LOGOS STYLE GUIDE FOR TRANSLATORS INTO RUSSIAN

SECTION 1: GENERAL

IMPORTANCE OF STYLE

The style must be clear and accurate. If possible, avoid anglicisms or English-based structures. Use a simple style, and try to avoid ambiguities. The reader should not be given the impression that it is a translation.

PASSIVE TO ACTIVE CONSTRUCTION

The structural passive voice is much less frequently used in Russian than in English. When translating passive English sentences, consider changing them to active voice to obtain a more natural text. For example:

English: The file can be accessed by all users.
Russian: Все пользователи имеют возможность доступа к файлу.

TENSES

Tenses must be consistent throughout. Most of the time the future tense used in the English text must be replaced by the present in Russian.

E.g.:
English: Appendix B will describe another text feature
Russian: Приложение В описывает другую функцию текста

IDIOMS

If a Russian equivalent of an idiom exists, use it. Anglicisms must be avoided.
E.g.:
English: no matter how much…
Russian: Не важно, сколько…

-ING FORM (gerund)

The gerund can be translated in various ways and the translator must decide how to translate it according to the context.
In captions, sections, subchapters, chapters and titles, the English gerund should be replaced by the corresponding Russian noun. The translator should always try to render these with a nominal form.

English	Russian
Printing a document	Печать документов
This section contains important information to consider when installing software from the CD.	В этом разделе содержится важная информация, которую следует принимать во внимание при установке программы с диска.

ACRONYMS

When acronyms appear for the first time, the translator must usually add, in brackets, their full form, in Italian (or in English if there is no official translation at the time of publication). If uncertain as to how to translate an acronym, please ask your PM.

English	Russian
GUI (Graphical User Interface)	GUI (Graphical User Interface, Графический интерфейс пользователя)

SENTENCE STRUCTURE AND WORD ORDER

Russian provides somewhat more flexibility than English does for ordering the principal parts of a sentence, in order to provide emphasis or clarity. Rather than limit yourself to a rigid subject-verb-complement word order, use some flexibility where necessary and appropriate to avoid confusing or misleading sentences. After translating a paragraph, read it back to yourself and make sure that it really makes sense in Italian.

ABBREVIATIONS

The use of abbreviations must be avoided where possible.
If the abbreviation is at the end of sentence, use only one full stop.
Remember, too, that abbreviations in Russian are not necessarily capitalized, as they almost always are in English.

Abbreviations in Russian should end with a full stop (e.g. Elem. for Elemento). The main exception to this rule is metric units of measurement such as ml, kg, and so forth, which are written without the period.

English	Italian
Mb (Megabyte)	Мб (мегабайт)
DPI (dots per inch)	DPI (точек на дюйм)
ppm and bpm (US for pulses per minute and beats per minute)	ударов (сокращений) в минуту

If you have to invent an abbreviation, for instance, in order to make a text fit in a reduced space or to shorten a software string, make sure that the abbreviation conveys as much information as possible within the space allowed.

PUNCTUATION

The following Russian punctuation conventions should be observed:

A non-breaking space after a colon, a semicolon, an exclamation mark, or a question mark.
A space after and no space before a comma, a period, or ellipses.

HYPHENATION

Do not hyphenate words at the ends of lines in documentation and Help topics. Do not use discretionary or soft hyphens. However, there are special cases in which hyphenation is required (i.e. narrow columns); then translators should follow standard Russian grammar rules to hyphenate words.

TIME, DATE, NUMERICAL FORMATS, etc.

Time: 24-hour clock; hours and minutes separated by colon e.g. 21:59
No leading zero before hours e.g. 9:59

English	Russian
2:00 pm	14:00
8:15 am	8:15

Date: Short Date Order: DMY, separated by slash
Leading zero for months from 1 to 9
Occasionally the century Indication is given

English	Russian
06/24/98	**24/06/98**

Long Date Format: dddd MMMM yyyy,

English	Russian
24 June 1998	24 июня 1998 г.

