Nepali Style Guide

Contents

What's New?

Last Updated: February 2011

New Topics

The following topics were added:

- Introduction
- Scope of this Document
- Style Guide Conventions
- Sample Text

Recommended Reference Material

Language Specific Conventions

- Country/Region Standards
- Characters
- Date
- Time
- Numbers
- Sorting
- Geopolitical Concerns

Grammar, Syntax & Orthographic Conventions

- Modifiers
- Prepositions
- Pronouns
- Singular & Plural
- Split Infinitive
- Subjunctive
- Symbols & Non-Breaking Spaces
- Syntax
- Word Order
- Style and Tone Considerations
- Audience

Localization Guidelines

- Applications, Products, and Features
- Frequent Errors

- Glossaries
- Fictitious Information
- Recurring Patterns
- Standardized Translations
- Fictitious Information

Recurring Patterns

- Using the Word Microsoft
- Software Considerations
- User Interface
- Document Translation Considerations
- Copyright

Updated Topics

The following topics were updated:

- n/a

Introduction

This Style Guide went through major revision in February 2011 in order to remove outdated and unnecessary content. It contains information pertaining to all Microsoft products and services.

About This Style Guide

The purpose of this Style Guide is to provide everybody involved in the localization of Nepali Microsoft products with Microsoft-specific linguistic guidelines and standard conventions that differ from or are more prescriptive than those found in language reference materials. These conventions have been adopted after considering context based on various needs, but above all, they are easy to follow and applicable for all types of software to be localized.

The Style Guide covers the areas of formatting, grammatical conventions, as well as stylistic criteria. It also presents the reader with a general idea of the reasoning behind the conventions. The present Style Guide is a revision of our previous Style Guide version with the intention of making it more standardized, more structured, and easier to use as a reference.

The guidelines and conventions presented in this Style Guide are intended to help you localize Microsoft products and materials. We welcome your feedback, questions and concerns regarding the Style Guide. You can send us your feedback via the Microsoft Language Portal feedback page.

Scope of This Document

This Style Guide is intended for the localization professional working on Microsoft products. It is not intended to be a comprehensive coverage of all localization practices, but to highlight areas where Microsoft has preference or deviates from standard practices for Nepali localization.

Style Guide Conventions

In this document, a plus sign (+) before a translation example means that this is the recommended correct translation. A minus sign (-) is used for incorrect translation examples.

In Microsoft localization context, the word *term* is used in a slightly untraditional sense, meaning the same as e.g. a segment in Trados. The distinguishing feature of a term here is that it is translated as one unit; it may be a traditional term (as used in terminology), a phrase, a sentence, or a paragraph.

References to interface elements really only refer to translatable texts associated with those interface elements.

Example translations in this document are only intended to illustrate the point in question. They are not a source of approved terminology. Always check for approved translation in the Microsoft terminology database.

Sample Text

प्रदीपन्यौपाने, माकर ,, ,बर्दघाट, नवलपरासी, लुम्बिनीअञ्चल, नेपाल-४मोबाइलनं. +९७७९८४९१३३५२२-

कम्प्युटरको उपयोग गर्नको लागि अंग्रेजी जान्न जरूरी हुन्छ। – यस्तो धारणा अब पुरानो भइसकेको छ। किनकी, सफ्टवेयर उत्पादन निर्माणमा अन्तर्राष्ट्रिय स्तरमा ख्याति प्राप्त माइक्रोसफ्ट जस्तो बृहत् संस्था र अन्य संस्थाले आफ्नो सफ्टवेयर उत्पादन स्थानीयकरणलोकलाइजेश) न द्वारा सुनिश्चित गर्दै छन् कि (सफ्टवेयरहरू प्रादेशिक भाषामा समेत उपलब्ध होस् । यसको लागि उनीहरू भाषा-वैज्ञानिकहरूको सहायता लिई रहेका छन्। अब प्रादेशिक भाषा भाषी ग्रामीण-मानिसहरूले पनि बिना कुनै समस्या विश्वलाई एक देश जस्तो बनाउने इन्टरनेटको ईमेल-, अन लाइन च्याटिङ् आदि सुविधाहरूको लाभ उठाउन सकुन।

मातृभाषामा उपलब्ध…

बृहत् सफ्टवेयर संस्था माइक्रोसफ्टले आफ्नो सफ्टवेयर उत्पादनसँग सम्बन्धित सहायक साहित्य तथा मार्गदर्शक सूत्रहरूलाई, भाषा वैज्ञानिकहरूको सहायताले, क्षेत्रीय भाषामा उपलब्ध गराउने प्रयत्न गर्दै आइरहेको छ। इन्टरनेटमा महत्वपूर्ण भूमिका निभाउने "बिङ्" (सर्च इन्जिन पनि नेपाली भाषामा बनाउने योजना (भइरहेको छ। कम्प्युटरबाट परिचित प्रत्येक व्यक्तिद्वाराउपयोग गरिने विन्डोज जस्तो अपरेटिङ सिस्टमका अनुप्रयोग कार्यक्रमहरू जस्तै वर्ड, पावर प्वाइन्ट, एक्सेल, जस्ता प्रमुख सफ्टवेयर उत्पादन पनि नेपाली भाषामा उपलब्ध भई सकेका छन्।

स्थानीयकरणको यो प्रक्रिया सफ्टवेयरसम्म मात्र सीमित हुनु हुँदैन। बैंङ्किङ संस्थाहरूले पनि यस दिशा तर्फ कदम बढाउनु जरुरी छ। बैंक एटिएमहरुमा चल्ने सफ्टवेयरहरू पनि स्थानीयकरण गरेर ग्रामीण ग्राहकहरूलाई पनि आकर्षित गर्न सकिन्छ

Source :http://bhashanepal.wordpress.com

मिति २०६७ फागुन २१ गते :समय ,९बजे ००: अपराह्नमा सिर्जना गरिएको।

Recommended Reference Material

Use the Nepali language and terminology as described and used in the following publications.

Normative References

These normative sources must be adhered to. Any deviation from them automatically fails a string in most cases. When more than one solution is allowed in these sources, look for the recommended one in other parts of the Style Guide.

The Moderator has identified the following normative references for this language. When more than one solution is allowed in these references, look for the preferred solution in this Style Guide.

1. BS Nepali BrihatSabdakosh- A national dictionary: published by Royal Nepal Academy, 2060 BS, Kathmandu, Nepal
2. Gorkhapatra Style Book- Published by GorkhapatraSansthan, 2055 BS, Kathmandu, Nepal

3. Nepali Computer Glossary- Nepali Language in Information Technology: High Level Commission for information Technology, Steering Committee. 2063 BS
4. Nepal's Cultural Convention for Information Technology- DATA BOOK:High Level Commission for information Technology; Nepali Language in Information Technology, Steering Committee. 2063 BS
5. Nepalese Standards of Character Codes for Information Inter-exchange- High Level Commission for information Technology; Nepali Language in Information Technology, Steering Committee. 2063
6. NepaliSabdasagar- 'Nepal'-BhabhaPustakBhandar, 2063

Informative References

These sources are meant to provide supplementary information, background, comparison, etc.

1. Who is Who- Research Center for Communication and Development, 30 June 2003
2. Nepali BhassaraByakaran- SajhaPrakashan, 2047 BS Kathmandu, Nepal.
3. NimnaMadhayamik Nepali ByakaranraRachana- Dr. BasudevTripathee, MahadevAwasthi, ParashmaniBhandari, 2053 BS
4. The Unicode Standard- The Unicode Consortium, 1998 AD
5. Gautam's Up to Date Nepali English Dictionary: GautamPrakashan, 2062

Language Specific Conventions

This part of the style guide contains information about standards specific to Nepali.

Country/Region Standards

Characters

Country/region	Nepal
Lower-case characters	n/a
Upper-case characters	n/a
Characters in caseless scripts	कख, ग, घ, ङ, च, छ, ज, झ, ञ, ट, ठ, ड, ढ, ण, त, थ, द, ध, न, प, फ, ब, भ, म, य, र, , ल, व, श, ष, स, ह
Extended Latin characters	n/a
Note on alphabetical order	Even though when teaching the characters in school curriculum क्षत्र , and ज्ञ are taught as separate characters at the end of alphabets.However, Nepali linguists do not agree with this and hence treat these three characters as conjuncts, just like Unicode as done so.Hence, in the alphabetic order, these conjuncts should not fall at the end of the alphabetic order and should be within the root character, say क्ष falls under क, त्र falls under त and likewise ज्ञ falls under ज.Similarly, when counting the number of characters, most people say it is 36, but when removing these three conjuncts from the character list, it amounts to 33 and vowels are normally not counted in the character list अ आ ,and so on.
Total number of characters	33
Unicode codes	क =U + 0915, ख =U + 0916, ग =U + 0917, घ =U + 0918, ङ =U + 0919, च =U + 091A, छ =U + 091B, ज =U + 091C, झ =U + 091D, ञ =U + 091E, ट =U + 091F, ठ =U + 0920, ड =U + 0921, ढ =U + 0922, ण =U + 0923, त =U + 0924, थ =U + 0925, द =U + 0926, ध =U + 0927, न =U + 0928, प =U + 092A, फ =U + 092B, ब =U + 092C, भ =U + 092D, म =U + 092E, य =U + 092F, र =U + 0930, ल =U + 0932, व =U + 0935, श =U + 0936, स =U + 0938,ष =U + 0937, ह =U + 0939

Notes	n/a

Date

Country/region	Nepal
Calendar/Era	BikramSambat Era (विक्रम संवत्) This calendar system is commonly used in Nepal in the government (mandatorily) and in the day to day usage as well.However, Microsoft has not implemented this in the locale as yet and we have been only implementing the Gregorian calendar so far.However, all the formatting examples and discussion in this section is on how Gregorian Calendar is written in Nepali language.
First Day of the Week	Sunday
First Week of the Year	n/a
Separator	Slash (/)
Default Short Date Format	MM/dd/yy
Example	17/03/11
Default Long Date Format	dd MMMM, yyyy
Example	१७ मार्च, २०११
Additional Short Date Format 1	yy/MM/dd
Example	११/०३/१७
Additional Short Date Format 2	M/d/yyyy
Example	३/१७/२०११
Additional Long Date Format 1	dddd, MMMM dd, yyyy

Example	Thursday, March 17, 2011
Additional Long Date Format 2	MMMM dd,yyyy
Example	March 17, 2011
Leading Zero in Day Field for Short Date Format	01-March-2011
Leading Zero in Month Field for Short Date Format	01-18-11
No. of digits for year for Short Day Format	2
Leading Zero in Day Field for Long Date Format	02 March, 2011
Leading Zero in Month Field for Long Date Format	Not used
Number of digits for year for Long Day Format	4
Date Format for Correspondence	dd MMMM yyyy
Example	१७ मार्च २००४
Notes	• Even thoughBikramSambat Era is commonly used in day to day liver, yet since it is not implemented in Microsoft locale as yet, we have standardized the usage of the Gregorian calendar in Devanagari script in this section.
Abbreviations in Format Codes	**d** is for day, number of d's indicates the format (d = digits without leading zero, dd = digits with leading zero, ddd = the abbreviated day name, dddd = full day name) **M** is for month, number of M's gives number of digits. (M = digits without leading zero, MM = digits with leading zero, MMM = the abbreviated name, MMMM = full name)

	y is for year, number of y's gives number of digits (yy = two digits, yyyy = four digits)

Time

Country/region	Nepal
24 hour format	Yes
Standard time format	HH:mm:ss
Standard time format example	०३:२४:१२
Time separator	: (Colon)
Time separator examples	०३:२४:१२
Hours leading zero	Yes
Hours leading zero example	०३:२४:१२
String for AM designator	पूर्वाह्न
String for PM designator	अपराह्न
Notes	n/a

Days

Country/region: Nepal

Day	Normal Form	Abbreviation
Monday	सोमवार	सोम

Tuesday	मङ्गलवार	मङ्गल
Wednesday	बुधवार	बुध
Thursday	बिहीवार	बिही
Friday	शुक्रवार	शुक्र
Saturday	शनिवार	शनि
Sunday	आइतवार	आइत

First Day of Week: आइतबार

Is first letter capitalized?: N/a

Notes: The dictionary has uniformed spelling for each day of the week except Sunday, which is spelled with a ब rather than a व in वार. We have tried to correct the mistake of the dictionary to make it uniform for the names of all the seven days and have accepted आइतवार as a correct spelling, even though this spelling does not exist in the Brihat Shabdakosh Dictionary. Even though the spellchecker catches this word as a mistake, the correct spelling of Sunday is आइतवार in our standardized case.

