

# French Style Guide

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# What's New?

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The entire style guide has been fully reworked in March 2011 and modifications have been made to all the sections. Because of the new structure of the document, some sections of the previous version still exist, but they have been moved to different topics.

Please find below a list of **New Topics**, fully created for this new version of the style guide, and **Updated Topics**. Changes in these topics also apply to the sections they contain.

## New Topics

The following topics have been added:

- About this Style Guide
- Language-Specific Conventions
- Adjectives
- Articles
- Nouns
- Word order
- Accessibility
- Unlocalized items
- Using the word Microsoft
- Messages
- Copyright

## Updated Topics

Style guide was fully updated on March 2011.

- Recommended reference material
- Grammar, syntax and orthographic conventions
- Style and tone considerations
- Localization guidelines
- Software considerations
- Document translation considerations

# Introduction

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This Style Guide went through major revision in March 2011 in order to remove outdated and unnecessary content.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 French 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. Please send your feedback to 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 French 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.

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. Always check for approved translation in the Microsoft terminology database.

## Sample Text

« Depuis sa création, l'une des missions essentielles du ministère de la Culture est de rendre accessibles au plus grand nombre le patrimoine architectural et artistique ainsi que les œuvres de création contemporaine.

Cet objectif a entraîné la mise en œuvre de politiques spécifiques, se rajoutant aux missions régaliennes de préservation du patrimoine et de soutien à la création, qui ont connu plusieurs dénominations.

Dans les années 60 et 70, la notion d'action culturelle est liée à la fois à une politique et aux établissements en charge de la mettre en œuvre : les maisons de la culture et les centres d'action culturelle.

Dès le début des années 70, apparaît la notion de développement culturel pour nommer une politique destinée à mettre la culture au cœur de la vie des gens, répondant aussi à l'obligation de l'État d'assurer à chacun l'exercice de son droit à la culture.

Cette approche a pour corollaire de lier étroitement la culture aux autres domaines d'intervention de l'État, ce qu'illustre la création du Fonds d'intervention culturelle qui, jusqu'en 1985, recueille les crédits de différents ministères pour le soutien à des actions innovantes.

A partir des années 80, le développement culturel devient un fondement de la politique globale du ministère de la Culture. Il pose des principes toujours à l'œuvre : prise en compte de toutes les disciplines artistiques et culturelles ; inscription de la culture dans tous les secteurs de l'action de l'État, en lien avec les autres départements ministériels ; ancrage des actions dans les territoires, en partenariat avec les collectivités territoriales.

Les premiers protocoles d'accord interministériels sont signés à partir de ce moment-là, notamment avec les ministères chargés de l'agriculture, de la défense, de l'éducation, de la jeunesse et des sports, de la famille, de la justice, du handicap, de la santé, et du tourisme. Une grande partie sera réactualisée par la suite. Ils sont toujours en application et trouvent une traduction concrète dans les actions menées en région et soutenues par les directions régionales des affaires culturelles, dans le cadre de protocoles d'accord régionaux, déclinaisons locales des protocoles d'accord nationaux.

La même décennie voit également la signature des premières conventions de développement culturel conclues avec les collectivités territoriales dans le double objectif de veiller à une répartition équilibrée de l'offre culturelle sur les territoires et de faciliter l'accès des publics à la culture.

Ces conventions restent un outil important de contractualisation entre l'État et les collectivités territoriales comme le sont les contrats de plan, qui intègrent un volet culture depuis la génération 1994-1999, les contrats de ville, d'agglomération et de pays qui, bien que ce ne soit pas systématique, sont nombreux à intégrer une dimension culturelle.

Ce dossier thématique consacré au développement culturel propose une information synthétique sur l'historique des différentes composantes de cette politique à laquelle se rajoutent, au jour le jour, les éléments d'actualité les plus importants.

Pour écrire à Frédéric Mitterrand, utilisez l'adresse suivante : Ministère de la Culture et de la communication, 3, rue de Valois, 75033 Paris Cedex 01. Vous pouvez également joindre le ministère par téléphone, au 01 40 15 80 00. »

Source : Ministère de la Culture (<http://www.culture.gouv.fr/nav/index-dc.html>)

Créé le 24/01/2010 à 11h58

# Recommended Reference Material

Use the French 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. Le Trésor de la Langue Française Informatisé (<http://atilf.atilf.fr/>)
2. Le Petit Robert, ROBERT, Paul, Paris : Dictionnaire Le Robert
3. Le Petit Larousse, Éditions Larousse
4. Le bon usage, GREVISSE, Maurice, Paris-Gembloux : Duculot

## Informative References

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

1. Termium (<http://www.termiumplus.gc.ca/site/termium.php?lang=fra&cont=001>)
2. Le Grand Dictionnaire Terminologique (<http://www.granddictionnaire.com>)
3. Le Dictionnaire de l'Informatique, Microsoft Press. Paris

# Language Specific Conventions

This part of the style guide contains information about standards specific to French.

## Country/Region Standards

### Characters

Country/region	France																												
Lower-case characters	a, b, c, d, e, f, g, h, i, j, k, l, m, n, o, p, q, r, s, t, u, v, w, x, y, z																												
Upper-case characters	A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z																												
Characters in caseless scripts	n/a																												
Extended Latin characters	à, À, â, Â, æ, Æ, ç, Ç, é, É, è, È, ê, Ê, ë, Ë, î, Î, ï, Ï, ô, Ô, ö, Ö, œ, Œ, ù, Ù, û, Û																												
Note on alphabetical order	The common French alphabetizing order including all extended character used in the French language is as follows : a, A, à, À, â, Â, æ, Æ, b, B, c, C, ç, Ç, d, D, e, E, é, É, è, È, ê, Ê, ë, Ë, f, F, g, G, h, H, i, I, î, Î, ï, Ï, j, J, k, K, l, L, m, M, n, N, o, O, ô, Ô, ö, Ö, œ, Œ, p, P, q, Q, r, R, s, S, t, T, u, U, ù, Ù, û, Û, v, V, w, W, x, X, y, Y, ÿ, Ÿ, z, Z																												
Total number of characters	26 (excluding extended characters)																												
Unicode codes	<table><thead><tr><th>Alpha</th><th>Hex</th></tr></thead><tbody><tr><td>a</td><td>0061</td></tr><tr><td>A</td><td>0041</td></tr><tr><td>à</td><td>00e0</td></tr><tr><td>À</td><td>00c0</td></tr><tr><td>â</td><td>00e2</td></tr><tr><td>Â</td><td>00c2</td></tr><tr><td>æ</td><td>00e6</td></tr><tr><td>Æ</td><td>00c6</td></tr><tr><td>b</td><td>0062</td></tr><tr><td>B</td><td>0042</td></tr><tr><td>c</td><td>0063</td></tr><tr><td>C</td><td>0043</td></tr><tr><td>ç</td><td>00e7</td></tr></tbody></table>	Alpha	Hex	a	0061	A	0041	à	00e0	À	00c0	â	00e2	Â	00c2	æ	00e6	Æ	00c6	b	0062	B	0042	c	0063	C	0043	ç	00e7
Alpha	Hex																												
a	0061																												
A	0041																												
à	00e0																												
À	00c0																												
â	00e2																												
Â	00c2																												
æ	00e6																												
Æ	00c6																												
b	0062																												
B	0042																												
c	0063																												
C	0043																												
ç	00e7																												



Country/region	France
	Ç 00c7 d 0064 D 0044 e 0065 E 0045 é 00e9 É 00c9 è 00e8 È 00c8 ê 00ea Ê 00ca ë 00eb Ë 00cb f 0066 F 0046 g 0067 G 0047 h 0068 H 0048 i 0069 I 0049 î 00ee Î 00ce ï 00ef Ï 00cf j 006a J 004a k 006b K 004b l 006c L 004c m 006d M 004d n 006e

Country/region	France
	N 004e o 006f O 004f ô 00f4 Ô 00d4 ö 00f6 Ö 00d6 œ 0153 Œ 0152 p 0070 P 0050 q 0071 Q 0051 r 0072 R 0052 s 0073 S 0053 t 0074 T 0054 u 0075 U 0055 ù 00f9 Ù 00d9 û 00fb Û 00db v 0076 V 0056 w 0077 W 0057 x 0078 X 0058 y 0079 Y 0059 ÿ 00ff

Country/region	France
	Ÿ        0178 z        007a Z        005a
Notes	Æ, Œ, æ, and œ are often not displayed correctly in software. For this reason, if you need to use one of those ligatures in some software strings, be sure to check with your Project Team and confirm that they will display correctly. If they don't, use AE, OE, ae and oe.