Temperatures
Degrees Celsius
In Russian, insert a space between number and degree symbol and no space between degree symbol and C.
E.g.: 28 °C

UNITS OF MEASUREMENT

British measures must be converted to metric units except for 3,5” disks and display units. Please ask for official conversion of measurements if they cannot be found in the manual.

Example:

English	Russian
The monitor weighs 74 lbs.	Монитор весит 33,5 кг.
The keyboard is approximately 18 inches long.	Длина клавиатуры составляет около 45 см.

Length - Distance		
meter	m	1 m = 0.001 km = 39.37 in = 3.28 ft = 1.09 yd
centimeter	cm	1 cm = 0.01 m = 0.3937 in = 0.0328 ft = 0.0109 yd
kilometer	km	1 km = 1000 m = 1093.61 yd = 0.5396 naut mi = 0.62137 mi
inch (pollice)	1", in	1 in = 0.0833 ft = 0.0278 yd = 2.54 cm = 0.0254 m
foot (piede)	1', ft	1 ft = 12 in = 0.333 yd = 30.48 cm = 0.3048 m
yard (iarda)	yd	1 yd = 3 ft = 36 in = 91.44 cm = 0.9144 m
nautical mile	naut mi	1 naut mi = 1.853 km = 1'853.18 m = 2'026.67 yd = 1.151 mi
US statute mile	mi	1 mi = 1.609 km = 1'609.35 m = 1'760 yd = 0.868 naut mi

hand (palmo)	hand	1 hand = 4 in = 0.3332 ft = 0.111 yd = 10.16 cm = 0.1016 m
span (spanna)	span	1 span = 9 in = 0.7497 ft = 0.25 yd = 22.86 cm = 0,2286 m

Surface		
square meter	m²	1 m² = 10'000 cm² = 0,0001 ha = 1.550 in² = 10,76 ft² = 1,196 yd²
square centimeter	cm²	1 cm² = 0,0001 m² = 0,155 in² = 0,0011 ft² = 0,00012 yd²
square kilometer	km²	1 km² = 1'000'000 m² = 100 ha = 0,386 mi² = 247,105 ac
are	a	1a = 100 m² = 0,01 ha = 1'076,39 ft² = 119,599 yd² = 0,0000386 mi² = 0,024 ac
hectare	ha	1 ha = 100 a = 10'000 m² = 0,01 km² = 107'639,1 ft² = 0,0039 mi² = 2,47 ac
square inch	in²	1 in² = 0,00694 ft² = 6,4516 cm²
square foot	ft²	1 ft² = 0,092 m² = 144 in² = 0,111 yd²
square yard	yd²	1 yd² = 0,836 m² = 8'361,27 cm² = 9 ft² = 1'296 in² = 0,0002 ac
square mile	mi²	1mi² = 2,59 km² = 259 ha = 640 ac
acre	ac	1 ac = 4'046,86 m² = 0,0040 km² = 0,40 ha = 40,47 a = 43.560 ft² = 4840 yd² = 0,00156 mi²

Volume		
cubic meter	m³	1 m³ = 1'000 dm³ = 35.3146 ft³ = 61'023.744 in³ = 1.308 yd³ = 264.20 gal_{US} = 219.97 gal_{UK}
cubic decimeter; liter	dm³	1 dm³ = 1 l = 0.001 m³ = 61.024 in³ = 0.0353 ft³ = 0.00131 yd³ = 0.26417 gal_{US} = 0.21997 gal_{UK}
cubic centimeter	cm³, cc	1 cm³ = 0.001 dm³ = 0.001 l = 0.061 in³ = 0.000264 gal $_{US}$ = 0.00022 gal_{UK}
cubic inch	in³	1 in³ = 0.0000164 m³ = 0.0164 dm³ = 0.0005787 ft³ = 0.0043 gal_{US} = 0.0036 gal_{UK}
cubic foot	ft³	1 ft³ = 0.02832 m³ = 28.32 dm³ = 1'728 in³ = 0.037 yd³ = 7.48 gal_{US} = 6.23 gal_{UK}
cubic yard	yd³	1 yd³ = 0.764 m³ = 764.55 dm³ = 46'656 in³ = 27 ft³ = 201.97 gal_{US} = 168.18 gal_{UK}
US gallon	gal_{US}	1 galUS = 0.00378 m³ = 3.785 dm³ = 231 in³ = 0.134 ft³ = 0.0049 yd³ = 0.833 gal_{UK}
UK gallon	gal_{UK}	1 galUK = 0.00455 m³ = 4.546 dm³ = 277.42 in³ = 0.16 ft³ = 0.0059 yd³ = 1.2 gal_{US}

