

Korean Localization Style Guide

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1 Welcome



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

Before you dive in:

- Make sure you understand the key tenants of the [Microsoft voice](#).
- Familiarize yourself with the recommended [style references](#) in Korean.

1.1 Reference material

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

Normative references

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

1. [The Standard Dictionary of Korean Language](#) (표준국어대사전), published by The National Institute of Korean Language.

Informative references

These sources may provide supplementary and background information.

1. <https://docs.microsoft.com/ko-kr/>
2. [NAVER Korean Dictionary site](#)

2 Microsoft voice

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

Three principles form the foundation of our voice:

- **Warm and relaxed:** We're natural. Less formal, more grounded in honest conversations. Occasionally, we're fun. (We know when to celebrate.)
- **Crisp and clear:** We're to the point. We write for scanning first, reading second. We make it simple above all.
- **Ready to lend a hand:** We show customers we're on their side. We anticipate their real needs and offer great information at just the right time.
- Be pleasant and ensure explanations appear individualized and are as enjoyable to read as is possible.
- Avoid slang and be careful with colloquialisms—it is acceptable to reassure and connect with customers in a conversational tone, but be professional in doing so.

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

These key elements of Microsoft voice should also extend across Microsoft content for all language locales. For each language, the specific choices in style and tone that produce Microsoft voice are different.

2.1 Choices that reflect Microsoft voice

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

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

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

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

2.1.1 Flexibility

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

English example	Korean example
More beautiful, more flexible, more you. And very, very fast.	더 멋지고 더 유연하게. 놀라운 속도를 자랑하는 나만의 Windows.
The desktop that you're used to—with its taskbar, folders, and icons—is still here and better than ever, with a new taskbar and streamlined file management.	작업 표시줄, 폴더, 아이콘 등 이전에 사용하던 데스크톱 환경을 그대로 계승하고 더욱 발전시켜 새로운 작업 표시줄과 최적화된 파일 관리 기능을 제공합니다.
These lightweight PCs have fantastic battery life, and are a great option for doing stuff on the go.	이 가벼운 PC는 매우 뛰어난 배터리 수명을 자랑하며 이동 중에도 여러 가지 작업을 할 수 있도록 만들어 줍니다.

2.1.2 Words and phrases to avoid

Microsoft voice avoids an unnecessarily formal tone.

어려운 한자어를 사용하기보다는 쉽게 이해할 수 있는 우리말 표현을 사용해 주십시오. 또한 서술형 명사(작동, 동작, 설치, 제거, 검색, 감사 등)를 수식하는 표현으로 '수행', '실행', '제공' 등은 사용하지 않는 것이 좋습니다.

en-US source	Korean word/phrase	Korean preferred word/phrase
Failed to refresh it.	새로 고침 수행에 실패했습니다.	새로 고치지 못했습니다.
Supply a suitable password.	알맞은 암호를 제공하십시오.	알맞은 암호를 입력하세요.
For more information about LUN types, see Overview of LUN Types.	LUN 유형에 대한 자세한 내용은 LUN 유형 개요를 참조하십시오.	LUN 유형에 대한 자세한 내용은 LUN 유형 개요를 참조하세요.

This document provides an overview of those features.	이 문서에서는 이러한 기능들에 대한 개요를 제공합니다.	이 문서에서는 이러한 기능을 간략하게 설명합니다.
In the <ui>Remove Virtual Machine</ui> dialog box, click <ui>Yes</ui> to confirm the removal.	<ui>가상 컴퓨터 제거</ui> 대화 상자에서 <ui>예</ui>를 클릭하여 제거를 수행합니다.	<ui>가상 컴퓨터 제거</ui> 대화 상자에서 <ui>예</ui>를 클릭하여 제거합니다.
Follow these steps to change your password.	이 절차들을 수행하여 암호를 변경하십시오.	암호를 변경하려면 다음 단계를 따르세요.

Frequent errors

These are some frequent errors due to literal and word-to-word translations, so avoid using this type of expressions in Korean.

en-US source	Frequent Korean errors	Recommended translation
This app and all of its info will be removed from you PC. These apps and all of their info will be removed from your PC.	이러한 앱과 모든 정보가 PC에서 제거됩니다.	다음의 앱과 앱의 모든 정보가 PC에서 제거됩니다.
Set permissions for this app	이 앱에 대한 사용 권한 설정	이 앱의 사용 권한 설정
Turn this off if you don't want to worry about extra roaming charges for data on a cell phone or broadband plan.	휴대폰이나 광대역 요금제에서 데이터에 대한 추가 로밍 요금에 대해 신경 쓰지 않으려면 이 옵션을 해제합니다.	휴대폰이나 광대역 요금제에서 추가 데이터 로밍 요금을 내지 않으려면 이 옵션을 해제합니다.
The application does not support printing, playing or sending at this time.	지금은 응용 프로그램에서 인쇄, 재생 또는 보내기를 지원하지 않습니다.	응용 프로그램에서 인쇄, 재생 또는 보내기를 지원하지 않고 있습니다.

Your PC has more than one drive. Do you want to remove all files from all drives?	모든 드라이브에서 모든 파일을 제거하시겠습니까?	모든 드라이브에 있는 파일을 모두 제거하시겠습니까? Or PC에 드라이브가 한 개 이상 있습니다. 모든 드라이브에서 파일을 모두 제거하시겠습니까?
PowerPoint couldn't find ^1.	PowerPoint에서 ^1이(가) 검색되지 않습니다.	^1을(를) 찾을 수 없습니다.
Do you want to continue?	계속하기를 원하십니까?	계속하시겠습니까?

세요 **instead of** 십시오

For Microsoft voice, use—세요 instead of—십시오 as an ending form to properly address the tone and register. This style conveys more natural and conversational user experiences. Please note that you should use—십시오 when localizing EULA or legal contents to express a formal tone.

Korean formal word/phrase	Korean preferred word/phrase
다음 단원을 참조하십시오.	다음 단원을 참조하세요.
파일을 사용하지 마십시오.	파일을 사용하지 마세요.

2.1.3 Word choice

Terminology

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

Examples:

en-US source	Incorrect translation	Correct translation
accessibility	내게 필요한 옵션	접근성
homepage	홈페이지	홈페이지
trusted connection	트러스트된 연결	신뢰할 수 있는 연결

Short word forms and everyday words

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

영문 표현에 따라 번역하십시오. 어색하거나 친숙하지 않은 표현은 자연스러운 우리말 표현으로 바꾸고 일상 생활에서 사용하는 용어나 문구를 사용해야 합니다.

en-US source term	Korean word
E-mail address	메일 주소
Online store	온라인 스토어
Home page	홈페이지

2.1.4 Word-to-word translation

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

English text	Correct Korean translation	Incorrect Korean translation
Your life, connected through the cloud	클라우드를 통해 일상 연결	클라우드를 통해 연결된 삶
Whether you're at work or at play, you can take your friends, files, and favorite sites with you.	근무 중이든 여가를 즐기는 중이든 관계없이 언제 어디서나 친구, 파일 및 즐겨찾는 사이트를 사용할 수 있습니다.	일하거나 놀거나 관계없이 친구, 파일 및 즐겨찾는 사이트를 휴대할 수 있습니다.
Stay in touch with Windows.	Windows와 관련된 소식을 전해드립니다.	Windows와 연락하세요.

