Microsoft

Konkani Style Guide

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1 About this style guide

This style guide is intended for the localization professional working on localized products that run on a Microsoft platform. It's not intended to be a comprehensive coverage of all localization practices, but to highlight areas where Microsoft has specific preferences or deviates from standard practices for Konkani localization.

The primary goal of this guide is to help you understand and learn how to address all of the necessary linguistic and stylistic nuances of Konkani during the localization of your products and services.

The style guide covers guidelines and recommendations for translating the Microsoft voice into Konkani including words, grammatical structures, the needs of the audience, and the intent of the text that are to be considered. Each of these areas is supplemented with samples.

Other language considerations covered in this style guide are accessibility, trademarks, geopolitical concerns and specific software considerations.

We welcome your feedback, questions and concerns regarding the style guide. Please send your feedback via Microsoft Language Portal.

1.1 Recommended style reference

Unless this style guide or the Microsoft Language Portal provides alternative instructions, use the orthography, grammar, and terminology in the following publications:

Normative references

When more than one solution is possible, consult the other topics in this style guide for guidance.

1.   Mr. Sripad Raghunath Dessai – कोंकणी शब्दकोश – (4 Volumes)
2.   Mr. Gurunath Kelekar – English-Konkani Dictionary.
3.   Goa Konkani Academi – कोंकणी शुध्दलेखनाचे नेम (2007-Edition)
4.   Mr. Damodar Ghanekar, Mr. Suresh Borkar, Mr. Mukesh Thali – English-Konkani Dictionary (2 Volumes).
5.   Mr. Prakash G. Thali – English-Konkani dictionary.
6.   Fr. Pratap Naik - कोंकणी बरोवंची प्रमाण रीत
7.   Dr. Manohar Rai Sardessai – English- Konkani Dictionary.
8.   Mr. Damodar Ghanekar & Mr. Suresh Borkar – कोंकणी सचित्र अश्टांगी अभ्यासकोश.
9.   Mr. Shantaram Hedo – कोंकणी- कोंकणी शब्दकोश.

Microsoft User interface reference

A helpful reference is the [Windows User Experience Interaction Guidelines](#).

2   Microsoft voice

Microsoft's brand personality comes through in our voice and tone—what we say and how we say it. The design of Microsoft products, services, and experiences hinges on crisp simplicity.

Three principles form the foundation of our voice:

- Warm and relaxed: We're natural. Less formal, more grounded in honest conversations. Occasionally, we're fun. (We know when to celebrate.)
- Crisp and clear: We're to the point. We write for scanning first, reading second. We make it simple above all.
- Ready to lend a hand: We show customers we're on their side. We anticipate their real needs and offer great information at just the right time.

The Microsoft voice targets a broad set of users from technology enthusiasts and casual computer users. Although content might be different for different audiences, the principles of Microsoft voice are the same. However, Microsoft voice also means keeping the audience in mind. Choose the right words for the audience: use technical terms for technical audiences, but for consumers use common words and phrases instead.

These key elements of Microsoft voice should extend across Microsoft content for all language locales. For each language, the specific choices in style and tone that produce Microsoft voice are different. The following guidelines are relevant for US English as well as many other languages.

Guidelines

Keep the following guidelines in mind:

- Write short, easy-to-read sentences.
- Avoid passive voice—it's difficult to read and understand quickly.
- Be pleasant and ensure that explanations appear individualized.
- Avoid slang and be careful with colloquialisms—it's acceptable to reassure and connect with customers in a conversational tone, but be professional in doing so.

2.1   Choices that reflect Microsoft voice

Translating Konkani in a way that reflects Microsoft voice means choosing words and grammatical structures that reflect the same style as the source text. It also means considering the needs of the audience and the intent of the text.

The general style should be clear, friendly and concise. Use language that resembles conversation observed in everyday settings as opposed to the formal, technical language that's often used for technical and commercial content.

When you're localizing source text written in Microsoft voice, **feel free to choose words that aren't standard translations** if you think that's the best way to stay true to the intent of the source text.