Pressure – force / area		
pascal	Pa	1 Pa = 1 N/m² 1 kPa = 0.01 bar = 0.1 N/cm² = 0.10 mH2O = 7.5 mm_{Hg} = 0.0099 atm =0.145 psi = 0.02088 lbf/ft² = 0.334 ft_{H2O}
bar	bar	1 bar = 100'000 Pa = 100 kPa = 1.0197 kg/cm² = 10.198 m_{H2O} = 750 mm_{Hg} = 0.987 atm = 14.5 psi = 33.455 ft_{H2O}
millibar	mbar	1 mbar = 100 Pa = 0.010 m_{H2O} = 0.750 mm_{Hg} = 0.00102 kg/cm² = 0.0145 psi = 2.088 ldf/ft² = 0.033 ft_{H2O}
millimeters of mercury	mm_{Hg}	1 mm_{Hg} = 133.322 Pa = 0.133 kPa = 0.00133 bar = 0.0136 m_{H2O} = 0.00131 atm = 0.00136 kg/cm² = 0.01934 psi = 2.78 ldf/ft² = 0.045 ft_{H2O}
technical atmosphere = kgf/cm²	at, kg/cm²	1 at = 1 kg/cm² = 735.56 mm_{Hg} = 10 mH2O = 98066.50 Pa = 98.067 kPa = 0.981 bar = 0.968 atm = 14.22 psi = 2048.16 lbf/ft² = 32.81 ft_{H2O}
metric atmosphere	atm	1 atm = 101'325 Pa = 760 mm_{Hg} = 1.033 at = 10.33 m_{H2O} = 1.01 bar = 14.696 psi = 2116.22 lbf/ft² = 33.9 ft_{H2O}
meters of water column	m_{H2O}	1 m_{H2O} = 9806 Pa = 0.09806 bar = 73.55 mm_{Hg} = 0.9806 N/cm² = 0.09678 atm = 0.0999 at = 1.4224 psi = 204.8 lbf/ft² = 3.28 ft_{H2O}
feet of water	ft_{H2O}	1 ft_{H2O} = 2988.87 Pa = 0.0299 bar = 0.3048 m_{H2O} = 22.419 mm_{Hg} = 0.0295 atm = 0.03048 kg/cm² = 0.4335 psi = 62.42 lbf/ft²
pounds per square	psi	1 psi = 6'894.76 Pa = 6.894 kPa = 0.069 bar = 0.703 m_{H2O} = 51.715 mm_{Hg} =

inch		0.689 N/cm² = 0.068 atm = 0.0703 kg/cm² = 144 lbf/ft² = 2.31 ft_{H2O}
pounds per square foot	lbf/ft²	1 lbf/ft² = 2'988.87 Pa = 2.99 kPa = 0.0299 bar = 0.3048 m_{H2O} = 22.418 mm_{Hg} = 0.299 N/cm² = 0.0295 atm = 0.0305 at = 0.433 psi = 62.424 lbf/ft²