2.2 Sample Microsoft voice text

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

2.2.1 Address the user to take action

US English	Korean target	Explanation
The password isn't correct, so try again. Passwords are case-sensitive.	암호가 올바르지 않습니다. 다시 시도해 보세요. 암호는 대/소문자를 구분합니다.	The user has entered an incorrect password so provide the user with a short and friendly message with the action to try again.
This product key didn't work. Check it and try again.	올바르지 않은 제품 키입니다. 확인한 후 다시 시도하세요.	The user has entered incorrect product key. The message casually and politely asks the user to check it and try again.
All ready to go	사용할 준비가 되었습니다.	Casual and short message to inform user that setup has completed,

		ready to start using the system.
Would you like to continue?	계속하시겠습니까?	Use of the second person pronoun "you" to politely ask the user if they would like to continue.
To go back and save your work, click Cancel and finish what you need to.	돌아가서 작업을 저장하려면 [취소]를 클릭하고 필요한 일을 마치세요.	A message in Windows that informs users about the required steps to save their work.
Give your PC a name—any name you want. If you want to change the background color, turn high contrast off in PC settings.	PC에 사용할 이름을 지어 주세요. 배경색을 변경하려면 PC 설정에서 고대비를 끄세요.	Address the user directly using second person pronoun to take the necessary action.

2.2.2 Explanatory text and providing support

US English	Korean	Explanation
The updates are installed, but Windows 10 Setup needs to restart	업데이트가 설치되었습니다. 이 업데이트를 적용하려면 Windows 10 설치 프로그램을 다시 시작해야 합니다. 다시 시작되면 설치가 중단된 지점에서 설치를 계속합니다.	The language is natural, the way people talk. In this case voice is reassuring, letting the

<p>for them to work. After it restarts, we'll keep going from where we left off.</p>		<p>user know that we're doing the work. Use of "we" provides a more personal feel.</p>
<p>If you restart now, you and any other people using this PC could lose unsaved work.</p>	<p>지금 다시 시작하면 이 PC를 사용하는 모든 사용자가 사용 중에 저장하지 않은 작업 내용을 잃을 수 있습니다.</p>	<p>Voice is clear and natural informing the user what will happen if this action is taken.</p>
<p>This document will be automatically moved to the right library and folder after you correct invalid or missing properties.</p>	<p>잘못되거나 누락된 속성을 수정하면 이 문서가 자동으로 올바른 라이브러리 및 폴더로 이동합니다.</p>	<p>Voice talks to the user informatively and directly on the action that will be taken.</p>

<p>Something bad happened! Unable to locate downloaded files to create your bootable USB flash drive.</p>	<p>문제가 발생했습니다. 다운로드한 파일을 찾아 부팅 가능한 USB 플래시 드라이브를 만들 수 없습니다.</p>	<p>Without complexity and using short sentences inform the user what has happened.</p>
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2.2.3 Promoting a feature

US English	Korean	Explanation
<p>Picture password is a new way to help you protect your touchscreen PC. You choose the picture—and the gestures you use with it—to create a password that's uniquely yours.</p>	<p>사진 암호는 터치 스크린을 사용하는 PC에서 사용할 수 있는 새로운 방식의 암호입니다. 원하는 사진을 선택하고 그 위에 고유한 제스처를 이용하여 사진 암호를 만들 수 있습니다.</p>	<p>Promoting a specific feature with the use of em-dash to emphasize the specific requirements to enable the feature which in this case is picture password.</p>
<p>Let apps give you personalized content based on your PC's location, name, account picture, and other domain info.</p>	<p>앱에서 사용자의 위치, 이름, 계정 사진 및 다른 도메인 정보를 이용하여 사용자에게 맞는 콘텐츠를 제공하도록 허용합니다.</p>	<p>Promoting the use of apps. Depending on the context of the string we can add some more familiarity to the text by using everyday words for e.g. PC.</p>

2.2.4 Providing how-to guidelines

US English	Korean	Explanation
To go back and save your work, click Cancel and finish what you need to.	돌아가서 작업을 저장하려면 [취소]를 클릭하고 필요한 일을 마치세요.	Short and clear action using second person pronoun.
To confirm your current picture password, just watch the replay and trace the example gestures shown on your picture.	이전에 설정했던 사진 암호의 제스처가 순서대로 나타납니다. 화면에 표시되는 제스처를 따라 그대로 입력하세요.	Voice is simple and natural. The user isn't overloaded with information; we tell them only what they need to know to make a decision.
It's time to enter the product key. When you connect to the Internet, we'll activate Windows for you.	제품 키를 입력할 차례입니다. 인터넷에 연결하면 자동으로 Windows 정품 인증이 진행됩니다.	Speak to the user directly and naturally using second person pronoun "you" on clear actions to enter the product key.

3 Bias-free communication

Microsoft technology reaches every part of the globe, so it's critical that all our communications are inclusive and diverse.

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

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

Don't use profane or derogatory terms.

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

Comply with local language laws.

3.1 General guidelines

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

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Comply with local language laws.

3.2 Avoid gender bias

Use gender-neutral alternatives for common terms. Avoid compound words containing *man* or *men*, or similar constructions in your language.

Don't use gendered pronouns (*she, her, he, him, etc.*) in generic references. Instead:

- Rewrite to use the second or third person (*you* or *one*).
- Rewrite the sentence to have a plural noun and pronoun.
- Use articles instead of a pronoun (for example, *the document* instead of *his document*).
- Refer to a person's role (*reader, employee, customer, or client*, for example).
- Use *person* or *individual*.

If you can't write around the problem, it's OK to use a plural pronoun (*they, their, or them*) in generic references to a single person. Don't use constructions like *he/she* and *s/he*.

