší firmy, jsou stolní počítače nejvíce ohrožené narušením zabezpečení. Viry, trójské koně či červi, neúmyslné zpřístupnění nebo ztráta cenných a případně tajných informací, výpadky systému či funkcí, omezení služeb zákazníkům a časové ztráty zaměstnanců na cestách plynoucí z nepřístupnosti firemní sítě patří jen k nejběžnějším potížím, které mohou postihnout firmu. Nezávislé testy prokázaly, že společné použití systému Windows XP Professional a sady Office XP Professional představuje základ pro správu stolních počítačů s ohledem na zvýšené zabezpečení a spolehlivost, omezuje rizika finančních ztrát plynoucích z výpadků a zároveň zvyšuje produktivitu.

Systém Windows XP Professional a sada Office XP Professional poskytuje výrazně lepší zabezpečení důležitých firemních dat díky šifrovacím technologiím, které nejsou v systému Windows 98 SE a sadě Office 97 vůbec k dispozici.

Průmyslové testy ukázaly, že osobním počítačům se systémem Windows XP Professional a sadou Office XP Professional hrozí mnohem nižší riziko nakažení virem než počítačům se systémem Windows 98 SE a sadou Office 97.

Další informace vám poskytne Petr Váša na telefonním čísle 222 333 444, od pondělí do pátku v době od 9:30 do 17:00 hodin.

Můžete také psát na adresu:

Petr Váša
Konzult, a.s.
Dlouhá 53
110 00 PRAHA 1

Zdroj: http://www.microsoft.com/cze

Vytvořeno 31. ledna 2011 v 17:20.

Recommended Reference Material

Use the Czech language and terminology as described and used in the following publications.

Normative References

These normative sources must be adhered to. Any deviation from them automatically fails a string in most cases. When more than one solution is allowed in these sources, look for the recommended one in other parts of the Style Guide.

1. This Style Guide and any applicable lists of approved terminology
2. *Pravidla českého pravopisu*. 2. vydání s dodatkem MŠMT nebo novější, Praha : Academia, 2005. ISBN 80-200-1327-X
3. *Slovník spisovné češtiny pro školu a veřejnost*. 3. opravené vydání nebo novější, Praha : Academia. 2003. ISBN 80-200-1080-7
4. *Příruční mluvnice češtiny.* Praha : Nakladatelství Lidové noviny, 2000. ISBN 80-7106-134-4
5. *Internetová jazyková příručka.* Praha : ÚJČ AV ČR, v. v. i., 2008. http://prirucka.ujc.cas.cz

Informative References

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

1. Hais, K., Hodek, B. *Velký anglicko-český slovník*. 2. vydání nebo novější, Praha : Academia, 1993. ISBN 80-200-0064-X; nebo Praha : Leda + Academia, 1997. ISBN 80-85927-37-3.
2. An English-Czech bilingual electronic dictionary of an adequate size
3. Jazyková poradna ÚJČ AV ČR: http://www.ujc.cas.cz/oddeleni/index.php?page=poradna
4. OneLook Dictionary Search: http://www.onelook.com

Language Specific Conventions

This part of the Style Guide contains information about standards specific to Czech.

Country/Region Standards

Characters

Country/region	Czech Republic
Lower-case characters	a, á, b, c, č, d, ď, e, é, ě, f, g, h, ch, i, í, j, k, l, m, n, ň, o, ó, p, q, r, ř, s, š, t, ť, u, ú, ů, v, w, x, y, ý, z, ž
Upper-case characters	A, Á, B, C, Č, D, Ď, E, É, Ě, F, G, H, Ch, I, Í, J, K, L, M, N, Ň, O, Ó, P, Q, R, Ř, S, Š, T, Ť, U, Ú, Ů, V, W, X, Y, Ý, Z, Ž
Characters in caseless scripts	N/A
Extended Latin characters	Á á, Č č, Ď ď, É é, Ě ě, Ch ch, Í í, Ň ň, Ó ó, Ř ř, Š š, Ť ť, Ú ú, Ů ů, Ý ý, Ž ž
Note on alphabetical order	Alphabetical order is not necessarily indicative of sorting order.
Total number of characters	42
Unicode codes	Á 193 á 225 Č 268 č 269 Ď 270 ď 271 É 201 é 233 Ě 282 ě 283 Í 205 í 237 Ň 327 ň 328 Ó 211 ó 243 Ř 344 ř 345 Š 352 š 353 Ť 356 ť 357 Ú 218 ú 250 Ů 366 ů 367 Ý 221 ý 253 Ž 381 ž 382
Notes	• Please note that **ch**/**Ch** is a separate letter (digraph) in Czech, which follows **h/H** and precedes **i/I**. It is unacceptable to write uppercase **Ch** as *CH or sort **Ch** under **C**. There is no separate Unicode code for **ch/Ch**. • The following characters don't occur in Czech, only Slovak: **Ä**, **Ĺ**, **Ľ**, **Ô**, **Ŕ**.

Date

Country/region	Czech Republic
Calendar/Era	Gregorian
First Day of the Week	Monday
First Week of the Year	Week of January 1
Separator	period + non-breaking space
Default Short Date Format	d. M. yyyy
Example	17. 3. 2011
Default Long Date Format	d. MMMM yyyy (MMMM genitive)
Example	17. března 2011
Additional Short Date Format 1	d. R. yyyy (please see below for notes on the use of Roman numerals)
Example	17. III. 2011
Additional Short Date Format 2	N/A
Additional Long Date Format 1	d. MMMM yyyy (MMMM nominative; see notes for details)
Example	17. březen 2011
Additional Long Date Format 2	N/A
Leading Zero in Day Field for Short Date Format	No
Leading Zero in Month Field for Short Date Format	No
No. of digits for year for Short Date Format	4
Leading Zero in Day Field for Long Date Format	No
Leading Zero in Month Field for Long Date	No

Country/region	Czech Republic
Format	
Number of digits for year for Long Date Format	4
Date Format for Correspondence	Long: d. MMMM yyyy (MMMM genitive)
Example	17. března 2011
Notes	- In Czech, dates are written in the day-month-year format. The month name is in genitive if functioning as an adverbial (i.e., answering the question "when?", "**on** which day?" - default long format). When the date performs the nominal function (name of a day, answering the question "which day?"), nominative is used, as indicated under Additional Long Format 1. Such use is however very rare and normally never applies to software. - The period after a number is always followed by a **non-breaking space**. (Required, not optional.) The year always consists of four digits. No leading zeros are used. - Day and month names do not take an initial capital in Czech. - If a date format includes a day name (or abbreviation thereof), there is a comma between the day name and the number: čtvrtek, 17. března 2011 - The use of Roman numerals to indicate months is obsolete and considered archaic but acceptable in Czech. It should be used ONLY as a third alternative to the Long and Short formats, where the US software would offer abbreviated month names (such as Jan, Oct, etc.), and ONLY if there is no other possibility to use one of the other two formats. Abbreviating month names in Czech is **not** acceptable.
Abbreviations in Format Codes	**d** is for day, number of d's indicates the format (d = digits without leading zero, dd = digits with leading zero, ddd = the abbreviated day name, dddd = full day name)
	M is for month, number of M's gives number of digits. (M = digits without leading zero, MM = digits with leading zero, MMM = the abbreviated name, MMMM = full name)
	R is for month expressed as uppercase Roman numeral (for example X = October)
	y is for year, number of y's gives number of digits (yy = two digits, yyyy = four digits)

Time

Country/region	Czech Republic
24 hour format	Yes
Standard time format	H:mm[:ss]
Standard time format example	7:15 15:30

Country/region	Czech Republic
	23:43:12
Time separator	colon (:)
Time separator examples	3:24:12
Hours leading zero	No
Hours leading zero example	3:24:12
String for AM designator	N/A
String for PM designator	N/A
Notes	• Seconds usually omitted from time notations

Days

Country/region: Czech Republic

Day	Normal Form	Abbreviation
Monday	pondělí	po
Tuesday	úterý	út
Wednesday	středa	st
Thursday	čtvrtek	čt
Friday	pátek	pá
Saturday	sobota	so
Sunday	neděle	ne

First Day of Week: Monday

Is first letter capitalized?: No

Notes: Day abbreviations are **not** followed by a period.

Months

Country/region: Czech Republic

Month	Full Form	Abbreviated Form	Long Date Form
January	leden	N/A	ledna

Month	Full Form	Abbreviated Form	Long Date Form
February	únor	N/A	února
March	březen	N/A	března
April	duben	N/A	dubna
May	květen	N/A	května
June	červen	N/A	června
July	červenec	N/A	července
August	srpen	N/A	srpna
September	září	N/A	září
October	říjen	N/A	října
November	listopad	N/A	listopadu
December	prosinec	N/A	prosince

Is first letter capitalized?: No

Notes: Do not use abbreviations of month names. If space constraints prevent the month name from being spelled out, Roman numerals may be used (I, II, III, IV, V, VI, VII, VIII, IX, X, XI, XII). Please note that numerals are followed by a period and a non-breaking space.

Numbers

Arabic numerals are used. The following sections provide information on digit grouping and separators.

Please note that it is customary in Czech to spell out small numerals (usu. 1-10) when they appear inside text, as opposed to tables, lists, or numeric values (incl. percentages, dates, etc.). Please also spell out multiples, if they are simple.

Examples: (+) *Existují tři způsoby, kterými lze tohoto výsledku dosáhnout:*

(+) *Uživatelé volají na linku podpory až čtyřikrát více než dříve.*

Compare: (+) *Hospodářský růst nedosáhl v tomto roce ani 2 %.*

Phone Numbers

Country/ region	International Dialing Code	Area Codes Used?	Number of Digits – Area Codes	Separator	Number of Digits – Domestic	Digit Groupings – Domestic
Czech Republic	+420	No	N/A	non-breaking space	9	### ### ###

Country/ region	Number of Digits – Local	Digit Groupings – Local	Number of Digits – Mobile	Digit Groupings – Mobile	Number of Digits – International	Digit Groupings – International
Czech Republic	9	### ### ###	9	### ### ###	12	+420 ### ### ###

Notes:
- If a number is followed by an extension, the latter is separated by a slash surrounded by non-breaking spaces. (Alternatively, the abbreviation "*l.*" for extension may be used; "*l.*" stands for "*ext.*"):
  Examples: *123 456 789 / 333; 123 456 789, l. 333*
- Czech landline and mobile phone numbers use identical formats.
- Always use non-breaking spaces for digit grouping and as international code separator.

Addresses

Country/region: Czech Republic

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

Address Format:
1. [Title/Honorific] FirstName [SecondName] LastName
2. [CompanyName]
3. Address1
4. [Address2]
5. [CountryCode-]PostalCode CITY
6. [Country]

Example Address:
Ing. Petr Váša
Konzult, a. s.
Dlouhá 53
110 00 PRAHA 1
ČESKÁ REPUBLIKA

Local Postal Code Format: ### ##

Notes:

- In the Address Format scheme above, items in square brackets are optional or rarely used.
- Address is always left-aligned except for the postcode. Do not use hanging indent for the postal code.
- Postcode consists of (exactly) five digits, separated by a non-breaking space following the first 3 digits.
- Postcode is **always** separated from the city name by a **double** non-breaking space.
- It is recommended to use ALL CAPS for the city name.
- If mail is sent to the Czech Republic from abroad, the postcode may be prefixed by a country code with a non-breaking hyphen (CZ-).
- The "State/Province" field is not used in Czech addresses.
- For more details, please refer to http://www.ujc.cas.cz/poradna/odpo.html#adres (in Czech only)

Currency

Country/region	Czech Republic
Currency Name	koruna česká
Currency Symbol	Kč
Currency Symbol Position	after the numeral, separated by a non-breakable space
Positive Currency Format	123,45 Kč
Negative Sign Symbol	the ordinary hyphen (-) on the keyboard, i.e. not the en dash (–), is placed before the value as a minus sign
Negative Currency Format	-123,45 Kč
Decimal Symbol	, (comma)
Number of Digits after Decimal	2
Digit Grouping Symbol	non-breaking space
Number of Digits in Digit Grouping	3
Positive Currency Example	23 999,50 Kč
Negative Currency Example	-1 813,25 Kč
ISO Currency Code	CZK
Currency Subunit Name	haléř
Currency Subunit Symbol	h
Currency Subunit Example	0,50 Kč

Digit Groups

Country/region: Czech Republic

Decimal Separator: ,

Decimal Separator Description: comma

Decimal Separator Example: 123,456

Thousand Separator:

Thousand Separator Description: non-breaking space

Thousand Separator Example: 1 234 567 890

3,141 592 653 5

Notes: Do not use the thousand separator in a year number (e.g. 1997, 2002). Special separator rules apply to telephone numbers and postcodes.

