

# Translation Style Guide

Simplified Chinese



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## ABOUT THIS STYLEGUIDE<sup>1</sup>

This styleguide focuses on the translation of marketing and online web content.

### Structure of this styleguide

This styleguide consist of the following sections:

- **Dell branding and authoring guidelines**
- **Language specific translation conventions**

## DELL BRANDING AND AUTHORING GUIDELINES

### DELL'S BRAND VALUES<sup>2</sup>

From its inception, Dell has resonated with the individual. Guided by the belief that listening to customers will always result in real solutions for real needs. Dell recognizes that the technology need of every business, every customer and every person is unique.

Speaking with the frankness one would expect from a friend, the tone of Dell is engaging and candid. We are bold enough to let the facts speak for themselves.

Dell copy is performance-driven. Even technical features speak to a real world benefit.

Every piece of communication ends with an invitation. Our tagline is a call to action, period. The call to action should be short, compelling and provide a reason to take action.

The document [Dell Voice Standards 20100127 d6 \(Confidential\).ppt](#) describes what is Dell's brand voice, and why it is so important in our communication. You will find important key points to remember expressing the brand purpose, and also some general do's and don'ts.

(When listing URLs, the "DELL.COM" is capitalized and the "/XxxxxXxxxx" is set in upper and lowercase)

**One of DELL.COM's core strategies is to provide the highest customer satisfaction and web visit success.**

### WEB CONTENT AUTHORING GUIDELINES

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<sup>1</sup> Version 02 = Change in Styleguide Template

<sup>2</sup> Version 03 = Link to ppt on Dell's brand voice inserted

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## USABILITY:

Web content should have 50% fewer words than its paper equivalent. Web content must be searchable to be read at all. This will improve usability.

Writing to meet online users' needs means producing copy that is:

1. Concise

Concise text contains less information to process. Text should be short and to the point

2. Easy to scan

Text should include visual cues that call attention to key information.

3. Objective in tone

Mistrust of hyperbole distracts users from processing other valuable information. Studies show that web users detest overly hyped promotional writing (a.k.a., marketese.)

4. Searchable

Users search for terms and phrases they know. Your word choice in both headlines and body copy should reflect that. Word choice affects web usability. Choose poorly, users will:

- a. Not find the site
- b. Abandon the site

Either way, no sale

Simple, direct language improves search results. If you rank below the first few entries on the first results page, you have lost the battle for eyeballs.

- Use simple, everyday language that an end-user may use to search a product or concept
- Resist the temptation to make up words
- Play down marketing terminology, technical jargon and clever wording that cannot easily be searched
- Get to the point quickly, lead with your most important information
- Write clear, concise headlines in everyday language
- Use bullets and keywords
- Avoid marketing terminology, abbreviations, technical jargon or "marketese", especially in headlines

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## WORD CHOICE:

Word choice and language usage also affects brand perception. Choose and use words poorly, users will:

- Be confused
- View Dell as unprofessional

- Mistrust the site, ergo the company

Web users are looking for useful information, not florid or clever turns of phrase. Overly clever and overly hyped marketing terminology annoys users, who have to spend brain-power filtering out hyperbole to understand what's important. Stick to facts and meaningful information. Avoid hyperbole.

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## SPELLING AND GRAMMAR:

Grammatical and spelling errors erode trust and dilute the Dell brand by:

1. Causing confusion
2. Presenting an unprofessional image

These errors are easy to avoid. They imply a lack of respect for your user and erode trust. Avoid them.

Dell has a professional image to uphold. Dumb grammatical errors hurt it. Maintain this image by:

- Writing in simple but complete sentences
- Following rules of grammar and punctuation for your language.
- Spell and grammar checking all your work.

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## tone and voice:

1. Use simple clear sentences. Complex sentences do not sound more professional. They are simply very hard to understand, especially online.
2. Avoid the passive voice. It is usually wordier.

a. Example: Don't say "The system was designed to give you great performance at a great price"

b. Instead say: "The system offers great performance at a great price"

Tone & voice describe the way you speak to your users based on their who they are, their expertise and sophistication.

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## THINGS TO CONSIDER FOR AUDIENCE TONE

- Who are your audience members?
  - –65-year-old judge who telecommutes
  - –College kid
  - –CEO at a 500-person business
  - –IT expert at a large corporation?
  - –Multiple people with multiple roles?
- What is their expertise level re Dell products?
- How deep is their knowledge of technology generally?
- How deep is their knowledge of the Web and how to use it?
- Who is your secondary audience?