Use this	Not this	Use this	Not this
English examples		Korean examples	
A user with the appropriate rights can set other users' passwords.	If the user has the appropriate rights, he can set other users' passwords.	적절한 권한이 있는 사용자는 다른 사용자의 암호를 설정할 수 있습니다.	사용자에게 적절한 권한이 있는 경우, 이 사용자는 다른 사용자의 암호를 설정할 수 있습니다.
Developers need access to servers in their development environments, but they don't need access to the servers in Azure.	A developer needs access to servers in his development environment, but he doesn't need access to the servers in Azure.	개발자는 개발 환경의 서버에 액세스해야 하지만, Azure의 서버에는 액세스할 필요가 없습니다.	개발자는 자신의 개발 환경에서 서버에 액세스해야 하지만, Azure의 서버에는 액세스할 필요가 없습니다.
When the author opens the document	When the author opens her document	작성자가 문서를 열 때....	작성자가 자신의 문서를 열 때....
To call someone, select the person's name, select Make a phone call, and	To call someone, select his name, select Make a phone call,	전화를 걸려면 원하는 이름을 선택하고 "통화"를 선택한 다음, 전화를 걸 번호를 선택합니다.	전화를 걸려면 그 사람의 이름을 선택하고 "통화"를 선택한 다음, 전화 번호를 선택합니다.

then choose the number you'd like to dial.	and then select his number.		
--------------------------------------------	-----------------------------	--	--

3.3 Accessibility

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

Focus on people, not disabilities. Don't use words that imply pity, such as *stricken with* or *suffering from*. Don't mention a disability unless it's relevant.

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

Use this	Not this	Use this	Not this
English example		Korean example	
Select	Click	선택하다	클릭하다

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

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

4 Language-specific standards

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

4.1 Grammar, syntax and orthographic standards

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

4.1.1 Abbreviations

Common abbreviations

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

List of common abbreviations:

Korean words do not generally use abbreviations but when dealing with English abbreviations, the following general rules are applied:

- Use of abbreviation is based on English source text.
- Abbreviation should not contain a space.
- Use a non-breaking space (Ctrl+Shift+Spacebar) in any abbreviation to avoid having one letter move to the beginning of the next line.
- Abbreviation of company names and product names follow the notation rule of each corresponding company and product.
- English abbreviation of months and days of the week are as follows.
Month: Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec
Days of the week: Mon, Tue, Wed, Thu, Fri, Sat, Sun
- In Korean, we only use abbreviations for days of the week but not for months.
Example: 월, 화, 수, 목, 금, 토, 일

Don't abbreviate the following words:

- Do not abbreviate Microsoft as MS when Microsoft is a part of product names.
- Do not abbreviate Visual Studio as VS in product names.
- Do not abbreviate operating system names.

Example:

Error example	Correct example
Win Server	Windows Server
VS 2019	Visual Studio 2019

4.1.2 Acronyms

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

Korean words do not generally use acronyms but when dealing with English acronyms, the following general rules are applied:

- Regardless of English format of acronyms, Korean translation should follow the format of "English acronym (English full spelling or Korean full spelling)."

Important: This rule does not apply to product names.

Example:

English text	Translation text
Microsoft Information Protection (MIP)	Microsoft Information Protection (MIP)

- If an acronym is used in title, do not write the full spelling of the acronym.
- Acronym letters should be all uppercased even though English uses small letters.

Example: Vpn quarantine -> VPN 격리

- If "s" is added at the end of English acronym, meaning plural, "s" should be dropped when localizing into Korean.

Example:

English text	Error example	Correction
several IFSs	몇몇 IFSs	몇몇 IFS
three OEMs	OEMs 세 개	세 OEM

Localized acronyms

When Korean full spelling for the corresponding English acronym is commonly used in Korean, translate the acronym in the form of English acronym (Korean full spelling).

When translating acronyms, refer to Microsoft standard glossary or relevant web sites for correct Korean translation.

English acronym should always come first, followed by Korean translation in parentheses.

Example:

Source text	Korean text
USB (Universal Serial Bus)	USB(범용 직렬 버스)
(IIS) Internet Information Services	IIS(인터넷 정보 서비스)
distinguished name (DN)	DN(고유 이름)
double-byte character set (DBCS)	DBCS(더블바이트 문자 집합)

Unlocalized acronyms

English Acronym (English full spelling)

When Korean full spelling for the corresponding English acronym is not commonly used in Korean, translate the acronym in the form of English acronym (English full spelling). The English acronym should always come first, followed by its full spelling in parentheses, regardless of English usage of the acronym.

Example:

Source text	Korean text
Microsoft Management Console (MMC)	MMC(Microsoft Management Console)
Open Database Connectivity	ODBC(Open Database Connectivity)
Report Definition Language (RDL)	RDL(Report Definition Language)

Source text	Korean text
Extensible Firmware Interface	EFI(Extensible Firmware Interface)

4.1.3 Capitalization

In Korean, we do not have capitalization and capitalization only applies when English texts such as product names or abbreviations are used as they are. For more information, refer to [Abbreviations](#) and [Applications, Products, and Features](#) sections.

4.1.4 Compounds

Generally, compounds should be understandable and clear to the user. Overly long or complex compounds should be avoided. Keep in mind that unintuitive compounds are ultimately an intelligibility and usability issue.

When you use compound words, space is an important issue in Korean. Generally, there should be no space between two words if they represent the meaning of compound words.

Example:

구름다리(O), 구름 다리(X)
 질그릇(O), 질 그릇(X)
 돌다리(O), 돌 다리(X)
 손가방(O), 손 가방(X)
 솜사탕(O), 솜 사탕(X)
 대한민국(O), 대한 민국(X)
 높푸르다(O), 높 푸르다(X)
 오가다(O), 오 가다(X)

Notes: Sometimes the meaning of compound words can be totally different depending on a space. For example, "작은 아버지" means "a father with short height" but "작은아버지" means "younger brothers of a father."

4.1.5 Font localization

All Microsoft products use specific fonts to indicate UIs and contents. The default font for English texts is Segoe UI, 10pt and italic or bold fonts are often applied to emphasize UI texts.

The default font for Korean texts is 맑은고딕, 9pt. Bold font can be applied same as English but italic font is recommended to remove for better readability. Refer to the following table for more information.

Category	English	Korean
Font Type for Software	Segoe UI	Malgun Gothic (맑은고딕)
Font Family for Web products	Segoe UI, Tahoma, Verdana	Malgun Gothic, Gulim, Tahoma, Verdana
Font Size	10	9
Style - Italic	Italic	Normal
Style - Bold	Bold	Bold

Handling UI terms in bold/italic/quotation style

In UI content – when localizing UI terms in software (User interface) strings, enclose UI terms with square brackets ([]). If the source uses double quotation marks, though, apply the same style in the target (unless otherwise flagged by Microsoft as an exception).

In UE content – as for UI terms in documentation and online help (User Assistance/Education), follow the same formatting as the English text. That is, if bold font is used in English UI terms in documentation, apply the same bold font to Korean UI terms. Bold font can be applied same as English but Italic font is recommended to remove for better readability.