Months

Country/region: Nepal

Month	Full Form	Abbreviated Form	Long Date Form
January	जनवरी	जन	१२ जनवरी २००४
February	फेब्रुअरी	फेब्रु	१२ फेब्रुअरी २००४
March	मार्च	मार्च	१२ मार्च २००४
April	अप्रिल	अप्रि	१२ अप्रिल २००४
May	मे	मे	१२ मे २००४
June	जुन	जुन	१२ जुन २००४

Month	Full Form	Abbreviated Form	Long Date Form
July	जुलाई	जुल	१२ जुलाई २००४
August	अगस्त	अग	१२ अगस्त २००४
September	सेप्टेम्बर	सेप्टे	१२ सेप्टेम्बर २००४
October	अक्टोबर	अक्टो	१२ अक्टोबर २००४
November	नोभेम्बर	नोभे	१२ नोभेम्बर२००४
December	डिसेम्बर	डिसे	१२ डिसम्बर २००४

Is first letter capitalized?: N/a

Notes: n/a

Numbers

Nepali language usually uses their own script numerals (० १ , २, ३, ४, ५, ६, ७, ८, and ९).

Phone Numbers

Country/region	International Dialing Code	Area Codes Used?	Number of Digits – Area Codes	Separator	Number of Digits – Domestic	Digit Groupings – Domestic
Nepal	+977	Yes	1; 2	- (Hyphen)	9	0##-######; 0#-###### ######

Country/region	Number of Digits – Local	Digit Groupings – Local	Number of Digits – Mobile	Digit Groupings – Mobile	Number of Digits – International	Digit Groupings – International
Nepal	6	######	10	+977-98-###-##### (calling from abroad) 98-###-#####	13	+977-##-########; +977-####-######

Notes: n/a

Addresses

Country/region: Nepal

Disclaimer: Please note that the information in this entry should under no circumstances be used in examples as fictitious information.

Address Format:

1. [Title/Honorific] / First Name Last Name
2. Company Name/Office
Name/
3. Address
4. Postal code
5. Country

Example Address:

Shree Pradeep Neupane

Pranam Soft

Pipalnagar, Bardghat, Nepal

Bardghat – 6600

Dist. Nawalparasi

Nepal

Local Postal Code Format: 44600 A.P.O

Notes:

- 5 digits are used for postal codes.
- Nepal does not have street numbers or ZIP codes or postal codes as yet.However there has been some initiative in some parts of Kathmandu from 2004 to introduce a Decimal system of street numbering, though this has not been implemented in all parts of the town as yet and has not been fully understood by everyone as yet.

Currency

Country/region	Nepal
Currency Name	Rupaiya
Currency Symbol	रु
Currency Symbol Position	Before the digit, for example (रु५,०००)
Positive Currency Format	रु ५ ० ० ०,
Negative Sign Symbol	-
Negative Currency Format	- रु ५ ० ० ०,
Decimal Symbol	रु ५ ० ० ०,. ० ०
Number of Digits after Decimal	Two
Digit Grouping Symbol	n/a
Number of Digits in Digit Grouping	n/a
Positive Currency Example	५ ० ० ०,. ० ०
Negative Currency Example	- ५ ० ० ०,. ० ०
ISO Currency Code	NR
Currency Subunit Name	Paisa

Country/region	Nepal
Currency Subunit Symbol	Ps
Currency Subunit Example	९९ पैसा

Digit Groups

Country/region: Nepal

Decimal Separator:.

Decimal Separator Description: बिन्दु (Full stop)

Decimal Separator Example: १०००,०००,.०० and रु १०००,०००,.००

Thousand Separator:,

Thousand Separator Description: Comma

Thousand Separator Example: १०००,०००,.०० and रु १०००,०००,.००

Notes: Even though there has been instance to use the Nepali full stop (Period) as the decimal point, this is not the normal way of writing, and we have standardized with the roman character of fullstop.

Measurement Units

Metric System Commonly Used?: Yes

Temperature: Celsius

Category	English	Translation	Abbreviation
Linear Measure	Kilometer	किलोमिटर	कि.मी.
	Meter	मिटर	मि.
	Decimeter	डेसिमिटर	डे.मी.
	Centimeter	सेन्टिमिटर	से.मी.
	Millimeter	मिलिमिटर	मि.मी.
Capacity	Hectoliter	हेक्टोलिटर	हे.लि.
	Liter	लिटर	लि.
	Deciliter	डेसीलिटर	डे.लि.

Category	English	Translation	Abbreviation
	Centiliter	सेन्टिलिटर	से.लि.
	Milliliter	मिलिलिटर	मि.लि.
Mass	Ton	टन	टन
	Kilogram	किलोग्राम	के.जी.
	Pound	पाउन्ड	पा
	Gram	ग्राम	ग्रा
	Decigram	डेसिग्राम	डेग्रा
	Centigram	सेन्टिग्राम	से.ग्रा.
	Milligram	मिलिग्राम	मि.ग्रा.
English Units of Measurement	Inch	इन्च	इ
	Feet	फिट	फिट
	Mile	माइल	मा
	Gallon	गैलन	गैलन

Notes: Additional capacity units: Mana   (+) माना ;Pathi   (+) पाथी; Kuruwa(+) कुरुवा

The following local measurements are still used in Nepal:

Ropani (+) रोपनी   Aana   (+) आना

 Paisa (+) पैसा

 Bigha (+) बिघा

 Kattha (+) कट्ठा

 Dhur (+) धुर

Haat (+) हात

Percentages

Percentages (%) are used to express how large/small one quantity is, relative to another quantity.

Sorting

Sorting rules	1. The combine character (Like क्ष त्रज्ञ (comes after the first typed character for example क्ष is the combination of क+ ्+ ष so क्ष comes after first letter क 2. Non-alphabetical characters (i.e. symbols like @ ! # ॐ) sort before the letters of the alphabet. 3. Digits sort after the non-alphabetical characters and before the letters of the alphabet. 4. General sorting order is as follows A. Non-alphabetical characters B. Numbers C. vowel D. Consonant
Character sorting order	अ (0905); आ (0906); इ (0907); ई (0908); उ (0909); ऊ (090a); ऋ (090b); ए (090f); ऐ (0910); ओ (0913); औ (0914); ं (0902); ः (0903); क (0915); ख (0916); ग (0917); घ (0918); ङ (0919); च (091a); छ (091b); ज (091c); झ (091d); ञ (091e); ट (091f); ठ (0920); ड (0921); ढ (0922); ण (0923); त (0924); थ (0925); द (0926); ध (0927); न (0928); प (092a); फ (092b); ब (092c); भ (092d); म (092e); य (092f); र (0930); ल (0932); व (0935); श (0936); स (0938); ष (0937); ह (0939)
Examples of sorted words	ॐ । ॥ ० ६ अँध्यारो

	अऋणी
	अक्षीण
	अक्सर
	अन्त्येष्टि
	आः
	अँठै
	आइँ
	आङ्ग्ल
	आश्रम
	आह्निक
	इक्ष्वाकु
	इङ्ग्लिस
	इन्द्रिय
	ईप्सा
	ईहा
	उज्ज्वल
	उत्तमाङ्गुल
	उद्धरण
	उद्धृत
	ऋतु
	एवं
	एषणा

	ऐँठन
	ऐरावत
	ओह्र्लन
	ओह
	ओह्याइँ
	औँठी
	औतार
	कता
	क्य्राङ
	क्रियात्मक
	क्वाँटी
	क्षेत्र
	क्षेत्रीय
	ख्याप्टो
	ग्राजुएट
	ग्वार्चा
	घोच्याइँ
	ङ्य्राकङ्य्राक
	ङ्य्राप्प
	ङ्य्रार
	च्याँख्ला
	च्याउँच्याउँ

	च्याप्रु
	च्वाम्ल्याङ्ङ
	छ्याली
	जाँते
	जिङ्ग्रिङ्ग
	ज्ञान
	ज्वार
	झुपडी
	टुङ्गो
	ट्रे
	ठेक्का
	ठ्यास्स
	डम्कि
	ड्रम
	ढोल
	ण
	तृष्णा
	त्याग
	त्रिपद
	त्रेता
	त्वम्
	थेगो

	थ्वास्स
	मङ्गला
	मञ्याकमुरुक
	रँगाइ
	रेकर्ड
	ञ्वाम्म
	लुसुक्क
	ल्वास्स
	विश्वस्त
	श्रीमान्
	स्खलन
	स्याँस्याँ
	हुर्दुङ्ग
	ह्वाँ
	ह्वास्स

Geopolitical Concerns

Part of the cultural adaptation of the US-product to a specific market is the resolving of geopolitical issues. While the US-product should have been designed and developed with neutrality and a global audience in mind, the localized product should respond to the particular situation that applies within the target country/region.

Sensitive issues or issues that might potentially be offensive to the users in the target country/region may occur in any of the following:

- Maps
- Flags
- Country/region, city and language names

- Art and graphics
- Cultural content, such as encyclopedia content and other text where historical or political references may occur

Some of these issues are relatively easy to verify and resolve: the objective should be for the localizer to always have the most current information available. Maps and other graphic representations of countries/regions and regions should be checked for accuracy and existing political restrictions. Country/region, city and language names change on a regular basis and need to be checked, even if previously approved.

A thorough understanding of the culture of the target market is required for checking the appropriateness of cultural content, clip art and other visual representations of religious symbols, body and hand gestures.

Guidelne

As country/region and city names can change, please use the most up-to-date Nepali list for every release of your product.

Grammar, Syntax & Orthographic Conventions

This section includes information on how to apply the general rules of the Nepali language to Microsoft products and documentation.

Adjectives

The changing word which indicates and covers limitation specific information about noun is called as an adjective.Adjectives ending in **« -ओ »** can be changed according to the gender masculine **«-ओ»** or feminine **«-ई »** or if it is plural **«-आ».** Some adjectives derived from Sanskrit into Hindi and has no inflections. This is the case « असल **-** good » **t**hat we can change to say **«** असल केटा - good boy **» and «**असल केटी - good girl **»** or with the plural form « असल गाउँलेहरू - good villagers ».

Some Nepali suffix marks the creation of word that become adjectives. This is the case suffixes « -इलो **»** that can be used to change words like « हाँस - smile **»** in **«** हँसिलो - smiling." The suffix"- ली **"** has the same value and can create adjectives with nouns. We can therefore form the word **«** गोर्खाली - in connection with the Gurkhas.

Example:

(+) कालो केटा. Here कालो is adjective.

(+) अग्ली केटी. Here अग्ली is adjective.

Possessive adjectives

The frequent use of possessives is a feature of English language. However in Nepali, possessive adjectives are handled like मेरो कार here मेरो is adjective.

Articles

General considerations

An article is a word that combines with a noun to indicate the type of reference being made by the noun. The articles in the English language are "a", "an" and "the". But in Nepali it is not used. We should give those examples also: an apple = साउ, a book =पुस्तक, the door =ढोको.

Unlocalized Feature Names

Microsoft product names and non-translated feature names are used without definite or indefinite articles in the English language. For instance, attaching a genitive "s" to trademarked product names is not feasible as it could

be interpreted as a modification of such names. Additions to a product or component name are either added with a hyphen or a periphrastic construction needs to be used. For example, instead of expressing a possessive relationship by using the genitive marker "s" in English, a periphrastic construction should be used:

Example:

- (-) Microsoft's products
- Microsoft products
- Products by Microsoft

Product names and unlocalized feature names should also be treated as proper nouns in Nepali:

English example	Nepali example
Windows Mail shares your Internet Connection settings with Internet Explorer	(+) Windows Mail ले Internet Explorer सँग तपाईँको इन्टरनेट सेटिङहरू साझा गर्दछ
Website addresses will be sent to Microsoft	(+) वेबसाइट ठेगानाहरू Microsoft मा पठाइनेछ

Localized Feature Names

By contrast, translated feature names are used with a definite or indefinite article as they are not treated as proper names.