Because Microsoft voice means a more conversational style, literally translating the source text may produce target text that's not relevant to customers. To guide your translation, consider the intent of the text and what the customer needs to know to successfully complete the task.

2.1.1   Word choice

Terminology

Use terminology from the [Microsoft Language Portal](#) where applicable, for example key terms, technical terms, and product names.

Short word forms and everyday words

Microsoft voice text written in US English prefers short, simple words spoken in everyday conversations. In English, shorter words are friendlier and less formal. Short words also save space on screen and are easier to read quickly. Precise, well-chosen words add clarity, but it's important to be intentional about using everyday words that customers are accustomed to.

The following table lists some common words that are used for Microsoft voice in US English.

en-US word	en-US word usage
App	Use *app* instead of *application* or *program*.
Pick, choose	Use *pick* in more fun, less formal or lightweight situations ("pick a color," not "choose a color") and *choose* for more formal situations (don't use *select* unless necessary for the UI).

Drive	For general reference to any drive type (hard drive, CD drive, external hard drive, etc.). Use specific drive type if necessary.
Get	Fine to use as a synonym for "obtain" or "come into possession of" but avoid for other general meanings.
Info	Use in most situations unless *information* better fits the context. Use *info* when you point the reader elsewhere ("for more info, see <link>").
PC	Use for personal computing devices. Use *computer* for situations about PCs and Macs. Don't switch between *PC* and *computer*.
You	Address the user as *you*, directly or indirectly through the use of first- and second-person pronouns like "you." Avoid third-person references, such as "user," as they sound formal and impersonal. For information on localizing *you*, see the section Pronouns.

en-US source term	kok-IN word	kok-IN word usage
...is starting	सुरवात	सुरवात जाता
app	ॲप्लिकेशन	ॲप्लिकेशन
sinc	सिंक्रोनायजेशन	सिंक

2.1.2   Words and phrases to avoid

Microsoft voice avoids an unnecessarily formal tone. The following table lists US English words that add formality without adding meaning, along with more common equivalents.

en-US word/phrase to avoid	Preferred en-US word/phrase
Achieve	*Do*
As well as	*Also, too*
Attempt	*Try*
Configure	*Set up*
Encounter	*Meet*
Execute	*Run*

Halt	*Stop*
Have an opportunity	*Can*
However	*But*
Give/provide guidance, give/provide information	*Help*
In addition	*Also*
In conjunction with	*With*
Locate	*Find*
Make a recommendation	*Recommend*
Modify	*Change*
Navigate	*Go*
Obtain	*Get*
Perform	*Do*
Purchase	*Buy*
Refer to	*See*
Resolve	*Fix*
Subsequent	*Next*
Suitable	*Works well*
Terminate	*End*
Toggle	*Switch*
Utilize	*Use*

en-US source	kok-IN old word/phrase	kok-IN new word/phrase
After doing this	हेंकेल्याउपरांत	हें केल्या उपरांत
As soon as possible	जातातितलेबेगीन	जाता तितले बेगीन
See you later	तुमकामागीरमेळटा	मागीर मेळचीं

2.2   Sample Microsoft voice text

The source and target phrase samples in the following sections illustrate the intent of the Microsoft voice.

2.2.1   Address the user to take action

US English	Konkani target	Explanation
The password isn't correct, so please try again. Passwords are case-sensitive.	पासवर्ड चुकीचो आसा, देखून उपकार करून परत येत्न करचो. पासवर्ड हे संवेदनशील आसतात.	The user has entered an incorrect password so provide the user with a short and friendly message with the action to try again.
This product key didn't work. Please check it and try again.	ही उत्पाद की सारकें काम करिना. उपकार करून तपासची आनी तिका तपासचें आनी परत येत्न करचो.	The user has entered incorrect product key. The message casually and politely asks the user to check it and try again.
All ready to go	वापरूंक सगळें तयार आसा	Casual and short message to inform user that setup has completed, ready to start using the system.
Would you like to continue?	तुमकांफुडें चालूदवरूंकजाय?	Use of the second person pronoun "you" to politely ask the user if they would like to continue.
Give your PC a name—any name you want. If you want to change the background color, turn high contrast off in PC settings.	तुमच्या संगणकाक एक नांव दिवचें- PC क तुमकां जाय तें नांव- खंयचेंय नांव दिवचें. तुमकां फाटभूंय जरी फाटभुंयेचो रंग बदलचो बदलपाचो आसल्यार, संगणक मांडावळीनी उच्च गुणवैधर्म्य PC मांडावळींत अदीक कॉन्ट्रास्ट बंद करचें. करचो.	Address the user directly using the second person pronoun to take the necessary action.