Measurement Units

Country: Czech Republic

Metric System Commonly Used?: Yes

Temperature: Celsius

Category	English	Translation	Abbreviation
Linear Measure	Kilometer	kilometr	km
	Meter	metr	m
	Decimeter	decimetr	dm
	Centimeter	centimetr	cm
	Millimeter	milimetr	mm
Capacity	Hectoliter	hektolitr	hl
	Liter	litr	l
	Deciliter	decilitr	dl
	Centiliter	centilitr	cl
	Milliliter	mililitr	ml
Mass	Ton	tuna	t
	Kilogram	kilogram	kg
	Pound	libra	lb
	Decagram	dekagram	dkg

Category	English	Translation	Abbreviation
	Gram	gram	g
	Decigram	decigram	(not used)
	Centigram	centigram	(not used)
	Milligram	miligram	mg
English Units of Measurement	Inch	palec	(not used)
	Feet	stopa	(not used)
	Mile	míle	(not used)
	Gallon	galon	(not used)

Notes:

- If the unit symbol is preceded by a number, there should be a non-breaking space between the number and the unit of measurement.
- Decagram (dkg) is a weight unit widely used in gastronomy contexts in Czech. It equals 10 grams, or 0.01 kg.
- Pound is not used in the Czech Republic as a unit of weight although it is recognized.
- The ton referred to above is the metric tonne, equal to 1,000 kgs.
- Unlike the SI units above, the following are ordinary abbreviations and therefore require a period:
  (+) *ř.* (*řádek* – line, row)
  (+) *sl.* (*sloupec* – column)
  (+) *b.* (*bod* – point)

Percentages

When the percentage value is used as a noun, always use a non-breaking space between the number and the percentage sign. No separator is used when the value acts as an adjective.

Examples: (+) *Hospodářský růst nedosáhl v tomto roce ani 2 %.*

(+) *Díky 10% zvýšení obratu jsme mohli vytvořit desítky nových pracovních míst.*

Sorting

Sorting rules	1. Capital letters and lowercase letters are equal. No distinction is made between them, unless the words are entirely identical, in which case, the lowercase letter is sorted first. 2. The extended characters **Č č**, **Ř ř**, **Š š**, **Ž ž** are treated as separate letters of the alphabet. 3. Other accented characters are equal with non-accented characters unless the words are completely identical, in which case the characters in parenthesis are sorted in the below order. 4. The digraph **Ch ch** is considered a separate letter, following **H h** and preceding **I i**. 5. Non-alphabetical characters (i.e. symbols like @ ! #) sort before the letters of the alphabet. 6. Digits sort after the non-alphabetical characters and before the letters of the alphabet.
Character sorting order	Characters in parentheses do not affect primary sorting order and sort as though unaccented (as per rule 3 above). The numbers below represent the Unicode DEC codes for each of the characters. a (*á, ä*) 97 (*225, 228*) b 98 c 99 č 269 d (*ď*) 100 (*271*) e (*é, ě*) 101 (*233, 283*) f 102 g 103 h 104 ch N/A i (*í*) 105 (*237*) j 106 k 107 l 108 m 109 n (*ň*) 110 (*328*) o (*ó*) 111 (*243*) p 112 q 113 r 114 ř 345 s 115 š 353 t (*ť*) 116 (*357*) u (*ú, ů*) 117 (*250, 367*) v 118 w 119 x 120 y (*ý*) 121 (253) z 122

	ž 382
Examples of sorted words	@ 1 Aaron andere ändere cote coté côte côté Czech čučet hiša chaque chemin irdisch láska lävi lavór lie lire Löwen lõug lòza llama Lübeck luck luč lye Männer màšta mîr möchten myndig piña pint pylon sämtlich savoir Sietla ślub subtle symbol

	šàran
	Šerbūra
	väga
	Vanek
	Vaněk
	vánek
	verkehrt
	vox
	waffle
	wood
	yen
	yüan
	yucca
	zoo
	Zürich
	Zviedrija
	zysk
	zzlj
	zzlz
	zznj
	zznz
	žal
	žena
	Ženeva

Geopolitical Concerns

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

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

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

Some of these issues are relatively easy to verify and resolve: the objective should be for the localizer to always have the most current information available. Maps and other graphic representations of countries/regions and

regions should be checked for accuracy and existing political restrictions. Country/region, city and language names change on a regular basis and need to be checked, even if previously approved.

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

Grammar, Syntax & Orthographic Conventions

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

Adjectives

In Czech, adjectives should be handled in the following manner.

- Please ensure that all adjective forms appear in their correct inflections, matching the governing noun.
- Non-inflected loanwords or acronyms do not act as adjectives (may not precede the governing noun)
  Exceptions: (+) *IP adresa*, (+) *proxy server*, not (-) *IP protokol*
- Normally, nominal forms (such as (-) *mlád,* (-) *zdráví*) should be avoided in subject complement but use shorter forms of participles in compound verbal forms (e.g. (+) *je definován*, (+) *je zaškrtnuto*).
  Exception: Modal phrases such as (+) *je možno*, (+) *je nutno*

Possessive adjectives

The frequent use of possessives is a feature of English language. However in Czech, possessive adjectives are usually only associated with actual animate subjects and would not normally be used in typical localization contexts. Most often, they are replaced by a corresponding generic adjective or by a prepositional phrase.

Example: (-) *počítačův software* vs. (+) *počítačový software,* (+) *software v počítači*
On the other hand, (+) *uživatelovo heslo* is perfectly acceptable, as long as it is not being overused.

Articles

General considerations

Please pay special attention to articles in the source sentence as they can sometimes convey a subtle shift in meaning that may need to be reflected in the translation by using a suitable demonstrative or quantifier.

Example: *Select **the** check box to Enable fast saving.* = (+) *Chcete-li povolit rychlé ukládání, zaškrtněte **příslušné** políčko.*

Unlocalized Feature Names

Microsoft product names and non-translated feature names are used without definite or indefinite articles in the English language. In Czech, they are always quoted without any articles.

Example: *The 2007 Office System* = (+) *systém Office 2007*

Localized Feature Names

Translated feature names are always quoted without articles

Example: *Windows Security Center* = (+) *Centrum zabezpečení systému Windows*

Articles for English Borrowed Terms

No applicable rules in this section for Czech.

Capitalization

General rules of capitalization are covered in the recommended reference books and orthography manuals. Since the English language tends to overuse capitals, please note that only such phrases that clearly constitute a translated feature name (even there, a few exceptions exist: *PivotTable* = (+) *kontingenční tabulka*) or that are explicitly capitalized in an approved terminology list, should use capitalization in Czech. Only the first word of a multi-word name is capitalized, unless component words are standalone proper names.

When in doubt whether a particular feature name is localized, and it is impossible to determine how, you may use context-appropriate generalization that will allow you to describe the feature in lowercase.

Example: (+) *Na další stránce **p**růvodce zadejte cílové umístění instalace.*

Compounds

Note that US English sometimes spells compound nouns as two (or more) words, even though the phrase is very fixed (for example, *cross reference*). Learn to recognize them and try the hyphenated or contracted (without space) spellings when searching for the translation of the term.

As Czech tends not to form many compounds, there are no special rules in this section.

Gender

- Please consult an approved terminology list to confirm the use of a new loan word and its proper grammatical categories.
  Example: *emoticon* = (-) *emotikon*, masculine, vs. (+) *emotikona*, feminine
- When addressing the user, ensure gender neutrality by means of the 2nd person plural, rather than the standard polite *vous*-form.
  Examples:
  (-) *Přesvědčte se, zda jste zavřel všechny soubory.* (+) *Přesvědčte se, zda jste zavřeli všechny soubory.*
  (-) *Byl jste odpojen.* (+) *Byli jste odpojeni.* Or better yet: (++) *Připojení bylo ukončeno.*
- In dynamic strings, such as the greeting in a mail merge document, it is recommended to omit the user name placeholder entirely, or use both genders (or both, as appropriate) to ensure gender neutrality:
  (-) *Vážený/á %s,* (+) *Vážená paní, vážený pane,* (note that the feminine form precedes the masculine)

Inflecting Product and Feature Names

English object names often contain the name **Microsoft**. As this prevents the translator from creating a precise and language rule compliant translation, the name **Microsoft** is often omitted, with the exception of full product names, especially trademarks.
Examples: (+) *Adresář* vs. (-) *Adresář společnosti Microsoft*

Inflecting unlocalized product names is not permitted. Hence, declinable descriptors must be used which precede the product name in all cases except the nominative and the prepositionless accusative. The recommended descriptors are listed below:

systém – Windows Server, Office, Visual Studio, Exchange Server, SQL Server

aplikace – Access, Excel, Outlook, Outlook Express, Outlook Web Access, PowerPoint, Word, Internet Explorer, Visual Basic, Visual C++, Visual InterDev, Visual SourceSafe, Visual FoxPro, FrontPage, FrontPage Express, Publisher, Project, Exchange (client), Photo Editor, PhotoDraw, Team Manager, Binder, InfoPath, OneLook, Groove

program – Chat, NetMeeting, WordPad, Map, Equation Editor, MSInfo, Wallet, Konverzace, Tabule, ScanDisk, Dr. Watson, NetShow, Fax, Mail, Query, Schedule+, Rychlé hledání, Přehrávač záznamů, Windows Media Player, Průzkumník, Poznámkový blok, Telefon, Messenger, Movie Maker, Fotogalerie, and any other smaller program with limited functionality

nástroj – DriveSpace, Kompresní agent, and anything referred to as *tool*, *utility* in English
pomůcka – do not use

sada – Office Basic, Office Standard, Office Professional, Office Developer, Office Home and Student, Office Small Business, BackOffice, Windows Plus!, Works, ValuPack, Option Pack, Internet Explorer Administration Kit, and anything that includes **Kit** or **Suite** in the English name

služba – Hotmail, Internetová informační služba, Řízení front zpráv, DHCP, Indexing Service, DNS, Terminálová služba, DirectX Media, and anything that includes **Service**, **Services** in the English name

Note: The names of operating system services (as well as services provided by other localized products, if possible) will be localized going forward. E.g. *Internet Information Services = Internetová informační služba*, *Message Queuing Services = služba Řízení front zpráv*, *Indexing Service = Služba indexování,* etc. Does not apply to service names (and components thereof) that are trademarked or refer to other unlocalized product names, such as *služba Windows Media*, *Služba médií DirectX*.

aktualizace – Service Pack

server – BizTalk Server, and anything that includes **Server** in the English name, except for Exchange Server and SQL Server (systémy).

rozšíření – FrontPage Server Extensions, Office Server Extensions, and anything that includes **Extensions** in the English name

rozhraní – DirectX, API, TAPI, ISAPI, MAPI, WinSock, NetBIOS, ADO, RDO, .NET Framework

technologie – Windows Media, .NET (do not use (-) *platforma .NET*), .NET software, .NET software ingredient = softwarová součást .NET

prohlížeč – PowerPoint Viewer, Internet Explorer (the preferred descriptor for the latter is **aplikace**)

Please note:

- You may omit the descriptor in the singular nominative and the prepositionless accusative (i.e. the two cases that do not imply inflecting the product name).
  Example: (+) *Stáhněte a nainstalujte si Windows Live Messenger.*

- The descriptor may also be omitted when using the name **Windows** (as well as **Windows Vista**, **Windows XP**, and **Windows 7**). These product names may still not be inflected, but prepositions may be used with them.
  Examples:
  (+) *dokument aplikace Word*
  (+) *Doporučujeme prohlížet v aplikaci Microsoft Internet Explorer.*
  (+) *Importovat z Windows*
  (+) *Výhody systému Windows Server* but not (-) *Výhody Windows Serveru*
  (+) *Ve Windows 7 již tato funkce není podporována.*
  (+) *Nenechte si ujít Windows Vista.* But not (-) *Nenechte si ujít Vistu.*

- Starting with the 2003 release, the **Microsoft Office** family of products is referred to as **systém**. **Sada** is only used for the specific package of applications supplied as a standalone SKU.