Example:

English example	Nepali example
Activate a window by hovering over it with the mouse	(+) सन्झ्याल सक्रिय बनाउन त्यस माथि माउसराख्नुहोस्
Select a location closest to your office	(+) तपाईँको कार्यलयको सबभन्दा नजिकको स्थान चयन गर्नुहोस्

Articles for English Borrowed Terms

When faced with an English loan word previously used in Microsoft products, consider the following options:

- Motivation: Does the English word have any formally motivated features that would allow a straightforward integration into the noun class system of Nepali language
- Analogy: Is there an equivalent Nepali term whose article could be used?
- Frequency: Is the term used in other technical documentation?If so, what article is used most often?

Please always consult Term Studio to confirm the user of a new loan word and its proper article to avoid inconsistencies.

Although Nepali translations are available, the following words are borrowed from English and used frequently during translaton:

- डेस्कटप
- कम्प्युटर
- ल्यापटप
- डिजाइन
- डिजाइनर
- मनिटर
- वेब
- क्यामेरा
- हार्डडिस्क
- ब्याटरी
- इन्टरनेट
- मोडेम
- कार्ड

Capitalization

Many more nouns and verbs are capitalized in the English source string than would normally be expected. You should not try to mimic the capitalization in the source strings, but use your knowledge of the spelling conventions of Nepali to decide which words in a string to capitalize and which to leave lower-case. Over-capitalization is awkward and leads to inconsistencies in the UI.

Should an English noun be capitalized in the source string and be translated by two words in the target language, be consistent in capitalizing either both words, and neither word, or capitalize one word and not the other. Be consistent in the application of spelling rules.

Example of a string:

If you allow, you will be disconnected, but you can resume later. Do you want to allow this connection?\r\n

English example	Nepali example
unknown software exception\r\n	(+) अज्ञात सफ्टवेयर अपवाद
Acquired	(+) आर्जित
Log off user	(+) प्रयोगकर्ता लग अफ गर्नुहोस्

English example	Nepali example
Edit…	(+) सम्पादन गर्नुहोस्

Compounds

Generally, compounds should be understandable and clear to the user. Overly long or complex compounds should be avoided. Keep in mind that unintuitive compounds are ultimately an intelligibility and usability issue.

Noun and verb compounds are a frequent word formation strategy in English. Product user interfaces, online help, and documentation contain a number of such examples. However, not all languages use compounding to create complex word meanings.

English examples	Nepali example
Internet Accounts	(+) इन्टरनेट खाताहरू
Logon script processing	लगईन स्क्रिप्टप्रोसेसिङ्ग {insert your translation for the English(+) लगअन स्क्रिप्टप्रक्रियारत हुँदैछ {insert your translation for the English example}
Workgroup Administrator	(+) वर्कग्रुप व्यवस्थापक
Internet News Server Name	(+) इन्टरनेट समाचार सर्भर नाम

This section contains the following topics:

- Compounds with Product or Component Names

- Compounds with Acronyms, Abbreviations or Numerals

Compounds with Product or Component Names

The compounds below contain both, product and component names. The product names are marked in red. Product names are usually trademarked and, therefore, must remain unchanged. Additions to a product or component name are added with a hyphen or, if that is not appropriate, you need to create a periphrastic construction.

English example	Nepali example
Windows password	(+) Windows पासवर्ड
Microsoft Word document	(+) Microsoft Word कागजात
Microsoft SQL Server Database	(+) Microsoft SQL Server डेटाबेस
Microsoft BackOffice product family	(+) Microsoft BackOffice उत्पादन परिवार
ActiveX Control	(+) ActiveX कन्ट्रोल

Note: The major product groups use the following unlocalized product portfolio names; these are considered product names and are always used without a hyphen or article in any language:

- Microsoft Office System
- Microsoft Windows Server System
- Windows Mobile

Compounds with Acronyms, Abbreviations or Numerals

The compounds below contain either an abbreviation or a numeral followed by a component name. The abbreviation or numeral is marked in red in the English example. The Nepali example below show how such constructions should be translated.

English example	Nepali example
CD-ROM drive	(+) सिडिरोम ड्राइभ
2-D gridlines	(+) द्वि-आयामिय ग्रिडलाइनहरू
24 bit color value	(+) २४बिट रङ्ग मान
3.5 Floppy	(+) ३.५फ्लोपी
51/4-inch Floppy	(+) ५१/४ इन्च फ्लोपी
35mm slides	(+) ३५ मि.मी. स्लाइडहरु

Gender

There are three Genders in Nepali: Masculine, Feminine and neuter gender.

Example:

पुलिङ्ग (Noun which is singular and ends with आ vowel has masculine gender)

स्त्रीलिङ्ग (Noun which is singular and ends with ई vowelhas feminine gender.)

समलिङ्ग (Noun which is plural and ends with ए vowelhas neuter gender)

Genitive

Nepali nouns do not inflect for case. However, there are a number of postpositions which have a case-like function. These postpositions are clitics. That is, they are affixes which attach to an entire phrase, rather than a single word. These include -को, a possessive postposition, -ले, which performs an ergative function in the past tense, but also an instrumental postposition. A further important grammatical postposition is -लाई"lāī", which marks the direct object on animate nouns, as well as the indirect object on all nouns. Additionally, there are a number of postpositions which perform similar functions to normal prepositions in languages such as English. As well as simple postpositions, there are two-part postpositions. That is, a postposition, especially -को or -भन्दा,

followed by another word, which together form a single positional meaning. Examples are –कोबारेमा' 'about', -कोलागि 'for', and –भन्दामाथी 'above.

Convention 1 (e.g. Attaching a genitive "s" to (trademarked) product names is not feasible, as it could be interpreted as a modification of such names.)

Example:

Microsoft Office Word = It is protocol to write as "Microsoft Office Word", not as Microsoft Office Word's.

Modifiers

This section does not apply to Nepali.

Nouns

General considerations

Many languages differentiate between different noun classes based on features such as animacy, shape, gender, and so on. English loan words must be integrated into the noun class system of your language. When faced with an English loan word not previously used in Microsoft products, consider the following options:

- **Motivation**: Does the English word have any formally motivated features that would allow a straightforward integration into the noun class system of your language?
- **Analogy**: Is there an equivalent Nepali term that could be used to justify the noun class the noun gets assigned to?
- **Frequency**: Is the term used in other technical documentation? If so, what noun class is it assigned to most often? The Internet may be a helpful reference here.

If the choice of noun class is left up to you, ensure that you provide consistent translations within the Microsoft product. Please consult with your translation team lead and team members to decide what noun class to assign.

English example	Nepali example
Delete it from server.	(+) यसलाई सर्भरबाट हटाउनुहोस्।
Enter a password to log into the server	(+) सर्भरमा लग गर्न पासवर्ड प्रविष्टि गर्नुहोस्
DNS cannot resolve the server IP address	(+) DNS ले सर्भरको IPठेगाना समाधान गर्न सक्दैन
Verify the name of the server's certificate	(+) सर्भरहरूको प्रमाणपत्रको नाम रुजु गर्नुहोस्

Inflection

We talk of inflection when a word changes its end according to its function in the sentence. The inflection doesn't create new words, but simply derives the meaning of the original word. We talk about nominal inflection when that change affects a noun and verbal inflections when this change affects a verb.

The verbal inflections are the equivalent of conjugasion and nominal inflections are very similar to cases, very common in languages like Latin, or Russian. In English, for example, the nominal inflection is extremely simple

because it only allows to distinguish the number (singular or plural) by adding an "-s" at the end of the word. In Nepalese, inflections are much more numerous and vary in relation to the function of the word in the sentence. Nepali language is special as it is easy to confuse the nominal inflection and the addition of post-position at the end of a word. Indeed, in the Devanagari script, post-positions are attached to the word they accompany.

The examples below show how English loanwords inflect for number in Nepali.

English example	Nepali example
Clients	(+) ग्राहकहरू
Websites	(+) वेबसाइटहरू
Downloads	(+) डाउनलोडहरू
Proxys	(+) प्रोक्सीहरू
Administrators	(+) व्यवस्थापकहरू

Plural Formation

Like in the English most of the plural formation takes place with the addition of 'हरू' in the prefix.

Example:

(+) मेरो कार। Here 'कार' is singular.

(+) मेरो कारहरू। Here 'कारहरू' is plural.

Prepositions

Pay attention to the correct use of the preposition in translations. Influenced by the English language, many translators omit them or change the word order.

Prepositional phrases in English need to be translated according to their context; anglicisms should be avoided. The table below contains frequently used verbs and the prepositions that follow them. Please use this table as a reference.

US expression	Nepali expression	Comment
migrate to	(+) मा माइग्रेट	
Migrate from	(+) बाट माइग्रेट	
import to	(+) मा आयात	

US expression	Nepali expression	Comment
import from	(+) बाट आयात	
export to	(+) मा निर्यात	
export from	(+) बाट निर्यात	
update to	(+) मा अद्यावधिक	
upgrade to	(+) मा स्तरवृद्धि	
change to	(+) मा परिवर्तन	
click on	(+) मा क्लिक	
connect to	(+) मा जडान	
welcome to …	(+) मा स्वागत…	

The examples below contain frequently occurring noun phrases that are preceded by a preposition. Please use this table as a reference.

USexpression	Nepali expression	Comment
in the toolbar	(+) उपकरणपट्टीमा	
on the tab	(+) ट्याबमा	
on the menu	(+) मेनुमा	
on the net	(+) नेटमा	
on the Internet	(+) इन्टरनेटमा	
on the Web	(+) वेबमा	
on a web site	(+) वेबसाइटमा	

on a web page	(+) वेबपृष्ठमा	

Pronouns

Some of the frequently used words as pronouns are as follows:

Example:

मेरोतिम्रो, उ, तपाइँ, तिनी, हाम्र

In Nepali Language Pronoun also changes according to the level of position or age. For example:

(तैँ) It is generally used for people of low position or someone who is younger than you.

(तिमि) It is generally used for people of the same position or someone in the same age group.

(तपाइँ) It is generally used for people of higher position than you or someone who is elder than you.

Punctuation

Comma

(,) comma is used as a separator when several names or items are written consecutively and also short pauses.

Example: (+) राम, श्याम, हरी

Colon

: (":" colon) informs that what follows proves, clarifies, explains, or simply enumerates elements of what is referred.

Example: (+) थप जानकारीको लागि कृपया यहाँ सम्पर्क गर्नुहोस्:

Dashes and Hyphens

Three different dash characters are used in English:

Hyphen

The hyphen is used to divide words between syllables, to link parts of a compound word, and to connect the parts of an inverted or imperative verb form.

Example: Pop-up= पप ,अप-Drop-down= ड्रपडाउन-

En Dash

The en dash is used as a minus sign, usually with spaces before and after. En dash A dash smaller than an em dash but usually longer than a regular hyphen, the **en dash** is often used in place of the word "to" such as

Example:10–5 p.m.

The en dash is also used in number ranges, such as those specifying page numbers. No spaces are used around the en dash in this case.

Example: from page No. 1-5, पाना १-५ सम्म

Em Dash

The em dash should only be used to emphasize an isolated element or introduce an element that is not essential to the meaning conveyed by the sentence.This is used in writing and printing to indicate a break in thought or sentence structure, to introduce a phrase added

Example: (+) रामको गाडि–जुन रातो थियो–होजो राति दुर्घटनामा पर्यो।

Ellipses (Suspension Points)

Omission from a sentence of words needed to complete the construction or meaning. The triple-dot punctuation mark is also called a suspension point, points of ellipses,

Example: (+) मेलै . धेरै प्रयास गर्न खोजे।

Period

A punctuation mark (.) used mostly after many abbreviations.

Example: (+) डा. प्रदीप न्यौपाने।

Quotation Marks

Quotation marks are used when referring to Nepali.
""used to denote either speech or a quotation.
''used to denote either speech or a quotation.

Example:

''आज गणेश चतुर्थी''

'रामले सोध्यो मेरो कार कता हरायो?'