- How global is the audience?
- Why are they at Dell.com?
- –To buy a home system – for themselves? for their high-school age kids? for a home audio studio?
- –To buy systems for a small business?
- –To research storage solutions for a corporation?
- –To buy systems for a school?

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#### GENERAL RULES TO REMEMBER:

AT ALL TIMES, NO MATTER WHAT: Be direct and to the point. Describe features. Describe benefits.

**With very few exceptions, your users are not here because Dell.com is inherently cool. They are here because they need information. Respect that and get them what they need.**

- Play down marketese and internal vocabulary. Call a spade a spade, not a digging implement. Certainly not an excavation solution.
- Good copy focuses on the benefits to the particular users who are scanning it.
- Good copy is simple. Keep sentence structure simple (Use simple clear sentences; avoid the passive voice)
- Use clear, customer-facing language. Eliminate technical jargon where you can. If a tech term is unavoidable, include a clear explanation of meaning/benefits.
- Avoid idiomatic expressions (e.g. avoid/minimize slang, jargon & puns)
- Good copy uses real words
- Avoid abbreviations where possible -- unless the term is in common usage in the industry (e.g. RAID is ok. JBOD is not).
- Never abbreviate commonly used words like “maximum,” “business,” “small,” “medium,” etc.
- Avoid grammatical errors (e.g., subject should agree with verb; introductory clauses/phrases should modify the correct word; etc.)
- Minimize unnecessary linguistic variation (Use consistent phrasing/words)

## LANGUAGE SPECIFIC TRANSLATION CONVENTIONS

### ACCURACY AND CONSISTENCY

- **Accuracy:** content of the translation should be accurate, no mistranslation, omission.
- Please follow Chinese conventions in terms of word order of the sentence, not the English word order.

**Example:** Change a new battery if it doesn't work.

如果不好用，更换一节新电池。（而不是：更换一节新电池，如果不好用。）

- **Consistency:** Terminology, fixed terms and the same English word & sentence should be consistent, unless in a completely different context.
- Updated content should be consistent in style with previously translated content.

### LANGUAGE & GRAMMAR

- Use formal expression, avoid oral and dialecticism
- Avoid repeating for the same meaning

**Example:** Depending on the system type, reattach the keyboard then the bezel, or the Communications door.

**translation:** 根据系统类型，重新连接键盘，然后重新连接挡板或通信门。

**Revised translation:** 根据系统类型，重新连接键盘，然后是挡板或通信门。

- Avoid use of unnecessary quantifiers or auxiliaries (such as too many “的”)

**Example:** <drive\_name> represents a drive-letter based name for deleting an existing partition.

**translation:** <drive\_name>代表要删除的带驱动盘符的现有的分区的名称。

**Revised translation:** <drive\_name>代表要删除的带驱动盘符的现有分区名称。

- Avoid using too many verbs and clauses in the same sentence and sentences which are too long. It is easy to cause misunderstanding. Separate into shorter sentences.
- Don't use a heavy, staid, or arrogant tone; translations should be upbeat and friendly
- Avoid ambiguous, awkward or unprofessional wording

Try to capture the essence of the message. Don't translate literally or word-for-word. You won't be penalized for improving on the English.

## FORMATTING

Please follow the English. If an option is in bold, italic and underlined, please make it the same in the translation.

**Example:** Please click **Save**

请点击**保存**

## FORMATTING OF SOFTWARE OPTIONS AND ERROR MESSAGES

For Chinese, please follow the English. If an option or an error message is in bold, please make it bold in the translation. If the option isn't formatted in English, put it in quotes in Chinese. Always only bold the English option and not the translation in brackets. The same applies if an option or error message is enclosed in quotes – we only enclose the English in quotes, but not the translation in brackets. See [User Interface Translations Within Documentation](#).

**Example:**

This tree is to troubleshoot problems when the error message **Unable to open file** is

displayed >> 当 **Unable to open file** (不能打开文件) 时, 诊断树诊断问题。

## USER INTERFACE TRANSLATIONS WITHIN DOCUMENTATION<sup>3</sup>

For both Client and Enterprise products, this rule should be followed unless otherwise indicated.

The User Interface term should appear in its original English, followed by its translation in parentheses.

Error messages should be left in English, followed by their translation in parentheses.

The parenthesis rule only applies if the official localization of the software or the UI term is not available.