- The version designation **2007** is often placed before the words **Microsoft Office**. This is not acceptable in Czech and the official product name is **systém Microsoft Office 2007**.

Similarly, the name **Microsoft** must not be inflected, and the declinable descriptor **společnost** is used in all cases except the nominative and prepositionless accusative.

Modifiers

No specific rules for Czech in this section.

Nouns

General considerations

Please try to avoid chains of three and more concatenated prepositionless genitives. Such sentences are difficult to read and decode.

Example: (-) *Po otevření souboru klíčů certifikátů počítačů zahajte import.* (+) *Jakmile bude soubor s klíči k certifikátům počítačů otevřen, můžete zahájit import.*

Inflection

Ensure that all nouns are in the correct form. Keep in mind that when you make edits to a previously translated or recycled sentence (such as changing/adding a preposition or using a verb which might have a different valency), these edits often require additional changes in that sentence or even in surrounding sentences. Please make sure that such editing relicts are eliminated before finalizing your translation.

Plural Formation

There are a few nouns to which specific number rules apply in Czech localization:

Settings = **nastavení** – always use in singular, unless an unambiguously plural quantifier is required in the context (such as *all settings* = *veškerá nastavení*)

Policy = **zásady** – always use in plural, unless a single specific policy is referred to (*System time change policy* = *zásada Změna systémového času*)

Permission = **oprávnění** – always use in plural

Credentials = **pověření** – always use in plural

Prepositions and Conjunctions

Pay attention to the correct use of the preposition in translations. Influenced by the English language, many translators omit them or apply incorrect ones. Ensure that each single-letter preposition is followed by a non-breaking space.

US Expression	Czech Expression	Comment
log in to a network	*přihlásit se k síti*	not (-) *přihlásit se do sítě*
connect to a server	*připojit se k serveru*	
a device on the network	*zařízení v síti*	
on the status bar	*na stavovém řádku*	not (- -) *ve stavové řádce*
on the command line	*na příkazovém řádku*	e.g. (+) *Na příkazovém řádku zadejte:*
permission to read	*oprávnění ke čtení*	*oprávnění* in plural only
make sure that	*přesvědčte se, zda*	not (-) *přesvědčte se, že*

Pronouns

Possessives

English tends to use too many possessive pronouns in comparison with Czech. Since possessives can function as determiners in English, they are often used interchangeably with the definite article, i.e. in a rather generic sense, with their attribution aspect rather weakened. In such cases, it is often possible to omit the pronoun from the translation entirely.

Example: (-) *Na **vaší** ploše se otevře nové okno.* (+) *Na ploše se otevře nové okno.*

When you decide to include the possessive, keep in mind that the reflexive form **svůj** is used when the governing noun is being attributed to the subject of the sentence. This is a common source of errors, esp. when the subject is not explicitly named in the sentence, but implied.

Example: (-) *Nechcete-li se souborem pracovat na serveru, můžete jej stáhnout do **vašeho** počítače.*
(+) *Nechcete-li se souborem pracovat na serveru, můžete jej stáhnout do **svého** počítače.*

Many features in the operating system and on various websites often use the pronoun ***my*** (*My Documents*, *My Computer*) to associate themselves with the user. This is not appropriate voice in Czech and the possessive should be omitted whenever possible. Neutral and impersonal expressions should be used in such contexts.

Examples: *My Music = (+) Hudba*

(-) *V počítači už mám nainstalováno připojení k Internetu.* (+) *V počítači už je nainstalováno připojení k Internetu.*

Please pay special attention to the inflection of possessives, esp. in the feminine. Note that **vaši/naši** is only used in the accusative case, whereas the genitive, dative, locative and instrumental cases all require **vaší/naší**.

Example: (+) *Komunikace s **vaší** klávesnicí byla přerušena.* (+) *Těšíme se na **vaši** návštěvu.*

Capitalization

As a rule, 2nd person pronouns (**vy**, **váš**) are not capitalized. In a few specific types of texts, e.g. customer satisfaction surveys or personally addressed letters, this rule may be waived and these pronouns capitalized.

Punctuation

General punctuation rules for Czech are available in the recommended reference material. A few language specific notes are added below. For more detail, please refer to the Spelling section of the IJP.

Comma

Please ensure the correct placement of commas, especially at the end of embedded clauses. Use the comma as the decimal separator, to separate the name of the day and date, and in certain lists.

Colon

Use colons to introduce lists. It is also typically used in forms or dialog windows to punctuate labels of controls used for data input by the user. Often used to separate an inline heading introducing the paragraph in which it is integrated.

Examples: (+) *Chyba: Zadaná data nejsou platná.*

(+) ***Čárka:** Čárkou se oddělují věty v souvětí, složky několikanásobných větných členů a výrazy volně připojené nebo vložené do vět.*

Dashes and Hyphens

Two different dash characters are used in Czech. They each have a distinct graphic appearance and function/usage rules, and must not be used interchangeably.

Hyphen

The hyphen is used to divide words between syllables, to link parts of some compound words, and to express a close relationship between two words. No spaces are placed between the hyphen and the words it links.

Example: (+) *Guinea-Bissau*, (+) *vstupně-výstupní zařízení*

En Dash

The en-dash can be used to emphasize an isolated element or introduce an element that is not essential to the meaning conveyed by the sentence. Separate the dash from the text by a non-breaking space on each side.
Important: Do not use the em dash (the long dash that often appears in the English text) for this purpose.

Example: (+) *Následuje poslední krok – nastavení prostředí.*

Additionally, the en-dash is also used in ranges, such as those specifying page numbers. No spaces are used around the en dash in this case, as long as the expressions on both sides of the dash are single words.

Example: (+) *str. 3–7*, (+) *trasa Tábor–Bechyně*, but (+) *v době 1. 3. – 15. 5.*

Ellipses (Suspension Points)

Ellipsis is commonly used both in English and Czech UI to denote a control (such as a push button or a menu item) that invokes a dialog window where the user enters additional input (such as *Browse...* = (+) *Procházet...*). Please that due to compatibility concerns, the ellipsis character (ALT+0133) should not be used in these cases. Use three dots instead.

When quoting such UI items in text (software controls as well as documentation), the three dots are omitted entirely.

Example: (-) *Klikněte na tlačítko Procházet...* (+) *Klikněte na tlačítko Procházet.*

Note that any standard punctuation (except period) that is required by the syntax of the sentence, should still be added after the ellipsis.

In Czech localized texts, it is recommended to avoid using the ellipsis entirely.

Period

Use the period to punctuate complete sentences within a text, unless another punctuation type (such as the question mark or exclamation mark) is required due to the meaning of the sentence. It may be used as an alternative to colon when a heading is integrated into the paragraph text and not separated visually. (Note that the same punctuation must consistently be used for this purpose throughout the entire text.)

Period terminates abbreviations (such as *p.*, *str.*, *a. s.* or *atd.*), but not acronyms (*CD*, *USB*, *ČR*). It also indicates ordinal numerals.

The period is normally omitted in titles/headings/subheadings, image labels, official names of organizations and institutions, address lines, after date/time values or names, on business cards, etc.

Examples: (-) *Obr. 2. Průvodce vás vyzve k zadání kódu.* (+) *Obr. 2. Průvodce vás vyzve k zadání kódu*
(+) ***Úspornější provoz.*** *S technologií Windows Server Hyper-V dosáhnete významných provozních úspor.*

Quotation Marks

It is recommended to avoid using quotation marks in Czech localization. They may occasionally be needed to distinguish quotes and testimonials, or to indicate that the speaker is distancing him/herself from the text in quotes. In such cases, make sure to use "smart" (round) quotes: „ " (ALT+0132 and ALT+0147, respectively), as opposed to straight quotes.

When the text in quotes constitutes an entire sentence or more, any terminating punctuation is placed before the closing quotation mark.

In US source strings, you may find software references surrounded by English quotation marks. Such use of quotation marks is **not allowed** in Czech localized texts.

Example: (-) *Chcete uložit změny v souboru „File.doc"?* (+) *Chcete uložit změny v souboru File.doc?*

Parentheses

Except in code samples or snippets, use only round parentheses in Czech localized products. There is no space between the parentheses and the text inside them. If the parenthetical expression comprises one or more complete sentences, it should start with a capital letter and include a period to the left of (i.e., inside) the closing parenthesis. Conversely, if the text in parenthesis does not form a full sentence, it starts with a lowercase letter and any terminating punctuation is placed outside the closing parenthesis.

Example: (+) *Používejte výhradně kulaté závorky (ALT+040 a ALT+041).*

Singular & Plural

For a list of nouns with special requirements on grammatical number, please see above under [Nouns](#).

Split Infinitive

Thanks to the looser word order in Czech, split infinitives can be translated so that the adverbial is placed appropriately in terms of syntax as well as the Functional Sentence Perspective.

Example: *In order to correctly close the file, click here. = (+) Chcete-li soubor správně zavřít, klikněte sem.*

Subjunctive

Translate the subjunctive into Czech using the conditional or infinitive.

Example: *We recommend that you upgrade immediately. = (+) Doporučujeme vám okamžitě provést upgrade.*

Symbols & Non-Breaking Spaces

All unit symbols should be separated from their respective numeric value by a non-breaking space. This also applies to foreign currency symbols in the form of three-letter codes (such as EUR, USD or GBP). Normally all

foreign currencies in the localized texts are either converted to Czech currency (if translation specifications indicate so), or, represented by the three-letter code. We do not normally use the original currency symbol, even if it may be familiar and understandable to Czech readers.

Symbols (unlike abbreviations) are not punctuated with a period.

Where the numeric value + symbol is intended to be interpreted as an adjective (typical for some percentage values), the space between the number and symbol is omitted. With symbols other than percentage, it is recommended to spell out such adjectives in words.

Important: Under **no** circumstances should there be a dash or a hyphen inserted to separate the number and the non-numeric component of the adjective.

Examples: (+) *18,50 Kč* (+) *1 999 EUR* (+) *2 mil. USD*

(+) *2 hod* (symbol) cf. (+-) *Přišla o 2 hod. později.* (in the text, abbreviation) (+) *Přišla o dvě hodiny později.*

(-) *zvýšení o 30%* (+) *zvýšení o 30 %* cf. (+) *30% zvýšení*

(+) *32 b* (read: 32 bitů) cf. (+-) *32b* (read: 32bitový) cf. (-) *32-bitový* (+) *32bitový* (+ +) *dvaatřicetibitový*

In order to ensure that two elements appear on the same line, non-breaking spaces must be used under the following circumstances:

1. Between a numeric value and the unit symbol (incl. the currency symbol)
2. Between a number within a text outline and the corresponding heading or label (chapter, page, appendix, etc.)
3. As a digit group separator for thousands/millions etc., in phone numbers and postal codes, days and months within a date, on both sides of a dash, and so on
4. After single-letter prepositions and conjunctions
5. To link any two text elements that need to appear on the same line

Examples: (+) *1,44 MB* (+) *18,50 Kč*

(+) *3. Kritéria jazykové kvality*

(+) *1 234 567,890 098*

(+) *v dialogovém okně O aplikaci*

Note: In some cases, the source text contains double non-breaking spaces between after each sentence-ending period. Only single post-punctuation spaces are allowed in Czech, so the double spaces may need to be replaced before translation commences.