Parentheses

There is no space between the parentheses and the text inside them.
Example:

(कृपया जुत्ता फुकाल्नु होला।)

Singular & Plural

The plural of nouns is done by adding the suffix "-हरू" end of word. The adjectives do not mark the plural in the spoken language. On the other hand, in the written language, the adjectives change their endings **"अ-"** to mark the plural character. Also note that in Nepal, the plural marker is omitted when:

• The plural nature of the word is clear (eg: when a number or words as "many, much, very")

• When the plural character refers to a generality (eg I love traveling in THE MOUNTAINS)

When the suffix « हरू-» is affixed to a noun that can not be effective, it implies the idea of « and that sort of thing ». Thus the word "भात - rice" may be called "भातहरू - rice and anything else to eat"

It is also possible to add the suffix « -हरू » to proper names. In such a case, it implies the idea of "and his family."
Ex: "लामा - Lama" becomes **"लामाहरू** - Ranjit and all the other".

Regarding verbs, conjugation has endings evoking the plural nature of the action. For example, if the verb **"छ"** becomes **"छन्"** and **« हो »** becomes **« हुन् ».**

Also note that the words **« यो »** and **« त्यो »** become **« यी »** and **« ती »** in plural. Moreover, the adjectives never use the plural mark. Finally, the plural mark can be omitted if the name is accompanied by a number.

a. The singular number

b. A singular form of a word

Example:

12,3,

केटा, केटी

Split Infinitive

A split infinitive is an English-language grammatical construction in which a word or phrase, usually an adverb or adverbial phrase, comes between the marker to and the bare infinitive (uninflected) form of a verb.

Example:

To go nearby that mountain where nobody has gone before.जहाँ कोहि पनि पहिले गाको छैनन् त्यस हिमाल नजिक जानु।

Here, the adverb, nearby/नजिक splits the full infinitive "to go".

Subjunctive

Expressing a condition, a possibility or a hypothesis, is a verb mood typically used in subordinate clauses to express a wish.

Example:

निर्णय, मत, आवश्यकता,

Symbols & Non-Breaking Spaces

A symbol is something such as an object, picture, written word, sound, or particular mark that represents something else by association, resemblance, or convention. See some traffic signs

Example: ,

The non-breaking space is also known as a hard space or fixed space. In HTMLnon-breaking space is created by replacing the space with " ".

Example: -   शोधाको जी स्वयं इच्छिहरू

Syntax

In procedural text, which tells the user to perform certain actions in a certain number of steps, the order in which interface terms are to appear in the translation is usually top to bottom (for example, "menu," "command," "dialog box," "dialog box controls"). This order reflects the sequence in which the action needs to be performed, and it should be maintained unless there are technical reasons preventing it.

This convention is less important in normal body text, which is usually written in a more personal tone and less formal style, thus requiring the translator to be more creative.

English example	Nepali example
On the View menu, click Filter	(+) दृश्यमेनुमा, फिल्टर क्लिक गर्नुहोस्
On the Tools menu, click Internet Options, and click the Security tab	(+) उपकरण मेनुमा, इन्टरनेट विकल्पहरू क्लिक गर्नुहोस्, र सुरक्षा ट्याब क्लिक गर्नुहोस्

Syntax and register differ between Nepali and English in the following ways:

English: Subject Verb Object => I speak Nepali

Nepali: Subject Object Verb => I Nepali speak（म नेपाली बोल्छु）

English: Subject Verb Preposition Object =>I go to the school

Nepali: Subject Object Postposition Verb =>I school to go（म विद्यालय जान्छु）

Verbs

Be consistent in how you translate verbs in error messages. If it is grammatical to omit the predicate "be" in your language, you can omit it in error messages, but you should be consistent in your usage across all error messages. Be concise without changing the meaning of the source string.

English example	Nepali example	Explanation
The document is too large. Document too large.	(+) कागजात एकदमै लामो छ।	Be consistent in your usage of the verb "to be"
Access was denied. Access denied.	(+) पहुँच अस्विकृत गरियो।	In complete sentences, use verbs and the same tense as in the source string.
The file '%s' is an unknown graphics format.	(+) '%s' फाइल अज्ञात ग्राफिक्स ढाँचा हो।	Rephrase "is" with "have" if necessary to produce an appropriate translation.
The application may attempt to convert the graphic.	(+) अनुप्रयोगले ग्राफिकलाई रूपान्तरण गर्ने प्रयास गर्न सक्छ।	may + Verb can be rephrased as Verb + possibly
A problem occurred while trying to connect to the network share	(+) सञ्जाल साझा गर्न '%1!s!' मा जडान गर्ने प्रयास गरेको बेला समस्या	Shorten and rephrase if necessary to "A problem occurred while connecting to the network share

English example	Nepali example	Explanation
'%1!s!'.	देखापर्‍यो।	'%1!s!'
The following error occurred: '%1!s!' (error #%2!lx!)	(+) निम्न त्रुटि देखापर्‍यो: '%1!s!' (त्रुटि #%2!lx!)	Shorten this construction where possible, e.g. Error: '%1!s!' (error#%2!lx!).
An unknown error has occurred./No error occurred.	(+) अज्ञात त्रुटि देखापर्‍यो।/ (+) त्रुटि देखा परेन।	Shorten this construction where possible, e.g. Unknown error. / No error

Nepali verbs are words that convey action (bring, read, walk, run), or a state of being (exist, stand). In most languages a verb may agree with the person, gender, and/or number of some of its arguments, such as its subject, or object.

Example:

    I write   म लेख्छु

    I drive   म गाडी कुदाउँछु

    I love   म माया गर्छु

Continuous operations are usually expressed in English with a gerund, which should be translated into Nepali.If in English the heading begins with a gerund, try to use a nominalized form in Nepali.

Example:

English example	Nepali example
Sending a file	(+) फाइल पठाउँदैछ
Using Styles	(+) शैलीहरूको प्रयोग गरिँदैछ

Word Order

The Nepalilanguages SOV type "subject-object-verb" like many other languages (Japanese, Burmese, Basque, Pashto and Persian). The verb, even in a simple sentence, isat the end of a sentence. The sentence always starts with the subject followed by the objects (direct or indirect object, time or place adverb, etc. …). A sentence like "I'm learning Nepali language in Kathmandu" will be expressed this way **म नेपाली भाषा काठमाण्डुमा सिकिरहेको छु।** - Nepali - language - Kathmandu in - teach". This construction is more difficult to assimilate in sentences with two verbs or more.

Example:

Source	Nepali Word Order	Target
I am learning Nepali language.	(-) म सिकिरहेको छु नेपाली भाषा।	(+) म नेपाली भाषा सिकिरहेको छु।

Style and Tone Considerations

This section focuses on higher-level considerations for audience, style, tone, and voice.

Audience

Audience is the end user who uses the product.

Example:

1. Computer user
2. Electronic equipments user
3. Mobile user

Style

Writing style should be of respect.

Example:-कृपयाकम्प्युटरबन्दगर्नुहोस्।

Tone

The tone of the Nepali translation should mimic the tone of the source product, but should also be respectful. Any word forms that are specific to a particular dialect should be avoided.

Whenever there are commands being issued to the computer or the computer requests for actions from the user, personal tone of language is used as if in a one-to-one conversation.

Example: के तपाइँ कार्यक्रम बन्द गर्न चाहनुहुन्छ?

Voice

There are various ways of writing you in Nepali language:

Example:

तैँ:   Very information and sometimes derogatory.Also used to address juniors and younger people as well as very close friends.

तिमी:   Used for informal usage to address you.

तपाइँ:   Used for formal and respectable format

हजुर: Used for royal usage and very respectable

यहाँ:   Used for formal to mean third person.Normally used in formal correspondences and legal purposes.

To standardize our usage, we always use the formal and respectable usage of तपाइँ.

Example:

English	Translation
You are now connected to the Internet.	(+) तपाइँ हाल इन्टरनेटमा जडित हुनुहुन्छ।

Grammar Form:
Similarly, the verbs also have various usage patterns, for example:

गर: informal, unrespectable

गर्नुस्:   informal, respectable

गर्नुहोस्:   formal, respectable

गरिस्योस्:   informal, royal usage

गरिबक्स्योस्: formal, royal usage

We have standardized the usage of the grammar form in formal and respectable usage of all verbs.

English	Translation
You are now connected to the Internet.	(+) अब तपाइँ इन्टरनेटमा जडित हुनुहुन्छ।

Localization Guidelines

This section contains guidelines for localization into Nepali.

General Considerations

Localization is more than the process of simply translating a product for a specific international market. Localization includes the adaptation of the product to the language, standards, and cultural norms of a particular country or region, as well as the accommodation of the requirements and expectations of a specific target group. Language, gestures, images, symbols, values, and norms can vary significantly from one country or region to the next.

Abbreviations

The abbreviations are formed by taking the first letter of the word followed by full stop (.)They are also formed by taking the first letter or the first syllable of the word e.g. श्री .Is the abbreviated form of श्रीमान्

Common Abbreviations

You might need to abbreviate some words in the UI (mainly buttons or options names) due to lack of space. This can be done in the following ways:

This refers to all Home, Profile, People, Mail, etc., which should be consistently translated in the localized product

English	Nepali
Home	(+) गृह
Profile	(+) प्रोफाइल
People	(+) मान्छे
Mail	(+) पत्र

Some units of the International System of Units (usually these ones which are abbreviated as single capital letter) should be written in Latin, e.g. W (watt), V (volt), J (joule), Hz (hertz), kHz (kilohertz); other are written either in Latin or Hindi, e.g. *kg* as कि.ग्रा, *cm* as से.मी. , etc.

Temperature is always measured using Celsius scale. All other temperature scales (e.g. Fahrenheit) must be recalculated into Celsius in the localized products.

The standard way to display temperature is: **x°C** (x is the temperature, then goes the degree sign and then the capital Latin letter C, even in Nepali). Although in Nepali it may also be written as x°से (x is the temperature, then goes the degree sign and then से, the abbreviation in Nepali)

If the temperature is below zero, then the minus sign (–) is displayed before the temperature. However, if the temperature is equal or above zero, the plus sign (+) is optional and is rarely used, e.g. **–273°C, 0°C, 25°C**

<u>Information units</u>

Units of information are often abbreviated. Always use the following:

English	Nepali
KB	kB
MB	MB
bit	bit
bit/s	bit/s

The following table lists common Nepali expressions and their associated, acceptable abbreviations.

List of common abbreviations:

English example	Acceptable abbreviation
3-D	(+) त्रि-आयमिक
ACL	(+) एसीएल
API	(+) एपीआई
ASP	(+) एएसपी
AVI	(+) एभीआई
Bps	(+) बीपीएस
CD	(+) सीडी
CPU	(+) सीपीयू
CSS	(+) सीयसएस
DB	(+) डीबी

English example	Acceptable abbreviation
Digital ID	(+) डिजिटलआईडी
DLL	(+) डीएलएल
DPA	(+) डीपीए
DPI setting	(+) डीपीआईसेटिङ
DTD	(+) डीटीडी
EPS	(+) ईपीएस
FTP	(+) एफटीपी
GUID	(+) जीयूआईडी
HTML	(+) एचटीएमएल
HTTP	(+) एचटीटीपी
I/O	(+) आई/ओ(आगत/निर्गत)
ICM	(+) आईसीएम
IIS	(+) आईआईएस
IME	(+) आईएमई
IP	(+) आईपी
ISP	(+) आईएसपी
KB	(+) केबी
LIS	(+) एलआईएस

English example	Acceptable abbreviation
MB	(+) एमबी
OCR	(+) ओसिआर
OEM	(+) ओईएम
PCD	(+) पीसीडी
PCX	(+) पीसीएक्स
RGB	(+) आरजीबी
SQL	(+) एसक्यूएल
Tablet-PC	(+) ट्याबलेट-पिसी
TCP	(+) टीसीपी
TCP/IP	(+) टीसीपी/आईपी
URN	(+) यूआरएन
VBA	(+) भीबीए
WSS	(+) डब्लुएसएस
XML	(+) एक्सएमएल
XSL	(+) एक्सएसएल

Additional guidelines:

- Use a non-breaking space (CTRL+SHIFT+SPACEBAR) in any abbreviation.
- If non-breaking spaces cannot be used (in Help files, for example) it is also acceptable to write these abbreviations without a space to avoid having one letter move to the beginning of the next line.
- There are some words which are defined by the Nepali Sabdakosh for abbreviations. So, user should follow the same.