## Date

Country/region	France, Belgium, Luxembourg, Monaco, Switzerland
Calendar/Era	Gregorian
First Day of the Week	Monday
First Week of the Year	First week in the calendar (first full week in January)
Separator	For the short form, use slashes (/)
Default Short Date Format	dd/MM/yyyy
Example	17/03/2011
Default Long Date Format	dd MMMM yyyy
Example	17 mars 2011
Additional Short Date Format 1	dd/MM/yy
Example	17/03/11
Additional Short Date Format 2	n/a
Example	n/a
Additional Long Date Format 1	week day dd MMMM yyyy
Example	jeudi 17 mars 2011
Additional Long Date	n/a

Country/region	France, Belgium, Luxembourg, Monaco, Switzerland
Format 2	
Example	n/a
Leading Zero in Day Field for Short Date Format	yes
Leading Zero in Month Field for Short Date Format	yes
No. of digits for year for Short Day Format	4 or 2 allowed
Leading Zero in Day Field for Long Date Format	no
Leading Zero in Month Field for Long Date Format	n/a
Number of digits for year for Long Day Format	4
Date Format for Correspondence	In correspondence the date appears in the upper right corner, after the name of the city, separated by a comma, with a period at the end.
Example	Paris, le 17 mars 2011
Notes	Neither days nor months take an initial capital in French.
Abbreviations in Format Codes	<p><b>d</b> 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)</p> <p><b>M</b> 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)</p> <p><b>y</b> is for year, number of y's gives number of digits (yy = two digits, yyyy = four digits)</p>

Country/region	Canada
Calendar/Era	Gregorian
First Day of the Week	Sunday
First Week of the Year	First week in the calendar (first full week in January)
Separator	For the short form, use hyphen (-)

<b>Country/region</b>	<b>Canada</b>
<b>Default Short Date Format</b>	yyyy-MM-dd
<b>Example</b>	2011-03-17
<b>Default Long Date Format</b>	d MMMM yyyy
<b>Example</b>	17 mars 2011
<b>Additional Short Date Format 1</b>	yyyy MM dd
<b>Example</b>	2011 03 17
<b>Additional Short Date Format 2</b>	yyyyMMdd
<b>Example</b>	20110317
<b>Additional Long Date Format 1</b>	n/a
<b>Example</b>	n/a
<b>Additional Long Date Format 2</b>	n/a
<b>Example</b>	n/a
<b>Leading Zero in Day Field for Short Date Format</b>	yes
<b>Leading Zero in Month Field for Short Date Format</b>	yes
<b>No. of digits for year for Short Day Format</b>	4
<b>Leading Zero in Day Field for Long Date Format</b>	no
<b>Leading Zero in Month Field for Long Date Format</b>	n/a
<b>Number of digits for century for Long Day Format</b>	4

Country/region	Canada
<b>Date Format for Correspondence</b>	Date appears in the upper right corner. Do not add a full stop after the year. Week day (e.g. Monday) is usually not spelt out.
<b>Example</b>	Recommended: Le 17 mars 2011; Admitted: Jeudi 17 mars 2011
<b>Notes</b>	Neither days nor months take an initial capital in French.
<b>Abbreviations in Format Codes</b>	<p><b>d</b> 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)</p> <p><b>M</b> 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)</p> <p><b>y</b> is for year, number of y's gives number of digits (yy = two digits, yyyy = four digits)</p>

## Time

Country/region	France, Belgium, Canada, Luxembourg, Monaco, Switzerland
24 hour format	yes
Standard time format	HH:mm:ss
Standard time format example	23:43:12
Time separator	colon (:)
Time separator examples	23:43:12
Hours leading zero	yes
Hours leading zero example	03:06:09>
String for AM designator	n/a
String for PM designator	n/a
Notes	<ul style="list-style-type: none"> <li>• Use 13 h 09 or 9 h 50 for documentation and help. However, in software, for technical reasons, use 13:09 or 02:56:12</li> <li>• A colon ( : ) separates hours, minutes and seconds. A zero precedes single digits.</li> <li>• Use 24 hour format for French Canadian market. Use AM/PM for English Canadian market.</li> </ul>

## Days

**Country/region:** France, Belgium, Canada, Luxembourg, Monaco, Switzerland

Day	Normal Form	Abbreviation
Monday	lundi	lun.
Tuesday	mardi	mar.
Wednesday	mercredi	mer.
Thursday	jeudi	jeu.
Friday	vendredi	ven.
Saturday	samedi	sam.

Day	Normal Form	Abbreviation
Sunday	dimanche	dim.

**First Day of Week:** Monday for all except Canada (Sunday)

**Is first letter capitalized?:** no

**Notes:** n/a

## Months

**Country/region:** France, Belgium, Canada, Luxembourg, Monaco, Switzerland

Month	Full Form	Abbreviated Form	Long Date Form
January	janvier	janv	Same as Full Form
February	février	févr	Same as Full Form
March	mars	mars	Same as Full Form
April	avril	avr	Same as Full Form
May	mai	mai	Same as Full Form
June	juin	juin	Same as Full Form
July	juillet	juil	Same as Full Form
August	août	août	Same as Full Form
September	septembre	sept	Same as Full Form
October	octobre	oct	Same as Full Form
November	novembre	nov	Same as Full Form
December	décembre	déc	Same as Full Form

**Is first letter capitalized?:** no

**Notes:** When the abbreviated forms must be three-letter long in order to follow the U.S. layout, the names are abbreviated as follows: jan, fév, mar, avr, mai, jun, jul, aoû, sep, oct, nov, déc.



## Numbers

In French, numbers should always be preceded or followed by non-breaking spaces (when possible) as numbers shouldn't be left "alone" at the end of a line, for example.

### Phone Numbers

Country/ region	International Dialing Code	Area Codes Used?	Number of Digits – Area Codes	Separator	Number of Digits – Domestic	Digit Groupings – Domestic
France	33	no	n/a	space	10	## ## ## ## ##
Country/ region	Number of Digits – Local	Digit Groupings – Local	Number of Digits – Mobile	Digit Groupings – Mobile	Number of Digits – International	Digit Groupings – International
France	10	## ## ## ## ##	10	## ## ## ## ##	11	+33 # ## ## ## ##

#### Notes:

- For domestic numbers: 5 groups of 2 digits. One space between the groups of 2 digits, when written or spoken.
- For calls from outside France, '33' must be added in front of the number and the initial '0' must be removed. Example: +33 1 21 85 94 66
- The first 2 digits of a domestic phone number refer to the French region:  
 01 ## ## ## ## (Paris region)  
 02 ## ## ## ## (North West)  
 03 ## ## ## ## (North East)  
 04 ## ## ## ## (South East)  
 05 ## ## ## ## (South West)  
 06 ## ## ## ## (mobile phones only)

Country/ region	International Dialing Code	Area Codes Used?	Number of Digits – Area Codes	Separator	Number of Digits – Domestic	Digit Groupings – Domestic
Belgium	32	no	n/a	space	9 (standard numbers); 10 (mobile numbers)	## ### ## ## (city); ### ## ## ## (town)

Country/re gion	Number of Digits – Local	Digit Groupings – Local	Number of Digits – Mobile	Digit Groupings – Mobile	Number of Digits – International	Digit Groupings – International
Belgium	9	## ### ## ## (city); ### ## ## ## (town)	10	#### ## ## ##	10 (standard numbers); 11 (mobile numbers)	+32 # ### ## ## (city), +32 ## ## ## ## (town), +32 ### ## ## ## (mobile)

**Notes:**

- The format ## ### ## ## is used for cities. The first two numbers refer to the city. Brussels: 02 ### ## ##. Liège: 04 ### ## ##
- The format #### ## ## ## is used for towns. The first three numbers refer to the town. Namur: 081 ## ## ##. Charleroi: 071 ## ## ##
- The format ##### ## ## ## is used for GSM. Example: 0476 ## ## ##
- There is no distinction between local and long-distance calls (area codes are always part of all numbers dialed).

Country/ region	International Dialing Code	Area Codes Used?	Number of Digits – Area Codes	Separator	Number of Digits – Domestic	Digit Groupings – Domestic
Switzerland	41	no	n/a	space	10	#### ## ##

Country/ region	Number of Digits – Local	Digit Groupings – Local	Number of Digits – Mobile	Digit Groupings – Mobile	Number of Digits – International	Digit Groupings – International
Switzerland	10	#### ## ## ##	10	#### ## ## ##	11	+41 ## ### ## ##

**Notes:**

- For calls from outside Switzerland, '41' must be added in front of the number and the initial '0' must be removed. Example: +353 ## ### ## ##

Country/ region	International Dialing Code	Area Codes Used?	Number of Digits – Area Codes	Separator	Number of Digits – Domestic	Digit Groupings – Domestic
Canada	1	yes	3	space	10	(###) ###-####
Country/ region	Number of Digits – Local	Digit Groupings – Local	Number of Digits – Mobile	Digit Groupings – Mobile	Number of Digits – International	Digit Groupings – International
Canada	7	###-####	7 (local); 10 (domestic)	(###) ###- ####	11	+1 ### ###- ####

**Notes:** Canadian numbers follow the same format as American numbers. Example: (604) 555-8236

Country/reg ion	International Dialing Code	Area Codes Used?	Number of Digits – Area Codes	Separator	Number of Digits – Domestic	Digit Groupings – Domestic
Andorra	376	no	n/a	space	6	### ###
Country/reg ion	Number of Digits – Local	Digit Groupings – Local	Number of Digits – Mobile	Digit Groupings – Mobile	Number of Digits – International	Digit Groupings – International
Andorra	6	### ###	6	### ###	9	+376 ## ##

**Notes:** For fax numbers, the same format as for telephone numbers applies.

Country/ region	International Dialing Code	Area Codes Used?	Number of Digits – Area Codes	Separator	Number of Digits – Domestic	Digit Groupings – Domestic
Monaco	377	no	n/a	space	8	## ## ## ##
Country/ region	Number of Digits – Local	Digit Groupings – Local	Number of Digits – Mobile	Digit Groupings – Mobile	Number of Digits – International	Digit Groupings – International
Monaco	8	## ## ## ##	10	## ## ## ## ##	11 (land line); 12 (mobile)	+377 ## ## ## ## (land line); +377 # ## ## # # ## (mobile)

**Notes:**

- Mobile phone numbers start with '06', same as French mobile phone numbers. E.g.: 06 ## ## ## ##
- For mobile calls from outside Monaco, '377' must be added in front of the MOBILE number and the initial '0' must be removed. Example: +377 # ## ## ## ## (mobile)
- For land calls from outside Monaco, no digit needs to be removed. Just add +377.