**Please do translate GUI terms for operating systems where the exact translation is known (Windows, Mac).**

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<sup>3</sup> Version 03=Info on parentheses in UI translations updated

## Dell Software

Click **Save**. 单击 **Save** (保存)。

## Windows

Click **Save**. 单击**保存**。

**Exception.** When the error messages are displayed in a table that includes a column for the explanation, there is no need to include a translation of the error message in brackets. Instead, simply translate the error definition in the explanation column.

|                  |  |
|------------------|--|
| No disk inserted | This error message is displayed when there is no disk detected in the drive. |
|------------------|--|

System Setup (BIOS Utility) Options should appear in English, followed by their translation in parentheses.

## META KEY PHRASES/KEYWORDS

Meta key phrases/keywords should be translated. They should also be translated consistently with the text to which they correspond.

## PREFERRED STYLE & TONE

|                                 |  |
|---------------------------------|--|
| <b>Active and Passive Voice</b> | The instructions on procedure or operation should be expressed clearly so that a user can finish a specific task following the instruction.  |
| <b>Addressing the User</b>      | A neutral style should be adopted in translation. The wording and phrasing should be easy to read so that any user can understand.   |
| <b>“To do” sentence</b>         | Use “以”, “要” to translate “to do” sentence<br><br>Example: To properly reinstall the hard drives<br><br>Translation: 要正确地重新安装硬盘<br><br>Example: Remove the optional front bezel and open the system cover. |

|                             |   |
|-----------------------------|---|
|                             | 卸下可选前挡板以打开机箱盖。  |
| <b>“Please” sentence</b>    | If “please” is not used in the English, it is not necessary to translate into “请”                       |
| <b>Verb+ing+ed sentence</b> | Example: English has “determine”, “determining”, “determined”<br><br>In Chinese use “决定”, “正在决定”, “已决定” |

## GRAPHIC CAPTIONS

For graphic captions, if applicable, the infinitive style should be used (as a rule).

## HYPHENATION

Hyphenations should be removed from Simplified Chinese translations if it is being used in a compound.

Example 64-,128-, and 256-MB.

64、128 和 256 MB。

Hyphenations should be kept in Simplified Chinese translations if it is being used between numbers.

Example Figure 2-1

图 2-1

Em-dashes should be used as in the source document.

Example Hibernate – allows you to enable hibernate mode in Windows 98.

“Hibernate” ( 休眠 ) – 使您可以在 Windows 98 中启用休眠模式。

## PUNCTUATION

Use double-byte Chinese punctuation marks (GB2312 encoding) in most cases.

|                    |   |
|--------------------|---|
| <b>Parentheses</b> | <p>Use single-byte parentheses when the text inside contains only single-byte characters.</p> <p>Example nickel-metal hydride (NiMH) batteries.</p> <p>镍氢 (NiMH) 电池。</p> <p>Use brackets for secondary parentheses.</p> <p>Example Change option to True Color (24 bit).</p> <p>将选项改为“True Color (24 bit)” (真彩色[24 位])。</p> <p>Note: There is no space between bracket and other punctuation.</p> |
|--------------------|---|

## CAPITALIZATION

Chinese does not distinguish between capital and lower-case letters.

## QUOTATION MARKS

Please use smart quotes.

## REFERENCES TO OTHER MANUALS OR MANUAL CHAPTERS

Some manual titles can be found in the glossary. For all those that are not in the glossary, in a general context you can use a descriptive translation for User Manual names and Chapter headings.

If the Chapter Heading is a link, you can find out what the translation is by checking if the Manual has been translated on the Dell Website.

For this, copy the path to the Manual from the XML file into your browser's address field:

```
<A href="http://docs.us.dell.com/docs/systems/PE750/en/ug/index.htm" target=0><STRONG><U>User's Guide</U>
```

This will bring you to the English Manual.

Now change the "en" in the browser's address bar to "fr" for French or "zh" for Simplified Chinese.

If the manual has been translated the corresponding translation will show on your screen. You can then use the translations for all chapter headings and do not have to follow the approach of using English (Translation).

For manuals that are not translated, please use the usual approach of English (Translation).

## ACRONYMS

Do not use abbreviations unless absolutely necessary. It is usually easier to read the full word rather than an abbreviation. If you need to abbreviate, you should only use abbreviations that are generally recognized in your language, and quote Chinese in parenthesis.