Accessibility

Microsoft provides people with disabilities (single-handed or with hearing or motion disabilities) with more accessible products and services. These may not be available in Nepali. Please check with your Microsoft contact and remove these references from Nepali text if necessary.

Acronyms

English example	Acceptable abbreviation	Nepali example
for example	e.g.	(+) उदाहरण
Versus	Vs.	(+) विरुद्ध

Acronyms are words made up of the initial letters of major parts of a compound term. Some well-known examples are WYSIWYG (What You See Is What You Get), OLE (Object Linking and Embedding), or RAM (Random Access Memory).

The term acronym refers to words that are made up of the initial letters of the major parts of a compound term if they are pronounced as a new word. Some well-known examples of acronyms are WYSIWYG (What You See Is What You Get), OLE (Object Linking and Embedding), or RAM (Random Access Memory).

Guidelines on the use of acronyms in Nepali

Since there are no capitalization rules in Nepali language, the writing system differentiates between the abbreviation and acronyms of names and organizations.For example, Graphical User Interface, whose initials are GUI and is pronounced as an acronym 'gooey', hence it is transliterated into Nepali as गुई and not written as जियुआई.Sometimes this rule can get confusing to the translators who are not fully conversant in the English pronunciations of the acronyms and are used to pronouncing each character separately, which is true in this example in Nepal.

Localized Acronyms

These are the only localized acronyms terms in Nepali. As we can see the word Data, Access, and Objects translation can be found in the Nepali Glossary.

1. (+) लगत पहुँच गर्ने वस्तुहरु (Data Access Objects, DAO)
2. (+) ActiveX-लगत वस्तुहरु (ActiveX Data Objects, ADO)

Unlocalized Acronyms

There is no any such rule defined for unlocalized acronyms. These are remain unlocalized because mostly users are found used to with below mentioned acronyms. So, they are only transliterated for user friendly.

List of common acronyms:

ASCII	(+) आस्की
CD-ROM	(+) सिडि-रोम
DOS	(+) डस
LAN	(+) ल्यान
Lum	(+) ल्युम
MAN	(+) म्यान
MAPI	(+) म्यापी
OLAP	(+) ओल्याप
OLE	(+) ओले

RAM	(+) र्‍याम
RAS	(+) रास
UCEP	(+) युसेप
UNESCO	(+) युनेस्को
UNICEF	(+) युनिसेफ
UNICODE	(+) युनिकोड
WAN	(+) वान
WYSIWYG	(+) वाइजिविग
ZIP CODE	(+) जिपकोड

Caution: Do not include a generic term after an acronym or abbreviation if one of the letters in the acronym stands for that term. Even though this might occur in the US-English version, it should be "corrected" in the localized version. The following examples show the redundancy in red for English terms.

- o (-) RPC call
- o (-) HTML language
- o (-) TCP/IP-Protocol
- o (-) PIN Number

Applications, Products, and Features

Application/product names are often trademarked or may be trademarked in the future and are therefore rarely translated. Occasionally, feature names are trademarked, too (e.g. IntelliSense™). Before translating any application, product, or feature name, please verify that it is in fact translatable and not protected in any way.

General Information for Nepali:

- Version numbers always contain a period (e.g. Version 5.3).

Example:

You are using Microsoft Expression Web 6.2

(+) तपाईँले Microsoft Expression Web 6.2 प्रयोग गर्दै हुनुहुन्छ।

- A frequent location of product, feature and component names are the so-called version strings as they appear in the software.

Version strings that contain copyright information should always be translated.

Example:

Copyright © 2001-2007 Microsoft Corporation. All Rights Reserved.

(+)Copyright © 2001-2007 Microsoft Corporation. सर्वाधिकार सुरक्षित गरिएको छ।

- Version strings containing feature names that are trademarked should not be translated.

Frequent Errors

Product names should not be localized.

Example: The Microsoft Feedback Tool is unable to send feedback. Microsoft फिडब्याकउपकरणफिडब्याकपठाउनअक्षम।

Glossaries

You can find the translations of terms and UI elements of Microsoft products at Microsoft Language Portal (http://www.microsoft.com/Language/en-US/Default.aspx).

Fictitious Information

Fictitious content is legally sensitive material and as such cannot be handled as a pure terminology or localization issue. Below is some basic information and contact points when dealing with fictitious content:

Vendors and Localizers are not allowed to create their own fictitious names. You must either use the source names or use the list of legally approved names.

Please contact your product team representative for further information on how to deal with fictitious companies, names, addresses, email addresses, phone numbers, etc. in your product. For technical products, you may also check with the product team representative whether localized fictitious content is required or not (e.g. Visual Studio).

Recurring Patterns

This section does not apply to Nepali.

Standardized Translations

- Syntax
- Verbs
- Style and Tone Considerations
- Word Order
- Applications, Products, and Features
- Frequent Errors
- Messages
- Error Messages
- Titles

There are a number of standardized translations mentioned in all sections of this Style Guide. In order to find them more easily, the most relevant topics and sections are compiled here for you reference.

Unlocalized Items

Trademarked names and the name Microsoft Corporation shouldn't be localized.A list of Microsoft trademarks is available for your reference at the following location: http://www.microsoft.com/trademarks/t-mark/names.htm.

Words	Comments
.Net logo	
Access	database software
Active Accessibility	programming interfaces tools
Active Desktop	interface item
Active Directory	directory service
ActiveMovie	application programming interface
ActiveStore	retail technology architecture
ActiveSync	Technology
ActiveX	technologies, platform, controls, scripting, server framework
Advisor FYI	personalized financial guidance
Aero	desktop experience
Age of Empires	video game
Age of Mythology	video game
Amalga	software for healthcare
Ask for Genuine Microsoft Software	computer software
Authenticode	Technology
AutoRoute	road atlas
AutoRoute Express	road atlas
AutoRoute Plus	professional road atlas
Azurik	video game
Bankshot Billiards	video game
BattleTech	game universe
BitLocker	drive encryption
Bizspark	Technology
BizTalk	Server
Blinx	video game
Blood Wake	video game
Blue Dragon	video game

Bookdings	Font
Brute Force	video game
BugLight	IT pro technology
Calibri	Font
Cambria	Font
Candara	Font
Carbonated Games	video games
Cariadings	Font
ClearType	display technology
Consolas	Font
Constantia	Font
Convection	Font
Convergence	Conference
Corbel	Font
Cortana	action figure
Crackdown	video game
Crimson Skies	video game
DataTips	pop-up information
DaunPenh	Font
Dexterity	Software
Digital Anvil	video games
Direct3D	application programming interface
DirectAnimation	application programming interface
DirectBand	wireless technology
DirectDraw	application programming interface
DirectInput	application programming interface
DirectMusic	application programming interface
DirectPlay	application programming interface
DirectShow	application programming interface
DirectSound	application programming interface
DirectX	application programming interface
DreamSpark	Technology
DreamScene	visualization technology
Drivatar	AI technology
Encarta	multimedia encyclopedia/online

	encyclopedia
Encarta logo (graphic only)	
Ensemble Studios	Games
Entourage	e-mail and personal information manager
ESP	visual simulation platform
Excel	spreadsheet software
Exhibition	demo disc
Expression	design software
Expression Blend	design software
FASA Studio	video games
Finty Flush	video game
FlexGo	prepaid and subscription technology
Fluent	user interface
Forefront	client security
Forza Motorsport	video game
Fox head logo	
Freelancer	video game
Fringer	video game
FRx	Software
Fuzion Frenzy	video game
GameSpring	subscription service
Game with Fame	Event
Genuine Advantage Logo	
Georgia	Font
Gisha	Font
Great Plains	Software
Groove	Software
Habu	gaming mouse
Halo	video game
Halo logo	
Halo Wars	video game
Halo 2 logo	

HDCD	audio enhancement technology
HDCD logo	
HealthVault	healthcare website technology
HealthVault logo	
Hexic	video game
High Road to Revenge	video game
Hotmail	web-based e-mail service
HotStart	Technology
Hyper-V	Technology
Imagine Cup logo	
Infinite Undiscovery	video game
InfoPath	information-gathering program
Inkseine	computer search engine software
IntelliMirror	management technologies
IntelliMorph	Software
IntelliMouse	pointing device
IntelliSense	Technology
IntelliShrink	text compression system
Internet Explorer	internet browser
IskoolaPota	Font
It's Mr. Pants	video game
Jawbreaker	video game
Jscript	development software
Kung Fu Chaos	video game
Laser Technology logo	
LifeChat	Headset
LineDrive	mapping feature
Lionhead	video game
Lionhead logo	
Lips	video game
Live Mesh logo	
Lost Odyssey	video game
MapPoint	business mapping software
Marine Mania	video game

Master Chief	action figure
Maximum Chase	video game
MechAssault	video game
MechCommander	video game
MechWarrior	video game
Mediaroom	multimedia software platform
Mediaroom logo	
MedVault	computer software for medical database/storage
Microsoft	Software
Microsoft Auto logo	
Microsoft Digital by Choice logo	
Microsoft Dynamics	business software
Microsoft Dynamics logo	
Microsoft eMbedded Visual Tools logo	
Microsoft Game Studios logo	
Microsoft Internet Explorer logo (graphic only)	
Microsoft .NET Connected logo	
Microsoft Points logo	
Microsoft Press	Books
Microsoft Surface	software and touch computing platform
Microsoft Surface logo	
Midtown Madness	video game
Monster Truck Madness	video game
MorphX	Software
Motocross Madness	video game
Mozaki	video game
MS	computer software
MS-DOS	operating system
MSDN	developer program
MSN	network of Internet services
MSN logo (butterfly)	

MultiPoint	Technology
Natural	keyboard
	mouse
Navision	Software
NavReady	Software
Nina	Font
Ninety-Nine Nights	video game
Office logo (puzzle design)	
Office logo	
OneCare	computer protection and
	maintenance software and services
OneCare logo	
OneNote	note-taking program
OpenType	font technology
Optical Technology logo	
OptiMatch	game matchmaking system
Outlook	messaging and collaboration client
Outlook Launch Icon (2007)	
OutSmart	online game
Passport logo	
People Ready	business software
Perfect Dark Zero	video game
PerformancePoint	business intelligence software
PGR	video game
Phantom Dust	video game
Photosynth	Technology
Photosynth logo	
PinPoint	online business marketplace
PivotChart	dynamic views
PivotTable	dynamic views
PlayFX	suite of audio enhancement
	technologies
PlayReady	content access technology
PlaysForSure logo	interoperability and compatibility
	logo

Popfly	Technology
PowerPoint	presentation graphics program
PowerPointLaunch Icon (2007)	
ProClarity	business analysis software
Project Gotham Racing	video game
Quantum Redshift	video game
Rally	device connectivity service
Rare	video game
Rare logo	
Reader logo	
ReadyBoost	Technology
ReadyDrive	Technology
Reclusa	gaming keyboard
Response Point	phone system software
Response Point logo	
Rise of Legends	video game
Rise of Nations	video game
Rise of Perathia	video game
RoundTable	communications and archival system
RP Stylized	computer hardware/software for voice over IP services
Sabre Wulf	video game
SeaDragon	Technology
Security Shield logo	
Segoe	Font
Shadowrun	video game
SharePoint	team services portal server services
ShapeSheet	shape extensibility
SideGuide	wi-fi access service
SideShow	Technology
SideShow logo	

SideWinder	joystick
	game pad
	computer mice
	keyboard
SideWinder logo	
Silverlight	browser plug-in
	browser plug-in development tool
Silverlight logo	
SkyDrive	storage technology
SmartArt	Graphics
Smarter Hospitality	technology architecture
Smarter Retailing	retail technology architecture
SmartShapes	Symbols
Sneakers	video game
SoftGrid	Technology
Softricity	Technology
Software Jukebox logo	
Songsmith	Software
Spaces logo	
Spaces for our World	social causes program
SportsLounge	streaming technology
Starlancer	video game
Starts Here	multimedia training series
SteadyState	technology for multiple computers
Sudeki	video game
SuperFetch	memory management technology
SQL Server	database software
Tahoma	Font
Tao Feng	video game
Terminal Services RemoteApp	network software
The Age of Kings	video game
The Code Room	entertainment services
The Hive and Design	
The Time Sweeper	video game
TrueSkill	matchmaking ranking