Portata in Volume		
metri cubi al secondo	m³/s	1 m³/s = 60 m³/min = 3'600 m³/ora = 1'000 l/s = 60'000 l/min = 6'102'374,42 in³/s = 2'118,88 ft³/min = 15'850,32 gpm = 13'198,13 l gpm
metri cubi al minuto	m³/min	1 m³/min = 0,0167 m³/s = 60 m³/h = 16,67 l/s = 1'000 l/min = 35,31 ft³/min = 264,17 gpm = 219,97 l gpm
metro cubo all'ora	m³/h	1 m³/h = 0,000278 m³/s = 0,0167 m³/min = 0,28 l/s = 16,67 l/min = 1017,06 in³/min = 0,588 ft³/min = 4,40 gpm = 3,66 l gpm
litri al secondo	l/s	1 l/s = 0,001 m³/s = 0,06 m³/min = 3,6 m³/h = 60 l/min = 3661,42 in³/min = 2,12 ft³/min = 15,85 gpm = 13,198 l gpm
litri al minuto	l/min	1 l/min = 0,001 m³/min = 0,06 m³/h = 0,0167 l/s = 61,024 in³/min = 0,035 ft³/min = 0,264 gpm = 0,22 lgpm
cubic inch per minute	in³/min	1 in³/min = 0,00027 l/s = 0,016 l/min = 0,00058 ft³/min = 0,0043 gpm = 0,0036 l gpm
cubic foot per minute	ft³/min	1 ft³/min = 0,00047 m³/s = 0,028 m³/min = 1,7 m³/h = 0,472 l/s = 28,32 l/min = 1'728 in³/min = 7,48 gpm = 6,23 l gpm
gallon per minute	gpm	1 gpm = 0,0038 m³/min = 0,227 m³/h = 0,063 l/s = 3,785 l/min = 231 in³/min = 0,134 ft³/min = 0,833 l gpm
imperial gallon per minute	l gpm	1 l gpm = 0,000076 m³/s = 0,00454 m³/min = 0,273 m³/h = 0,076 l/s = 4,55 l/min = 277,42 in³/min = 0,16 ft³/min = 1,2 gpm

Velocity		
meters per second	m/s	1 m/s = 60 m/min = 3.6 km/h = 39.37 in/s = 2'362.2 in/min = 3.28 ft/s = 196.85 ft/min = 2.237 mi/h = 1.94 kn
kilometers per hour	km/h	1 km/h = 0.278 m/s = 16.67 m/min = 10.963 in/s = 656.17 in/min = 0.91 ft/s = 54.68 ft/min = 0.62 mi/h = 0.54 kn
meters per minute	m/min	1 m/min = 0.0167 m/s = 0.06 km/h = 0.66 in/s =39.37 in/min = 0.0547 ft/s = 3.28 ft/min = 196.85 ft/h = 0.037 mi/h = 0.032 kn
inches per second	in/s	1 in/s = 0.0254 m/s = 1.524 m/min = 0.091 km/h = 60 in /min = 0.083 ft/s = 5 ft/min = 300 ft/h = 0.057 mi/h = 0.049 kn
inches per minute	in/min	1 in/min = 0.0254 m/min = 0.001524 km/h = 0.167 in/s = 0.0014 ft/s = 0.083 ft/min = 5 ft/h
feet per second	ft/s	1 ft/s = 0.305 m/s = 18.288 m/min = 1.097km/h = 12 in/s = 720 in/min = 60 ft/min = 0.68 mi/h = 0.59 kn
feet per minute	ft/min	1 ft/min = 0.00508 m/s = 0.3048 m/min = 0.0183 km/h = 0.2 in/s = 12 in/min = 0.0167 ft/s = 60 ft/h = 0.011 mi/h = 0.0099 kn
feet per hour	ft/h	1 ft/h = 0.005 m/min = 0.0033 in/s = 0.2 in/min = 0.0167 ft/min
miles per hour	mph	1 mph = 0.447 m/s = 26.82 m/min = 1.609 km/h = 17.6 in/s = 1'056 in/min = 1.47 ft/s = 88 ft/min = 0.87 kn
nautical miles per hour = knot = nodo	kn	1 kn = 0.51 m/s = 30.89 m/min = 1.85 km/h = 20.27 in/s = 1'216 in/min = 1.69 ft/s = 101.33 ft/min = 1.15 mi/h

Angular velocity		
radians per second	rad/s	1 rad/s = 60 rad/min = 0.159 rps = 9.55 rpm
radians per minute	rad/min	1 rad/min = 0.0167 rad/s = 0.0026 rps = 0.159 rpm
revolutions per second	rps	1 rps = 60 rpm = 6.283 rad/s = 376.99 rad/min
revolutions per minute	rpm	1 rpm = 0.0167 rps = 0.1047 rad/s = 6.283 rad/min

