



**The Ccaps  
English Language  
Localization Appendix**

**Version 1.0**

## Table of Contents

Introduction .....	3
1. The Importance of Standardization .....	4
2. Status Messages .....	5
3. Error Messages .....	6
3.1. Clarity .....	6
3.2. Concision .....	6
3.3. Consistency .....	7
4. Standard Phrases in Error Messages .....	9
5. Messages Containing Placeholders .....	11
6. Terminology .....	12
7. Misleading Terms and Constructions .....	15



## Introduction

We created this Localization Appendix to complement the information contained in the Ccaps Style Guide. It should be used for customers in the high-tech industry and projects that involve software localization.

This Appendix contains some general guidelines for the translation of application (software) messages and will help you translate such messages in a more standardized manner, in accordance with industry's best practices.

Please note that these guidelines do not apply to all circumstances; therefore, when translating structures not addressed in these chapters, try to be as clear, concise, and consistent as possible.

If you have any questions, please contact your Project Manager, and as always, suggestions are warmly welcome!

Sincerely,

**The Ccaps Language Team**

## 1. The Importance of Standardization

In Brazilian Portuguese, you can often find messages that are phrased differently even though they have the same meaning. Avoid this inconsistency when translating into English.

<i>Possible Sources:</i>	Deseja continuar? Gostaria de continuar? Você gostaria de continuar?
<i>Bad Targets:</i>	Do you want to proceed? Would you like to continue? Do you wish to continue?
<i>Better Target:</i>	Do you want to continue?
<i>Possible Sources:</i>	Recomendamos o uso de... Sugerimos o uso de... É aconselhável usar... É recomendável usar...
<i>Bad Targets:</i>	You are recommended to use... It is recommended that you use... We suggest that you use... It is suggested that you use...
<i>Better Target:</i>	We recommend that you use...
<i>Possible Sources:</i>	Para acessar o sistema, clique aqui </a>. Clique aqui </a> se desejar acessar o sistema. Clique aqui </a> para acessar o sistema.
<i>Bad Targets:</i>	To access the system, click here </a>. Click here </a> if you want to access the system.
<i>Better Target:</i>	Click here </a> to access the system.
<i>Possible Sources:</i>	Não exibir mais esta mensagem. Não mostrar mais esta mensagem. Não mostrar esta mensagem novamente. Não exibir esta mensagem novamente.
<i>Bad Targets:</i>	Don't display this message in the future. Do not show this message in the future. Never display this message again.
<i>Better Target:</i>	Do not show this message again.

## 2. Status Messages

Status messages are used to describe progress and descriptive messages, which express status. Usually, the structure used in Brazilian Portuguese should be followed when translating these types of messages into English. Here is an example of a **progress message**:

*Source:*      Aguardando {0}.  
*Target:*      Waiting {0}.

For descriptive messages, use the present tense in complete sentences and end them with a period. Examples of a **descriptive message**:

*Source:*      Envia por email.  
*Target:*      Sends via email.

### 3. Error Messages

Error messages are those presented by an application, informing the user that an error must be corrected to keep the application running. These messages may prompt the user to act.

It is important to use consistent terminology and style when translating error messages, and not just translate as they appear in Brazilian Portuguese.

For error messages, avoid using contractions (such as “don’t” and “can’t”) and remember these three basic principles:

#### 3.1. Clarity

Communicate with clarity. The communication must be as direct and efficient as possible. Sometimes, breaking the message in two sentences increases its legibility. The idea is to avoid too many subordinate sentences and conjunctions.

Besides, several messages refer to highly specific technical procedures. Therefore, it is important to understand the meaning of an obscure message to increase the legibility of the translated information.

*Source:* Uma vez que um vírus foi detectado, recomenda-se a reinicialização do computador para minimizar a possibilidade de maior infecção.  
*Target:* Since a virus was detected, rebooting the computer is recommended to minimize the possibility of further infection.  
*Better Target:* Virus detected. We recommend that you reboot the computer to minimize risks of further infection.

#### 3.2. Concision

Communicate with brevity. Increasing the text length is a crucial problem when translating the application interface since the message text may have space limitations.

To use the available space appropriately, eliminate redundant information without compromising clarity. The idea is to avoid lengthy and complex sentences, whose content may be better expressed in a shorter, more explicit structure.

*Source:* Especifique quais drivers você deseja incluir durante o processo de otimização.  
*Target:* Specify which drivers you want to include during the optimization process.  
*Better Target:* Specify the drivers to be included during optimization.