Be sure to delete any 's' following acronyms.

|                 |  |
|-----------------|--|
| <b>Acronyms</b> | Acronyms should be left untranslated; an acronym is often a trademark<br>Exceptions are made only if a target market strongly requires a local equivalent for an acronym.<br><br><i>Example.</i> HDD-HDD(硬件) |
|-----------------|--|

## NUMBERS

Chapter and section numbers should always be expressed in Arabic numerals.

|  |  |
|--|--|
| <b>Special Formats for time, Currency and Number</b> | The date should be written in Chinese style (year month day).<br>Example March 15,1996.<br><br>1996 年 3 月 15 日。<br><br>Note: use “日”instead of “号”.<br><br>The time is kept in its original format (8:00 AM).<br>Example 8:00 AM |
|--|--|

|                                |  |
|--------------------------------|--|
|                                | <p>8:00 AM</p> <p>English I, II, III, IV, V should be translated into Chinese ones as:</p> <p>一 , 二 , 三 , 四, 五</p> |
| <b>Adjectives with Numbers</b> | There is generally no plural case in Chinese. Be sure to use appropriate counter suffixes.                         |

## SYMBOLS AND UNITS OF MEASUREMENT

If the source text contains imperial measurements, these should not be converted to metric, they should be left as per the source, this is for legal reasons in case the conversion is done incorrectly. This will be changed at a later date by Dell.

When using symbols or units of measurement, a space needs to be inserted between the number and the corresponding symbol or unit. Please use a non-breaking space to avoid splitting the figure and the symbol or unit over two lines.

| English | Incorrect   | Correct |
|---------|-------------|---------|
| 2cm     | 2cm         | 2 cm    |
| 25°C    | 25°C, 25° C | 25 °C   |
| 50%     | 50%         | 50 %    |

## ERRORS IN THE SOURCE TEXT

Although the English content has gone through a review stage you might still find text that seems to be incorrect or contains typos etc. In such cases, please use the query tracker in eRoom to clarify and confirm any source text errors, we will then make sure this issue will be corrected.

## DO NOT TRANSLATE

**Don't translate: Product Name, company name, registry trademark, and service mark**

Product names that are included in the [Do Not Translate list](#) should remain in English.

**Example.** "The Dell Diagnostics works only on Dell™ computers."

Dell Diagnostics只适用于Dell™电脑。

**TM-sign (™) and Registered Trademark sign (®):** Please apply as per the English source

Notes<sup>4</sup>: Translators can directly use "Trademark" and "Registered trademark" symbols as catalyst accepts those registered symbols. Translators can also use en-dash directly to substitute short hyphens for these characters.

**Product name translation:** Please always follow the following model

**Dell** (with or without TM mark) + "**Product Name**" (i.e. Inspiron) + Type of product.

**Example:** Dell™ Latitude 笔记本电脑

A list of non-translatable can be found in [Appendix B](#).

## TREATMENT OF BUSINESS NAMES, PROPRIETARY NAMES AND APPLICATION NAMES

### **Business names (Dell and other third parties)**

If the business (company) names appear in descriptive sentences as entities, translate them.

English: Dell has lead in 4-socket virtualization

Chinese: 戴尔在 4 插槽虚拟化领域处于领先地位

Unless otherwise specified by Dell, don't translate the business names (including Dell and other business names) in legal notice.

English: Dell and Dell logo are registered trademark of Dell Inc.

Chinese: Dell 和 Dell 徽标是 Dell Inc.的注册商标

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<sup>4</sup> Version 04: Adding this note about "Trademark" and "Registered trademark" symbols

If the business name is used with specific product model, please don't translate it. Please also refer to "Product name translation" in this section

English: Dell PowerEdge M805

Chinese: Dell PowerEdge M805

If the business name is used in specific application names, don't translate it.

English: Dell OpenManage Storage Manager

Chinese: Dell OpenManage Storage Manager

### **Proprietary names**

Proprietary names include the trade names and IP names (including technology names etc) owned or patented by the respective corporations. Please be serious about the translation of these names. Only translate the names for which the official Chinese names have been defined by their companies. If you are not sure about exact Chinese translation, keeping them in English is the best practice.

English: Intel® Xeon™

Chinese: 英特尔® 至强™

Chinese: Intel® Xeon™

\*\*\* You may translate them or keep them in English, but the style must be consistent in one file.

English: ExpressCharge™ technology

Chinese: ExpressCharge™技术

English: Dell Strike Zone hard drive protection

Chinese: Dell Strike Zone 硬盘保护技术

### **Application names**

Except for the application names for which you can find the Chinese translation in the official resource library, please keep all application names in English. For Dell application names, you are encouraged to tabulate a name list for approval by Dell support team. Keeping them in English seems to be safer.