2.2.2   Promote a feature

US English	Konkani target	Explanation
Picture password is a new way to help you protect your touchscreen PC. You choose the picture—and the gestures you use with it—to create a password that's uniquely yours.	तुमचे टचस्क्रीन संगणकाचे राखणेक मजत करूक तुमच्या चित्र PC क राखण दिवंक, चित्राचो पासवर्ड हो एक नवो मार्ग आसा. तुमी चित्र – निवडचें — आनी ताचे वांगडा तुमकां वापरचे आशिल्ले वरवीं तुमकांजाय ते हावभाव निवडचे — करचे, — जाचे वरवीं तुमचो असो पासवर्ड तयार करूंक जो फकत तुमचोच आसता. एकमात्र पासवर्ड निर्माण करचो.	Promoting a specific feature with the use of em-dash to emphasis the specific requirements to enable the feature which in this situation is picture password.
Let apps give you personalized content based on your PC's location, name, account picture, and other domain info.	तुमच्या संगणकाचें PC चें थळ, नांव, खात्याचें चित्र आनी हेर डोमेन माहितीचेर डोमेनाचे माहितीचेर आदारीत खाजगी मजकूर ॲप्लिकेशनान तुमकां ॲप्लिकेशनाक दिवंक वैयक्तीक सामुग्रीदिवं दी.	Promoting the use of apps. Depending on the context of the string you can add familiarity to the text by using everyday words for example, PC.

2.2.3   Provide how-to guidelines

US English	Konkani target	Explanation
To go back and save your work, click Cancel and finish what you need to.	फाटीं वचूंक आनी, तुमचें काम सांबाळूंक, रद्द करचें चेर क्लीक हाचेर क्लिक करचें आनी तुमकां आनीतुमकां किदें करपाचे आसा करूक जाय तें सोंपोवचें.	Short and clear action using the second person pronoun.
To confirm your current picture password, just watch the replay and trace the example gestures shown on your picture.	तुमच्या सध्याच्या चित्रचित्राच्या पासवर्डाची खात्री करूंक, तुमच्या चित्राची रिप्ले पळोवची आनी तुमच्या चित्रात दाखयल्लीं हावभाव उधारणां चित्राचीरिप्ले पळोवन हावभावांतल्यान देखी सोदून काडचीं.	Voice is simple and natural. The user isn't overloaded with information; we tell them only what they need to know to make a decision.

2.2.4 Explanatory text and support

US English	Konkani target	Explanation
The updates are installed, but Windows 10 Setup needs to restart for them to work. After it restarts, we'll keep going from where we left off.	अद्यावतां स्थापीत केल्यांत, पूण तांकां काम करूंक WindowsपूणतांकांकामकरूंकWindows 10 स्थापना सॅटअप परत सुरू करपाची गरज आसा. तो परत सुरू जाल्या उपरांत, आमी जंय सोडिल्लें, थंय सावन परत सुरू करतले तो परत सुरू केल्या उपरांत, आमी जंय सांडिल्लें, थंय सावन परत सुरू करतले.	The language is natural, the way people talk. In this case voice is reassuring, letting the user know that we're doing the work. Use of "we" provides a more personal feel.
If you restart now, you and any other people using this PC could lose unsaved work.	तुमी जरी आतां परत सुरू केल्यार, हो संगणक PC वापरपी तुमी आनी, तुमीआनी हेर लोकांचें सांबाळूंक नाशिल्लें काम घडये शेणूंक शकता शेणूंक शकता.	Voice is clear and natural informing the user what will happen if this action is taken.
This document will be automatically moved to the right library and folder after you correct invalid or missing properties.	तुमी अवैध वा शेणिल्ले गुणधर्म सारके केल्या उपरांत, हो दस्तावेज आपसूक होदस्तावेज स्वचालीत उजव्यान आशिल्ले लायब्ररींत आनी लायब्ररींत आनी फोल्डरांत वतलो.	Voice talks to the user informatively and directly on the action that will be taken.
Something bad happened! Unable to locate downloaded files to create your bootable USB flash drive.	किदें तरी वायट घडलां! तुमचो बूट करपाचो USB फ्लॅश ड्रायव्ह निर्माण फ्लॅशड्रायव्ह निर्माण करूंक, डावनलोड केल्ल्यो फायली खंय आसात त्यो सोदूंक असमर्थ आसात.	Without complexity and using short sentences inform the user what has happened.