**Addresses**

**Country/region:** France, Luxembourg, Monaco

**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 LastName
2. [CompanyName]
3. Address1
4. [Address2]
5. PostalCode City
6. [Country]

**Example Address:** Mme [= Title] Lucie Gombaud [= FirstName + LastName]  
Agence Taillefer [= CompanyName]  
34, route de Marseille [= StreetName]  
84000 Avignon [= PostalCode + City]  
France [= Country]

**Local Postal Code Format:** xxxxx

**Notes:**

- State, province or region are not used in French addresses.
- The French postal code, placed before the city's name, consists of five digits all in one block. One space between PostalCode and City.
- A comma ( , ) separates the house number and the street name. Abbreviations may be used (av., bd, pl.).
- Address is always left aligned
- In Belgium and Switzerland, the same model applies, except that the number related to the street is placed after : (+) Route de Marseille, 34
- In Canada, the same model applies, except that postal code is after the city : (+) Ottawa, Ontario K1A OA3

## Currency

<b>Country/region</b>	France
<b>Currency Name</b>	euro
<b>Currency Symbol</b>	€
<b>Currency Symbol Position</b>	Located after the number, and insert a space between the number and the currency name (see Notes)
<b>Positive Currency Format</b>	246,88 €
<b>Negative Sign Symbol</b>	- (in addition to the symbol, a space is used)
<b>Negative Currency Format</b>	- 246,88 €
<b>Decimal Symbol</b>	comma (,) not followed by a space
<b>Number of Digits after Decimal</b>	2
<b>Digit Grouping Symbol</b>	non-breaking space (not a period or a comma)
<b>Number of Digits in Digit Grouping</b>	3
<b>Positive Currency Example</b>	123 456 789, 06 €
<b>Negative Currency Example</b>	- 223 456 789, 06 €
<b>ISO Currency Code</b>	EUR
<b>Currency Subunit Name</b>	2 accepted terms: centime or cent (see Notes for more info)
<b>Currency Subunit Symbol</b>	No official symbol or abbreviation. For clarity purpose, please use 0,## €
<b>Currency Subunit Example</b>	0,15 €
<b>Notes</b>	<ul style="list-style-type: none"> <li>• Full currency names are not invariable and should not be capitalised. Example: J'ai gagné 100 euros</li> <li>• cent also means hundred in French, which can be very misleading. For this reason, the French Commission générale de terminologie et de néologie recommends using centime.</li> <li>• French usage is to place the currency symbol after the number. However, putting it before is tolerated. In practice, one is allowed to write 15,24 € or € 15,24. 15€24 is NOT authorized.</li> <li>• Since January 2002, the French, Luxembourg and Belgian Francs are no longer legal tender. The currency of the three countries is the euro. However, the Swiss currency remains the Swiss Franc.</li> </ul>

## Digit Groups

**Country/region:** France, Canada, Luxembourg, Monaco

**Decimal Separator:** ,

**Decimal Separator Description:** comma

**Decimal Separator Example:** 106,05 €; 25,6 cm

**Thousand Separator:** space

**Thousand Separator Description:** space

**Thousand Separator Example:** 123 456 789,321 654

**Notes:**

- Use the comma ( , ) as decimal separator, not followed by a space. When working on software, documentation and help files, do not forget to change from the US rule to the French rule whenever possible.
- When composing long Arabic numbers, separate each group of three digits from the next by a non-breaking space (not a period or a comma). Do this in both directions from the decimal separator. To insert a non-breaking space, press CTRL+SHIFT+SPACEBAR or type ALT+0160.
- Do not separate numbers representing years (1991), page numbers, postal codes, laws, lotteries and the like.
- Canadian usage follows French practice, except for four-digit numbers (3000).

## Measurement Units

**Metric System Commonly Used?:** Yes

**Temperature:** Celsius

Category	English	Translation	Abbreviation
Linear Measure	Kilometer	kilomètre	km
	Meter	mètre	m
	Decimeter	décimètre	dm
	Centimeter	centimètre	cm
	Millimeter	millimètre	mm
Capacity	Hectoliter	hectolitre	hl
	Liter	litre	l
	Deciliter	décilitre	dl

Category	English	Translation	Abbreviation
	Centiliter	centilitre	cl
	Milliliter	millilitre	ml
Mass	Ton	tonne	t
	Kilogram	kilogramme	kg
	Pound	livre	lb
	Gram	gramme	g
	Decigram	décigramme	dg
	Centigram	centigramme	cg
	Milligram	milligramme	mg
English Units of Measurement	Inch	pouce	po
	Feet	pied	pd
	Mile	mile	mi
	Gallon	gallon	gal

**Notes:** n/a

## Percentages

Always put a space before the “%” sign. Example : 12,5 %.

## Sorting

<b>Sorting rules</b>	<ol style="list-style-type: none"> <li>1. Lowercase letters and capital letters are equal.</li> <li>2. Whether these letters are accented or not, it does not affect the alphabetizing order. Sorting is organized according to the second letter of the word regardless of accents.</li> <li>3. In case of homonyms, non accented letters come before accented letters and small letters come before capital letters.</li> <li>4. Regarding the precedence of accents, the rule is: a comes before à, which comes before â e comes before é, which comes before è, which comes before ê, which comes before ë i comes before î, which comes before ï</li> </ol>
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	<p>u comes before ù, which comes before û, which comes before ü</p> <p>5. æ and œ are considered as separate letters, i.e. ae and oe.</p> <p>6. Numbers and symbols like @ sort before letters.</p>																																																								
Character sorting order	<p>a, A, à, À, â, Â, æ, Æ, b, B, c, C, ç, Ç, d, D, e, E, é, É, è, È, ê, Ê, ë, Ë, f, F, g, G, h, H, i, I, î, Î, ï, Ï, j, J, k, K, l, L, m, M, n, N, o, O, ô, Ô, ö, Ö, œ, Æ, p, P, q, Q, r, R, s, S, t, T, u, U, ù, Ù, û, Û, v, V, w, W, x, X, y, Y, ÿ, Ÿ, z, Z</p> <p>Unicode codes : <a href="http://jacques-andre.fr/fagtypo/unicode/alpha-fr.pdf">http://jacques-andre.fr/fagtypo/unicode/alpha-fr.pdf</a></p> <table> <tr> <th>Alpha</th><th>Dec</th></tr> <tr><td>a</td><td>97</td></tr> <tr><td>A</td><td>65</td></tr> <tr><td>à</td><td>224</td></tr> <tr><td>À</td><td>192</td></tr> <tr><td>â</td><td>226</td></tr> <tr><td>Â</td><td>194</td></tr> <tr><td>æ</td><td>230</td></tr> <tr><td>Æ</td><td>198</td></tr> <tr><td>b</td><td>98</td></tr> <tr><td>B</td><td>66</td></tr> <tr><td>c</td><td>99</td></tr> <tr><td>C</td><td>67</td></tr> <tr><td>ç</td><td>231</td></tr> <tr><td>Ç</td><td>199</td></tr> <tr><td>d</td><td>100</td></tr> <tr><td>D</td><td>68</td></tr> <tr><td>e</td><td>101</td></tr> <tr><td>E</td><td>69</td></tr> <tr><td>é</td><td>233</td></tr> <tr><td>É</td><td>201</td></tr> <tr><td>è</td><td>232</td></tr> <tr><td>È</td><td>200</td></tr> <tr><td>ê</td><td>234</td></tr> <tr><td>Ê</td><td>202</td></tr> <tr><td>ë</td><td>235</td></tr> <tr><td>Ë</td><td>203</td></tr> <tr><td>f</td><td>102</td></tr> </table>	Alpha	Dec	a	97	A	65	à	224	À	192	â	226	Â	194	æ	230	Æ	198	b	98	B	66	c	99	C	67	ç	231	Ç	199	d	100	D	68	e	101	E	69	é	233	É	201	è	232	È	200	ê	234	Ê	202	ë	235	Ë	203	f	102
Alpha	Dec																																																								
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K	75
l	108
L	76
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O	79
ô	244
Ô	212
ö	246
Ö	214
œ	339
Œ	338
p	112
P	80
q	113
Q	81
r	114
R	82

	s 115 S 83 t 116 T 84 u 117 U 85 ù 249 Ù 217 û 251 Û 219 v 118 V 86 w 119 W 87 x 120 X 88 y 121 Y 89 ÿ 255 Ÿ 376 z 122 Z 90
<b>Examples of sorted words</b>	@ 1 Aaron chaque chemin cote coté côte côté lie lire pint pylon

	savoir
	yen
	yuan
	yucca
	zoo
	Zürich

## 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 French language to Microsoft products and documentation.

## Adjectives

In French, adjectives can take masculine/feminine and singular/plural forms, according to the name they are related to. They are commonly placed after this noun. Be careful not to use too many adjectives in a row.