Force		
Newton	N	1 N = 0.102 kg_f = 0.0001 t = 0.2248 lbf = 3.597 ozf
kilogram force; kilopond	kg_f; kg_p	1 kg_f = 9.81 N = 0.001 t = 2.204 lbf = 35.27 ozf
weight ton	t	1 t = 9'806.65 N = 1'000 kgf = 2'204.62 lbf = 35'274 ozf
kilopound	kp	1 kp = 4'448 N = 453.59 kgf = 1'000 lbf = 16'000 ozf
pound force (libbra)	lb_f	1 lbf = 4.448 N = 0.454 kgf = 16 ozf
ounce force (oncia)	oz_f	1 ozf = 0.278 N = 0.028 kgf = 0.0625 lbf

Power – work time		
kilowatt	kW	1 kW = 1.36 CV = 1.34 hp = 737.56 lbf·ft/s = 4'4253.7 lbf·ft/min = 859.84 kcal/h = 3'412.14 btu/h = 101.97 kgf·m/s
metric horsepower	CV	1 CV = 0.735 kW = 0.986 hp = 75 kg·m/s = 542.47 lbf·ft/s = 632.41 kcal/h = 2'509.62 btu/h = 75 kgf·m/s
kilogram force-meter per second	kg_f m/s	1 kgf·m/s = 0.01 kW = 0.013 CV = 0.013 hp = 7.23 lbf·ft/s = 433.98 lbf·ft/min = 8.43 kcal/h = 33.46 btu/h
kilocalories per hour	kcal/h	1 kcal/h = 0,0012 kW = 0,0016 CV = 0,00156 hp = 0,8578 lbf·ft/s = 51,47 lbf·ft/min = 3,97 btu/h = 0,12 kgf·m/s
horsepower	HP	1 HP = 1,014 CV = 0,746 kW = 550 lbf·ft/s = 33000 lbf·ft/min = 641,19 kcal/h 2'544,43 btu/h = 76,04 kgf·m/s
foot pound force per second	lb_f ·ft/s	1 lbf·ft/s = 0,0013 kW = 0,0018 CV = 0,0018 hp = 60 lbf·ft/min = 1,166 kcal/h 4,63 btu/h = 0,138 kgf·m/s
foot pound force per minute	lb_f ·ft/mir	1 lbf·ft/min = 0,000023 kW = 0,0167 lbf·ft/s = 0,019 kcal/h = 0,077 btu/h = 0,0023 kgf·m/s
british termal unit per hour	BTU/h	1 btu/h = 0,00029 kW = 0,216 lbf·ft/s = 12,97 lbf·ft/min = 0,25 kcal/h = 0,030 kgf·m/s

Work - Energy - Momentum - Torque - Heat		
joule	J	1 J = 1N·m = 0.102 kgf·m = 0.00024 kcal = 8.85 lbf·in = 0.74 lbf·ft = 0.00095 BTU
kilogram-force meter	kgf·m	1 kgf·m = 9.807 J = 0.0023 kcal = 86.80 lbf·in = 7.233 lbf·ft = 0.0093 BTU
metric horsepower hour	CV·h	1 CV·h = 270'000 kgf·m = 0.736 kW·h = 632.41 kcal = 2'509 BTU
kilocalorie	kcal	1 kcal = 4.1868 kJ = 426.93 kgf·m = 0.0016 CV·h = 0.0012 kW·h = 37'056.3 lbf·in = 3'088 lbf·ft = 3.97 BTU
kilowatt hour	kW·h	1 kW·h = 3'600 kJ = 1.36 CV·h = 859.8 kcal = 3'412.14 BTU
pound force inch	lb_f·in	1 lbf·in = 0.113 J = 0.0115 kgf·m = 0.083 lbf·ft = 0.0001 BTU
pound force foot	lb_f·ft	1 lbf·ft = 1.356 J = 0.138 kgf·m = 0.324 cal = 12 lbf·in = 0.0013 BTU
horse power hour	HP·h	1 HPh = 2.684 MJ = 641.19 kcal = 1.014 CV·h = 0.746 kW·h = 1'980'000 lbf·ft = 2'544.43 BTU
british thermal unit	BTU	1 BTU = 1'055.056 J = 107.58 kgf·m = 0.0004 CV·h = 0.252 kcal = 0.00029 kWh = 9'338.03 lbf·in = 778.17 lbf·ft