### 3.3. Consistency

Sometimes, the same message is written in several slightly different structures in Brazilian Portuguese. These variations expressing the same idea cause unnecessary inconsistencies in the translation, which should be avoided at all costs. In [Chapter 1](#), you will find several patterns that should be followed when translating messages in general.

<i>Possible Sources:</i>	Arquivo ausente. Arquivo não foi encontrado. Arquivo não encontrado.
<i>Bad Targets:</i>	File is missing. The file was not found.
<i>Better Target:</i>	File not found.
<i>Possible Sources:</i>	Não é possível encontrar {0}. {0} não encontrado. {0} não foi encontrado. {0} não foi localizado.
<i>Bad Targets:</i>	Can't find {0}. Cannot find {0}. Unable to find {0}.
<i>Better Target:</i>	{0} not found.
<i>Possible Sources:</i>	O arquivo não pode ser encontrado. O arquivo não pode ser localizado. Não foi possível localizar o arquivo. Não foi possível encontrar o arquivo.
<i>Bad Targets:</i>	Could not find the file. It was impossible to find the file. It was not possible to find the file.
<i>Better Target:</i>	The file could not be found.
<i>Possible Sources:</i>	Esta pasta já contém um arquivo chamado {0}. Esta pasta já contém um arquivo nomeado como {0}. Esta pasta já contém um arquivo denominado {0}.
<i>Bad Targets:</i>	This folder already contains a file named {0}. This folder already contains a file known as {0}.
<i>Better Target:</i>	This folder already contains a file called {0}.
<i>Source:</i>	Verificação de erros
<i>Bad Targets:</i>	Check errors Error verification
<i>Better Target:</i>	Error checking

<i>Possible Sources:</i>	O email não possui um formato válido. O formato do email não é válido.
<i>Bad Targets:</i>	O email não está em um formato válido. Email does not have a valid format. Email does not present a valid format. Email is not in a valid format.
<i>Better Target:</i>	Email format is not valid.
<i>Possible Sources:</i>	Não esqueça de preencher todos os campos. Lembre-se de preencher todos os campos. Certifique-se de preencher todos os campos.
<i>Bad Targets:</i>	Do not forget to complete all fields. Please remember to fill in all fields. Be sure to fill out all fields.
<i>Better Target:</i>	Make sure to complete all fields.



## 4. Standard Phrases in Error Messages

Please note that different forms are used to express the same idea. Thus, when translating standard phrases, standardize!

Messages that start with one of these formats usually express, in a generic way, the impossibility to carry on a task. In this case, use the *Unable to + verb in infinitive* structure when translating messages starting with *Não é possível...*, *(Você) não pode...* or *Impossível...*

*Possible Sources:* Não é possível renomear a unidade.  
Não pode renomear a unidade.  
Você não pode renomear a unidade.  
Impossível renomear a unidade.

*Bad Targets:* Can't rename the drive.  
Cannot rename the drive.  
You cannot rename the drive.  
Not possible to rename the drive.  
The drive cannot be renamed.

*Better Target:* Unable to rename the drive.

The past tense seems to introduce the notion of a more specific event, which in some cases may be relevant. For this reason, use the past tense in the *noun + could not + be + verb in past participle* structure when the sentence starts with *Não foi possível...* or *Foi impossível...*

*Possible Sources:* Não foi possível abrir o arquivo.  
Foi impossível abrir o arquivo.

*Bad Targets:* It was impossible to open the file.  
It was not possible to open the file.

*Better Target:* The file could not be opened.

Omit the article and the auxiliary verb to save space and use this structure *Noun + not available* when translating similar messages.

*Possible Sources:* Sistema não disponível.  
Sistema indisponível.  
O sistema não está disponível.

*Bad Targets:* System unavailable.  
The system is not available.  
The system is unavailable.

*Better Target:* System not available.

Use the *Failed to + verb in infinitive* structure when translating similar messages starting with *Falha...*

*Possible Sources:* Falha ao salvar o arquivo.  
Falha no salvamento do arquivo.

*Bad Targets:* There was a failure when saving the file.  
Failure when saving the file.

*Better Target:* Failed to save the file.

Use the *Not enough + noun* structure when translating similar messages.

*Possible Sources:* Memória insuficiente.  
Não há memória suficiente.  
Sem memória suficiente.

*Bad Targets:* Insufficient memory.  
There is not enough memory.  
Out of memory.

*Better Target:* Not enough memory.

Use the *...occurred + while + verb in gerund* structure when translating similar messages.

*Possible Sources:* Ocorreu [um erro] na validação.  
Ocorreu [um erro] ao validar.  
Ocorreu [um erro] durante a validação.

*Bad Targets:* [An error] (has) occurred validating.  
[An error] (has) occurred when validating.