3 Language-specific standards

Information about Konkani-specific standards, such as phone number formats, date formats, currency formats, and measurement units are available from the GoGlobal Developer Center.

3.1 Grammar, syntax and orthographic standards

This section includes information on how to apply the general language and syntax rules to Microsoft products, online content, and documentation.

3.1.1 Abbreviations

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:

List of common abbreviations:

Use the common abbreviations listed in this section, but avoid extensive use of abbreviations. Don't abbreviate such words as "and," "or," "something," "someone," or any other word that users might not recognize. If you have any doubt, spell out the word rather than using an abbreviation.

The following lists are the common Konkani expressions and their associated, acceptable abbreviations.

Dictionary usage

Acceptable abbreviation	Konkani expression	English expression
(+) श.अव्य.	(+) शब्दयोगी अव्यय	Postposition
(+) ना.	(+) नाम	Noun
(+) वि.	(+) विशेषण	Adjective
(+) क्रि.वि.	(+) क्रियाविशेषण	Adverb
(+) सर्व.	(+) सर्वनाम	Pronoun

Geographical / directional

Acceptable abbreviation	Konkani expression	English expression
(+) उ.	(+) उत्तर	North
(+) द.	(+) दक्षिण	South
(+) गो.	(+) गोमंतक	Gomantak

Administrative / Commercial

Acceptable abbreviation	Konkani expression	English expression
(+) सी.एफ.डी.	(+) क्रिस्टियन फॉर देवनागरी	Christian For Devnagari
(+) गो.पु.	(+) गोवा पुलीस	Goa Police
(+) कं.	(+) कंपनी	Company
(+) प्रा.लि.	(+) प्रायव्हेट लिमिटेड	Private Limited
(+) पा.	(+) पान	Page
(+) नों.क.	(+) नोंद करची	Note

Matrimonial usage

Acceptable abbreviation	Konkani expression	English expression
(+) डॉ.	(+) डॉक्टर	"Doctor"
(+) प्रो.	(+) प्रोफसोर	"Professor"

Common Abbreviations used for Measurements

Acceptable abbreviation	Konkani expression	English expression
(+) से.	(+) सेल्सीयस	"Celsius"
(+) कि.मि.	(+) किलो मिटर	"kilometer"
(+) से.मि.	(+) सँटी मिटर	"centimeter"
(+) कि.ग्रा.	(+) किलोग्राम	"kilogram"
(+) ग्रॅ.	(+) ग्राम	"gram"

Additional guidelines:

- Use a nonbreaking space (CTRL+SHIFT+SPACEBAR) in any abbreviation.

- If nonbreaking spaces can't be used (in Help files, for example) it's also acceptable to write these abbreviations without a space to avoid having one letter move to the beginning of the next line.

Don't abbreviate these words:

Abbreviation	Konkani Expression
(-) पु. बां.	पुस्तकाची बांदावळ
(-) आ. भा.	आवय भास

3.1.2 Acronyms

Acronyms are words made up of the initial letters of major parts of a compound term. Common examples are WYSIWYG (What You See Is What You Get), DNS (Domain Name Server), and HTML (Hypertext Markup Language).