### Possessive adjectives

The frequent use of possessives is a feature of English language. However in French, possessive adjectives have to be avoided whenever it is possible. Prefer using definite forms.

English example	French example
Check <b>your</b> configuration.	(+) Vérifiez <b>la</b> configuration.

## Articles

### General considerations

Definite articles are far more often used in French than in English. Avoid indefinite articles whenever it is possible.

English example	French example
Select <b>a</b> file to convert.	(+) Sélectionnez <b>le</b> fichier à convertir.

### Unlocalized Feature Names

Microsoft product names and non-translated feature names are used without definite or indefinite articles in the English language. We treat them in this way in French as well.

English example	French example
Download Microsoft Office	(+) Télécharger Microsoft Office

## Lier ou incorporer une diapositive PowerPoint

Lorsque vous souhaitez créer un lien dynamique entre le contenu d'un document et le contenu d'une présentation Microsoft Office PowerPoint, vous devez insérer le contenu en tant qu'objet.

Contrairement au collage d'un contenu, que vous effectuez par exemple en appuyant sur CTRL+V, lorsque vous insérez un objet lié ou incorporé, vous pouvez le traiter dans le programme initial.

Si vous insérez la diapositive dans le document en tant qu'objet PowerPoint, Microsoft Office Word lance automatiquement l'exécution de PowerPoint lorsque vous double-cliquez sur la diapositive. Vous pouvez alors utiliser les commandes PowerPoint pour traiter la diapositive.

### Localized Feature Names

Translated feature names are handled like any French name, that is, with the appropriate article.

English example	French example
Using Microsoft Download Manager	(+) Utilisation du gestionnaire de téléchargement Microsoft

### Articles for English Borrowed Terms

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

- Motivation: Does the English word have any formally motivated features that would allow a straightforward integration into the noun class system of French language? Is the word derived from another word that is kept in English and whose article is already adopted? Is there a part of the word that already exists in French?
- Analogy: Is there an equivalent French term whose article could be used?
- Frequency: Is the term used in other technical documentation? If so, what article is used most often?

The Internet may be a helpful reference here.

English example	French example
Enter a valid URL.	(+) Entrez <b>une</b> URL valide.

## Capitalization

The English language tends to overuse capitals. This practice shouldn't be followed in French. As a general rule, only proper nouns and the first word of a sentence have to be capitalized. There are just a few exceptions.

For **edition names**, both words should be capitalized.

English example	French example
Enterprise Edition	(+) Édition Entreprise

## Comparaison Windows Vista

Windows versus Windows	Éditions de Windows Vista	Édition Familiale Basique	Home Basic N	Édition Familiale Premium
Professionnel	Business N	Édition Intégrale		

### Windows Vista Édition Familiale Premium



#### Divertissement de qualité sur votre PC

Windows Vista Édition Familiale Premium vous permet d'aller au delà de la messagerie électronique et de la navigation sur le Web pour améliorer votre productivité personnelle et vous divertir sur votre PC. Vous pouvez tout rechercher sur votre ordinateur en tout lieu ou presque. Vous bénéficierez de performances supérieures et d'une meilleure protection pour votre PC, vos informations personnelles et votre famille. Vous multiplierez les occasions de vous divertir avec de la musique, des programmes de télévision, des jeux et des fichiers multimédias numériques. Windows Vista Édition Familiale Premium vous permettra également de vous connecter à des réseaux sans fil et de gérer la durée de vie de votre batterie.

[Configuration requise pour Windows Vista](#) | [Lire les notes complémentaires](#)

Capitalize only the first letter of the first word in commands, dialog box titles, and dialog box options.

English example	French example
Open Save As dialog.	(+) Ouvrez la boîte de dialogue <b>Enregistrer sous</b> .
Click on File.	(+) Cliquez sur <b>Fichier</b> .

In headings, captions, table and figure titles, use initial capitals for only the first noun, and for proper nouns and interface terms that require it.

English example	French example
Using Annotation Command	(+) <b>Utilisation</b> de la commande <b>Annotation</b>
Menus and Submenus	(+) <b>Menus</b> et sous-menus

Accented capitals (such as À, É, Ç etc.) must be used in all French products. The only exception is the “Edit” menu, to translate as “Edition”.

## 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.

Be careful when using plural forms for compounds. Always check your dictionary if in doubt about the use of hyphen or about which word to put in plural form

Example: (+) des raccourcis **clavier** BUT des fonctionnalités-**clés**

## Gender

When addressing users, always use the masculine gender.

English example	French example
You are <b>connected</b> to the Internet.	(+) Vous êtes <b>connecté</b> à Internet. (-) Vous êtes <b>connecté(e)</b> à Internet.

When the subject of a sentence is a product, a brand, etc., avoid using a specific gender.

English example	French example
Benefits for Microsoft?	(+) Quels seraient les avantages de Microsoft ? (-) Quels avantages Microsoft pourrait-elle en tirer ?

## Genitive

This section does not apply to French.

## Modifiers

This section does not apply to French.

## Nouns

### General considerations

French language tends to use more nouns than English language.

English example	French example
How to use Microsoft Office	(+) <b>Utilisation</b> de Microsoft Office (-) <b>Utiliser</b> Microsoft Office

### Inflection

This section does not apply to French.

### Plural Formation

Unlike in English, adjectives in French can take plural forms, according to the noun they are related to.

Be careful when dealing with compounds: there is no real rule about their plural form. Check your dictionary if in doubt.

## Prepositions

Pay attention to the correct use of the preposition in translations. Influenced by the English language, many translators omit them or change the word order.

US Expression	French Expression	Comment
Due to...	(+) En raison de...	Using “Dû à” at the beginning of a sentence is incorrect.
Specific to	(+) Propre à/Spécifique de	“Spécifique à” is incorrect.
on Windows	(+) sur Windows	For standard sentences like “Les applications s’exécutent sur Windows.”
Log in/Log out	(+) Se connecter/Se déconnecter	Always pay attention to prepositions like “in” and “out”, “to” and “from”, because a misreading can lead to the opposite meaning.

## Pronouns

When addressing users, avoid using “on” and always use the masculine singular form of “vous”.



English example	French example
Do you want to delete this file?	(+) Voulez-vous supprimer ce fichier ?

## Punctuation

Always respect punctuation rules applying to French language.

### Comma

In a series consisting of three or more elements with similar grammatical function, separate the elements with commas. When one of the conjunctions *et*, *ou*, or *ni* joins the last two elements in a series, do not use a comma before the conjunction.

Example: (+) Le chapitre 5 traite des fichiers, dossiers et répertoires.

If the elements do not have the same grammatical function, a comma precedes *et*, *ou*, or *ni*.

Example: (+) J'ai acheté un ordinateur, et un système d'exploitation y était déjà installé.

Use commas to set off explanatory clauses and appositives.

Example: (+) Vous devez ouvrir le fichier principal, c'est-à-dire le premier de la liste.

### Colon

Use colons to introduce lists and explanations. You may use a colon at the end of an introductory phrase even if it is not a complete sentence.

Do not capitalize the word following a colon unless (1) the colon is at the end of a heading or (2) the text following the colon is a complete quotation.

Example: (+) Vous avez ouvert deux fichier : le fichier source et le fichier cible.

(+) Remarque : cliquez sur OK pour actualiser.

(+) Microsoft déclare : « Le succès est au rendez-vous ! ».

Do not use colons to introduce only one idea.

English example	French example
Click on: File.	(+) Cliquez sur Fichier. (-) Cliquez sur : Fichier.

## Dashes and Hyphens

Three different dash characters are used in English:

### Hyphen

The hyphen (*le trait d'union*) is used to divide words between syllables, to link parts of a compound word, and to connect the parts of an inverted or imperative verb form.

Example: (+) des fonctionnalités-clés, voulez-vous...