*Better Target:* [An error] occurred while validating.

Use the *Error + while + verb in gerund...* structure when translating similar messages.

*Possible Sources:* Erro na validação...  
Erro ao validar...  
Erro durante a validação...

*Bad Targets:* ...validation error  
Error validating...  
Error when validating...

*Better Target:* Error while validating...

## 5. Messages Containing Placeholders

When translating messages with placeholders, try to find out what will be replacing the placeholder and avoid articles if possible. This is required for the sentence to be grammatically correct when the application replaces the placeholder by a word or phrase.

*Source:*      Aguardando {0}.

*Target:*      Waiting for {0}.

If you cannot guess, report this issue to the PM.

## 6. Terminology

Localization is a recent area when compared to other industries, and the same applies to its terminology. There are several styles and options yet, to make sure we use the same terms when the customer does not provide their own glossaries, make sure to use the following:

PORTUGUESE	ENGLISH
localizar	find, to
pesquisar	search, to
exibir	display, to
mostrar	show, to
visualizar	view, to
excluir	delete, to
página inicial	home page
site	website
site	site
menu suspenso	drop-down menu/dropdown menu
caixa de diálogo	dialog box
caixa de seleção	check box
marcar	select (a check box), to
desmarcar	clear (a check box), to
selecionar	select, to
limpar	clear, to
Certifique-se de...	Make sure to...
Certifique-se de...	Be sure to...
Consulte	Please see
Para obter mais informações...	For more information...
atenção	attention
cuidado	caution
aviso	warning
aviso	notice
alerta	alert
observação	note
Obs.:	Note:
Importante	Important

digitar	type, to
inserir	insert, to
digitar, preencher, informar	enter, to
preencher	fill, to
bater papo	chat, to
bate-papo	chat (noun)
e-mail	e-mail/email
online	on-line/online
offline	off-line/offline
Internet	Internet/internet
Intranet	Intranet/intranet
fazer download / fazer o download	download, to
download	download (noun)
fazer upload / fazer o upload	upload, to
upload	upload (noun)
fazer login	login, to/log in, to
login	login (noun)
fazer logon	logon, to/log on, to
logon	logon (noun)
fazer logout	logout, to/log out, to
logout	logout (noun)
alterar	change, to/alter, to
modificar	modify, to
habilitar	enable, to
ativar	activate, to
desabilitar	disable, to
desativar	deactivate, to
Não é possível...	Cannot...
Não é possível...	Unable to...
Não é possível...	Not possible...
Não é possível...	Impossible to...
Não foi possível...	Could not...
Não foi possível...	It was not possible...

iniciar	start, to
reiniciar	restart, to
lançar (produto) / iniciar (programa)	launch, to
inicializar	boot, to
reinicializar	reboot, to
desligar	shutdown, to/shut down, to
encerrar	quit, to
sair	exit, to
recortar	cut, to
colar	paste, to
cortar	crop, to
marca comercial	trademark
marca registrada	registered trademark
configuração	setting
configuração	setup
configurar	set up, to
instalar	install, to

## 7. Misleading Terms and Constructions

PORTUGUESE	ENGLISH
alterar, alteração	change (NOT <del>alter</del> or <del>alteration</del> )
anexo	attachment (NOT <del>annex</del> )
Avançar (command or button)	Next (NOT <del>Advance</del> )
caixa de seleção	checkbox (NOT <del>selection box</del> )
clicar com o botão direito	right-click
clique em	please click (the preposition <del>on</del> is not necessary)
compactar um arquivo	compress a file (NOT <del>compact</del> )
correção ortográfica	spellchecking
corretor ortográfico	spellchecker
criptografia	encryption (NOT <del>cryptography</del> )
digitar	enter (avoid <del>type</del> )
driver de impressão	print driver (NOT <del>printer driver</del> )
editor de texto	word processor (NOT <del>text editor</del> )
excluir	delete (NOT <del>exclude</del> )
Exibir	View [command or button] (NOT <del>Exhibit</del> )
Inserir dados	Enter Data (NOT <del>Insert Data</del> )
Localizar	Find (NOT <del>Locate</del> )
Marcadores e numeração	Bullets and Numbering (please note capitalization)
modelo	template (NOT <del>model</del> )
o botão [...]	the [...] button (NOT <del>the button [...]</del> )
o menu [...]	the [...] menu (NOT <del>the menu [...]</del> )
site / site na Web	website (when referring to a physical location, leave as <del>site</del> )
solução de problemas	troubleshooting
tecla de atalho	hotkey (NOT <del>access key</del> )
unidade	drive (i.e. when referring to the C: drive)
visualização	preview