Examples:

* Software - UI translation

Use square brackets [] for UI terms in general. If the source uses double quotes, though, the same double quotes are to be used when no technical issues are expected.

Note: When program names or the word "Control Panel" appear in English text, those terms should be enclosed with square brackets ([]) only when they are used **as a command to run**.

Example:

Microsoft Edge를 실행하려면 [시작] 메뉴에서 [Microsoft Edge]를 클릭하십시오.

*** Online help/Manual/Document - UA/UE translation**

Apply the same source style in the target as in the source. However, italic font (for Korean UI term, if any) is recommended to be removed by moving the UI term out of the <italic> tag pair, and to be replaced by the appropriate alternative used for other UI terms in the same project, e.g., square brackets, bold or double quotation marks.

Type	English source	Korean (correct)	Notes
UI/SW	In the dialog box, click Add.	대화 상자에서 [추가]를 클릭합니다.	Example of the use of square brackets (대괄호) for UIs in UI translation. (Exception: For web-run files like Asp and Js, UI terms can remain in Bold tags.
UI/SW	Click \"Yes\" to go to the portal. Click \"No\" to close the dialog.	포털로 이동하려면 \"예\"를 클릭합니다. 대화 상자를 닫으려면 \"아니요\"를 클릭합니다.	Example of the use of double quotation marks in the target (same as source).
UA/UE	Turn off Pre-allocate disk space.	디스크 공간 미리 할당을 해제합니다.	Example of the use font for UIs (same as source). In .md/Memsource files, the tags will appear as **.
UA/UE	From the left menu, click App Services , and then click the name of your Azure web app.	왼쪽 메뉴에서 App Services 를 클릭한 다음 Azure 웹앱의 이름을 클릭합니다.	Example of the use of the same bold font style as source.

Handling other terms in bold/italic/quotation style

1. Bold style for headings: (same as source)

SRC) **StorSimple tiering**

TGT) **StorSimple** 계층화

2. Bold / quotation style for emphasis: (same as source)

SRC) All assigned users are signed in using **this account**.

TGT) 모든 사용자가 이 계정을 사용하여 로그인합니다.

SRC2) The markup for the controls must include **runat="server"**.

TGT2) 컨트롤의 태그에는 **runat="server"**를 포함해야 합니다.

SRC3) Set its value to "Samples.SampleTextBox.js".

TGT3) 그 값을 "Samples.SampleTextBox.js"로 설정합니다.

3. Italic style for emphasis: (move out of the italic tags and use underline or boldface instead)

SRC) The user name and password are account level. *They are different from your Azure subscription credentials.*

TGT) 사용자 이름과 암호는 계정 수준이며, **Azure** 구독 자격 증명과 다릅니다.

4. Bold style for user input: (same as source)

SRC) The path of the user profile folder is **Settings\UserProfileFolderName**.

TGT) 사용자 프로필 폴더의 경로는 **Settings\UserProfileFolderName**입니다.

Notes:

1. In some products, legacy Gulim (굴림) font is preferred.
2. For web-based products, font is defined using CSS (Cascade Style Sheets). Several fonts are grouped together as a font family so they can be used to display contents based on user's computing environment. During localization process, change only Segoe UI into Malgun Gothic and Gulim for users without 'Malgun Gothic' font in their computers but leave the other fonts as they are.

- In newly released products, new style such as English Semibold or Light began to be applied additionally. Asian language fonts including Malgun Gothic do not have such style.

4.1.6 Localizing colloquialism, idioms, and metaphors

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

영문 모던 보이스의 특성은 영미문화권에 특화된 구어체, 관용적 표현, 은유법을 사용하여 표현합니다. 모던 보이스에서는 영미문화권에 특화된 구어체, 관용적 표현, 은유법(통칭하여 "구어체")을 사용할 수 있습니다.

Choose from the following options to express the intent of the source text appropriately in Korean:

- Do not literally replace the source colloquialism with a Korean colloquialism because it could sound rude or impolite to end-users. In such cases, just translate the intended meaning of the colloquialism in the source text (as opposed to translating literally the actual colloquialism in the source text).
- Try to rephrase the sentence if it has colloquialism which cannot be translated as it is. Make sure to use everyday words/expressions and conversational expressions rather than using classic tone and voice.

다음 중 한 가지 방식으로 영문 의미를 적절하게 번역하십시오.

- 직역하면 사용자에게 무례하고 공손하지 않은 번역이 되는 경우 영문에 사용된 구어체를 그대로 옮기면 안 됩니다. 단, 어떠한 경우에도 영문에서 의도한 의미는 훼손하면 안 됩니다.
- 구어체가 강한 표현이 포함되어 있을 경우, 최대한 의미에 맞게 문장을 재구성해 주십시오. 단, 일상 생활에서 사용할 것 같은 자연스러운 용어 및 표현을 사용해야 합니다.

English example	Korean example	Comment
Share files and info with people you know or send info to another app, without leaving the app you're in. You can email	현재 앱에서 나가지 않고 파일과 정보를 아는 사람과 공유하거나 정보를 다른 앱으로 보낼 수 있습니다. 사진을 엄마에게	Depending on local market consider replacing Facebook about messaging or

<p>photos to your mom, update your Facebook status, or send a link to your note-taking app.</p>	<p>메일로 보내거나 Facebook 상태를 업데이트하거나 메모 앱으로 링크를 전송할 수 있습니다.</p>	<p>social networking status.</p>
<p>Use all of the devices that are connected to your PC, both wired and wireless. You can print from an app, sync with your phone, or stream your latest home movie to your TV.</p>	<p>PC와 유선, 무선으로 연결된 모든 장치를 사용합니다. 앱에서 인쇄하고, 전화와 동기화하고, 최신 홈무비를 TV에 스트리밍할 수 있습니다.</p>	<p>Need to ensure streaming is available in all markets.</p>
<p>With Windows 10, you can set up your PC in no time</p>	<p>Windows 10에서는 PC를 빠르게 설정할 수 있습니다.</p>	<p>Replace the source colloquialism "in no time" with a Korean colloquialism that fits the same meaning if possible.</p>
<p>The Mail Migration add-on does not work with Microsoft Office Outlook or third-party mail apps like Thunderbird, IncrediMail, or Eudora.</p>	<p>메일 마이그레이션 추가 기능은 Microsoft Office Outlook이나 Thunderbird, IncrediMail, Eudora 등의 타사 메일 앱에서 작동하지 않습니다.</p>	<p>Validation required if specific third party apps are applicable for the local market</p>
<p>"At home, work, or school—do everything you need to in record time?"</p>	<p>가정, 직장 또는 학교에서 필요한 모든 작업을 신속하게 수행합니다.</p>	<p>Replace the source colloquialism "in record time" with a Korean colloquialism that fits the same meaning if possible.</p>

4.1.7 Modifiers

In Korean localized text, you often need to translate modifiers into different part of speeches, for example, modifiers can be translated as a meaning of verb, subjective complement, adverb, and etc, for better readability.