Syntax

Syntax and register differ between Czech and English in the following ways:

1. Special attention must be paid to ensure that syntactic context for any variables/placeholders in the text can accept any possible values relevant in Czech. Typically, this includes numbers 0, 1, 2–4, 5+ for numeric values, or both genders for names of users, as well as their applicable inflections. In order to ensure this, major changes to the composition of the sentence may sometimes be necessary.
    Examples: *%d file(s) remaining.* = (-) *Zbývá %d souborů.* (+) *Počet zbývajících souborů: %d*
    Dear %s, = (- -) *Vážený %s,* (-) *Vážený/vážená %s,* (+) *Vážená paní, vážený pane,* (placeholder completely eliminated from the localized string)

2. While there is a limited amount of leeway in terms of word order in English, it is mostly governed by rather rigid syntactic patterns. The situation is reversed in Czech: Word order is a major text construction tool used to emphasise elements of meaning in each sentence. Indeed, the repetition of the same basic "subject-verb-object" pattern would sound tiresome and disengaging to Czech readers. Please be mindful of this: analyse each sentence in terms of theme (topic) and rheme (focus or core) of the utterance, and vary the word order accordingly.
   Example: *We will share the results of the survey with you from May onwards.* = (+) *Výsledky průzkumu vám budeme prezentovat od května.*
3. Double check punctuation the in each sentence. Punctuation of English relative clauses, particularly shorter ones, depends on the semantic relevance of the clause. That is not the case in Czech where each subordinate clause requires delimiting punctuation both at the beginning and the end. Missing commas may make Czech sentences more difficult to decode, and Czech users are rather sensitive to such errors. The same applies to any commas inadvertently preserved from the English sentence (such as the comma separating a longer adverbial at the beginning of a sentence).
   Example: (-) *V takovémto a všech podobných případech, volejte prosím na linku technické podpory.*
4. English makes extensive use of infinitive and gerundial clauses to compress sentences and eliminate subordinate clauses. However, this is usually not possible to replicate in Czech, so please be ready that such structures may need to be expanded and/or rephrased in your translation to ensure that all relevant meaning is conveyed. In doing this, avoid beginning a sentence with a subordinate clause if possible.
   Example: *To specify the date, open the calendar control.* = (-) *Abyste zadali datum, otevřete ovládací prvek kalendáře.* (+) *Otevřete ovládací prvek kalendáře a zadejte datum.*

Verbs

Czech tends to utilize more verbs than English, where verbo-nominal (incl. infinitive and gerundial) structures abound. In fact, the subject of Czech sentences is often omitted or implied, so verb phrases naturally carry more semantic weight. Keep this in mind: When your translated sentence contains multiple nouns (and possibly a verbo-nominal predicate), consider whether it could work better if a full verb (or a subordinate clause) is inserted.

Example: (-) *Data popisující využití vašich IT jsou základem pro výpočet potenciálních úspor z virtualizace.* (+) *Z dat o využití vašich IT lze vypočítat, kolik můžete díky virtualizaci ušetřit.*

For notes on infinitives and gerunds, please see above under Syntax.

Passive

Both reflexive and compound passives are acceptable. Reflexive passive constructions are common when describing the machine (i.e. software) side of interactions with the user (*otevře se okno*, *zobrazí se výsledky*, *sestava se vytiskne*). The use of reflexive passive is encouraged to provide some stylistic variation to the prevalent compound passive. In the latter, please make sure to use the shorter, "nominal" version of the participle.

Example: (-) *Máte-li již soubory aktualizované, ...* (+) *Jestliže již soubory byly aktualizovány, ...*

Progressive Action

Statements of progressive actions expressed with the English present participle followed by an ellipsis, are translated in two ways:

1. **Probíhá + action:** This is applicable when the action described is **not** expressed by a verbal noun. Not used in the title bar of dialogs or the status bar.
2. **Verbal noun in the imperfective mode:** In this case, *probíhá* is redundant, so it should be omitted.

Examples: *Printing... = (+) Probíhá tisk...   Updating files... = (+) Probíhá aktualizace souborů…*
Saving... = (-) Probíhá ukládání... *(+) Ukládání...*
Waiting... = (-) Probíhá čekání... *(+) Systém čeká...* or *(+) Aplikace čeká...*

Word Order

Take advantage of the looser word order rules in Czech to point out the focus (new, added, important information that is being communicated) of each sentence at the end – even the subject, if relevant. Always ensure the word order is not disruptive to the reader in that the sentence is fluent and does not sound contrived or "un-Czech".

Example: *These devices have been installed: = (+) Byla nainstalována tato zařízení:*

But: *Use the Report Builder to obtain suggestions and estimated sales. = (-) Návrhy a odhady prodeje vám umožní zjistit Tvůrce sestav. (+) Tvůrce sestav nabízí návrhy a usnadňuje odhad prodeje.*

Note that it is now acceptable to use a few loanwords as pre-modifiers even though they are not inflected. Such usage has established itself in the language and should also be reflected in localization. This applies to these specific items: *online*, *offline*, *proxy*, and *beta*, as well as the acronyms IP in *IP adresa* and *IT* in *IT specialista*.

Examples: (+) *online služby*
(+) *proxy server*
(+) *beta verze* as well as (+) *betaverze*
(+) *IT specialista* and (+) *IP adresa*

Style and Tone Considerations

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

Audience

The text must reflect the fact that the reader may be of either gender. This is most significantly manifested by using 2nd person plural when addressing the user. (Please see below under Voice.)

Example: (-) *Vážený %s,* (+) *Vážená paní, vážený pane,*

In some instances, such as web properties, specifications may require a lighter, friendlier, more playful tone as the product is targeted to children, teens or young adults. Adapt your language and decrease the level of formality accordingly. However, never make such assumptions without appropriate confirmation.

Conversely, in other situations additional emphasis may need to be put on expressions of respect towards the reader, which may be reflected by capitalizing the personal and possessive pronouns when addressing the user.

Style

The style is technical, factual, and concise; strictly impersonal in terms of reflecting the speaker. Occasionally, for the sake of variety, 1st person plural may be used (such as (+) *doporučujeme* in addition to (+) *je doporučeno*, (+) *je vhodné*), but only in formalized phrases. A distinctive feature of this writing style is its conscious tendency to use local-language terms (such as *pás karet*) as opposed to loanwords.

Tone

- Formal and factual tone. Demonstrates respect towards the user by using polite forms to address the user.
  Example: (+) *Vítá vás prohlídka systému Windows XP.*

- Personification of (i.e., the attribution of human qualities and actions to) the computer system or software running on it is not appropriate. Under rare circumstances this cannot be avoided but must be kept to a minimum.
  Example: (-) *běžící programy* (+) *spuštěné programy*

- The user is addressed by the text, but only to the extent necessary to give instructions. Never use imperative beyond actual instructions, or for recommendations that are optional. In the latter case, modal verbs should always indicate a choice on the part of the user.
  Examples: (-) *Máte otevřeny nějaké soubory.* (+) *Je otevřeno několik souborů.*
  Find out about our privacy policy. = (+) *Zásady ochrany osobních údajů*
  Learn more = (-) *Přečtěte si více…* (+) *Další informace*
  (-) *Budete muset vytvořit nové skripty.* (+) *Bude třeba vytvořit nové skripty.*

- Avoid overusing *prosím*.
  Acceptable exception: *Please wait...* = (+) *Počkejte prosím...*

Voice

- *You/your* is translated with lowercase *vy* or *váš*, respectively. In direct end-user-facing e-mails/letters and surveys, the applicable translation instructions may require capitalization of these pronouns.

- **Important:** Unlike the standard Czech polite *vous*-form, localization uses 2nd person plural with animate masculine plural participles. **Never** use the double gender endings *-l(a)* or *-n(a)* in participles.

Examples:

English	Translation
Welcome to the Internet Connection Wizard.	*Vítá vás Průvodce připojením k Internetu.*
You have successfully completed the Internet Connection Wizard.	*Úspěšně jste dokončili Průvodce připojením k Internetu.*
You are now connected to the Internet.	*Nyní jste připojeni k Internetu.*

Localization Guidelines

This section contains guidelines for localization into Czech.

General Considerations

The most important priority for localizers is clarity of expression and ease of understanding. The goal is to make it as easy as possible for the user to understand the functionality of the product and follow the instructions for correct use.

Abbreviations

You might need to abbreviate some words in the UI (mainly buttons or options names) due to lack of space. Abbreviations are usually formed from the first few letters of the abbreviated word or from the first letters of the individual words in a multi-word expression. The last letter in an abbreviation must be a consonant and is followed by a period.
Exception: A handful of abbreviations are formed from the first and the last letter of a word (such as *fa*), in which case the period is omitted.

Common Abbreviations

Except in the UI, where severe length restriction often apply, it is recommended not to use ad hoc abbreviations in Czech localized text. That does not apply to a set of well established common abbreviation, listed below. These are familiar to Czech readers and are used often throughout all types of texts. However, please avoid overusing them due to accessibility concerns.

List of common abbreviations:

Expression	Acceptable Abbreviation
a tak dále	*atd.*
a podobně	*apod.*
a jiné	*aj.*
akciová společnost	*a. s.* (Note the non-breaking space in the middle.)
číslo	*č.*
hodina, hodin	*hod.* (As an abbreviation, as opposed to a unit symbol.)
kapitola	*kap.*
milión	*mil.*

Expression	Acceptable Abbreviation
minuta, minut	*min.* (As an abbreviation, as opposed to a unit symbol.)
nebo	*n.*
například	*např.*
obrázek	*obr.*
odstavec	*odst.*
pan	*p.*
poznámka	*pozn.*
respektive	*resp.*
rok, roku	*r.*
sekunda, sekund	*s.* (As an abbreviation, as opposed to a unit symbol.)
strana	*str.*
tisíc	*tis.*
to je, to jest	*tj.*
to znamená	*tzn.*
tak zvaný	*tzv.*
firma	*fa* (Exception – no period)
paní	*pí* (Exception – no period)
miliarda	*mld.* (Exception – not just the first few letters of the word)

Don't abbreviate words that could result in ambiguity or confusion for the user.

Accessibility

In order to make the translated text more accessible to people with sight impairments...

- Pay special attention to the rules for assigning access keys (hotkeys) and try to avoid using those that are difficult to see (such as "slim" letters or letters with a downstroke) where possible.
- Ensure that correct Czech access keys are reflected in the UA (as opposed to English access keys preserved from the source text).
- As abbreviations may be difficult to handle for text-to-speech programs such as screen readers, avoid unnecessary abbreviations.

Examples: (+) *Stisknutím kombinace kláves ALT+S otevřete nabídku Soubor.*
(-) *Pokračujte na str. 3, odst. 2.* (+) *Pokračujte druhým odstavcem na straně 3.*

Acronyms

Acronyms (initialisms) 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), *OLE* (Object Linking and Embedding), or *RAM* (Random Access Memory). Acronyms do not include periods in Czech. As acronyms are not inflected, they need to be preceded by a [declinable descriptor](#) word in much the same way unlocalized product names are. They should never be placed before the governing noun in the pre-modifier position (exception: (+) *IP adresa*).

In longer texts, it is advisable to spell out the acronym in parenthesis on its first appearance in the text. For subsequent occurrences, only the initialism is used.

Localized Acronyms

In localization contexts, very few acronyms are translated. They only include well established and familiar expressions that occur commonly outside technical contexts. While there were some IT-related localized acronyms in use in the past (e.g. *SŘBD – systém řízení báze dat* for *DataBase Management System*), such usage is no longer current and is not allowed in Czech localized products.

Note that by virtue of their integration into the syntactic and morphologic structure of the sentence, localized acronyms do not require a declinable descriptor.

Examples: (+) *Porodnost v ČR v posledních dvaceti letech soustavně klesá.*
(+) *Takováto operace se neobejde bez konzultací v rámci OSN a OBSE.*

Unlocalized Acronyms

These are not integrated into the syntactic structure of the sentence and do require a descriptor word.