English: Dell Control Point

Chinese: Dell Control Point

English: Dell Connection Manager

Chinese: Dell Connection Manager

CHINESE SPECIFIC NOTES

|   |   |                      |                      |         |                        |
|---|---|----------------------|----------------------|---------|------------------------|
| <p><b>Single vs. Double-Byte Characters</b></p> | <p>NO single-byte space is needed between single-byte characters and double-byte characters. No space is needed before or after double-byte punctuation.</p> <p>No space should be added before or after “/” even if the text surrounding it is all double-byte.</p> <p><b>Exception:</b> A single-byte space should be added before and after em-dashes (-), provided that the string before or after it is not a punctuation.</p> <p>Example:</p> <p>Hibernate – allows you to enable hibernate mode in Windows 98.</p> <p>“Hibernate” ( 休眠 ) – 使您可以在 Windows 98 中启用休眠模式。</p>                               |                      |                      |         |                        |
| <p><b>Gigabyte vs gigabit/GB vs Gb</b></p>      | <p>To avoid confusion, please refer to the context for the correct unit to use. The unit symbol for the gigabyte is GB or Gbyte, but not Gb (lower case b) which is used for the gigabit. The common rule is as follows: For storage capacity like HDD, DVD, etc., the unit is GB (GigaByte); for data transfer rate like network speed 10/100/1000, the unit is Gbps (GigaBit per second). For other abbreviations regarding bytes and bits measurements, please follow EN version and keep as they are. In any situation where the source text seems unclear or erroneous to you, please raise a query.</p> |                      |                      |         |                        |
| <p><b>Special Characters</b></p>                | <p>All special characters (®, ™, etc.) should be kept as in the original.</p>   |                      |                      |         |                        |
| <p><b>Politically Sensitive Issues</b></p>      | <table border="0"> <tr> <td style="text-align: center;"><i>ORIGINAL TERM</i></td> <td style="text-align: center;"><i>STANDARD TERM</i></td> </tr> <tr> <td style="text-align: center;">Country</td> <td style="text-align: center;">Country/Region – 国家和地区</td> </tr> </table>  | <i>ORIGINAL TERM</i> | <i>STANDARD TERM</i> | Country | Country/Region – 国家和地区 |
| <i>ORIGINAL TERM</i>                            | <i>STANDARD TERM</i>  |                      |                      |         |                        |
| Country   | Country/Region – 国家和地区  |                      |                      |         |                        |

|  |   |
|--|---|
|  | <p>Capital Capital and Major cities – 首都和主要城市</p> <p>Republic of China Taiwan – 中国台湾地区</p> <p>R.O.C. Taiwan – 中国台湾地区</p> <p>Hong Kong 中国香港特别行政区</p> <p>Macao 中国澳门特别行政区</p>  |
| <p>Chinese brand name in Marcom and retail</p> | <p>Due to we call out Chinese brand name in Marcom and retail, and lots of customers search them in Dell website. So please add the Chinese name to China page title and browser title when new product launch.</p> <p>This change is only for Consumer online for GC, let me also clarify regions below:"</p> <p> </p> <p>This is for China only↓</p> <p>Current page title: Inspiron XX 笔记本电脑 (台式机)</p> <p>After added Chinese name: Inspiron 灵越 XX 笔记本电脑 (台式机)</p> <p>)</p> <p>This is for China only↓</p> <p>Current browser title: 戴尔   Dell Inspiron XX 笔记本电脑 (台式机)   Dell 中国大陆</p> <p>After added Chinese name: 戴尔   Dell Inspiron 灵越 XX 笔记本电脑 (台式机)   Dell 中国大陆</p> <p>This is for China only↓</p> <p>Current page title: Studio XX 笔记本电脑 (台式机)</p> |

|  |   |
|--|---|
|  | <p>After added Chinese name: Studio 思跃 XX 笔记本电脑 (台式机)</p> <p><a href="#">This is for China only</a>↓</p> <p>Current browser title: 戴尔   Dell Studio XX 笔记本电脑 (台式机)   Dell 中国大陆</p> <p>After added Chinese name: 戴尔   Dell Studio 思跃 XX 笔记本电脑 (台式机)   Dell 中国大陆</p> <p><a href="#">This is for China only</a>↓</p> <p>Current page title: Dimension XX 笔记本电脑 (台式机)</p> <p>After added Chinese name: Dimension 腾跃 XX 笔记本电脑 (台式机)</p> <p><a href="#">This is for China only</a>↓</p> <p>Current browser title: 戴尔   Dell Dimension XX 笔记本电脑 (台式机)   Dell 中国大陆</p> <p>After added Chinese name: 戴尔   Dell Dimension 腾跃 XX 笔记本电脑 (台式机)   Dell 中国大陆</p> |
|--|---|

## REFERENCE MATERIAL

### TMS

Please use the global master TM available in TMS. You can use legacy TMs for reference

### DO NOT TRANSLATE TERMINOLOGY & PRODUCT NAMES

Product names that must not be translated should be added to the Glossary on a regular basis.