Example:

English	Less fluent translation	Correction	Comment
Invalid value for the certificate validator type.	인증서 유효성 검사기 형식에 대한 잘못된 값입니다.	인증서 유효성 검사기 형식의 값이 잘못되었습니다.	In Korean text, the meaning is "The value for the certificate validator type is invalid," which is more fluent translation.
Setup is optimizing your system for better performance.	설치 프로그램이 더 좋은 성능을 위해 시스템을 최적화하고 있습니다.	설치 프로그램이 성능 향상을 위해 시스템을 최적화하고 있습니다.	"better performance" is translated as a meaning of "to increase performance," which is more fluent translation.
For more effective troubleshooting, use this error message.	보다 효율적인 문제 해결을 위해서 이 오류 메시지를 사용하십시오.	보다 효율적으로 문제를 해결하려면 이 오류 메시지를 사용하세요.	"more effective troubleshooting" is translated as a meaning of "to troubleshoot more effectively," which is more fluent translation.

4.1.8 Nouns

In Korean, no specific considerations are given to nouns since we do not have noun inflection and also do not distinguish singular/plural formation. We sometimes add a

suffix "들" to the end of nouns to indicate plural meaning, but it is frequently omitted without affecting overall meaning and also grammatically accepted.

4.1.9 Pronouns

In Korean, pronouns are seldom used in localized text since they decrease readability. The translations of pronouns are often omitted if the meaning of source text can be clearly delivered without translating them. Sometimes pronouns should be translated specifically to clarify what they mean based on the context.

Example:

English text	Korean text	Comment
To use this card, you will have to use a smart card or a certificate.	이 카드를 사용하려면 스마트 카드 또는 인증서를 사용해야 합니다.	Translation of "you" is omitted for better readability without affecting overall meaning.
Are you sure you want to delete this folder? This will delete all feeds in the folder.	이 폴더를 삭제하시겠습니까? 이 폴더를 삭제하면 폴더에 있는 모든 피드가 삭제됩니다.	The second "This" is not omitted and translated into "Deleting this folder" for clear meaning.
The object has changed. Do you want to update it ?	개체가 변경되었습니다. 업데이트하시겠습니까?	Translation of "it" is omitted for better readability without affecting overall meaning.
Verify your entry and try again.	입력 내용을 확인하고 다시 시도하세요.	Translation of "your" is omitted for better readability without affecting overall meaning.
An Online Service notification email has been sent to your Subscription Contact.	온라인 서비스 알림 전자 메일이 귀사의 구독 담당자에게 발송되었습니다.	Translation of "your" is not omitted and translated as a meaning of

English text	Korean text	Comment
		"your company" for clear meaning.
Do not warn me about this problem again	이 문제에 대한 경고 메시지 다시 표시 안 함	Translation of "me" is omitted for better readability without affecting overall meaning.
Send a new Welcome Kit based on my new Media selection.	선택한 미디어에 따라 웰컴 키트를 보내 주세요.	Translation of "my" is omitted for better readability without affecting overall meaning.
Only allow my team members to see my email addresses	내 팀 멤버만 내 전자 메일 주소를 볼 수 있도록 허용	Translation of "my" is not omitted for clear meaning.

4.1.10 Punctuation

In English, colons or semicolons are often used at the end of the sentence. However in Korean, period should be used when the localized sentence ends with verbs such as "~하세요" or "~합니다" style, regardless of what punctuation is used in English sentence.

However, using different punctuation from English source can cause functional problems in software localization.

4.1.11 Sentence fragments

For en-US Microsoft voice, use of sentence fragments help convey a conversational tone. They are used when possible, and are short and to the point.

간단하면서 문법적으로 올바른 표현을 사용하십시오. 가능한 경우, 소유 중심의 영어식 표현은 존재 중심의 우리말 표현으로 바꿔 주십시오.

en-US source text	Korean long form	Korean sentence fragment
Here's how.	다음을 실행하려면 이 방법을 사용하십시오.	방법 or 다음과 같이 하세요.
You may not have appropriate rights.	필요한 사용 권한을 가지고 있지 않을 수 있습니다.	필요한 권한이 없을 수 있습니다.
This domain already has a one-way trust relationship with the specified realm.	이 도메인은 지정한 영역과 단방향 트러스트 관계를 이미 갖고 있습니다.	이 도메인은 지정한 영역과 단방향 트러스트 관계를 이미 맺고 있습니다.
This isn't used when running on Microsoft Office 365...	Microsoft Office 365을 사용하는 경우 이 기능이 활성화되지 않습니다.	Microsoft Office 365에서는 이 기능을 사용할 수 없습니다.
Get the app?	앱을 가져오시겠습니까?	앱을 받을까요?

4.1.12 Verbs

Be consistent when translating verbs in error messages. Be concise without changing the meaning of the source strings.

Example:

English text	Korean text	Comment
An error occurred while trying to create the database.	데이터베이스를 만드는 동안 오류가 발생했습니다.	This sentence can be rephrased to "An error occurred while creating the database."
The engine input file has the wrong version.	엔진 입력 파일의 버전이 잘못되었습니다.	Rephrase "has" with "is" to produce an appropriate translation.

English text	Korean text	Comment
Reinstall if existing file has a different version.	기존 파일이 다른 버전인 경우 다시 설치하세요.	Rephrase "has" with "is" to produce an appropriate translation.

Continuous operations are usually expressed in English with a gerund, which should be translated into Korean as a form of "~ 하고 있습니다" or "~ 하는 중."

A gerund is often used in title sentence in English so it is important to distinguish whether a gerund expresses a continuous operation or not.

Example:

English text	Korean text	Comment
Saving text file...	텍스트 파일을 저장하는 중...	Gerund expresses a continuous operation.
Now saving temporary file.	임시 파일을 저장하고 있습니다.	Gerund expresses a continuous operation.
Completing installation...	설치 완료 중...	Gerund expresses a continuous operation.
Completing the New Connection Wizard	새 연결 마법사 완료	Gerund is used in title sentence.

In Korean, apply tenses according to the English source text, but use simple present as the basic tense unless you are required to use other tenses in the context.

소스에 따라 번역문에 시제를 적용해 주십시오. 기본 시제로 현재 시제를 사용하되, 문맥에 따라 다른 시제를 적용할 수 있습니다.

Example:

English text	Korean text
When you have finished, select "{2}."	재설정이 끝나면 "{2}"을(를) 선택하세요.

"When you are finished organizing your favorite links, click <ui>Close</ui>.

즐거찾기링크구성이 끝나면
<ui>닫기</ui>를 클릭합니다.