Turn 10	video games
Ultimate Play the Game logo	
Verdana	Font
Virtual Earth	mapping software
Visio	drawing and diagramming software
Visual Basic	development system
Visual C++	development system
Visual C#	development tool
Visual FoxPro	database development system
Visual InterDev	web development system
Visual J++	development system, development system for the Java language
Visual J#	development tool
Visual SourceSafe	version control system, version control software
Visual Studio	development system
Visual Studio logo (graphic only)	
Viva Piñata	video game
Voodoo Vince	video game
Webdings	Font
Whacked!	video game
Win32	application programming interface
Windows	operating system
Windows Calendar icon	
Windows Cardspace	identity selector
Windows Contacts icon	
Windows DVD Maker icon	
Windows Flare logo	
Windows Game icon	
Windows Live	network of internet services
Windows Live Call Button logo	
Windows Live Messenger icon (single)	
Windows Live Messenger icon (double)	

Windows Live OneCare logo	
Windows logo (aka the flag logo, graphic only)	
Windows logo (the 2002 edition)	
Windows Mail icon	
Windows Marketplace icon	
Windows Media	technologies, player
Windows Media Player Icon	
Windows Meeting Space Icon	
Windows Mobile	Software
Windows Movie Maker Icon	
Windows NT	operating system
Windows Photo Gallery Icon	
Windows PowerShell	command line interface
Windows Server	operating system
Windows Server System	integrated server software
Windows Sidebar Icon	
Windows start button	
Windows Start logo (design)	
Windows Update Icon	
Windows Vista	operating system
WinFX	application programming interface
Wingdings	Font
Word Launch Icon (2007)	
WMV/HD logo	
Xbox	video game system
Xbox 360	video game and entertainment system
Xbox Authentic Product logo	
Xbox LIVE	online game service
Xbox LIVE logo	
Xbox "Ring of Light" logo	
Xbox "Sphere" logo	
Xbox "X" logo	
XL design (aka the "Microsoft	

Excel logo")	
XNA	development platform
XNA logo	
xRank	search feature
Your Potential. Our Passion.	
Zoo Tycoon	video game
Zune	digital media player
Zune logo	

Using the Word Microsoft

In English, it is prohibited to use MS as an abbreviation for Microsoft.

In Nepali, 'Microsoft' is used as it is in English as "Microsoft".

Example: **Microsoft** फिडब्याकउपकरणफिडब्याकपठाउनअक्षम छ।

Software Considerations

This section refers to all menus, menu items, commands, buttons, check boxes, etc., which should be consistently translated in the localized product.

Refer to http://msdn.microsoft.com/library/aa511258.aspx for a detailed explanation of the Windows user interface guidelines (English).

User Interface

This refers to all menus, menu items, commands, buttons, check boxes, etc., which should be consistently translated in the localized product.These all are explained below :
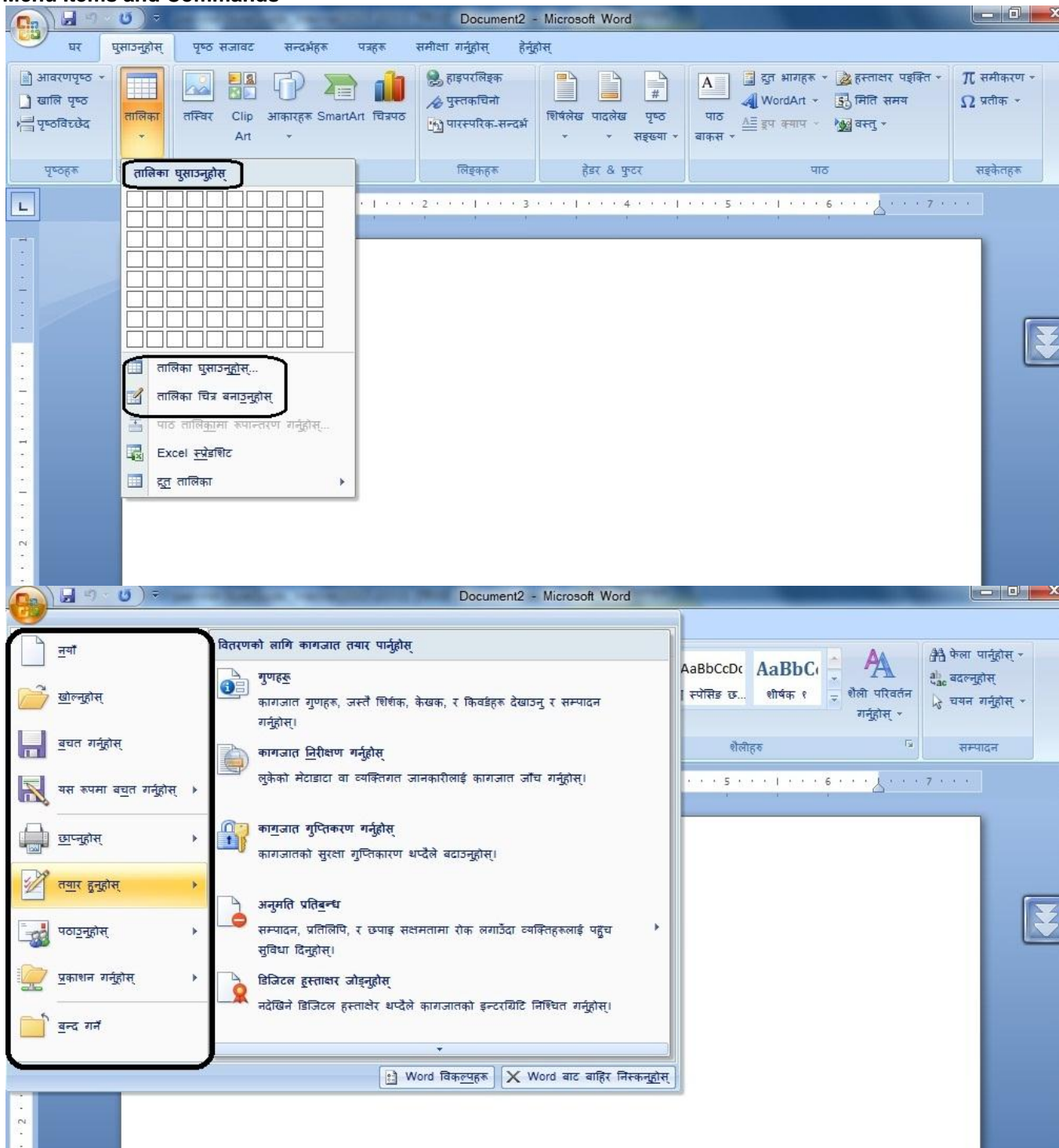
Main Menus

Main menus are the menus that appear at the top of the user interface. Main menus typically include File, Edit, View, Insert, Format, Tools, Table, Window, Help etc.

Here in all the translations nouns and verbs have been used. Wherever noun and verb forms cannot be used adjectives can be made use of.

Menu Items and Commands

Static text

अनुसन्धान ▼ ✕

यसको लागि खोज्नुहोस्:

[   ] ➡

अनुवाद ▾

◷ पछाडि ▾   ◶ ▾

⊟ अनुवाद

शब्द वा वाक्य अनुवाद गर्नुहोस्।

देखि

अंग्रेजी (अमेरिकी) ▾

लाई

फ्रेन्च (फ्रान्स) ▾

सबै कागजात अनुवाद गर्नुहोस्।

➡

अनुवाद विकल्पहरू...

कुनै परिणाम भेटाएको छैन।

📖 अनुसन्धान विकल्पहरू

Dialog Box Titles

फेला पार्नुहोस् र बदल्नुहोस्

| फेला पार्नुहोस् | बदल्नुहोस् | यसमा जानुहोस् |

के फेला पार्ने:

थप >>   ह्याइलाइट गर्ने ▼   यसमा खोज्नुहोस् ▼   अर्को फेला पार्नुहोस्   रद गर्नुहोस्
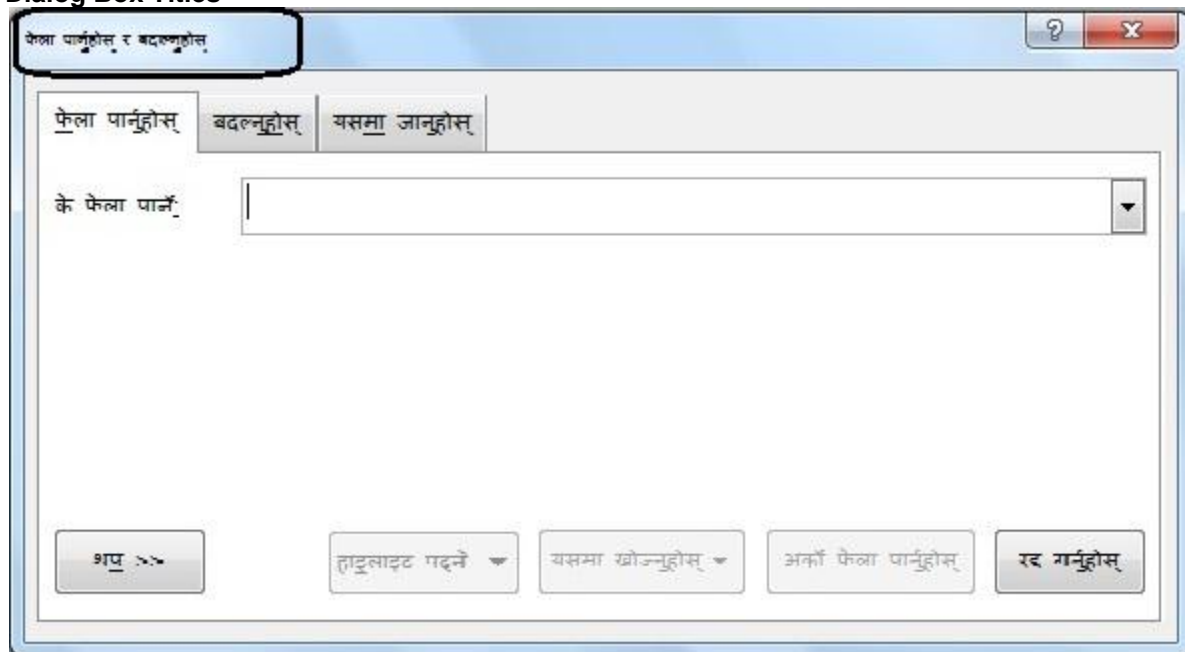
Group Box Titles

Microsoft Office कार्यक्रमहरूमा हिज्जे जाँच गर्दा

☑ ठूला अक्षरका शब्दहरू बेवास्ता गर्नुहोस्

☑ संङ्ख्याहरू समावेश गरेका शब्दहरूलाई बेवास्ता गर्नुहोस्

☑ इन्टरनेट र फाइल ठेगानाहरू बेवास्ता गर्नुहोस्

☑ झण्डा दोहोरीएका शब्दहरू

☐ फ्रान्सेली बलाघात गरिएको ठूला अक्षर लागू गर्नुहोस्

☐ मुख्य शब्दकोषबाट मात्र सुझाव दिनुहोस्

अनुकूलन शब्दकोशहरू...

