



**The Ccaps
Brazilian Portuguese
Localization Appendix**

Version 1.0

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

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

2. Status Messages

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

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

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

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

For error messages, remember 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: Since a virus was detected, rebooting the computer is recommended to minimize the possibility of further infection.
Bad Target: Uma vez que um vírus foi detectado, aconselha-se a reinicialização do computador para minimizar a possibilidade de maior infecção.
Better Target: Vírus detectado. É recomendável reinicializar o computador para minimizar possíveis danos.

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: Specify which drivers you want to include during the optimization process.
Bad Target: Especifique quais drivers você deseja incluir durante o processo de otimização.
Better Target: Especifique os drivers a serem incluídos na otimização.

3.3. Consistency

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

Possible Sources: File is missing.
The file was not found.
File not found.
Bad Targets: Arquivo ausente.
O arquivo não foi encontrado.
Better Target: Arquivo não encontrado.

Possible Sources: Can't find {0}.
Unable to find {0}.
Cannot find {0}.
{0} not found.
Bad Targets: Não é possível encontrar {0}.
{0} não foi encontrado.
{0} não foi localizado.
Better Target: {0} não encontrado.

Possible Sources: Could not find the file.
It was impossible to find the file.
It was not possible to find the file.
The file could not be found.
Bad Targets: O arquivo não pode ser encontrado.
O arquivo não pode ser localizado.
Não foi possível localizar o arquivo.
Better Target: Não foi possível encontrar o arquivo.

- Possible Sources:* This folder already contains a file **called** {0}.
This folder already contains a file **known as** {0}.
This folder already contains a file **named** {0}.
- Bad Targets:* Esta pasta já contém um arquivo **denominado** {0}.
Esta pasta já contém um arquivo **nomeado como** {0}.
- Better Target:* Esta pasta já contém um arquivo **chamado** {0}.
- Possible Sources:* Email **does not have a valid format**.
Email **does not present a valid format**.
Email **is not in a valid format**.
Email **format is not valid**.
- Bad Targets:* O email **não possui um formato válido**.
O email **não está em um formato válido**.
- Better Target:* **O formato do email não é válido**.
- Possible Sources:* **Do not forget to complete** all fields.
Please remember to fill in all fields.
Be sure to fill out all fields.
Make sure to complete all fields.
- Bad Targets:* **Não esqueça de preencher** todos os campos.
Lembre-se de preencher todos os campos.
- Better Target:* **Certifique-se de preencher** todos os campos.

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 *Não é possível + verb in infinitive* structure.

<i>Possible Sources:</i>	Can't rename the drive. Cannot rename the drive. Not possible to rename the drive. You cannot rename the drive. Unable to rename the drive. The drive cannot be renamed.
<i>Bad Targets:</i>	Impossível renomear a unidade. Não pode renomear a unidade. Você não pode renomear a unidade. A unidade não pode ser renomeada.
<i>Better Target:</i>	Não é possível renomear a unidade.

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 *Não foi possível + verb in infinitive* structure when translating.

<i>Possible Sources:</i>	It was impossible to open the file. It was not possible to open the file. The file could not be opened.
<i>Bad Targets:</i>	Foi impossível abrir o arquivo. O arquivo não pode ser aberto.
<i>Better Target:</i>	Não foi possível abrir o arquivo.

Omit the article and the auxiliary verb to save space, and use the *noun + indisponível* structure when translating similar messages.

<i>Possible Sources:</i>	System unavailable. The system is not available. The system is unavailable. System not available.
<i>Bad Targets:</i>	Sistema não disponível. O sistema não está disponível. O sistema está indisponível.
<i>Better Target:</i>	Sistema indisponível.

Use the *Falha ao + verb in infinitive* structure when translating similar messages.

Possible Sources: Failure when saving the file.
Failed to save the file.

Bad Target: Falha no salvamento do arquivo.
Houve uma falha ao salvar o arquivo.

Better Target: Falha ao salvar o arquivo.

Use the *noun + insuficiente* structure when translating similar messages.

Possible Sources: Insufficient memory.
There is not enough memory.
Out of memory.
Not enough memory.

Bad Targets: Não há memória suficiente.
Sem memória suficiente.

Better Target: Memória insuficiente.

Use the *Erro + ao + verb in infinitive* structure when translating similar messages.