Density		
kilogram per cubic meter	kg/m³	1 kg/m³ = 0.001 kg/dm³ = 0.001 t/m³ = 0.001 g/cm³ = 0.062 lb/ft³ = 0.00075 tn/yd³ = 0.00084 s tn/yd³ = 0.133 oz/gal
kilogram per cubic decimeter	kg/dm³	1 kg/dm³ = 1'000 kg/m³ = 0.001 g/cm³ =1 t/m³ = 1 g/cm³ = 62.42 lb/ft³ = 0.036 lb/in³ = 133.53 oz/gal
tonne per cubic meter	t/m³	1 t/m³ = 1'000 kg/m³ = 1 kg/dm³ = 0.001 kg/cm³ = 1 g/cm³ = 62.43 lb/ft³ = 0.036 lb/in³ = 0.752 tn/yd³ = 0.843 s tn/yd³ = 133.53 oz/gal
pound per cubic foot	lb/ft³	1 lb/ft³ = 16.018 kg/m³ = 0.016 kg/dm³ = 0.016 t/m³ = 0.016 g/cm³ =

		0.00058 lb/in³ = 0.012 tn/yd³ = 0.0135 s tn/yd³ = 2.14 oz/gal
pound per cubic inch	lb/in³	1 lb/in³ = 27.68 kg/dm³ = 0.02768 kg/cm³ = 27.68 t/m³ = 27.68 g/cm³ = 1'728 lb/ft³ = 20.83 tn/yd³ = 23.33 s tn/yd³ = 3'696 oz/gal
ounce per gallon	oz/gal	1 oz/gal = 7.489 kg/m³ = 0.00749 kg/dm³ = 0.00749 t/m³ = 0.00749 g/cm³ = 0.467 lb/ft³ = 0.00027 lb/in³ = 0.00563 tn/yd³ = 0.0063 oz/gal

Temperature		
kelvin	K	K = °C + 273.15 K = 1.8 · °R K = [5/9 · °F] + (459.67/1.8)
degree centigrade	°C	°C = (°F - 32) · 5/9 °C = K - 273.15 °C = (5/9) · °F - (32/1.8)
degree fahrenheit	°F	°F = 9/5 · °C + 32 °F = °R - 459.67 °F = (9/5) · K - 459.67
degree Rankine	°R	°R = (5/9) K °R = 491.67 + (9/5) · °C °R = 459.67 + °F

Acceleration		
meter per square second	m/s²	1 m/s² = 100 cm/s² = 0.001 km/s² = 3.28 ft/s² = 39.37 in/s² = 0.00062 mi/s²
centimeter per square second	cm/s²	1 cm/s² = 0.01 m/s² = 0.00001 km/s² = 0.0328 ft/s² = 0.394 in/s²
kilometer per square second	km/s²	1 km/s² = 1'000 m/s² = 100'000 cm/s² = 3'280.84 ft/s² = 39'370.08 in/s² = 0.621 mi/s²
foot per square second	ft/s²	1 ft/s² = 0.3048 m/s² = 30.48 cm/s² = 12 in/s²
inch per square second	in/s²	1 in/s² = 0.0254 m/s² = 2.54 cm/s² = 0.083 ft/s²
mile per square second	mi/s²	1 mi/s² = 1'609,34 m/s² = 1,609 km/s² = 5'280 ft/s² = 63'360 in/s²

Metric units such as cm, ml, kg and so forth are written without the full stop**.**

SEPARATORS

Numerical: Decimal Separator: Comma
Thousands separator: Space

English	Italian
1.5 mm	1,5 мм
1,235	1,235
230,000,000	230 000 000
41,525.69874	41 525,69874

CAPITALIZATION

Only capitalize the first word of titles, last names and name of products or programs.