Examples: (-) *Funkce je ovlivněna chybou BIOSu.* (+) *Funkce je ovlivněna chybou systému BIOS.*
(-) *FTP poskytuje snadný způsob přenosu souborů. K používání FTP je nutné znát adresu FTP serveru a přihlašovací pověření.* (+) *Protokol FTP (File Transfer Protocol) poskytuje snadný způsob přenosu souborů. K používání protokolu FTP je nutné znát adresu serveru FTP a přihlašovací pověření.*
But: (-) *Zadejte adresu IP.* (Now obsolete.) (+) *Zadejte IP adresu.*

Applications, Products, and Features

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

For treatment of unlocalized product names and the recommended use of declinable descriptor words, please refer to the [Inflecting Product and Feature Names](#) section earlier in this document.

The following feature and product names are traditionally localized and should be normally inflected and integrated into the syntax of the sentence:

English	Czech
Windows Explorer	*Průzkumník (Windows)* The second word is usu. omitted.
Explorer	*Průzkumník*
Notepad	*Poznámkový blok*
Windows Address Book	*Adresář*
Windows Live Photo Gallery	*Windows Live Fotogalerie*
Family Safety	*Zabezpečení rodiny*
Bing Bar	*Panel nástrojů Bing*

Frequent Errors

English Phrasing and/or Word Order

Incorrect translation	Correct translation
Klikněte na tlačítko Procházet, které se nachází nahoře v okně.	*V horní části okna klikněte na tlačítko Procházet.*
Přístupová práva se nastavují v tomto dialogovém okně.	*V tomto dialogovém okně můžete nastavit přístupová práva.*
Abyste průvodce ukončili, klikněte na tlačítko Dokončit.	*Kliknutím na tlačítko Dokončit průvodce ukončíte.*
Před pokračováním uložte svou práci.	*Před pokračováním uložte soubory.*
Množství nových nástrojů přichází se systémem Windows.	*Systém Windows obsahuje množství nových nástrojů.*
Používejte pomlčku k oddělení volně připojené části věty.	*Pomlčka slouží/se používá k oddělení volně připojené části věty.*

Anglicisms

Incorrect translation	Correct translation
Pro otevření souboru, dvakrát klikněte na ikonu.	*Chcete-li otevřít soubor, dvakrát klikněte na jeho ikonu.*
%d strana(y)	*Strany: %d*
Srdečně Váš,	*S pozdravem*
Další informace viz nápověda.	*Další informace naleznete v nápovědě.*

Failure to Maintain Gender Neutrality

Incorrect translation	Correct translation
Přesvědčte se, zda jste zavřel všechny soubory.	*Přesvědčte se, zda jsou zavřeny všechny soubory.* *Přesvědčte se, zda jste zavřeli všechny soubory.*
Vážený %d,	*Vážená paní, vážený pane,*
Byl jste odpojen.	*Byli jste odpojeni.* *Připojení bylo ukončeno*

Too Many Subordinate Clauses

Incorrect translation	Correct translation
Můžete jej ovládat dvěma způsoby podle toho, jak pracujete.	*Lze jej ovládat dvěma způsoby podle stylu práce uživatele.*
Přejděte do místa, které obsahuje soubor, který hodláte použít.	*Přejděte do složky obsahující požadovaný soubor.*

Wordiness

Incorrect translation	Correct translation
Po oddělení poddokumentu od hlavního dokumentu zůstává tento poddokument stále uložen ve stejné složce jako před oddělením.	*Po oddělení poddokumentu od hlavního dokumentu zůstane poddokument uložen v původní složce.*

Spelling

When the spelling reference books list two spelling options for a form, please use the one that is designated as unmarked, basic style. Please refer to the Spelling section of the IJP for more details.

Incorrect translation	Correct translation
diskuze, diskuzní	*diskuse, diskusní*
jakýkoliv	*jakýkoli*
čarou (singular instrumental)	*čárou*
čtverhranný	*čtyřhranný*

Incorrect Prepositions, Conjunctions and Adverbs

Incorrect translation	Correct translation
použít na účely zálohování	*použít pro účely zálohování* *použít k zálohování*
Ne, nevyjímat nebo nekopírovat text.	*Nevyjímat ani nekopírovat text*
V poli zadejte své heslo.	*Do pole zadejte své heslo.*
Digitální ID nebo certifikáty umožňují ověřit, zda kód pochází od vydavatele softwaru. (Misunderstood use of "or" as *neboli*)	*Digitální ID (certifikáty) umožňují ověřit, zda kód pochází od vydavatele softwaru.*
Nebo můžete změnit nastavení.	*Další možností je změna nastavení.*
Klikněte zde.	*Klikněte sem.*

Punctuation, Especially Commas

Incorrect translation	Correct translation
Popište co vidíte.	*Popište, co vidíte.*
Kontakty, které jsou blokovány nemohou zobrazit informace o stavu.	*Kontakty, které jsou blokovány, nemohou zobrazit informace o stavu.*
Povolit rychlé ukládání. (check box)	*Povolit rychlé ukládání*
Nastavení se změnilo a tak je třeba restartovat.	*Nastavení se změnilo, a proto je třeba restartovat systém.*

Use of Restricted Translations

Incorrect translation	Correct translation
dálkový	*vzdálený*
emotikon	*emotikona*
exportování	*export*
firma Microsoft	*společnost Microsoft*
Hotfix	*hotfix* (lowercase h only)
implementovat, implementace (for *deploy, deployment*)	*nasadit, nasazení, instalovat, instalace*
importování	*import*
inicializování	*inicializace*

Incorrect translation	Correct translation
instalátor	*instalační program*
instalování	*instalace*
konfigurování	*konfigurace*
konverze, konvertovat, konvertor	*převod, převádět, modul pro převod*
obnova	*obnovení*
odinstalování	*odinstalace*
optimalizování	*optimalizace*
pásek	*páska*
přeinstalování	*přeinstalace*
přenést, přenesení (for *migrate, migration*)	*migrovat, migrace*
registrování	*registrace*
restart	*restartování*
restaurace, restaurování, restaurovat	*obnovení, obnovit*
řádka	*řádek*
start	*spuštění*
stisk	*stisknutí*
stornovat	*zrušit*
upgradování	*upgrade*
vteřina	*sekunda*

Glossaries

Consistent use of Microsoft approved terminology in all localized products is one of the major factors in achieving the required quality of the localized product. Please adhere to any official terminology lists or glossaries you have available. Use the same translation for each term consistently throughout your texts.

Fictitious Information

Fictitious content is legally sensitive material and as such cannot be handled as a pure terminology or localization issue. Below is some basic information and contact points when dealing with fictitious content:

Vendors and Localizers are not allowed to create their own fictitious names.

Please consult your translation specifications for further information on how to deal with fictitious companies, names, addresses, email addresses, phone numbers, etc. in your product.

The only specific fictitious contact information available in this Style Guide is as follows:

Fictitious e-mail address

One fictitious e-mail address has been in use for Czech: (+) *adresa@example.com*

Fictitious URL

The sample web address (+) *http://xyz.example.com* that is used in some wizards and documentation must not be changed. (The "*xyz*" part of the URL may change in in the source text. Please always reuse the exact same fictitious URL from the source text.)

Recurring Patterns

failed = (-) *selhalo* (+) *nezdařilo se*
error occurred = (-) *nastala chyba* (+) *došlo k chybě*
bad, *wrong* = (-) *špatný* (+) *chybný*
corrupted, *damaged* = (-) *poničený* (- -) *narušený* (+) *poškozený*

Standardized Translations

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

Frequent Errors
Inflecting Product and Feature Names
The importance of standardization
Standard Phrases in Error Messages
Titles

Unlocalized Items

Trademarked names and the name Microsoft Corporation shouldn't be localized. A list of Microsoft trademarks is available for your reference at the following location: http://www.microsoft.com/trademarks/t-mark/names.htm.

In addition to the phrases below, the following classes of English words and expressions are left untranslated in Czech products:

- User and group role names: *Administrator*, *Users*, *All Users*, etc.
- All font names
- Key names, except for *Space* (*Mezerník*), *Up Arrow* (*Šipka nahoru*), *Left Arrow* (*Šipka vlevo*), *Down Arrow* (*Šipka dolů*), and *Right Arrow* (*Šipka vpravo*)

- All strings marked as "Version", with the exception of Version strings containing a product name which is translated in Czech, e.g. *Průzkumník* (*Windows Explorer*)

Word	Comment
agent	
alias	
bit	
cloud	
diagram	
disk	
expert	
export	
import	
index	Database-related index only; the list of compiled references to terms is *rejstřík*
Internet	
maximum	
minimum	
monitor	
offline	
OK	
online	
Plug-and-Play	
port	
program	
proxy	as in *proxy server*
role	
server	
Smart Card	
test	
text	

Word	Comment
tip	
web	written in lowercase in Czech
a	spelled identically to an English word, but has a different meaning: *and*
list	spelled identically to an English word, but has a different meaning: *leaf*, *sheet*
host	spelled identically to an English word, but has a different meaning: *guest*
audience	spelled identically to an English word, but has a different meaning: *hearing*

Using the Word Microsoft

It is prohibited to use MS as an abbreviation for Microsoft. The name **Microsoft** must not be inflected, and the declinable descriptor **společnost** is used in all cases except the nominative and prepositionless accusative

Please refer to the [Inflecting Product and Feature Names](#) section for an explanation of declinable descriptors.

Example: (+) *Ochrana osobních údajů patří mezi priority společnosti Microsoft.*

Software Considerations

This section refers to all menus, menu items, commands, buttons, check boxes, etc., which should be consistently translated in the localized product.

Refer to http://msdn.microsoft.com/library/aa511258.aspx for a detailed explanation of the Windows user interface guidelines (English).

User Interface

Czech UI localization has evolved into a set of firmly-established and logically consistent guidelines, which are outlined in the below sections.

Menus and Menu Items

Menu names and items start with a capital letter and typically match the titles of the dialog boxes they invoke. They take the form of an infinitive verb or a noun in the nominative. They have no terminating punctuation unless the item opens a dialog, in which case the menu command will inlcude an ellipsis. Abbreviations must not be used in menu commands.

If the English item comprises two commands connected with a slash, the slash should be replaced by a or či in the translation.

English	Correct translation
Record new macro	*Záznam nového makra*
Run macro	*Spustit makro*
Header/Footer	*Záhlaví a zápatí*
Apply Filter/Sort	*Použít filtr či řazení dat*
OLE/DDE Link	*Propojení OLE/DDE*
Go To...	*Přejít na...*
Open With…	*Otevřít v programu...*
Link From…	*Propojit…*
Save As…	*Uložit jako...*

Example:
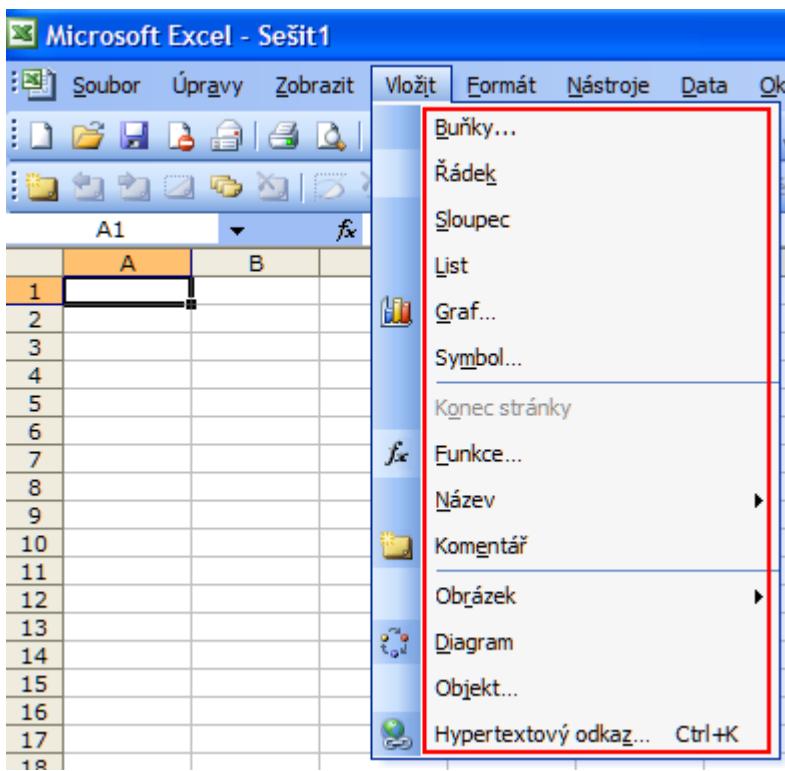
Dialog Boxes

Dialog names start with a capital letter and typically match the menu item or command button that invoked them (the ellipsis is omitted). The dialog name may include a subtitle, which is separated from the main title by a dash and has a lowercase initial letter.