5 Localization considerations

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

General considerations

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

5.1 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™).

Product names

In general, product names are used same as English without localizing.

General rules on how to handle product names are as follows:

- Use product names same as English.
- Do not abbreviate Microsoft as MS in product names.
- Do not abbreviate Visual Studio as VS in product names.
- When operating system names and product names are used together, do not abbreviate operating system names.

Example:

English text	Correct translation	Wrong translation
Windows Server based applications	Windows Server 응용 프로그램 Windows Server 기반 응용 프로그램	Windows Server 응용 프로그램

Some confusing examples:

Sometimes product or service names can be confused with general common nouns.

Azure IoT Hub and **Azure SQL Database** are service names, so they should be left in English. During the localization process, you may encounter **IoT hub** (IoT 허브) and **SQL database** (SQL 데이터베이스), which are not specific service names but just general instances created by the user using the service, so they should be translated. You can distinguish them whether "Azure" is preceded or not, or sometimes based on the context.

Applets or built-in component names

Product names are also often confused with applets or built-in component names. For example, "Microsoft Notepad (Microsoft 메모장)" is not a separate product but one of the built-in components in Windows. So, it can be localized. Another example is "MSMQ Information Store." You can regard "MSMQ Information Store" as one of the components of "MSMQ," so it can be translated into "MSMQ 정보 저장소."

Notes: There are some cases where product names are translated or transliterated in unavoidable circumstances. Such examples are packages, marketing materials and press releases. In such cases, follow the correct notation rule of foreign words.

5.2 Software considerations

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

5.2.1 Arrow keys

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

Translation of arrow keys

English key name	Korean key name
Home key	Home 키
End key	End 키
Up arrow key	위쪽 화살표 키
Down arrow key	아래쪽 화살표 키
Left arrow key	왼쪽 화살표 키
Right arrow key	오른쪽 화살표 키

5.2.2 Error messages

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

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

Korean style in error messages

It is important to use consistent terminology and language style in the localized error messages, and not just translate them as they appear in the US product.

English error messages tend to be shorter and sometimes "be" verb is omitted, but in Korean, fully developed form of translation is preferred.

Error message is generally translated into "~니다" style, in which case, a period should be placed at the end of the Korean text even if English sentence ends with different punctuation such as a colon. However, if English text is not a full sentence but a phrase, or ends with a colon + placeholder, you can translate them accordingly as follows.

Example:

English Text	Korean Text	Comment
Specified proxy address "{0}" is invalid: {1}	지정한 프록시 주소 "{0}"이(가) 잘못되었습니다. {1}	Though English sentence ends with a colon, Korean sentence ends with a period since it is translated with "~합니다" style.
To install the prerequisites, choose one of the following:	필수 구성 요소를 설치하려면 다음 중 하나를 선택하세요.	Though English sentence ends with a colon, Korean sentence ends with a period since it is translated with "~하세요" style.
Error Accessing URL Address	URL 주소에 액세스하는 동안 오류 발생	English sentence is not a full sentence and ends without any punctuation such as colon or period, in which case, Korean sentence can end with an abbreviated form and without a period.
Error attempting to read from the source install database: [2]	원본 설치 데이터베이스를 읽는 동안 오류 발생: [2]	If English sentence ends with a colon followed by a placeholder, use the same style in Korean text as English.
Not enough memory. Continue without Undo?	메모리가 부족합니다. 취소하지 않고 계속하시겠습니까?	Though English sentence is an abbreviated form, fully developed translation is required.

Standard phrases in error messages

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

When translating standard phrases, standardize. Note that sometimes the US uses different forms to express the same thing. However, it is recommended to use consistent translation style in localized version.

Examples:

English	Translation	Example	Comment
Cannot ... Could not ...	~ 할 수 없습니다.	파일을 복사할 수 없습니다.	It is not necessary to translate "could not" into past tense.
Failed to ... Failure of ...	~ 하지 못했습니다.	파일을 복사하지 못했습니다.	If "failure" is used as a noun, it can be translated into "오류" or "실패," depending on the context.
Cannot find ... Could not find ... Unable to find ... Unable to locate ...	~ 찾을 수 없습니다.	파일을 찾을 수 없습니다.	
Not enough memory Insufficient memory	메모리가 부족합니다.	파일을 저장하는 데 필요한 메모리가 부족합니다.	

English	Translation	Example	Comment
There is not enough memory There is not enough memory available			
... is not available ... is unavailable	~ (사용) 할 수 없습니다.	원본 파일을 사용할 수 없습니다.	Translation can vary according to the context. For example, "Internet access is not available" can be translated into "인터넷에 액세스할 수 없습니다."
An error occurred while ... An error occurred when ... Error while ... Error when ...	~하는 동안 오류가 발생했습니다.	파일을 만드는 동안 오류가 발생했습니다.	It is recommended to translate these kinds of messages into "~하는 동안" instead of "~하는 중."

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."

Order of placeholders

If placeholders contain numbers such as the above (%1, %2), the order of the placeholders can be changed regardless of their order in English text. However, if the same placeholders without numbers are used in English, the order of placeholders should not be changed.

Example:

English text	Korean text	Comment
Setup run at %1 on %2.	%2의 %1에서 설치 프로그램이 실행됩니다.	"%2" can be placed before "%1" in translation sentence. The order of placeholders can be changed differently from the source text since the placeholders contain numbers.
Setup run at %s on %s	%s(위치: %s)에서 설치 프로그램이 실행됩니다.	Two "%s" placeholders with no numbers are in English sentence. In this case, the order of placeholders can't be changed. You may need to use parentheses to translate the English sentence properly.
Step %d of %d	%d 단계/전체 %d 단계	"%d of %d" can be translated properly using slash (/).
Page %d of %d	%d/%d 페이지	"%d of %d" can be translated properly using slash (/).

Proper usage of measurement unit after placeholders

After %d placeholder, proper measurement unit may be needed based on the context.

Example:

English text	Korean text	Comment
The string %s must be at least %d character(s) long.	%s 문자열은 %d자 이상이어야 합니다	"%d" represents a number so proper measurement unit (in this case, "자" meaning "character") is followed without a space.
%d document(s) pending for %s	%d개의 문서가 %s에 대해 대기 중입니다.	Since "%d" represents a number, you need to add proper measurement unit (in this case, "개" meaning "number") after "%d."
You have %d days remaining before you must purchase a product license.	%d일 후에는 제품 라이선스를 구입해야 합니다.	The measurement unit of '일' meaning "day" is added after "%d."
A required keyword was not found near line %d.	%d 줄 근처에서 필요한 키워드를 찾을 수 없습니다.	"Line %d" is translated into "%d 줄" meaning "line" instead of "줄 %d" for better readability. Sometimes the word order may be changed.