English	Russian
To Save a File in your Local Directory	Сохранение файла в вашей локальной директории

Note: Names of the days of the week and months should NOT be capitalized, ad well as adjectives for nationality (e.g. англичанин, русский).

NUMBERS

Arabic numerals are used in technical manuals except at the beginning of a sentence, where the numbers are written in full letters.

Arabic numerals are used for measurements, statistics, percents, date and time, or for numbering pages, chapters, and paragraphs.

Arabic numerals, but also Roman numerals at times, are used for books, volumes, sections, etc.

English	Russian
5 directories and 12 files.	Пять директорий и 12 файлов.
24 June 1998	24 июня 1998 г.
Refer to section II for more information.	Дополнительную информацию см. в разделе II.

SECTION 2: SOFTWARE

USE OF VERBS/NOUNS

Always use the infinitive form of the verb to translate menu commands. Use a nominal form for options and dialog boxes, or a verb (if an action is involved). The name of dialog boxes must be related to the name of the command that enables its display. If the name of the menu option has been abbreviated for space reasons, the name of the dialog box must be displayed in its full form.

English	Russian
Cancel (menu command)	Отменить
New File (menu option)	Новый файл…
Go To (menu option)	Перейти к…
Create a New Folder (menu option) Create a New Folder (dialog box)	Создать новую папку (опция меню) Создание новой папки (диалоговое окно)
Save As (dialog box)	Сохранить как (диалоговое окно)

ERROR MESSAGES

A concise, impersonal form is preferable. But in Italian, the personal form is also used, e.g.:

English	Russian
This file cannot be opened	Невозможно открыть файл
Are you sure you want to delete this folder?	Удалить эту папку?

SECTION 3: ON LINE HELP

TRANSLATION OF HELP TOPICS

Where possible, nouns should be used. As a general rule the article should be deleted and there should be no punctuation. The translator should abide by the typography used for menu names, options and dialog boxes mentioned in the titles (i.e., capitalized words).

English	Russian
Selecting files	Выбор файла
The File menu	Файл меню
Using the Save command	Использование команды «Сохранить»

TERMINOLOGY

The software and help topics terminology should be consistent. Ask your project Manager for latest updated software files relevant to product manual you are translating.

INDEX ENTRIES

The index of a Help file is one of the components that is most frequently consulted and at the same time most difficult to translate well. It is composed of elements originating from different documents.

Index entries should be agreed upon before the project starts.

Index entries should be in lower case, unless it is the name of a feature or a product. For example, "page" should be in lower case, but "Предварительный просмотр" (menu title) should have the first letter in upper case.

Remember to sort out/proof read the index at the end of translation in order to delete or rearrange duplicates

SECTION 4: DOCUMENTATION

MANUAL NAMES

This is the only exception where capital letters are used in a word although this word is not at the beginning of a sentence, e.g.:
Photon User Guide = Руководство по эксплуатации прибора Photon

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REFERENCES AND PUBLISHING DATES

Example:

English	Russian
PN 9193174 Rev A Ordering No. 20 58 220 Rev 1 December 1999	PN 9193174 Rev A Заказ № 20 58 220 Rev 1 Декабрь 1999 г.

CROSS REFERENCES, HEADERS AND FOOTERS

In the manual and documentation, there may be cross references and index markers that need to be updated in each chapter, usually in the translation tool. All index markers should be translated. They are used to generate the book index. Verify this with your Project Manager. Headers and footers must be translated too.

NAMES AND ADDRESSES

Do only translate relevant parts of addresses, such as names of cities and countries (e.g., in the part dedicated to technical support).

CHECK LIST

Ensure you have checked/proofread for the following**:**

- spelling/grammatical errors
- punctuation (text, figures, tables)
- text is completely translated - no sentence/paragraph is missing
- typographic conventions are consistent
- hyphenation globally correct
- company names and product names are correct
- consistent terminology
- cross-references and key words correspond to standard list
- quotation marks are correct (Italian is “a”)
- TOC and INDEX are correct, no terms remained in English, there are no double entries
- graphics correspond to original and that screenshots are consistent with translated text, for this reason screenshots have to be provided before start of translation.
- headers and footers are translated