If you don't find them in the list please add them.

## TAG LINE<sup>5</sup>

We have a major new brand tagline rolling out, 'the power to do more', which you will see on logos across marketing material shortly. There is also an external sitelet tied in to the concept:

<http://content.dell.com/us/en/corp/brand.aspx?c=us&s=corp&l=en>

## Translation

The actual logo, regardless of language, is only to be used as a non-editable asset. The tagline 'The power to do more' is not to be used in any other capacity (headline, banner, etc.), so we should never be seeing it coming through our translation process as text to be translated.

However, it's worth letting the translators know this, and adding to the style guide that it remains in English for most languages, so they don't log it as a non-translated piece of text if they're doing audits on web pages or collateral, or they can flag if they are asked to translate it.

## DTP

I've had confirmation from central brand that the 'power to do more' logo should be used in English only in all countries, other than where it has been agreed that a translated logo needs to be used for legal or other reasons. These translations are being set within the brand teams.

So far, the exceptions where it has been agreed that a translated logo need to be used are **French (France), Korean and Simplified Chinese**, and the translated logo should be used at all times instead of the English one. **Japanese** is under discussion.

For orgs where we are doing DTP in those 3 languages, we need to substitute the translated logo for the English one. **EMs** need to discuss this with their Dell teams, so that they are clear on the guidelines, and what we will be doing for these languages.

---

<sup>5</sup> Version 05: Adding a title about tag line.

For orgs where we are doing translation, but someone else is doing DTP/image creation, it is still worth the EM discussing with the Dell team, as many seem unaware of this requirement, and it is something they will need to do at their end.

Below are digital examples of the logo. The full digital or print assets are on the Enfatico DAM for the EM to download (in Global Asset Library > Brand Assets > Dell > Dell Logos > Brand Logos).



This tagline is a bit unusual. Unlike previous ones, such as ‘Yours is here’ etc, this one is only ever to be used as part of a non-editable logo. So we should never expect to see the text itself coming through translation, and translators/reviewers should flag if they do see it.

It’s useful to include this in all styleguides, so everyone is aware of this, and won’t log it as an issue when they see the English logo being used in most countries on any collateral/online LSO they’re doing.

So the main impact to our process is during the DTP cycle where we will need to use the translated logo for FR, KR and ZH-CN only.

Chinese Traditional and Chinese Hong Kong will use the English logo, and Japanese is the only other language I’m aware of where a translated logo is being discussed.

Translated logo will be predefined, our process should never translate it, even for those languages are using a translated logo.

You’ll see the logo appearing all over our marcom/online, like the below mock-ups, but the tagline ‘the power to do more’ will never appear in any actual content, only on the logo.

This is a major roll-out, with plans to use this logo company-wide for quite some time.

## DELL GLOSSARIES

Please always use the Multiterm Online glossaries accessible through the TMS Online for reference regarding Dell terminology.

An MTO export file is available in eRoom. This is updated on a weekly basis.

Glossary changes should be added to the Knowledge Base (see other ref material section)

## MICROSOFT GLOSSARIES

For all Windows OS terminology, and everything not Dell specific, please follow the usual Microsoft Glossaries.

## OTHER REFERENCE MATERIAL

**Knowledge Base:** a Knowledge Base for each language is available in Vistatec's Dell eRoom. This contains feedback on changes made by reviewers in translated files. The feedback logged relates to the most common or serious errors made by translators. Style preferences and terminology updates are also logged here. Translators should use this for reference.

**Query tracker:** please check the query tracker for reference before raising a new query.

## APPENDIX A – TRADEMARKS

### Use of 'Dell' with product names:

The following feedback has been received from Dell in relation to the use of the word Dell with brand/product names

Dell Precision - this product should have Dell before the product name in every instance.

For monitors, projectors and printers (referred to as SnP products) it is not necessary to use the word Dell before each product name (e.g. E2009W widescreen flat panel monitor). It is only necessary to include the name "Dell" once in the title and then once in the content but not in every instance.