When a hyphenated compound should not be divided between lines (e.g., MS-DOS), use a non-breaking hyphen (CTRL+SHIFT+HYPHEN). Both parts of the compound will be kept together on the same line.

### En Dash

The en dash (signe –, ou tiret demi-cadratin, ANSI 0150) is used as a minus sign, usually with spaces before and after.

Example: (+) Salaire – 1 000 = 2 000

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

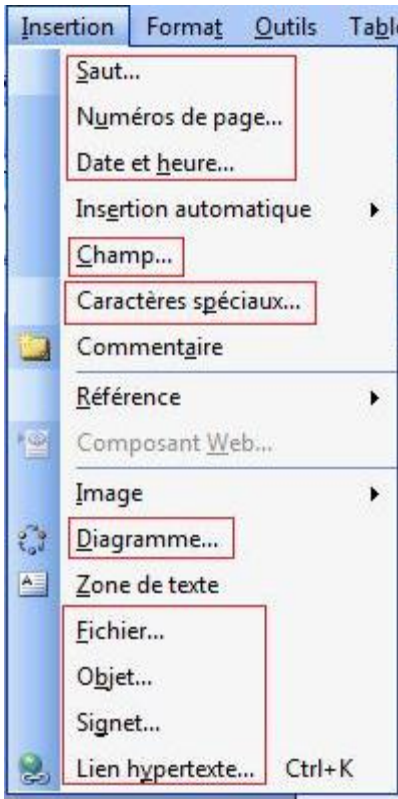
### Em Dash

The em dash (*le tiret cadratin*, ANSI 0151) should only be used to emphasize an isolated element or introduce an element that is not essential to the meaning conveyed by the sentence. In most cases where the English uses dashes, commas or parentheses will suffice in the French.

English example	French example
Each table in your database should store facts about a single subject — about customers, for example, or products.	(+) Chacune des tables de votre base de données devrait se limiter à un seul sujet, tel que clients ou produits, par exemple.

## Ellipses (Suspension Points)

Do not use three periods for suspension points in printed documentation. Instead use the ellipsis character ... (ANSI 0133).



Keep in mind the following when using ellipses/suspension points:

When indicating an omitted word, use spaces before and after the ellipsis:

Example: (+) Je vous présente Monsieur ... qui est agent secret.

When indicating an omitted string of words, enclose the ellipsis in square brackets:

Example: (+) Il n'est pas nécessaire de lire tous les chapitres, [...] pour comprendre le système.

At the beginning of a sentence, use one space before the first word:

Example: (+) ... PowerPoint aura tout fait pour vous.

At the end of a word within a sentence with no words deleted (rare in documentation, more common in tutorials and callouts), no space before the points, one space after:

Example: (+) Cliquez maintenant sur Suivant...

... pour voir la suite de l'exercice.

At the end of a sentence or paragraph, they also serve as the final period:

Example: (+) Dans la leçon suivante, vous apprendrez à fusionner. Ce sera pour un autre jour...

Do not use suspension points after the word "etc."

## Period

Insert only one space after a period.

Use a period in all complete sentences, i.e. sentences with a conjugated verb. Do not use a period in a string of the software without a conjugated verb.

English example	French example
Deleting files.	(+) Suppression de fichiers

## Quotation Marks

Quotation marks are used when referring to chapters, sections and topics.

Normally, use the French quotation marks ( « », guillemets ouvrants and fermants) in both software and documentation.

Non-breaking spaces (CTRL+SHIFT+SPACEBAR or Alt+0160) should be used between the chevrons and the quoted text. Punctuation marks that do not belong to the quoted text are always placed outside the quotation marks in French. (This is not always the case in English.)

Example: (+) Vider le dossier « <0s#25> »

(+) Pour plus d'informations sur les états, voir le chapitre 7, « États, bilans et rapports », dans lequel vous trouverez tous les détails nécessaires.

(+) Pour plus d'informations, voir le chapitre 2, « Notions de base de l'application ».

English quotation marks will be used in the following cases only:

1. When needed to match software functionality, e.g. in code.
2. In Developer documentation & software (e.g. Visual Studio) as per SPM request.
3. For nested quotations — that is, a quotation within a quotation — use English double quotation marks ("...").

Example: (+) Les caractères valides incluent [a-zA-Z0-9 .(){}-\_"'"\$%~!^#&#x27;].

(+) <STRONG><FONT <%=DEF\_FONT%> id="" size=2><BR>Utiliser les informations d'identification suivantes&nbsp;</FONT></STRONG>

(+) Le commandant poursuit alors : « Je n'irai pas jusqu'à vous promettre comme Churchill "du sang, de la sueur et des larmes", mais je dois vous convier plutôt à l'effort qu'à la facilité. »

In US source strings, you may find software references surrounded by English quotation marks. Do not copy this US practice. In French, just remove the quotation marks.

English example	French example
Click the "Delete" button to delete the selected item.	(+) Cliquez sur le bouton Supprimer pour supprimer l'élément sélectionné.

### Parentheses

Use the terms *parenthèse ouvrante* and *parenthèse fermante*. There is no space between the parentheses and the text inside them.

### Singular & Plural

In sentences with fragments like “des types de + noun”, use the singular form of the noun.

Example: (+) des types de fichier

### Split Infinitive

Be careful not to translate split infinitives literally. You can use periphrases or explicit verbs to express the meaning of split infinitives.

English example	French example
We expect our output to more than double this year.	(+) Cette année, nos résultats devraient doubler, au minimum.

### Subjunctive

Subjunctive constructions in French are quite complicated. Avoid using them as much as possible. Use active voice and indicative or imperative instead. Sentences will be clearer this way.

English example	French example
Click here <b>so that you can view</b> this page.	(+) Cliquez ici <b>pour visualiser</b> cette page.

### Symbols & Non-Breaking Spaces

Whenever there is a symbol in English, keep it in French, particularly when dealing with statements.

Example: (+) Tapez un signe moins (–) après la parenthèse.

(+) DDEExecute numCanal, # "[OPEN( ""BUDGET.XLS"" )] #

For marks that are used in pairs (brackets, quotation marks, parentheses...), please use the terms ouvrant(e)s and fermant(e)s to differentiate between opening and closing marks.

Use non-breaking spaces in the following instances:

- Between chapitre or annexe and its number or letter.
- As a thousand separator.
- Between a unit of measure or currency and the number that goes with it.
- Between any items that should not be divided onto separate lines.

N.B. Non-breaking spaces sometimes cause problems for Table of Contents generation if they are used in online help topic titles. Before using non-breaking spaces in online help titles, check with your Microsoft Project Team. Non-breaking spaces can be used everywhere else in online help topics

Example: (+) Chapitre 1 : Installation  
(+) 5 000 €

## Syntax

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

1. Avoid heavy structures with repetitions.

English example	French example
To move a file, select a file and copy the file to the destination directory.	(+) Pour déplacer un fichier, sélectionnez- <b>le</b> et copiez- <b>le</b> dans le répertoire de destination.

2. Avoid repeating “you” whenever it is possible.

English example	French example
You must select the file that you want to copy.	(+) Vous devez sélectionner le fichier <b>à copier</b> .

## Verbs

Always use the right verb corresponding to the action that is described.

Example: when dealing with a check box, “select” is “active”, whereas for an option, “select” is “sélectionner”.

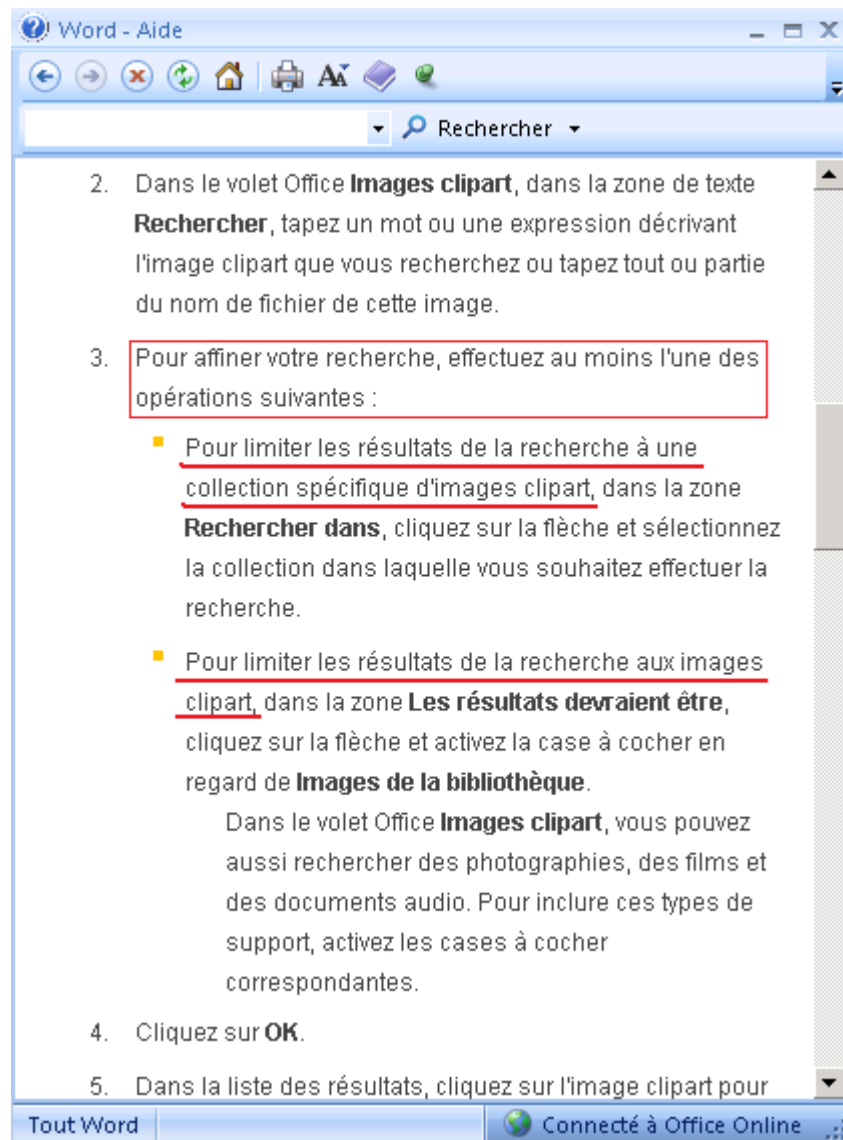
Continuous operations are usually expressed in English with a gerund, which should be translated into French in present indicative. You may sometimes use “en cours”.

