# What is a HP term?

# Term Selection - Guidelines

## What is a HP term?

A <u>single concept </u>that applies to a set of similar products or objects

Specific word or word compound that has a <u>specialized meaning or use at HP</u>

Examples include:

- Words that are prominently featured on customer-facing materials
- HP product, program, and service names
- HP product-related terms (technical features, etc)
- HP Marketing terms
- Labels – navigational elements, user interfaces
- Terms that can be ambiguous
- Program/product specific terms that are not to be translated and/or forbidden
- Registered trademark, brands, and copyrighted words or phrases that have legal compliance requirements

# Term Selection - Guidelines

## What is **NOT** a HP term?

Commonly used or everyday terms (unless technical terms that can be confused with everyday terms)

*Ex: Handle (door handle, system handle)*

General Translation Memory strings/segments

*Ex: 'units of discourse', e.g. "Purchase this software" - exceptions for Software Strings*

Terms that include strange characters or symbols

*Ex: *%$ – exceptions for Software Strings*

Content too specific

*Ex: URLs, product or model specific technical measurements (i.e. 20 ppm, 14-in TFT LCD,  HP Elite Workstation 8760w)*

# Term Entry - Guidelines

## How to enter a HP term?

Terms are entered in <u>lowercase</u>, unless capitalized in standard discourse.

<u>Ex</u>: Proper Nouns, Product Names (i.e  HP ENVY x2, HP Designjet)

Terms are entered in <u>singular form</u>, unless in plural in standard discourse.

<u>Ex</u>: 'plastics'

Terms are entered in full form, abbreviations and acronyms to be included in same entry and annotated as such.

Multiple spelling and case variants to be avoided unless explicitly required.

# For additional question, please contact us at:
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