The source text should be followed and if in doubt (i.e. the source text appears to be wrong) this can be queried using the query tracker.

|                     |
|---------------------|
| <b>Mark</b>         |
| ACCESS DIRECT       |
| AXIM                |
| Button E            |
| CONNECTDIRECT       |
| D3 DELL DATA DIRECT |

|   |
|---|
| DELL <b>Note: Do not mark with a TM when used in the corporate name</b>                                 |
| DELL (Stylized E)   |
| DELL ACTIVEARCHIVE  |
| Dell Aviator logo   |
| Dell badge  |
| DELL CAMPUS ARCHITECTURE  |
| DELL DJ   |
| DELL DOLLARS  |
| DELL FINANCIAL SERVICES   |
| DELL INK MANAGEMENT SYSTEM  |
| DELL MEDIA EXPERIENCE   |
| DELL MOVIE STUDIO   |
| DELL NOW  |
| DELL PICTURE STUDIO   |
| DELL POWERSTART   |
| DELL POWERSTART   |
| <b>DELL PRECISION NOTE: This is a two word mark. DELL must be used with PRECISION. NO EXCEPTIONS!!!</b> |
| DELL PREFERRED ACCOUNT  |
| DELL SCHOOL ARCHITECTURE  |
| DELL TONER MANAGEMENT SYSTEM  |
| DELL TRAVELLITE   |
| DELL4ME   |
| DELLNET   |
| DIMENSION   |

|                                      |
|--------------------------------------|
| DITTY (see also DJ DITTY)            |
| DJ DITTY (see also DITTY)            |
| DJ LIFE                              |
| EASY AS DELL                         |
| EASY TO BUY EASY TO OWN EASY AS DELL |
| ECO-DELIVERY                         |
| E-VALUE                              |
| EXPRESSCHARGE                        |
| GET MORE OUT OF NOW                  |
| HYPERCOOL                            |
| IMAGECARE                            |
| IMAGEWATCH                           |
| IMAGEWATCH                           |
| INSPIRON                             |
| INTELLIGENT CLASSROOM                |
| LATITUDE                             |
| MANAGE THE POWER                     |
| MEDIADIRECT                          |
| NOW IS THE TIME TO                   |
| OPENMANAGE                           |
| OPTIFRAME                            |
| OPTIPLEX                             |
| POCKET DJ                            |
| POWERCONNECT                         |
| POWEREDGE                            |

|                                 |
|---------------------------------|
| POWERSHIELD                     |
| QUICKSNAP                       |
| QUIETCASE                       |
| QUIETKEY                        |
| RACK SCALE COMPUTING            |
| RAPIDRAILS                      |
| THE DELL WAY                    |
| ULTRASHARP                      |
| UNDOCK & GO                     |
| www.dell.com                    |
| XPS                             |
| YOU KNOW BETTER, DELL KNOWS HOW |

## APPENDIX B – NON-TRANSLATABLE

|   |
|---|
| Do not translate the following terms or product names, except as directed in the comments column. |
| NOTE: If you are looking for the name of a Dell product, it may or may not be                     |
| prefixed by the word "Dell." Be sure to look in both places in the alphabetical                   |
| listing if you don't find the it in the first place you look.                                     |
| <b>Product Name Comments</b>  |
| Access Control  |
| Access Logix  |
| AccessDirect  |
| ActiveSync  |
| Array Manager   |

|   |
|---|
| Axim  |
| BIOS Update CD For Japanese, see Japanese glossary.   |
| Broadcom ModemXtreme PCI Internal                     |
| Modem   |
| Broadcom Client Instrumentation                       |
| Broadcom NetXtreme                                    |
| Cirrus Logic  |
| Cluster Administrator                                 |
| Cluster Assistant with ClusterX                       |
| CompactFlash  |
| Computer Associates ARCserve                          |
| Cost Effective RAID Controller (CERC)                 |
| Crystal When referring to audio chip                  |
| D/APR   |
| D/Bay   |
| D/Dock  |
| D/View  |
| Dell ActiveArchive                                    |
| Dell Data Repository                                  |
| Dell Diagnostics For Japanese, see Japanese glossary. |
| Dell Diskette Program Maker                           |
| Dell Drivers and Utilities CD                         |
| Dell Embedded Remote Access (ERA)                     |
| Dell Embedded Remote Access/Option<br>(ERA/O)         |