फ्रेन्च मोडहरू: परम्परागत र नयाँ हिज्जेहरू ▼
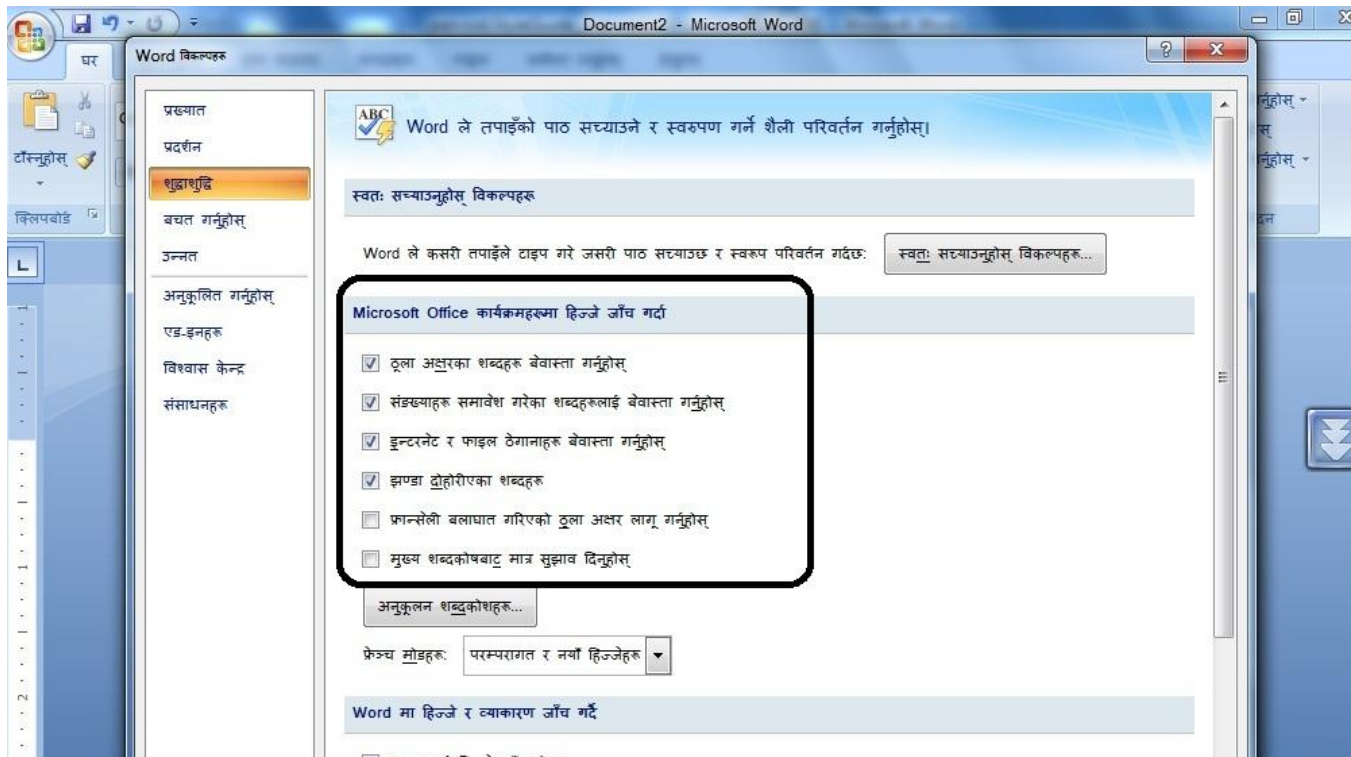
73

Check boxes

Buttons

Dialog Box Tabs

Lists Boxes/Tables

Example:

Source	Translation
New	(+) नयाँ
Open	(+) खोल्नुहोस्
Save	(+) बचत गर्नुहोस्
Save as	(+) यस रुपमा बचत गर्नुहोस्
Print	(+) छाप्नुहोस्
Prepare	(+) तयार गर्नुहोस्
Send	(+) पठाउनुहोस्
Publish	(+) प्रकाशित गर्नुहोस्
Close	(+) बन्द गर्नुहोस्
Copy	(+) प्रतिलिपि बनाउनुहोस्
Paste	(+) टाँस्नुहोस्
Insert	(+) घुसाउनुहोस्
Table	(+) तालिका
View	(+) दृश्य
Reference	(+) सन्दर्भ
Find	(+) खोज्नुहोस्

Source	Translation
full screen	(+) पूर्ण स्क्रिन

Messages

While localizing the messages the tone should be formal and easy to understand.

Example:

If you click download, you will be redirected to another page.

(+) यदि तपाईँले डाउनलोड क्लिक गर्नुभयो भने तपाईँलाई अर्को ,पृष्ठमा पुनः दिशानिर्देशन गरिन्छ।

Status Messages

What is a Status Bar Message?

A status bar message is an informational message about the active document or a selected command as well as about any active or selected interface item. Messages are shown in the status bar at the bottom of the window when the user has chosen a menu, a command or any other item, or has started a function. The status bar messages refer to actions being performed or already complete (for example in Outlook below).
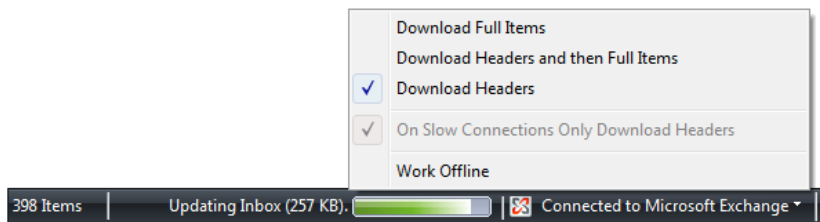
Nepali Style in Status bar Messages

In English, the status bar messages have different forms dependent on the information they must convey. In *Nepali,* menu and commands status bar messages should follow the format below.

Name	NepaliName	Category	English Status Bar message	Nepali Status Bar message
Edit	(+) सम्पादन गर्नुहोस्	Menu	Contains editing commands	(+) सम्पादन गर्ने आदेशहरू समावेश गर्दछ
Copy to Folder…	(+) फोल्डरमा प्रतिलिपि बनाउनुहोस्	Menu	Copies the selected items to a new location	(+) चयन गरिएका वस्तुहरूको नयाँ स्थानमा

				प्रतिलिपि बनाइन्छ
New	(+) नयाँ	Command	Creates a new document	(+) नयाँ कागजातको सिर्जना गर्छ
			Make object visible?	(+) वस्तु देखिने बनाउने?
			Word is converting the document. Press Esc to stop.	(+) Word ले कागजातलाई रूपान्तरण गर्दैछ। रोक्नको लागि रद्द थिच्नुहोस्।
			Datasheet View	(+) लगतपाना दृश्य
Active	(+) सक्रिय हुनु	Command	Done	(+) भयो

**The importance of standardization**

In the US product you can often find messages that are phrased differently even though they have the same meaning. Try to avoid this in the localized Nepali version. Use one standard translation as in the examples below:

English term	Correct Nepali translation
Press F1 to get Help If you want Help press F1 To get Help press F1	(+) मदत प्राप्त गर्न F1 थिच्नुहोस्
Not enough memory Insufficient memory There is not enough memory	(+) पर्याप्त स्मरण छैन
Save changes to %1? Do you want to save changes to %1?	(+)%1 मा परिवर्तनहरू बचत गर्नुहुन्छ?

Error Messages

What Is An Error Message?

Here is an example:
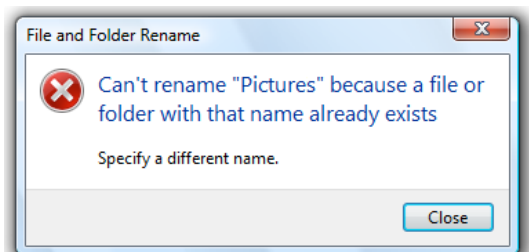
Error messages are messages sent by the system or a program, informing the user that there is an error that must be corrected in order for the program to keep running. For example, the messages can prompt the user to take an action or inform the user of an error that requires rebooting the computer.

Nepali Style in Error Messages

It is important to use consistent terminology and language style in the localized error messages, and not just translate as they appear in the US product.

In Nepali, The sentences can be formed by placing the negative marker after the main verb or even by placing the adjective (describing the negative quality) before the verb.

Standard Phrases in Error Messages

When translating standard phrases, standardize. Note that sometimes the US uses different forms to express the same thing.

Examples:

English	Translation	Example	Comment
Cannot … Could not …	(+) …गर्न सक्दैन् (+) …गर्न सकिएन	File cannot be found File could not be found	
Failed to … Failure of …	(+)...गर्न असफल (+)...को असफलता	Failed to connect Failure of connect	
Cannot find … Could not find … Unable to find … Unable to locate …	(+)...फेला पार्न सकेन (+)...फेला पार्न सकिएन (+)...फेला पार्न अक्षम (+)...पत्त लगाउन अक्षम	Cannot find driver software Could not find driver software	
Not enough memory Insufficient memory There is not enough memory There is not enough memory available	(+) पर्याप्त स्मरण छैन (+) अपर्याप्त स्मरण (+) त्यहाँ पर्याप्त स्मरण छैन	No sufficient memory on disk Not enough memory on disk No enough memory is available on disk	
... is not available ... is unavailable	(+)...उपलब्ध छैन	enough space is not available … enough space is unavailable	

Error Messages Containing Placeholders

When localizing error messages containing placeholders, try to find out what will replace the placeholder. This is necessary for the sentence to be grammatically correct when the placeholder is replaced with a word or phrase.Note that the letters used in placeholders convey a specific meaning, see examples below:

%d, %ld, %u, and %lu means <number>

%c means <letter>

%s means <string>

Examples of error messages containing placeholders:

"Checking Web %1!d! of %2!d!" means "Checking Web <number> of <number>".

"INI file "%1!-.200s!" section" means "INI file "<string>" section".

When localizing error messages containing placeholders, try to find out what will replace the placeholder. This is necessary for the sentence to be grammatically correct when the placeholder is replaced with a word or phrase.Note that the letters used in placeholders convey a specific meaning, see examples below:

%d, %ld, %u, and %lu means <number>

%c means <letter>

%s means <string>

Examples of error messages containing placeholders:

"Checking Web %1!d! of %2!d!" means "Checking Web <number> of <number>".

"INI file "%1!-.200s!" section" means "INI file "<string>" section".

If your language has agreement between adjectives and nouns, and the noun is a placeholder, it can be important to know what exact string will be in the placeholder, so that a preceding adjective can be inflected

accordingly. The wording of most source strings has already been adjusted to avoid such localization issues and a syntactic construction has been chosen in which a placeholder is not modified by an adjective. However, be mindful of such issues when localizing software. In some languages there is also agreement between a noun subject and the verb.If your language has syntactic agreement, try to reword the translation to avoid a potentially ungrammatical sentence.

Example:

English example	Message User will see	Nepali example
Replace invalid %s?	Replace invalid data? Replace invalid file?	(+) अवैध%sलगत बद्लनुहोस्?
%s already exists	File already exists Name already exists	(+) %s पहिले नै अवस्थित छ

English example	Message User will see	Nepali example
%s is now set as your personal contact.	Regina is now set as your personal contact Mr. Kim is now set as your personal contact	(+) %s अब रेजिना तपाइँको व्यक्तिगत सम्पर्कको रूपमा सेट गरियो।
%s stopped working and was closed	The application stopped working and was closed The program stopped working and was closed	(+) %s काम गर्न रोकियो र बन्द गरियो।

Keys

The *keyboard* is the primary input device used for text input in Microsoft Windows. For accessibility and efficiency, most actions can be performed using the keyboard as well. While working with Microsoft software, you use keys, key combinations and key sequences.