Possible Sources: [An error] (has) occurred validating.
[An error] (has) occurred when validating.
[An error] occurred while validating.

Bad Targets: Ocorreu [um erro] na validação.
Ocorreu [um erro] durante a validação.
Ocorreu [um erro] ao validar.

Better Target: [Erro] ao validar.

Use the *Erro + ao + verb in infinitive...* structure when translating similar messages.

Possible Sources: ...validation error
Error validating...
Error when validating...
Error while validating...

Bad Targets: Erro na validação...
Erro durante a validação...

Better Target: Erro ao validar...

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: Waiting for {0}.
Target: Aguardando {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:

ENGLISH	PORTUGUESE
find, to	localizar
search, to	pesquisar
display, to	exibir
show, to	mostrar
view, to	visualizar
delete, to	excluir
home page	página inicial
website	site
site	site
drop-down menu/dropdown menu	menu suspenso
dialog box	caixa de diálogo
check box	caixa de seleção
select (a check box), to	marcar
clear (a check box), to	desmarcar
select, to	selecionar
clear, to	limpar
Make sure to...	Certifique-se de...
Be sure to...	Certifique-se de...
Please see	Consulte
For more information...	Para obter mais informações...

attention	atenção
caution	cuidado
warning	aviso
notice	aviso
alert	alerta
note	observação
Note:	Obs.:
Important	Importante
type, to	digitar
insert, to	inserir
enter, to	digitar, preencher, informar
fill, to	preencher
chat, to	bater papo
chat (noun)	bate-papo
e-mail/email	e-mail
on-line/online	online
off-line/offline	offline
Internet/internet	Internet
Intranet/intranet	Intranet
download, to	fazer download / fazer o download
download (noun)	download
upload, to	fazer upload / fazer o upload
upload (noun)	upload
login, to/log in, to	fazer login
login (noun)	login
logon, to/log on, to	fazer logon
logon (noun)	logon
logout, to/log out, to	fazer logout
logout (noun)	logout
change, to/alter, to	alterar
modify, to	modificar
enable, to	habilitar
activate, to	ativar
disable, to	desabilitar
deactivate, to	desativar

Cannot...	Não é possível...
Unable to...	Não é possível...
Not possible...	Não é possível...
Impossible to...	Não é possível...
Could not...	Não foi possível...
It was not possible...	Não foi possível...
start, to	iniciar
restart, to	reiniciar
launch, to	lançar (produto) / iniciar (programa)
boot, to	inicializar
reboot, to	reinicializar
shutdown, to/shut down, to	desligar
quit, to	encerrar
exit, to	sair
cut, to	recortar
paste, to	colar
crop, to	cortar
trademark	marca comercial
registered trademark	marca registrada
setting	configuração
setup	configuração
set up, to	configurar
install, to	instalar

7. Misleading Terms and Constructions

ENGLISH	PORTUGUESE
application	aplicativo (NOT aplicação)
attachment	anexo
best practices	práticas recomendadas (NOT melhores práticas)
bullets and numbering	marcadores e numeração
change	alterar, alteração (NOT mudar or mudança)
checkbox	caixa de seleção
compress a file	compactar um arquivo (NOT comprimir)
delete	excluir (NOT deletar)
deploy, to	implantar (NOT implementar)
drive	unidade
download, to	fazer download/fazer o download (NOT baixar)
encrypt	criptografar (NOT encriptar)
enter	inserir / digitar (NOT entrar)
Find (command or button)	Localizar (NOT Encontrar)
Getting Started	Introdução a (NOT Começar ou Primeiros passos)
hotkey	tecla de atalho
IT	TI (NOT IT)
Next (command or button)	Avançar (NOT Próximo)
overview	visão geral (NOT visão global)
please click	clique em (the preposition is mandatory)
print driver	driver de impressão
printer driver	driver de impressora
right-click	clicar com o botão direito (NOT clicar com o direito)
scalable	dimensionável (NOT escalável)
site (when referring to a www address)	site
site (when referring to a physical location)	local
spellchecking	correção ortográfica
spellchecker	corretor ortográfico
support, to	dar suporte a (NOT suportar)
supported	com suporte, compatível (NOT suportado)
template	modelo
troubleshooting	solução de problemas
URL	o URL (NOT a URL)
View [command or button]	Exibir (NOT Mostrar)
website	site [also site-na-Web]
preview	visualização
word processor	editor de texto (NOT processador de texto)