Never use Probíhá in the title bar of a dialog. This word is always omitted in the title.

Any text inside a dialog (typically, in a wizard) is **not** considered a dialog name, even though it may be displayed in larger font and/or bolded. Such text is treated as standard text label and includes a terminating period if it forms a complete sentence.

Examples:

English	Correct translation
Insert Image	*Vložit obrázek*
Display properties	*Zobrazení – vlastnosti*
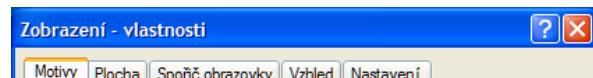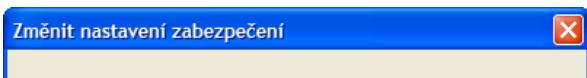
Command Buttons

Command button names start with a capital letter and have no terminating punctuation unless they invoke a dialog box, in which case they include a terminating ellipsis. They take the form of an infinitive verb or a noun in the nominative.

If the English button ends with a short preposition (such as To, From or With), the translator is advised to omit the preposition or use a translation that does not require it at all.
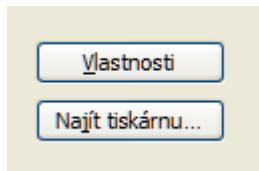
Tooltips

Tooltips start with a capital letter and have no terminating punctuation. Given that toolbar buttons normally correspond to an item in the menu, a tooltip should closely match the corresponding menu item. If a tooltip is required that does not correspond to any existing menu item, a new tooltip should be formed based on a verb in the infinitive.

Radio Buttons

Radio button labels start with a capital letter and have no terminating punctuation. If the label includes another control, such as a text box or spinner, the label may be punctuated with a colon or not punctuated.
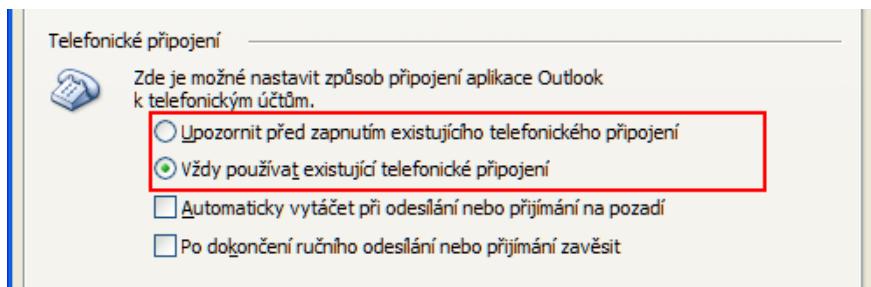
Check Box

Check box labels start with a capital letter and have no terminating punctuation. This also applies to lists of application components within installers.

| English	Incorrect translation	Correct translation
Select the check box to…	*Výběrem zaškrtávacího políčka...*	*Zaškrtnutím políčka...*
Clear the check box...	*Vymažte zaškrtnutí políčka...*	*Zrušte zaškrtnutí políčka...*
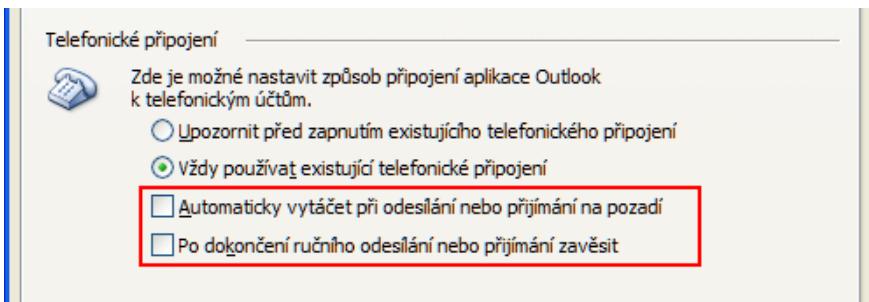
Text Box

Text box labels usually start with a capital letter and are terminated by a colon. Exceptions apply when the text box appears inside a string, in which case the string starts with a capital letter and has no terminating punctuation. The second part of the label that continues after the text box, starts with a lowercase letter and is terminated with a period or not terminated at all (if the string appears inside another control).
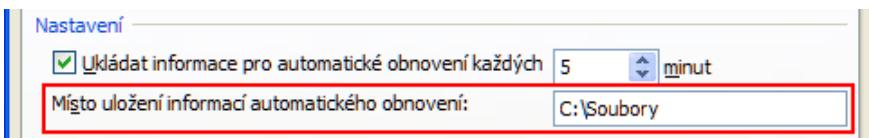
List Box and Dropdown Box

List names start with a capital letter and are terminated with a colon. Items in the list usually start with a capital.
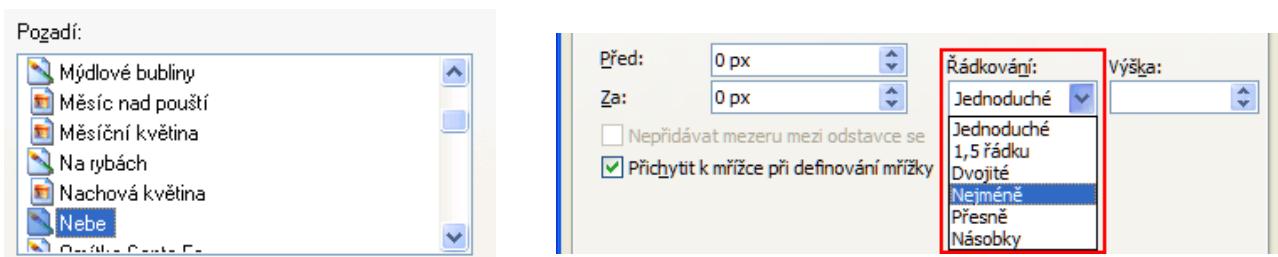
Group Box

Group box labels start with a capital letter and have no terminating punctuation. If a group box contains no controls but text (such as description of the functionality of other controls), the text is treated as a [status bar message](#).
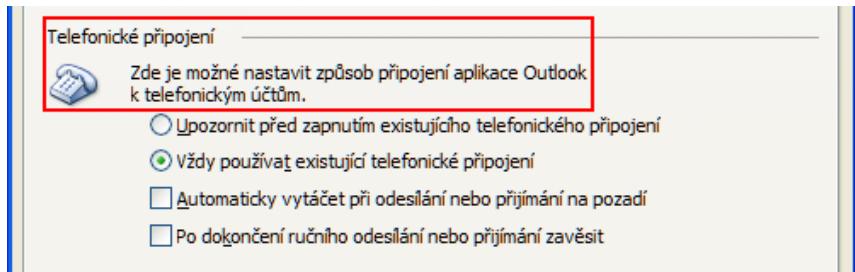
Spinner

Spinner labels usually start with a capital letter and are terminated by a colon. Exceptions apply when the spinner appears inside a string, in which case the string starts with a capital letter and has no terminating punctuation. The second part of the label that continues after the spinner, starts with a lowercase letter and is terminated with a period or not terminated at all. If the spinner may have decimal values, the mandatory decimal separator is the colon.
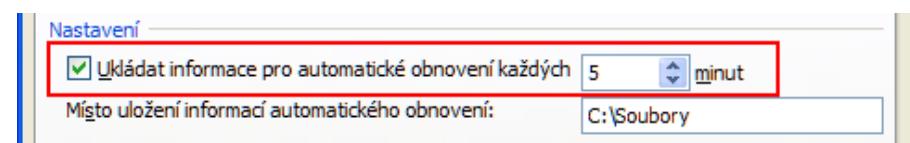
References to Unlocalized Controls

Sometimes the text refers to controls from software components or products that have not been localized into Czech yet and are not included in the current translation project. Unless it is clear that the component is about to be localized soon, the localizer must search all available reference resources to determine a suitable translation based on existing strings and rules provided in this Style Guide.

Once a new translation has been created in accordance with the above guidelines, it is added to the localized string in parenthesis following the original English UI reference. It is absolutely unacceptable to provide only the new translation without the English control name in the translated string. If the control name uses distinctive graphical appearance in the text (such as bold font), this does not apply to the translation in parenthesis. Any other standard [rules for UI references](#) remain in effect.

Example:

English	Czech translation	Comment
In Localization Studio, click **File** > **New** > **Glossary Database**.	*V aplikaci Localization Studio klikněte v nabídce* **File** *(Soubor) na příkaz* **New** *(Nový) a poté na ikonu* **Glossary Database** *(Glosářová databáze).*	While the parenthetical translations for File and New are easy to deduce owing to standardization, the translation for Glossary Database should be entered in the TS query systém as it is based on new terminology.

Messages

Messages should be impersonal and describe the situation (error) that has occurred in the system. Therefore please refrain from addressing the user or using the possessive *váš/vaše*. In order to prevent the user from feeling manipulated, avoid the verb *muset*.

Examples: (+) *Při ... došlo k chybě.*
If problem persists... = (+) Pokud potíže potrvají...
Close the application... = (+) Ukončete aplikaci…
Try again…, … and try again. = (+) Opakujte akci..., ... a akci opakujte.
The allocation table is corrupted. = (+) Alokační tabulka je poškozena.
Backup has failed. = (+) Zálohování se nezdařilo.
Could not read file %1. = (+) Soubor %1 nelze číst.
Error %d reading file %s. = (+) Chyba %d: Soubor %s nelze číst.
Could not find file %1. = (+) Soubor %1 nebyl nalezen.
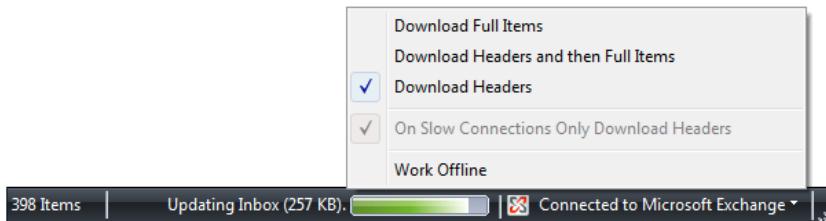*Error: The data you entered is not valid. = (+) Chyba: Zadaná data jsou neplatná.*
Sorry, the system is busy. = (+) Systém je zaneprázdněn.
*Access denied. = (+) Přístup byl odepřen.*

Status Messages

What is a Status Bar Message?

A status bar message is an informational message about the active document or a selected command as well as about any active or selected interface item. Messages are shown in the status bar at the bottom of the window when the user has chosen a menu, a command or any other item, or has started a function. The status bar messages refer to actions being performed or already complete (for example in Outlook below).