In English, References to key names, like arrow keys, function keys and numeric keys, appear in normal text (not in small caps).
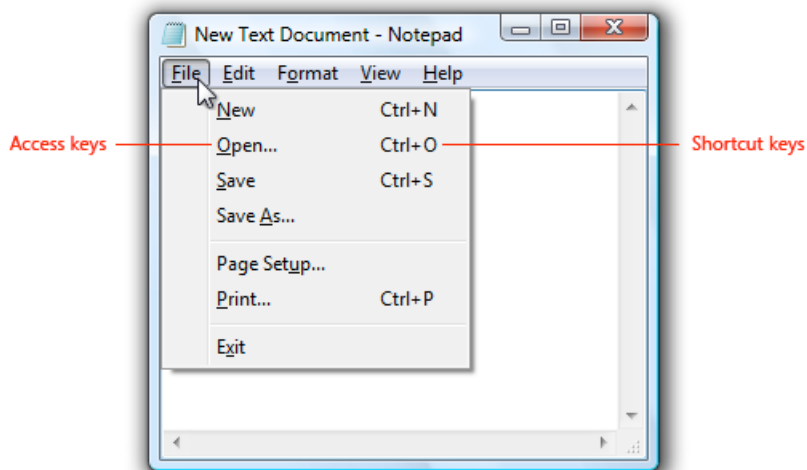
Example:
ALT
CTRL
END
ENTER
ESC
HOME
INS
NUMPAD ENTER
NUM LOCK
BACKSPACE
BREAK
CAPS LOCK
CLEARALT
CTRL
END
ENTER
ESC

HOME

INS

NUMPAD ENTER

NUM LOCK

BACKSPACE

BREAK

CAPS LOCK

CLEAR

ALT

CTRL

END

ENTER

ESC

HOME

INS

NUMPAD ENTER

NUM LOCK
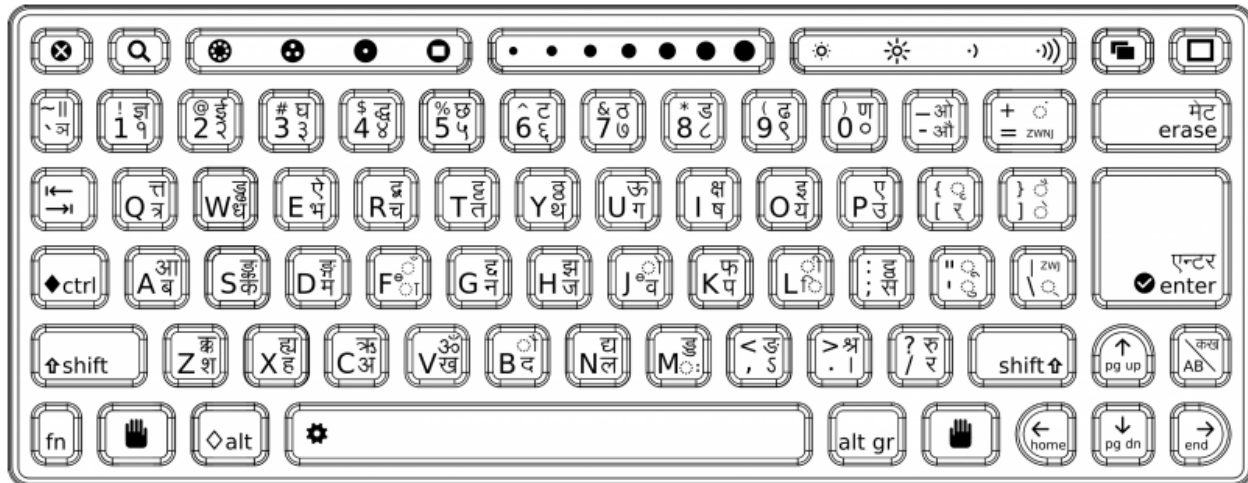
BACKSPACE

BREAK

CAPS LOCK

CLEAR

Names of the keys appearing on keyboard should not be translated.

Access Keys/Hot keys

Nepali is spoken in Nepal, Bhutan and parts of India. Nepali uses Devanagari script but the keyboard layout is very different from the InScript Hindi Keyboard.

The keyboard layout is as follows (OLPC keyboard)

Suggestion:

Not to localize.

Transliteration Softwares are the most preferred options of input. Also the onscreen Nepali keyboards and phonetic softwares are used by the local companies for input.

The number of end users who use physical keyboards "seem" to be quite less. Nepali physical keyboards are available but not popular enough in the region.

Sometimes, there are underlined or highlighted letters in menu options, commands or dialog boxes. These letters refer to access keys (also known as hot keys) that allow you to run commands, perform tasks, etc. more quickly.

Hot Key Special Options	Usage: Is It Allowed?	Notes
"Slim characters", such as I, l, t, r, f can be used as hot key	Yes	But Nepali characters cannot be termed as 'slim' compared to the Roman ones
Characters with downstrokes, such as g, j, y, p and q can be used as hotkeys	No	Nepali characters are written necessarily with a line on their head.
Extended characters can be used as hotkeys	No	Nepali conjuncts which are combinations of two consonants cannot be used as hot keys.
An additional letter, appearing between brackets after item name, can be used as hotkeys	No	Such additional letters, cannot be used as hot keys.
A number, appearing between brackets after item name, can be used as hotkey	Yes	Yes, it can be allowed.
A punctuation sign, appearing between brackets after item name, can be used as hotkey	No	Punctuation marks are not required to be used as hot keys as there are many clear and simple letters which can be used.
Duplicate hotkeys are allowed when no other character is available	Yes	It can be allowed.

No hotkey is assigned when no more characters are available (minor options only)	No	No, it can not be assigned.

Arrow Keys

The arrow keys move input focus among the controls within a group. Pressing the right arrow key moves input focus to the next control in tab order, whereas pressing the left arrow moves input focus to the previous control. Home, End, Up, and Down also have their expected behavior within a group. Users can't navigate out of a control group using arrow keys.

The users shold use the arrow keys to move left, right, up, down of paragrapshs and sentences. The users should also use the arrow keys to select paragraps.

Numeric Keypad

It is recommended that you avoid distinguishing numeric keypad keys from the other keys, unless it is required by a given application. In case which keys to be pressed is not obvious, provide necessary explanations.

It is not applicable for Nepali. e.g.: Inscript- it is applicable for Nepali, but for webdunia keyboard it is not applicable.

With the help of numeri keypad the users can easily enter numbers. Keys commonly used during calculation can be found in here. For entering and deleting entered characters the DEL and ENTER key can also be found here.

Shortcut Keys

Shortcutkeys are keystrokes or combinations of keystrokesused to performdefinedfunctions in a software application. Shortcut keys replace menu commands and they are sometimes given next to the command they represent. In opposition to the access keys, which can be used only when available on the screen, shortcut keys can be used even when they are not accessible on the screen.

Standard Shortcut Keys

US Command	US English Shortcut Key	Nepali Command	Nepali Shortcut key
General Windows Shortcut keys			
Help window	F1	मद्दत सन्ड्याल	F1
Context-sensitive Help	Shift+F1	सन्दर्भ-संवेदनशिल मद्दत	Shift+F1

Display pop-up menu	Shift+F10	पप-अप मेनु प्रदर्शन गर्नुहोस्	Shift+F10
Cancel	Esc	रद्द गर्नुहोस्	Esc
Activate\Deactivate menu bar mode	F10	मेनुपट्टि मोड सक्रिय वा असक्रिय गर्नुहोस्	F10
Switch to the next primary application	Alt+Tab	अर्को प्राथमिक अनुप्रयोगमा जानुहोस्	Alt+Tab
Display next window	Alt+Esc	अर्को सन्ध्याल प्रदर्शन गर्नुहोस्	Alt+Esc
Display pop-up menu for the window	Alt+Spacebar	पप-अप मेनु प्रदर्शन गर्नुहोस्	Alt+Spacebar
Display pop-up menu for the active child window	Alt+-	सक्रिय बालक सन्ध्यालको लागि पप-अप मेनु प्रदर्शन गर्नुहोस्	Alt+-
Display property sheet for current selection	Alt+Enter	होलको चयनको लागि गुण पाना प्रदर्शन गर्नुहोस्	Alt+Enter
Close active application window	Alt+F4	सक्रिय अनुप्रयोग सन्ध्याल बन्द गर्नुहोस्	Alt+F4
Switch to next window within (modeless-compliant) application	Alt+F6	अनुप्रयोग भित्र अर्को सन्ध्यालमा जानुहोस्	Alt+F6
Capture active window image to the Clipboard	Alt+PrntScrn	सक्रिय सन्ध्यालको छवि क्लिपबोर्डमा समात्नुहोस्	Alt+PrntScrn
Capture desktop image to the Clipboard	PrntScrn	डेस्कटपको छवि क्लिपबोर्डमा समात्नुहोस्	PrntScrn
Access Start button in taskbar	Ctrl+Esc	कार्यपट्टिमा सुरू बटन पहुँच गर्नुहोस्	Ctrl+Esc
Display next child	Ctrl+F6	अर्को बालक सन्ध्याल प्रदर्शन गर्नुहोस्	Ctrl+F6

window			
Display next tabbed pane	Ctrl+Tab	अर्को ट्याब गरिएका फलक प्रदर्शन गर्नुहोस्	Ctrl+Tab
Launch Task Manager and system initialization	Ctrl+Shift+Esc	कार्य व्यवस्थापक र प्रणाली सुरूवात जारी गर्नुहोस्	Ctrl+Shift+Esc
File Menu			
File New	Ctrl+N	नयाँ फाइल	Ctrl+N
File Open	Ctrl+O	फाइल खोल्नुहोस्	Ctrl+O
File Close	Ctrl+F4	फाइलबन्द गर्नुहोस्	Ctrl+F4
File Save	Ctrl+S	फाइल बचत गर्नुहोस्	Ctrl+S
File Save as	F12	यस रूपमा फाइल बचत गर्नुहोस्	F12
File Print Preview	Ctrl+F2	छाप्रे फाइल पूर्वावलोकन गर्नुहोस्	Ctrl+F2
File Print	Ctrl+P	फाइलछाप्नुहोस्	Ctrl+P
File Exit	Alt+F4	फाइलबाट निस्कनुहोस्	Alt+F4
Edit Menu			
Edit Undo	Ctrl+Z	सम्पादन पूर्वस्थितिमाफर्काउनुहोस्	Ctrl+Z
Edit Repeat	Ctrl+Y	दीहऱ्याएको सम्पादन गर्नुहोस्	Ctrl+Y
Edit Cut	Ctrl+X	काँट्नुहोस् सम्पादन गर्नुहोस्	Ctrl+X
Edit Copy	Ctrl+C	प्रतिलिपि बनाउनुहोस् सम्पादन गर्नुहोस्	Ctrl+C
Edit Paste	Ctrl+V	टाँस्नुहोस् सम्पादन गर्नुहोस्	Ctrl+V

Edit Delete	Ctrl+Backspace	मेट्नुहोस् सम्पादन गर्नुहोस्	Ctrl+Backspace
Edit Select All	Ctrl+A	सबै चयन गर्नुहोस् सम्पादन गर्नुहोस्	Ctrl+A
Edit Find	Ctrl+F	फेला पार्नुहोस् सम्पादन गर्नुहोस्	Ctrl+F
Edit Replace	Ctrl+H	बद्लानुहोस् सम्पादन गर्नुहोस्	Ctrl+H
Edit Go To	Ctrl+B	मा जानुहोस् सम्पादन गर्नुहोस्	Ctrl+B
Help Menu			
Help	F1	मद्दत	F1
Font Format			
Italic	Ctrl+I	छड्के	Ctrl+I
Bold	Ctrl+G	बाक्लो	Ctrl+G
Underlined\Word underline	Ctrl+U	कच गर्नुहोस्\शब्द कच गर्नुहोस्	Ctrl+U
Large caps	Ctrl+Shift+A	n/a	Ctrl+Shift+A
Small caps	Ctrl+Shift+K	Small alphabets	Ctrl+Shift+K
Paragraph Format			
Centered	Ctrl+E	बिच पङ्क्तिबद्ध गरिएको	Ctrl+E
Left aligned	Ctrl+L	बायाँ पङ्क्तिबद्ध गरिएको	Ctrl+L
Right aligned	Ctrl+R	दायाँ पङ्क्तिबद्ध गरिएको	Ctrl+R

Justified	Ctrl+J	मिलाएको	Ctrl+J

Document Translation Considerations

Document localization may require some specific considerations that are different from software localization. This section covers a few of these areas.

Titles

In English the titles for chapters usually begin with "How to …" or with phrases such as "Working with …" or "Using …".In the Nepali version of Microsoft documentation, titles should convey as much information as possible about the ensuing text to help readers locate information quickly. If in English the heading begins with a gerund, try to use a nominalized form in Nepali.

English example	Nepali example
Sending a file	(+) फाइलपठान्दैँ
Using Styles	(+) शैलीहरू प्रयोग गर्दैँ

Whenever possible, titles of lists and tables should consist of one or two words, preferably active nouns. They should be concise, even if the original heading uses a longer phrase.

US Title	Nepali Title
In order to	(+) यो गर्नको लागि
Do this	(+) यो गर्नुहोस्
How to use	(+) कसरी प्रयोग गर्ने
First do this	(+) हिला यो गर्नुहोस्
Then do this	(+) त्यसपछि यो गर्नुहोस्
How to:	(+) कसरी:
Walkthrough	(+) आधारमा चल्नुहोस्

Copyright

Copyright protection is granted to any original work of authorship fixed in any tangible medium of expression from which it can be perceived, reproduced, or communicated.

Example:

English text	Nepali translation
Copyright	(+) प्रतिलिपिअधिकार
All rights reserved	(+) सबै अधिकार प्रास

Microsoft Corporation	(+) Microsoft Corporation