English example	French example
Files are being processed.	(+) Les fichiers sont en cours de traitement.

## Word Order

When explaining a concept, please try to put the purpose of the action at the beginning of the sentence.

English example	French example
Click New to open a new file.	(+) Pour ouvrir un nouveau fichier, cliquez sur Nouveau. (-) Cliquez sur Nouveau pour ouvrir un nouveau fichier.



# Style and Tone Considerations

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

## Audience

The target audience is defined by the Microsoft Localization and Subsidiary Program Managers. Depending on the chosen target audience, contents, terminology and style may differ, but a core terminology should apply for every project. Whatever the audience, Style Guide should be adhered to.

## Style

Always use the simplest style possible, with clear, concise and well-constructed sentences.

As per the stringent French, Canadian and Belgian laws against unfair advertising, the French, Canadian, or Belgian authorities or courts can ask any company to provide strong evidence that their services/products are up to the level of what they boast in their advertising. Therefore:

- Superlative expressions, like: "The best product available", "The fastest...", "the most reliable", "the most secure", "the most recent" and any other superlatives in general, and
- Absolute expressions leaving no room for exceptions or failure, like "Compatible with software designed for", "solves all issues", "fully secure", "at any time", "in all cases", "at all time", "always", "never", "unbreakable" are a serious legal risk on the French, Canadian, and Belgian markets. For France, if the company cannot provide evidence for its claims, the maximum sentence includes up to 2 years in jail for its GM.

Example: (+) **"The fastest"** should be translated as **"L'un des plus rapides"**

## Tone

Always use a neutral tone. Don't be too familiar or too formal.

English example	French example
When you create a file, provide a name you can remember.	(+) Lors de la création du fichier, indiquez un nom dont vous pourrez vous souvenir.  (-) Quand vous créez le fichier, donnez un nom qui vous fera vous en souvenir.

## Voice

"You" must always be translated as "vous" in masculine singular form.

English example	French example
You are now connected to the Internet.	(+) Vous êtes désormais connecté à Internet.



# Localization Guidelines

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This section contains guidelines for localization into French.

## General Considerations

When localizing elements in French, keep in mind the fact that software and help documents, for example, shouldn't be handled right in the same way. Always take into account the purpose of the text that is being translated.

## 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:

Regular abbreviations shorten a word by three or more letters and end with periods (see below for exceptions). Abbreviate only after a consonant or cluster of consonants.

Example: supplement > suppl.

Plural abbreviations do not take an "s" in French.

Example: des URL, 200 Mo

List of common abbreviations:

Expression	Acceptable Abbreviation
premier, première	1 <sup>er</sup> , 1 <sup>re</sup>
deuxième, troisième	2 <sup>e</sup> , 3 <sup>e</sup>
article	art.
reportez-vous à	cf.
chapitre	chap.
exemple	ex.
gigaoctet	Go
heure	h
kilohertz	kHz
Monsieur	M.

Expression	Acceptable Abbreviation
million	Mio
minute	min
numéro	n°
reference numéro	réf. n°

We advise not to abbreviate short units of measure such as pouce, pica, point, pied, and pixel.

## Accessibility

This section does not apply to French.

## 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), OLE (Object Linking and Embedding), or RAM (Random Access Memory). Write acronyms in capital letters, without periods or spaces. Acronyms do not agree in number. In French, do not capitalize a spelled-out term beyond the first substantive. When the acronym can be pronounced as a proper name, it is permissible to write it in lower case with an initial capital (e.g. Unesco, Opep). Some acronyms, having become common nouns, are treated as such (e.g. ovni, laser).

### Localized Acronyms

When acronyms are localized, which does not happen often, they take the gender of the first substantive.

Example: (+) la PAO (Publication assistée par ordinateur)  
 (+) la CAO (Conception assistée par ordinateur)  
 (+) le SGBD (Système de gestion de base de données)

### Unlocalized Acronyms

If an acronym must remain in English throughout a manual or other text, the first time it occurs, write its full name in French in normal style followed in parentheses by the acronym and its full spelling in English in italics.

Example: Si cette application gère l'échange dynamique de données (DDE, *Dynamic Data Exchange*) ou la liaison et l'incorporation d'objets (OLE, *Object Linking and Embedding*), vous pouvez également y coller avec liaison un document graphique. Les abonnements et le DDE ne sont disponibles que si vous utilisez la version 7.0.

## 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.

## Frequent Errors

Be careful when translating again. Don't translate it literally.

English example	French example
Start again.	(+) Redémarrez. (-) Démarrez encore.

The same goes for words like typical (use “par défaut” ou “classique”), current (use “actuel”, “actif” ou “en cours”), or optional (use “facultatif”).

Also, be careful with word order.

English example	French example
Product key format	(+) Format de la clé du produit (-) Format du produit-clé

## Glossaries

Microsoft standard and terminology must always be used.

Microsoft Language Portal: <http://www.microsoft.com/Language/en-US/Default.aspx>

## 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:

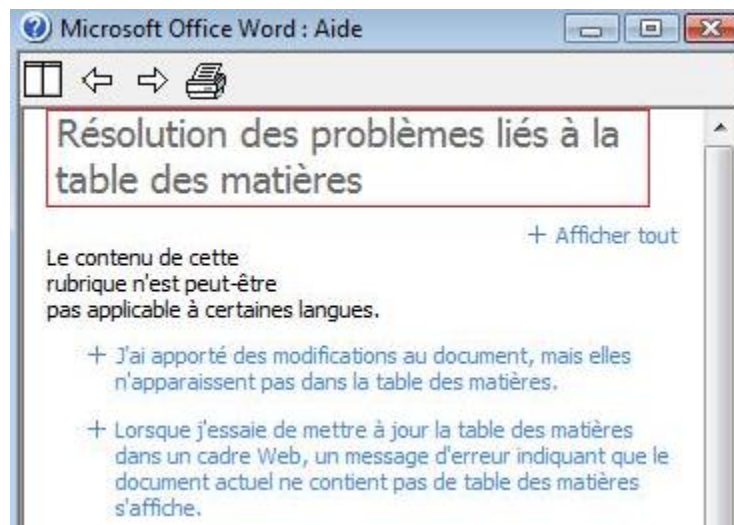
**Vendors and Localizers are not allowed to create their own fictitious names.** You must either use the source names or use the list of legally approved names.

Please contact your product team representative for further information on how to deal with fictitious companies, names, addresses, email addresses, phone numbers, etc. in your product. For technical products, you may also check with the product team representative whether localized fictitious content is required or not (e.g. Visual Studio).

## Recurring Patterns

When translating titles, always start with a noun.

English example	French example
Managing databases	(+) Gestion des bases de données



## 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 you reference.

[Country/Region Standards](#) : currency, numbers, dates, etc.

[Prepositions](#) : use of prepositions

[Abbreviations](#) : list of common abbreviations

[Messages](#) : list of standard messages

## 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 case of uncertainty, or if you are thinking of leaving a name, feature, component, add-on, or piece of information unlocalized, please ask your Microsoft contact.