|  |
|--|
| Dell IDE Hard Drive Diagnostics For Japanese, see Japanese glossary.         |
| Dell IDE Hard Drive Diagnostics Utility For Japanese, see Japanese glossary. |
| Dell OpenManage  |
| Dell OpenManage Client Instrumentation For Japanese, see Japanese glossary.  |
| Dell OpenManage Cluster Assistant  |
| Dell OpenManage Cluster Assistant With                                       |
| ClusterX   |
| Dell OpenManage Embedded Remote  |
| Access/MC (ERA/MC)   |
| Dell OpenManage Framework  |
| Dell OpenManage IT Assistant   |
| Dell OpenManage Remote Assistant   |
| Dell OpenManage Remote Assistant Card  |
| (DRAC)   |
| Dell OpenManage Remote Assistant Card  |
| II (DRAC II)   |
| Dell OpenManage Remote Assistant   |
| Console  |
| Dell OpenManage Server Agent   |
| Dell OpenManage Server Assistant   |
| Dell OpenManage Systems Management   |
| CD   |
| Dell OpenManage Systems Management   |
| Installation   |
| Dell PowerEdge 1655MC Integrated   |

|  |
|--|
| Switch   |
| Dell PowerEdge Cluster FE400                             |
| Datacenter Server  |
| Dell PowerEdge Web Server                                |
| Dell Precision   |
| Dell Remote Access Controller III                        |
| (DRAC III)   |
| Dell Remote Access Controller III/XT                     |
| (DRAC III/XT)  |
| Dell Remote Assistant Card                               |
| Dell Remote Assistant Controller                         |
| Dell Remote Assistant Utility                            |
| Dell ResourceCD  |
| Dell Server Agent  |
| Dell Server Assistant                                    |
| Dell Server Assistant CD                                 |
| Dell Software & Peripherals                              |
| Dell Tape Backup Software Data                           |
| Protection   |
| Diagnostic Service                                       |
| Diagnostic Tests Diagnostic Test names are not localized |
| Dimension  |
| DirectSet  |
| Drivers and Utilities CD                                 |
| Event Agent  |

|   |
|---|
| ExpressCharge                             |
| GeForce                                   |
| Hyper-Threading                           |
| IBM PCI Token Ring Adapter                |
| Inspiron                                  |
| InstallShield                             |
| Instrumentation Service                   |
| Instrumentation Service Integration Layer |
| Latitude                                  |
| LegacySelect                              |
| LSI DMI Browser                           |
| Management Station                        |
| Management Station Applications           |
| Microsoft Cluster Administrator           |
| Microsoft Cluster Server                  |
| Microsoft Datacenter Server               |
| Microsoft Datacenter Server               |
| MirrorView                                |
| Mobility Radeon                           |
| NAS Manager                               |
| Navisphere Manager                        |
| Navisphere Agent                          |
| Online Server Diagnostics                 |
| OptiPlex                                  |
| PC Card                                   |

|  |
|--|
| PCMCIA   |
| Pocket PC  |
| PowerConnect                                     |
| PowerEdge  |
| PowerPath  |
| PowerVault                                       |
| Product ID For Japanese, see Japanese glossary.  |
| Product Key For Japanese, see Japanese glossary. |
| QLogic Adapter DMI Management                    |
| Application                                      |
| QuickSet   |
| QuickSnap  |
| RAID   |
| Redundant Power Bank                             |
| Remote Install                                   |
| ResourceCD                                       |
| Roxio Easy CD Creator                            |
| S/PDIF   |
| Server Administrator                             |
| Server Administrator Core                        |
| Server Agent Web Server                          |
| Server Assistant CD                              |
| Server Instrumentation                           |
| SnapView   |
| SoundBlaster                                     |

|  |
|--|
| Storage Management Service Integration         |
| Layer  |
| Strike Zone                                    |
| Sun JRE - Dell Installed Version               |
| S-video For Japanese, see Japanese glossary.   |
| Systems Management Software                    |
| TravelLite                                     |
| TrueMobile                                     |
| UltraSharp                                     |
| Update Service                                 |
| VERITAS NetBackup                              |
| VERITAS Backup Exec                            |
| Web Server                                     |
| Windows  |
| Windows 2000 Active Directory                  |
| Windows 2000 Cluster Service                   |
| Windows 2000 Disk Management                   |
| Windows 2000 Professional                      |
| Windows NT                                     |
| Windows XP Home Edition                        |
| Windows XP Professional                        |
| Winsock Direct                                 |
| Yosemite Technologies TapeWare                 |
| Last Update What Changed                       |
| 15/03/2004 Removed ""Server Setup"" from list. |

Please note that this list is not exhaustive.