Proper usage of postpositions after placeholders

When localizing error messages containing placeholders, proper use of postposition is very important. Since you do not know what words will replace placeholders, double placeholders should be used, for example, 은(는), 이(가), 을(를), 과(와), (으)로.

Example:

English text	Korean text	Comment
Unable to find the specified group "%1!s!"	지정한 그룹 '%1!s!'을(를) 찾을 수 없습니다.	을(를) is used after the placeholder.

English text	Korean text	Comment
{0} must have the same user count as {1}.	{0}의 사용자 수는 {1}과(와) 같아야 합니다.	과(와) is used after the placeholder.
An error occurred while moving the FSS data directory from {0} to {1}.	FSS 데이터 디렉터리를 {0}에서 {1}(으)로 이동하는 동안 오류가 발생했습니다.	(으)로 is used after the placeholder.
{0} is already being used. Verify your entry and try again.	{0}은(는) 이미 사용 중입니다. 입력 내용을 확인하고 다시 시도하세요.	은(는) is used after the placeholder.
The certificate issued by %1!s! will be permanently deleted. Do you want to continue?	%1!s!이(가) 발급한 인증서가 영구적으로 삭제됩니다. 계속하시겠습니까?	이(가) is used after the placeholder.

5.2.3 Keyboard shortcuts

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

New
Cancel
Options

Keyboard shortcuts special options	Usage: Is it allowed?	Notes
"Slim characters," such as l, l, t, r, f can be used as keyboard shortcuts	no	

Characters with downstrokes, such as g, j, y, p and q can be used as keyboard shortcuts	no	
Extended characters can be used as keyboard shortcuts	no	
An additional letter, appearing between brackets after item name, can be used as a keyboard shortcut	Usually No	This sometimes happens because English source uses an additional letter as a keyboard shortcut.
A number, appearing between brackets after item name, can be used as a keyboard shortcut	Usually No	In case of this kind of example, we use a number as a keyboard shortcut. In this example, English source includes a number as a part of the text. Example source: Memory <u>1</u> Example target: 메모리(&1)
A punctuation sign, appearing between brackets after item name, can be used as a keyboard shortcut	yes	
Duplicate keyboard shortcuts are allowed when no other character is available	no	
No keyboard shortcut is assigned when no more characters are available (minor options only)	no	

When translating strings containing keyboard shortcuts (or access keys), the following instructions should be followed.

1. In English strings, ampersand (&) is used within strings or words to indicate keyboard shortcuts, whereas in Korean strings, "ampersand (&) + uppercased keyboard shortcuts" should be placed at the end of words or strings.

Example:

English text	Error example	Correct example
<u>OK</u>	확인	확인(&O)
Require <u>2</u> 56-bit encryption	256비트 암호화 필요	256비트 암호화 필요(&2)
<u>M</u> IME	<u>M</u> IME	MIME(&M)

2. If English string consists of only numbers and a keyboard shortcut is assigned to a number, translation equals the source string.

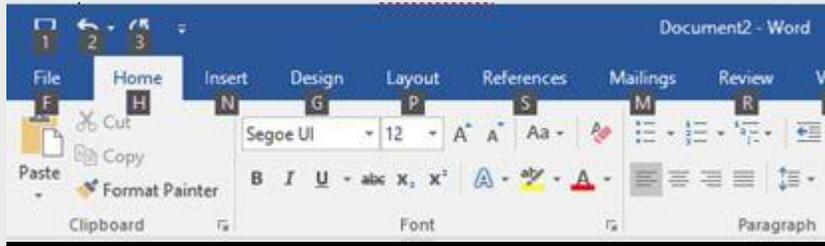
Example:

English text	Error example	Correct example
<u>1</u>	1(&1)	<u>1</u>
<u>1</u> 00%	100%(&1)	<u>1</u> 00%
<u>8</u> 00 x 600	800 x 600(&8)	<u>8</u> 00 x 600

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

Term	Usage
access key	<p>A subtype of keyboard shortcut. A letter or number that the user types to access UI controls that have text labels. Access keys are assigned to top-level controls so that the user can use the keyboard to move through the UI quickly.</p> <p>Example: F in Alt+F</p> <p>Example in UI localization: H&ome</p> <p>In keyboard shortcuts, most access keys are used with the Alt key.</p>
key tip	<p>The letter or number that appears in the ribbon when the Alt key is pressed.</p> <p>In UI localization, the key tip is the last character present in the strings after the “^” character.</p>

Example: In UI localization Home`H



shortcut key

A subtype of keyboard shortcut. A key that the user types to perform a common action without having to go through the UI. Shortcut keys are not available for every command.

Example: Ctrl+N, Ctrl+V

In keyboard shortcuts, most shortcut keys are used with the Ctrl key.

Ctrl+letter combinations and function keys (F1 through F12) are usually the best choices for shortcut keys.

5.2.4 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).

General guidelines on how to deal with key names in Korean text:

- When translating key names, the word "키" should be added after key names and a space is inserted between the key name and the word "키."
- In case of key combinations, do not add "키" after key names.
- In software strings, for example in EDB files, surround the key names or key combinations with angle brackets (< >).
- In documentation translation including manuals and online help, do not use angle brackets for key names.

- Only initial letters of the key names are uppercased. (Example: Shift 키, Ctrl 키, Alt 키, Esc 키).

Example:

English text	Software translation	Documentation translation	Comment
Press SPACEBAR or ENTER to activate this control.	스페이스바 또는 <Enter> 키를 눌러 이 컨트롤을 활성화하세요.	스페이스바 또는 Enter 키를 눌러 이 컨트롤을 활성화하세요.	"Enter" key is surrounded with < > in software translation, whereas not in manual/online help translation. Note that "spacebar" does not require < > in both cases and translated into "스페이스바."
Press Ctrl+Alt+Del using the keyboard.	키보드를 사용하여 <Ctrl+Alt+Del> 을 누르세요.	키보드를 사용하여 Ctrl+Alt+Del 을 누르세요.	< > is used for key combination in software translation, whereas not in manual/online help translation. Note that the word "키" should not be used for key combination in both cases.
Value may be edited through a dialog box. Press Alt+Down to open the dialog box.	대화 상자를 사용하여 값을 편집할 수 있습니다. <Alt+아래쪽 화살표> 를 눌러 대화 상자를 여세요.	대화 상자를 사용하여 값을 편집할 수 있습니다. Alt+아래쪽 화살표를 눌러 대화 상자를 여세요.	< > is used for key combination in software translation, whereas not in manual/online help translation.