Download Full Items	
Download Headers and then Full Items	
✓ Download Headers	
✓ On Slow Connections Only Download Headers	
Work Offline	

398 Items | Updating Inbox (257 KB). | Connected to Microsoft Exchange ▾

Czech Style in Status bar Messages

In English, the status bar messages have different forms dependent on the information they must convey. In Czech, status bar messages are typically considered full sentences with an implied subject (i.e., the menu ... singular verb, and are punctuated with a period.
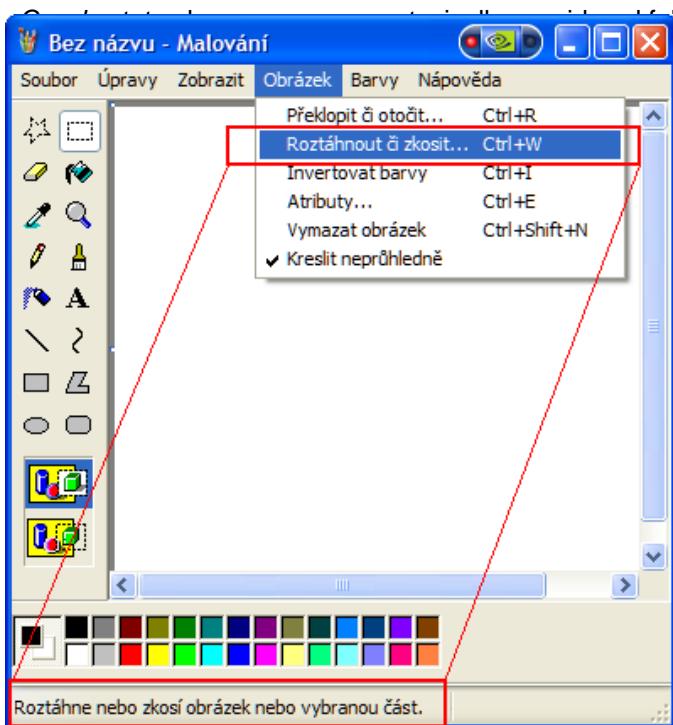
Name	Czech Name	Category	English Status Bar message	Czech Status Bar message
Edit	*Úpravy*	menu	*Contains editing commands*	*Obsahuje příkazy pro úpravy.*
Copy to Folder...	*Kopírovat do složky…*	menu	*Copies the selected items to a new location*	*Zkopíruje vybrané položky do nového umístění.*
New	*Nový*	command	*Creates a new document*	*Vytvoří nový dokument.*
			Make object visible?	*Chcete objekt zviditelnit?*
			Word is converting the document. Press Esc to stop.	*Word převádí dokument. Prováděnou akci zrušíte*

| Name	Czech Name	Category	English Status Bar message	Czech Status Bar message
				stisknutím klávesy Esc.
			Datasheet View	*Zobrazení datového listu*
			Done	*Hotovo*

The importance of standardization

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

English term	Correct Czech translation
Press F1 to get Help	*Nápovědu zobrazíte stisknutím klávesy F1.*
If you want Help press F1	
To get Help press F1	
Not enough memory	*Nedostatek paměti*
Insufficient memory	
There is not enough memory	
Save changes to %1?	*Chcete uložit změny v souboru %1?*
Do you want to save changes to %1?	

Error Messages

What Is An Error Message?

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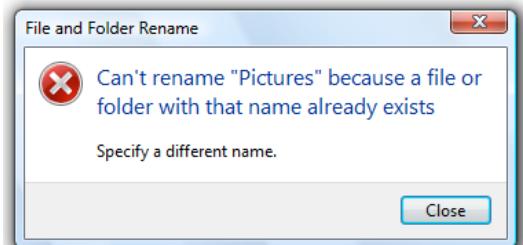
Error messages are messages sent by the system or a program, informing the user that there is an error that must be corrected in order for the program to keep running. For example, the messages can prompt the user to take an action or inform the user of an error that requires rebooting the computer.

Czech Style in Error Messages

It is important to use consistent terminology and language style in the localized error messages, and not just translate as they appear in the US product. Please utilize the standard translations provided in this Style Guide whenever possible.

As error messages are the most frequent type of messages, the guidelines above apply to them fully.

Example: *This may take a while. = (+) Tato operace může chvíli trvat.*

Standard Phrases in Error Messages

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

Examples:

English	Translation	Example	Comment
Cannot … *Could not …*	*Nelze…*	*Soubor nelze vytisknout.*	
Failed to … *Failure of …*	*Nezdařilo se…*	*Tisk souboru se nezdařil.*	
Cannot find … *Could not find …* *Unable to find …* *Unable to locate …*	*Nebylo nalezeno…*	*Soubor %s nebyl nalezen.*	
Not enough memory *Insufficient memory* *There is not enough memory* *There is not enough memory available*	*Nedostatek paměti*	*Nedostatek paměti na serveru.*	
... is not available *... is unavailable*	*…není k dispozici.*	*Připojení k síti není k dispozici.*	
Are you sure you want to…?	*Opravdu chcete…?*	*Opravdu chcete ukončit aplikaci?*	

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.

Please keep in mind that Czech translations must be compatible with any applicable values of the numeric placeholders.

Keys

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

In English, references to key names, like arrow keys, function keys and numeric keys, appear in normal text (not in small caps). In Czech, however, key names are written in ALL CAPS in help, documentation and web content, while in UI, the normal script with just the first letter capitalized is used.

While most key names in Czech are identical to the English source (except for the capitalization rule above), the following keys names are translated or have multiple possible spellings:

Help and Documentation	User Interface	Comment
LEVÝ SHIFT	*Levý Shift*	
LEVÝ ALT	*Levý Alt*	
ESC	*Esc*	do not use: (-) *ESCAPE, Escape*
TABULÁTOR	*Tabulátor*	or: *TAB, Tab*
MEZERNÍK	*Mezerník*	
ENTER	*Enter*	do not use: (-) *RETURN, Return*
INSERT	*Insert*	or: *INS, Ins*
DELETE	*Delete*	or: *DEL, Del*

Help and Documentation	User Interface	Comment
ŠIPKA VPRAVO	*Šipka vpravo*	
ŠIPKA VLEVO	*Šipka vlevo*	
ŠIPKA NAHORU	*Šipka nahoru*	
ŠIPKA DOLŮ	*Šipka dolů*	
CTRL+ALT+DELETE	*Ctrl+Alt+Delete*	or: *CTRL+ALT+DEL, Ctrl+Alt+Del*

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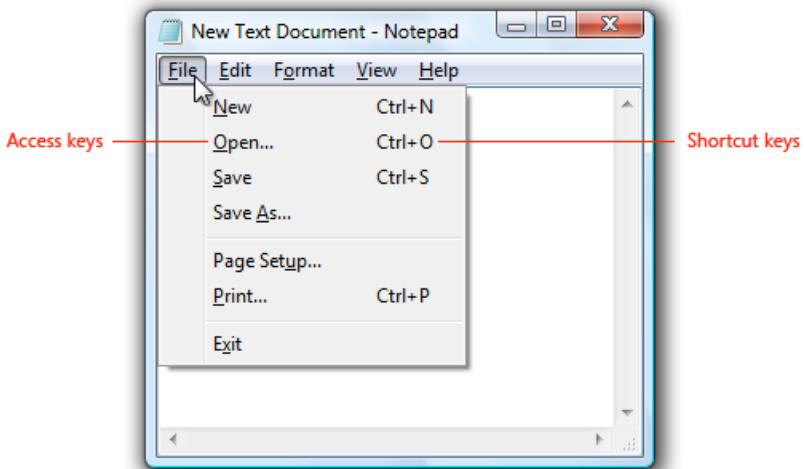
Sometimes, there are underlined or highlighted letters in menu options, commands or dialog boxes. These letters refer to access keys (also known as hot keys) that allow you to run commands, perform tasks, etc. more quickly.

Hot Key Special Options	Usage: Is It Allowed?	Notes
"Slim characters", such as I, l, t, r, f can be used as hot key	Yes	Not preferred due to accessibility concerns.
Characters with downstrokes, such as g, j, y, p and q can be used as hotkeys	Yes	Not preferred due to accessibility concerns.
Extended characters can be used as hotkeys	Yes	Only after all other possible hotkey assignments have been exhausted.

Hot Key Special Options	Usage: Is It Allowed?	Notes
An additional letter, appearing between brackets after item name, can be used as hotkeys	No	Never
A number, appearing between brackets after item name, can be used as hotkey	No	Never
A punctuation sign, appearing between brackets after item name, can be used as hotkey	No	Never
Duplicate hotkeys are allowed when no other character is available	No	In extremely rare cases this is admissible. Each occurrence must be individually approved.
No hotkey is assigned when no more characters are available (minor options only)	No	Never

Additional notes: N/A

Arrow Keys

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

Please see the Keys section above for the arrow key names in Czech.

Numeric Keypad

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

Shortcut Keys

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

Standard Shortcut Keys

US Command	US English Shortcut Key	Czech Command	Czech Shortcut key
General Windows Shortcut keys			
Help window	*F1*	*Nápověda*	*F1*
Context-sensitive Help	*Shift+F1*	*Kontextová nápověda*	*Shift+F1*
Display pop-up menu	*Shift+F10*	*Zobrazit místní nabídku*	*Shift+F10*
Cancel	*Esc*	*Storno*	*Esc*
Activate\Deactivate menu bar mode	*F10*	*Aktivovat/deaktivovat panel Nabídek*	*F10*
Switch to the next primary application	*Alt+Tab*	*Přepnout do další spuštěné aplikace*	*Alt+Tabulátor*
Display next window	*Alt+Esc*	*Zobrazit další okno*	*Alt+Esc*
Display pop-up menu for the window	*Alt+Spacebar*	*Zobrazit místní nabídku pro aktuální okno*	*Alt+Mezerník*
Display pop-up menu for the active child window	*Alt+-*	*Zobrazit místní nabídku pro aktivní podřízené okno*	*Alt+-*
Display property sheet for current selection	*Alt+Enter*	*Zobrazit stránku vlastností vybraného objektu*	*Alt+Enter*
Close active application window	*Alt+F4*	*Zavřít okno aktivní aplikace*	*Alt+F4*
Switch to next window within (modeless-compliant) application	*Alt+F6*	*Přepnout do dalšího okna v rámci (nemodální) aplikace*	*Alt+F6*
Capture active window image to the Clipboard	*Alt+Prnt Scrn*	*Uložit snímek aktivního okna do schránky*	*Alt+Print Screen*
Capture desktop image to the Clipboard	*Prnt Scrn*	*Uložit snímek plochy do schránky*	*Print Screen*
Access Start button in taskbar	*Ctrl+Esc*	*Aktivovat tlačítko Start na hlavním panelu*	*Ctrl+Esc*
Display next child window	*Ctrl+F6*	*Zobrazit další podřízené okno*	*Ctrl+F6*
Display next tabbed pane	*Ctrl+Tab*	*Zobrazit další kartu s podoknem*	*Ctrl+Tab*
Launch Task Manager and system initialization	*Ctrl+Shift+Esc*	*Spustit Správce úloh a inicializaci systému*	*Ctrl+Shift+Esc*

US Command	US English Shortcut Key	Czech Command	Czech Shortcut key
File Menu			
File New	*Ctrl+N*	*Soubor – Nový*	*Ctrl+N*
File Open	*Ctrl+O*	*Soubor – Otevřít*	*Ctrl+O*
File Close	*Ctrl+F4*	*Soubor – Zavřít*	*Ctrl+F4*
File Save	*Ctrl+S*	*Soubor – Uložit*	*Ctrl+S*
File Save as	*F12*	*Soubor – Uložit jako*	*F12*
File Print Preview	*Ctrl+F2*	*Soubor – Náhled*	*Ctrl+F2*
File Print	*Ctrl+P*	*Soubor – Tisk*	*Ctrl+P*
File Exit	*Alt+F4*	*Soubor – Konec*	*Alt+F4*
Edit Menu			
Edit Undo	*Ctrl+Z*	*Úpravy – Zpět*	*Ctrl+Z*
Edit Repeat	*Ctrl+Y*	*Úpravy – Znovu*	*Ctrl+Y*
Edit Cut	*Ctrl+X*	*Úpravy – Vyjmout*	*Ctrl+X*
Edit Copy	*Ctrl+C*	*Úpravy – Kopírovat*	*Ctrl+C*
Edit Paste	*Ctrl+V*	*Úpravy – Vložit*	*Ctrl+V*
Edit Delete	*Del*	*Úpravy – Odstranit*	*Del*
Edit Select All	*Ctrl+A*	*Úpravy – Vybrat vše*	*Ctrl+A*
Edit Find	*Ctrl+F*	*Úpravy – Najít*	*Ctrl+F*
Edit Replace	*Ctrl+H*	*Úpravy – Nahradit*	*Ctrl+H*
Edit Go To	*Ctrl+G*	*Úpravy – Zpět*	*Ctrl+G*
Help Menu			
Help	*F1*	*Nápověda*	*F1*
Font Format			
Italic	*Ctrl+I*	*Kurzíva*	*Ctrl+I*
Bold	*Ctrl+B*	*Tučné*	*Ctrl+B*
Underlined\Word underline	*Ctrl+U*	*Podtrhnout*	*Ctrl+U*
Large caps	*Ctrl+Shift+A*	*Všechna velká*	*Ctrl+Shift+A*

US Command	US English Shortcut Key	Czech Command	Czech Shortcut key
Small caps	*Ctrl+Shift+K*	*Kapitálky*	*Ctrl+Shift+K*
Paragraph Format			
Centered	*Ctrl+E*	*Zarovnat na střed*	*Ctrl+E*
Left aligned	*Ctrl+L*	*Zarovnat vlevo*	*Ctrl+L*
Right aligned	*Ctrl+R*	*Zarovnat vpravo*	*Ctrl+R*
Justified	*Ctrl+J*	*Zarovnat do bloku*	*Ctrl+J*

Document Translation Considerations

Document localization may require some specific considerations that are different from software localization. This section covers a few of these areas.