Word	Comment
ACE	
ACK	
ACL	
Active Channel	Same as English if uppercase only
Active Desktop	Same as English if uppercase only
Active Directory	Same as English if uppercase only
Active Document	Same as English if uppercase only
Active Server	Same as English if uppercase only
Active Server Pages	Same as English if uppercase only
Active Template Library	Same as English if uppercase only
Active User Object	Same as English if uppercase only
ActiveX	
American National Standards Institute	
ASCII	
Authenticode	
Business Desk	Same as English if uppercase only
CDFS	
Centronics	
ClearType	
Common Information Model Object Manager	
config.sys	
CryptoAPI	

Word	Comment
DARPA (Defense Advanced Research Project Agency)	
DIX (DEC/Intel/Xerox)	
Electronics Industries Association	
General MIDI	
GUID	
Institute of Electrical and Electronic Engineers	
Internet Information Server	Same as English if uppercase only
Internet Mail and News	Same as English if uppercase only
JavaBean	
Messaging Application Programming Interface	
Microsoft Foundation Classes	
Microsoft Management Console	
MIDI Manufacturers Association	
Moving Picture Experts Group	
multithreading	
National Center for Supercomputing Applications	
National Television System Committee	
PPPoE	
Recreational Software Advisory Council	
Restructured Extended Executor	
ROM Basic	
Super VGA	
The Microsoft Network	Same as English if uppercase only
Uniform Resource Identifier	
Windows Open Services Architecture	
World Wide Web Consortium	

## Using the Word Microsoft

In English, it is prohibited to use MS as an abbreviation for Microsoft.

If a product or component name **is not localized** and contains the word Microsoft, the word Microsoft remains at the beginning of the product/component name.

Example: (+) Microsoft Office

If a product or component name **is localized** and contains the word Microsoft, the word Microsoft is usually at the end of the product/component name.

Example: (+) Gestionnaire de téléchargement Microsoft

Finally, avoid using a gender for Microsoft by rephrasing.



## 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

**Buttons** are typically infinitives. The French string should follow the US string as far as punctuation is concerned. However, make sure never to use a period with infinitives in French.

Example: (+) Add > Ajouter

**Check boxes** are typically infinitives. Please use a period when the string is a sentence with a conjugated verb; don't use a period when the string doesn't have a conjugated verb.

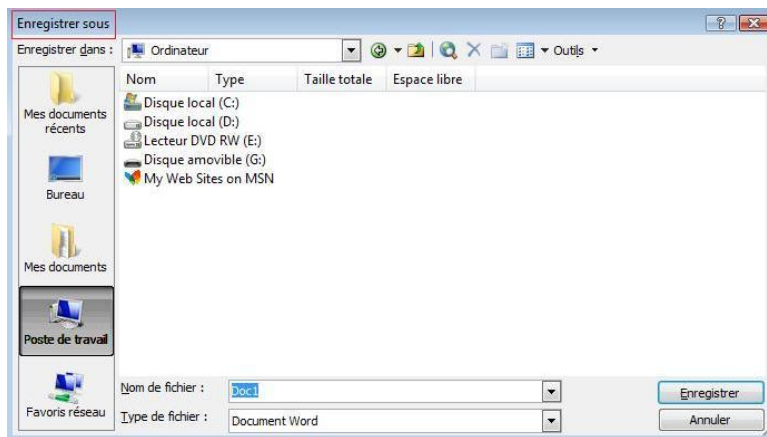
Example: Toujours activer le rappel

Typically, **headings** use a second-person plural verb (example, modifiez) or a noun phrase, depending on the situation. When a user is expected to take action on a dialog or in a section, use a second-person plural verb to indicate the purpose of a page or section.

Example: (+) Modifiez les paramètres.

(+) Annulation de l'Assistant

**Dialog titles** should be the same as the menus that call them. Typically, menus are infinitives, therefore dialog titles should be infinitives. If the US strings are not consistent, please correct the inconsistency in the French if you can.



**Main menus** are the menus that appear at the top of the user interface. Main menus typically include File, Edit, View, Insert, Format, Tools, Table, Window, Help.

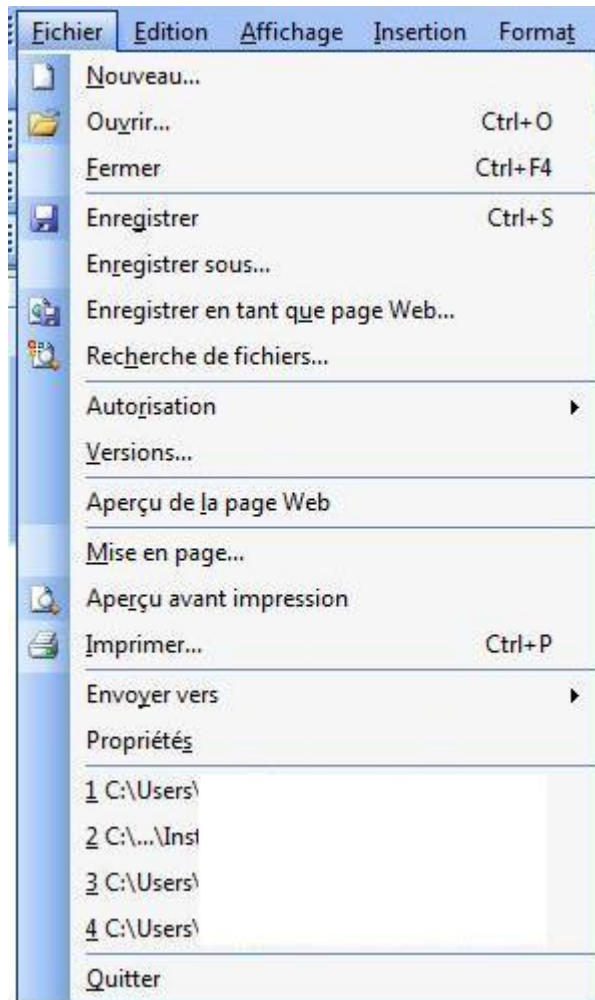
Typically, main menus should be Nouns or Gerunds in French.

Example: (+) Fichier, Edition, Outils

Typically, **commands and menu items** should be nouns or infinitives in French.

Try to avoid parentheses as much as possible.





**ToolTips** have names that are identical to the commands or buttons they represent. You should ensure consistency between ToolTips and the commands or buttons they represent.

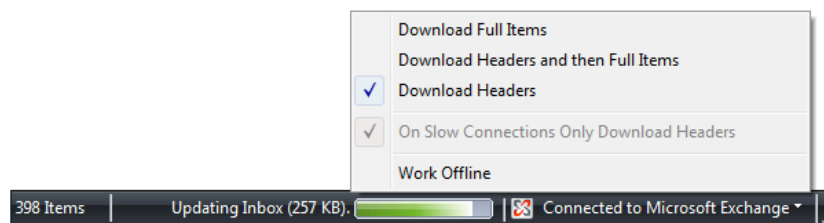
## Messages

Different types of messages can appear on screen and should be handled according to their function.

### 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).



### French Style in Status bar Messages

In English, the status bar messages have different forms dependent on the information they must convey. In *French*, menu and commands status bar messages should follow the format below.

Name	French Name	Category	English Status Bar message	French Status Bar message
Edit	Edition	menu	Contains editing commands	Contient des commandes de modification.
Copy to Folder...	Copier dans un dossier...	menu	Copies the selected items to a new location	Copie les éléments sélectionnés dans un nouvel emplacement
New	Nouveau	command	Creates a new document	Crée un nouveau document.
			Make object visible?	Voulez-vous que l'objet devienne visible ?
			Word is converting the document. Press Esc to stop.	Word est en train de convertir le document. Appuyez sur Échap pour arrêter.
			Datasheet View	Mode Feuille de données
			Done	Terminé

### The importance of standardization

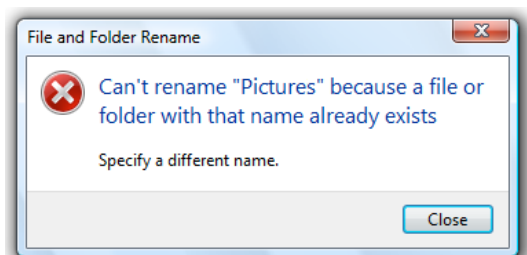
In the US product you can often find messages that are phrased differently even though they have the same meaning. Try to avoid this in the localized French version. Use one standard translation as in the examples below:

English term	Correct French translation
Press F1 to get Help	Pour obtenir de l'aide, appuyez sur F1.
If you want Help press F1	
To get Help press F1	
Not enough memory	Mémoire insuffisante
Insufficient memory	
There is not enough memory	
Save changes to %1?	Voulez-vous enregistrer les modifications apportées à %1 ?
Do you want to save changes to %1?	

## Error Messages

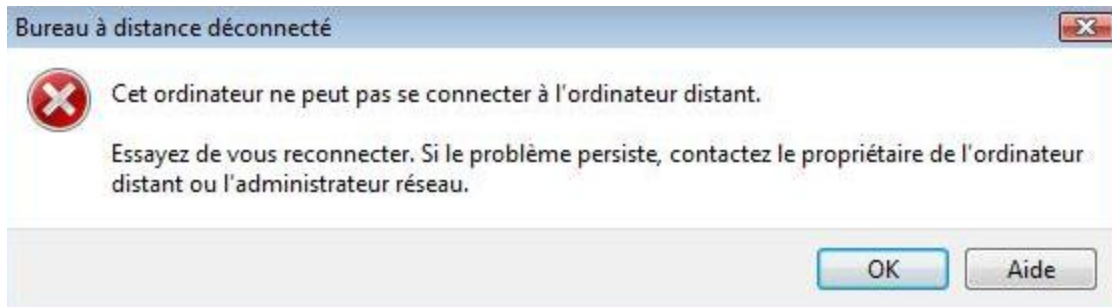
### What Is An Error Message?