English text	Software translation	Documentation translation	Comment
Use the up and down arrow keys.	<위쪽 화살표> 키 또는 <아래쪽 화살표> 키를 사용하세요.	위쪽 화살표 키 또는 아래쪽 화살표 키를 사용하세요.	Arrow key names should be surrounded with < > in software, whereas not in manual/online help.
Press F1 for more help.	자세한 내용을 보려면 <F1> 키를 누르세요.	자세한 내용을 보려면 F1 키를 누르세요.	Function key names should be surrounded with < > in software, whereas not in manual/online help.

5.2.5 Numeric keypad

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

5.2.6 Shortcut keys

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

Standard shortcut keys

US command	US English shortcut key	Korean command	Korean shortcut key
General Windows shortcut keys			
Help window	F1	도움말 창	F1
Context-sensitive Help	Shift+F1	상황에 맞는 도움말	Shift+F1

US command	US English shortcut key	Korean command	Korean shortcut key
Display pop-up menu	Shift+F10	팝업 메뉴 표시	Shift+F10
Cancel	Esc	취소	Esc
Activate\Deactivate menu bar mode	F10	메뉴 모음 모드 활성화/비활성화	F10
Switch to the next primary application	Alt+Tab	다음 활성 응용 프로그램으로 전환	Alt+Tab
Display next window	Alt+Esc	다음 창 표시	Alt+Esc
Display pop-up menu for the window	Alt+Spacebar	해당 창의 팝업 메뉴 표시	Alt+스페이스바
Display pop-up menu for the active child window	Alt+-	활성 하위 창의 팝업 메뉴 표시	Alt+-
Display property sheet for current selection	Alt+Enter	현재 선택 항목의 속성 시트 표시	Alt+Enter
Close active application window	Alt+F4	활성 응용 프로그램 창 닫기	Alt+F4
Switch to next window within (modeless-compliant) application	Alt+F6	(모달리스 호환) 응용 프로그램 내에서 다음 창으로 전환	Alt+F6
Capture active window image to the Clipboard	Alt+Prnt Scrn	활성 창 이미지를 캡처하여 클립보드에 넣기	Alt+Prnt Scrn

US command	US English shortcut key	Korean command	Korean shortcut key
Capture desktop image to the Clipboard	Prnt Scrn	데스크톱 이미지를 캡처하여 클립보드에 놓기	Prnt Scrn
Access Start button in taskbar	Ctrl+Esc	작업 표시줄의 시작 단추 액세스	Ctrl+Esc
Display next child window	Ctrl+F6	다음 하위 창 표시	Ctrl+F6
Display next tabbed pane	Ctrl+Tab	다음 탭 창 표시	Ctrl+Tab
Launch Task Manager and system initialization	Ctrl+Shift+Esc	작업 관리자 실행 및 시스템 초기화	Ctrl+Shift+Esc
File menu			
File New	Ctrl+N	새로 만들기	Ctrl+N
File Open	Ctrl+O	열기	Ctrl+O
File Close	Ctrl+F4	닫기	Ctrl+F4
File Save	Ctrl+S	저장	Ctrl+S
File Save as	F12	다른 이름으로 저장	F12
File Print Preview	Ctrl+F2	인쇄 미리 보기	Ctrl+F2
File Print	Ctrl+P	인쇄	Ctrl+P
File Exit	Alt+F4	끝내기	Alt+F4
Edit menu			
Edit Undo	Ctrl+Z	실행 취소	Ctrl+Z

US command	US English shortcut key	Korean command	Korean shortcut key
Edit Repeat	Ctrl+Y	실행 반복	Ctrl+Y
Edit Cut	Ctrl+X	잘라내기	Ctrl+X
Edit Copy	Ctrl+C	복사	Ctrl+C
Edit Paste	Ctrl+V	붙여넣기	Ctrl+V
Edit Delete	Ctrl+Backspace	삭제	Ctrl+백스페이스
Edit Select All	Ctrl+A	모두 선택	Ctrl+A
Edit Find	Ctrl+F	찾기	Ctrl+F
Edit Replace	Ctrl+H	바꾸기	Ctrl+H
Help menu			
Help	F1	도움말	F1
Font format			
Italic	Ctrl+I	기울임꼴	Ctrl+I
Bold	Ctrl+B	굵게	Ctrl+B
Underlined\Word underline	Ctrl+U	밑줄	Ctrl+U
Large caps	Ctrl+Shift+A	큰 대문자	Ctrl+Shift+A
Small caps	Ctrl+Shift+K	작은 대문자	Ctrl+Shift+K
Paragraph format			
Centered	Ctrl+E	가운데 맞춤	Ctrl+E
Left aligned	Ctrl+L	왼쪽 맞춤	Ctrl+L

US command	US English shortcut key	Korean command	Korean shortcut key
Right aligned	Ctrl+R	오른쪽 맞춤	Ctrl+R
Justified	Ctrl+J	양쪽 맞춤	Ctrl+J

5.3 Trademarks

Trademarked names and the name Microsoft Corporation shouldn't be localized unless local laws require translation and an approved translated form of the trademark is available. A list of Microsoft trademarks is available for your reference at the following location: <https://www.microsoft.com/en-us/legal/intellectualproperty/Trademarks/>.

5.4 Voice video considerations

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

Successful techniques for voicing video content

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

5.4.1 English pronunciation

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

Make reference to the Korean Alphabetization of Foreign Words on the web site:
<https://www.korean.go.kr/>.

Examples	Korean pronunciation
RADIUS	레디우스
RAS	라스
ISA	아이사
LAN	랜
WAN	완
WAP	왓
MAPI	매피
POP	팝
Skype	[skaip] 

Use the acronym pronunciation examples listed in the table:

Examples	Korean pronunciation
ICMP	아이씨엠펜
URL	유알엘
TCP/IP	티씨피/아이피
Rqc.exe	알큐씨쩨이엑스이
HTML	에이치티엠엘
SQL	에스큐엘, 씨퀄

URLs

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

Examples	Korean pronunciation
http://www.microsoft.com/korea	더블유더블유더블유 점 마이크로소프트 점 씨오엠 슬래시 코리아 OR 더블유더블유더블유 점 마이크로소프트 점 씨오엠 슬래시 케이오알이에이

Punctuation marks

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

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

5.4.2 Tone

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

5.4.3 Video voice checklist

5.4.3.1 Topic and script

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

- Friendliness
- Relatable context

5.4.3.2 Title

- Includes the intent
- Includes keywords for search

5.4.3.3 Intro: 10 Seconds to set up the issue

- Put the problem into a relatable context

5.4.3.4 Action and sound

- Keep something happening, both visually and audibly, BUT...
- ...maintain an appropriate pace
- Synchronize visuals with voice-over
- Fine to alternate between first and second person
- Repetition of big points is fine

5.4.3.5 Visuals

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

5.4.3.6 Ending

- Recaps are unnecessary