Remember that key names and keyboard shortcuts appear in ALL CAPS in documentation. References to UI items are not enclosed in quotation marks, but written with a capital first letter and usually **bolded**. When the text references a software feature, such as a wizard, manager, or tool, the first letter is capitalized as long as it is the full name of the feature. (The bold font is normally not used in these cases.) It is possible to refer to the feature later in the text with a lowercase general term, such as *průvodce* or *správce*.

For hyperlinks to unlocalized content, it is recommended to translate the text of the link, but include a note in parenthesis indicating that the content of the link will not be translated.

Example: (+) *Nová verze je doplněna o pět nových průvodců – mimo jiné o Průvodce převodem do formátu HTML.*

(+) *Další informace najdete v článku Instalace nástroje Microsoft XML Parser a služby Microsoft XML Core Services (článek obsahuje nepřeložený obsah v angličtině).*

Titles

In English the titles for chapters usually begin with "How to …" or with phrases such as "Working with …" or "Using …". In the Czech version of Microsoft documentation, "How to" is often omitted and these titles are typically translated as (verbal) nouns indicating the action or procedure that will be covered by that section or chapter. No terminating punctuation is used.

Many topic and manual names use traditional standardized translations:

Examples:

English	Czech
Getting started with Microsoft ...	*Začínáme s aplikací Microsoft ...*
Getting results with Microsoft ...	*Pracujeme s aplikací Microsoft ...*
Installation guide	*Instalační příručka*
User's guide	*Příručka uživatele*
Reference guide	*Referenční příručka*
Programmer's guide	*Příručka programátora*
Building applications with Microsoft ...	*Vytváření aplikací v aplikaci Microsoft ...*
Start here – basics and installation	*Začínáme s aplikací Microsoft ... – základy a instalace.*
Microsoft ... Companion	*Příručka uživatele aplikace ...*
Discovering Microsoft ...	*Poznáváme aplikaci Microsoft ...*
Microsoft ... Quick Start	*Představení aplikace Microsoft ...*

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Copyright strings are usually translated with standardized strings/formulas:

Examples: (+) *©2011 Microsoft Corporation. Všechna práva vyhrazena.*
Terms of Use = (+) Podmínky použití
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Appendix 1. Colour Names

Standard colour names, along with swatches of each colour, are provided below.

Names of colour hues

English	Czech
Dark …	*Tmavě ...*
Light ...	*Světle ...*
Bright …	*Jasně ...*
Pale …	*Bledě …*
Medium ...	*Středně …*

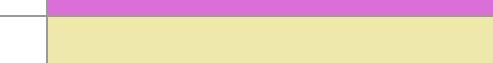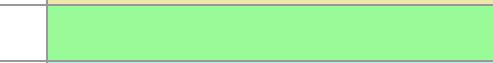**Names of standard colours**

English	Czech	Colour Swatch
AliceBlue	*Modravá*	
AntiqueWhite	*Krémově bílá*	
Aqua	*Azurová (synonymní s Cyan)*	
Aquamarine	*Akvamarínová*	
Azure	*Bledě azurová*	
Beige	*Bledě béžová*	
Bisque	*Bledě oranžová*	
Black	*Černá*	
BlanchedAlmond	*Mandlová*	
Blue	*Modrá*	
BlueViolet	*Modrofialová*	
Brown	*Červenohnědá*	
BurlyWood	*Krémová*	
CadetBlue	*Šedomodrá*	

Coral	Korálová červená	
CornflowerBlue	Chrpově modrá	
Cornsilk	Režná	
Crimson	Karmínová	
Cyan	Azurová	
DarkBlue	Tmavě modrá	
DarkCyan	Tmavě azurová	
DarkGoldenRod	Tmavě béžová	
DarkGray	Šedá	
DarkGreen	Tmavě zelená	
DarkKhaki	Pískově hnědá	
DarkMagenta	Tmavě purpurová	
DarkOliveGreen	Tmavě olivová	
DarkOrange	Tmavě oranžová	
DarkOrchid	Tmavě orchidejová	
DarkRed	Tmavě červená	
DarkSalmon	Tmavě lososová	
DarkSeaGreen	Tmavá mořská zelená	
DarkSlateBlue	Tmavá břidlicová modrá	
DarkSlateGray	Tmavá břidlicová šedá	
DarkTurquoise	Tmavě tyrkysová	
DarkViolet	Tmavě fialová	
DeepPink	Sytě růžová	
DeepSkyBlue	Sytá nebeská modrá	
DimGray	Kouřově šedá	
DodgerBlue	Jasně modrá	
FireBrick	Cihlová	
FloralWhite	Květinově bílá	

ForestGreen	Lesní zelená	
Fuchsia	Fuchsiová	
Gainsboro	Bledě šedá	
GhostWhite	Modravě bílá	
Gold	Zlatá	
GoldenRod	Béžová	
Gray	Tmavě šedá	
Green	Zelená	
GreenYellow	Zelenožlutá	
HoneyDew	Nazelenalá	
HotPink	Jasně růžová	
Chartreuse	Chartreuska	
Chocolate	Hnědobéžová	
IndianRed	Indiánská červená	
Indigo	Indigově modrá	
Ivory	Slonovinová	
Khaki	Písková	
Lavender	Levandulová	
LavenderBlush	Levandulová růžová	
LawnGreen	Jasně zelená	
LemonChiffon	Světle citrónová	
LightBlue	Světle modrá	
LightCoral	Světle korálová	
LightCyan	Světle azurová	
LightGoldenRodYellow	Světle žlutá	
LightGreen	Světle zelená	
LightGrey	Světle šedá	
LightPink	Světle růžová	
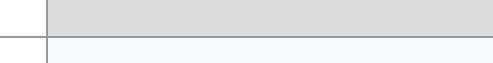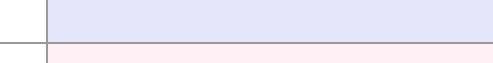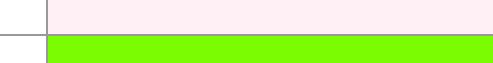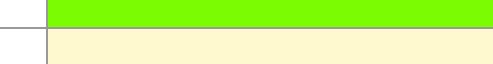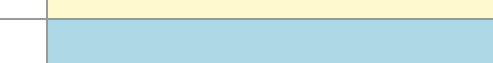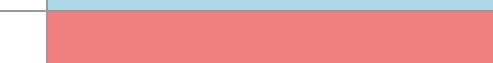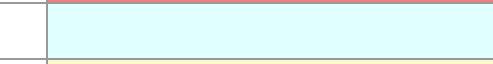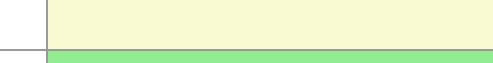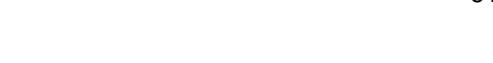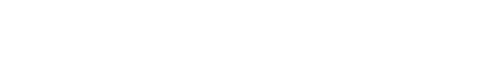
LightSalmon	Světle lososová	
LightSeaGreen	Světlá mořská zelená	
LightSkyBlue	Světlá nebeská modrá	
LightSlateGray	Světlá břidlicová šedá	
LightSteelBlue	Světlá ocelová modrá	
LightYellow	Bledě žlutá	
Lime	Limetková	
LimeGreen	Limetkově zelená	
Linen	Bledě šedobéžová	
Magenta	Purpurová	
Maroon	Kaštanová	
MediumAquaMarine	Střední akvamarínová	
MediumBlue	Středně modrá	
MediumOrchid	Středně orchidejová	
MediumPurple	Středně nachová	
MediumSeaGreen	Střední mořská zelená	
MediumSlateBlue	Střední břidlicová modrá	
MediumSpringGreen	Střední jarní zelená	
MediumTurquoise	Středně tyrkysová	
MediumVioletRed	Středně fialovočervená	
MidnightBlue	Temně modrá	
MintCream	Mentolová	
MistyRose	Růžovobílá	
Moccasin	Bledě krémová	
NavajoWhite	Světle krémová	
Navy	Námořnická modrá	
OldLace	Světle béžová	
Olive	Olivová	
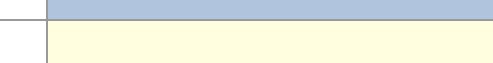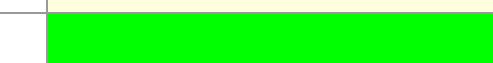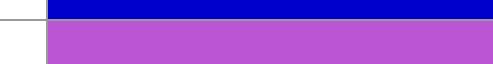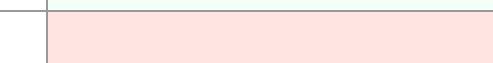
OliveDrab	Khaki	
Orange	Oranžová	
OrangeRed	Oranžovočervená	
Orchid	Orchidejová	
PaleGoldenRod	Bledě písková	
PaleGreen	Bledě zelená	
PaleTurquoise	Bledě tyrkysová	
PaleVioletRed	Bledě fialovočervená	
PapayaWhip	Papájová	
PeachPuff	Broskvová	
Peru	Karamelová	
Pink	Růžová	
Plum	Švestková	
PowderBlue	Bledě modrá	
Purple	Nachová	
Red	Červená	
RosyBrown	Růžovohnědá	
RoyalBlue	Královská modrá	
SaddleBrown	Hnědá	
Salmon	Lososová	
SandyBrown	Oranžovohnědá	
SeaGreen	Mořská zelená	
SeaShell	Lasturová	
Sienna	Siena	
Silver	Stříbrná	
SkyBlue	Nebeská modrá	
SlateBlue	Břidlicová modrá	
SlateGray	Břidlicová šedá	
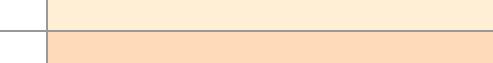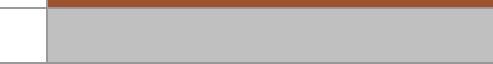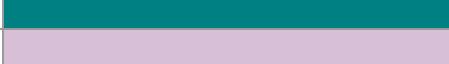
Snow	Sněhobílá	
SpringGreen	Jarní zelená	
SteelBlue	Ocelová modrá	
Tan	Šedobéžová	
Teal	Šedozelená	
Thistle	Bodláková	
Tomato	Tomatová	
Turquoise	Tyrkysová	
Violet	Fialová	
Wheat	Zlatohnědá	
White	Bílá	
WhiteSmoke	Kouřově bílá	
Yellow	Žlutá	
YellowGreen	Žlutozelená	