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.

## French 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.

Always use a period after an error message, no matter if it is a sentence with a conjugated verb or a sentence without a conjugated verb. Exception: In strings ending with a placeholder, follow US punctuation if you do not know what the placeholder will be replaced with at runtime.

Try to avoid parentheses as much as possible.

### Standard Phrases in Error Messages

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

Examples:

English	Translation	Example	Comment
Cannot ... Could not ...	Impossible de...	Impossible de télécharger le fichier.	Avoid "Le fichier ne peut pas être téléchargé."
Failed to ... Failure of ...	Échec de	Échec du téléchargement du fichier.	Avoid "Le téléchargement du fichier a échoué."
Cannot find ... Could not find ... Unable to find ... Unable to locate ...	... introuvable.	Fichier introuvable.	Avoid "Impossible de trouver le fichier."
Not enough memory Insufficient memory There is not enough memory	Mémoire insuffisante.		Avoid "Pas assez de mémoire disponible"

English	Translation	Example	Comment
There is not enough memory available			
... is not available ... is unavailable	n'est pas disponible.	Le fichier n'est pas disponible.	Avoid "Le fichier est indisponible".

### 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>".

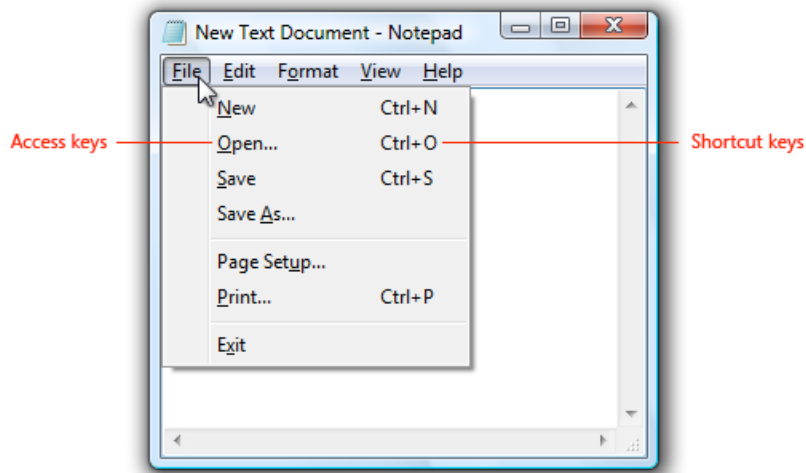
"INI file "%1!-.200s!" section" means "INI file "<string>" section".

## 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).

## 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 l, I, t, r, f can be used as hot key	yes	n/a
Characters with downstrokes, such as g, j, y, p and q can be used as hotkeys	yes	Please avoid setting hot keys on letters with downstrokes like q and g. Only use them if no other letter is available.
Extended characters can be used as hotkeys	yes	Please avoid setting hot keys on letters with accents like é é ë ê â â and î. Only use them if no other letter is available.
An additional letter, appearing between brackets after item name, can be used as hotkeys	yes	n/a
A number, appearing between brackets after item name, can be used as hotkey	yes	n/a
A punctuation sign, appearing between brackets after item name,	yes	n/a

Hot Key Special Options	Usage: Is It Allowed?	Notes
can be used as hotkey		
Duplicate hotkeys are allowed when no other character is available	yes	This may need to be checked with SPM.
No hotkey is assigned when no more characters are available (minor options only)	no	This may need to be checked with SPM.

#### Additional notes:

- MILS recommend allowing duplicate hotkeys to avoid accessibility issues. However, MS teams may need to double-check duplicate issues with local SPMs for confirmation.
- Localizers may refer to the French Style guide for more info on hot keys. In particular, the Style guide contains a list of standard French hot keys common to all high-level menus across all MS applications.

## 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.

## 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	French Command	French Shortcut key
<b>General Windows Shortcut keys</b>			
Help window	F1	Afficher la fenêtre d'aide	F1
Context-sensitive Help	Shift+F1	Aide contextuelle	Maj+F1
Display pop-up menu	Shift+F10	Afficher le menu contextuel	Maj+F10
Cancel	Esc	Annuler	Échap
Activate\Deactivate menu bar mode	F10	Activer/Désactiver l'accès au menu	Alt
Switch to the next primary application	Alt+Tab	Basculer vers l'application ouverte suivante	Alt+Tab
Display next window	Alt+Esc	Afficher la fenêtre d'application suivante	Alt+Échap
Display pop-up menu for the window	Alt+Spacebar	Afficher le menu système de la fenêtre de l'application	Alt+Espace
Display pop-up menu for the active child window	Alt+-	Afficher le menu système de la fenêtre enfant active	Alt+-
Display property sheet for current selection	Alt+Enter	Appliquer la dernière commande utilisée à la sélection actuelle	Alt+Entrée
Close active application window	Alt+F4	Quitter la fenêtre de l'application active	Alt+F4
Switch to next window within (modeless-compliant) application	Alt+F6	Basculer vers la fenêtre suivante au sein de l'application	Alt+F6
Capture active window image to the Clipboard	Alt+Prnt Scrn	Capture de la fenêtre de l'application active dans le Presse-Papiers	Alt+Impr.écran
Capture desktop image to the Clipboard	Prnt Scrn	Capture du bureau dans le Presse-Papiers	Impr.écran
Access Start button in taskbar	Ctrl+Esc	Accès au bouton Démarrer dans la barre de tâches	Ctrl+Échap
Display next child window	Ctrl+F6	Affichage de la fenêtre enfant suivante	Ctrl+F6



<b>US Command</b>	<b>US English Shortcut Key</b>	<b>French Command</b>	<b>French Shortcut key</b>
Display next tabbed pane	Ctrl+Tab	Affichage de l'onglet suivant	Ctrl+Tab
Launch Task Manager and system initialization	Ctrl+Shift+Esc	Exécution du Gestionnaire des tâches et initialisation du système	Ctrl+Maj+Suppr
<b>File Menu</b>			
File New	Ctrl+N	Fichier Nouveau	Ctrl+N
File Open	Ctrl+O	Fichier Ouvrir	Ctrl+O
File Close	Ctrl+F4	Fichier Fermer	Ctrl+F4
File Save	Ctrl+S	Fichier Enregistrer	Ctrl+S
File Save as	F12	Fichier Enregistrer sous	F12
File Print Preview	Ctrl+F2	Fichier Aperçu avant impression	Ctrl+F2
File Print	Ctrl+P	Fichier Imprimer	Ctrl+P
File Exit	Alt+F4	Fichier Quitter	Alt+F4
<b>Edit Menu</b>			
Edit Undo	Ctrl+Z	Edition Annuler	Ctrl+Z
Edit Repeat	Ctrl+Y	Edition Répéter	Ctrl+Y
Edit Cut	Ctrl+X	Edition Couper	Ctrl+X
Edit Copy	Ctrl+C	Edition Copier	Ctrl+C
Edit Paste	Ctrl+V	Edition Coller	Ctrl+V
Edit Delete	Ctrl+Backspace	Edition Effacer	Suppr
Edit Select All	Ctrl+A	Edition Sélectionner tout	Ctrl+A
Edit Find	Ctrl+F	Edition Rechercher	Ctrl+F
Edit Replace	Ctrl+H	Edition Remplacer	Ctrl+H
Edit Go To	Ctrl+B	Edition Atteindre	Ctrl+B
<b>Help Menu</b>			
Help	F1	Aide	F1
<b>Font Format</b>			
Italic	Ctrl+I	Italique	Ctrl+I

US Command	US English Shortcut Key	French Command	French Shortcut key
Bold	Ctrl+G	Gras	Ctrl+G
Underlined\Word underline	Ctrl+U	Souligné/Mot souligné	Ctrl+U
Large caps	Ctrl+Shift+A	Majuscules	Ctrl+Maj+A
Small caps	Ctrl+Shift+K	Petites majuscules	Ctrl+Maj+K
<b>Paragraph Format</b>			
Centered	Ctrl+E	Centré	Ctrl+E
Left aligned	Ctrl+L	Aligné à gauche	Ctrl+Maj+G
Right aligned	Ctrl+R	Aligné à droite	Ctrl+Maj+D
Justified	Ctrl+J	Justifié	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.

### Titles

In English the titles for chapters usually begin with "How to ..." or with phrases such as "Working with ..." or "Using ...". In the French version of Microsoft documentation, titles should begin with a name.

English example	French example
How to delete files	(+) Suppression de fichiers

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