List of common acronyms:

(+) सिटू	सँटर फॉर ट्रेड युनियन	CITU
(+) उल्फा	युनायटेड लिबरेशन फ्रंट ऑफ आसाम	ULFA
(+) टाडा	टॅररिस्ट एन्डडिस्ट्रक्टिव्ह एक्टिव्हिटिज प्रिव्हॅन्शन एक्ट	TADA
(+) पोटा	प्रिव्हॅन्शन ऑफ टॅररिस्ट एक्टिव्हिटिज	POTA
(+) पोटो	प्रिव्हॅन्शन ऑफ टॅररिझम ऑर्डिनन्स	POTO
(+) सार्क	सावथ एशियन असोसिएशन फॉररिजनल को-ऑपरेशन	SAARC
(+) युनॅस्को	युनायटेड नेशन्स एज्युकेशनल, सायंटिफीक एन्ड कल्चरल ऑर्गनायजेशन	UNESCO
(+) युनिसेफ	युनायटेड नेशन्स इंटरनॅशनल चिल्ड्रन्स इमर्जन्सी फंड	UNICEF
(+) हू	वर्ल्ड हॅल्थ ऑर्गनायजेशन	WHO

List of common acronyms in Konkani

(+) बिट्स	बिर्ला इन्स्टिट्यूट ऑफ टॅक्नॉलॉजी एन्ड सायन्स	BITS
(+) सॅफ	सावथ एशिया फिल्म फॅस्टिवल	SAFF

Typical Konkani acronyms

These acronyms are formed by taking the first syllable of each word.

बीजेपी	भारतीय जनता पार्टी	BJP
एमपीटी	मुरमुगांव पोर्ट ट्रस्ट	MPT
एसजीएफ	सेव गोवा फोरम	SGF
जीएफए	गोवा फुटबॉल असोसिएशन	GFA
पीपी	पॉझिटिव्ह पिपल	PP
केटीसी	कदंबा ट्रान्सपोर्ट कॉर्पोरेशन	KTC
आरटीओ	रोड ट्रॅफिक ऑफिसर	RTO
पीएमसी	पणजी म्युन्सिपल कॉर्पोरेशनकॉर्पोरेश	PMC
एबीव्हीपी	अखिल भारतीय विद्यार्थी परिशद	ABVP

Caution: Don't 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.

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

The following examples show the redundancy in red for Konkani terms.

- (-) *पीन नंबर*
- (-) *पॅन नंबर*

Localized acronyms

In online help or documentation, spell out the words that comprise an acronym or abbreviation the first time that acronym is used in the text. You should include the language-specific translation, the US term, and the acronym as in the following examples:

- *(+) डेटा एक्सॅस ऑब्जॅक्ट्स, डिएओ* (Data Access Objects, DAO)
- *(+) रॅन्डम एक्सॅस मॅमरी, रॅम* (Random Access Memory, RAM)

Note: Although the English acronym can't generally be derived from the language-specific translation, creating a new acronym derived from the language-specific translated term is not an option. For example, don't replace an English acronym with a language-specific acronym; instead, leave the English acronym or abbreviation intact.

Unlocalized acronyms

Many acronyms are standardized and remain untranslated. They are only followed by their full spelling in English if the acronym must be explained to Konkani-speaking audiences. If the acronym is commonly known, it can be used on its own.

The following list contains examples of acronyms and abbreviations that are considered commonly understood; these acronyms and abbreviations should not be localized or spelled out in full in English:

- ANSI (American National Standards Institute)
- ISO (International Standards Organization)
- ISDN
- DOS
- DSL
- CD
- DVD

3.1.3 Adjectives

The changing word which indicates and covers limitation specific information about noun is called as an adjective. In Konkani, handle adjectives in the following manner.

Example:

(+) उणी मॅमरी. Here *उणी* is an adjective.

Possessive adjectives

The frequent use of possessives is a feature of English language. However, in Konkani, possessive adjectives are handled like

Example: (+) हे डिस्काचेर सुवात ना. Here *हे* is possessive adjective.

3.1.4   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 for Konkani it's not applicable. We should give those examples also: an apple = (+) *आपोल*, a book = (+) *पुस्तक*, the door = (+) *दार*.

Unlocalized feature names

Microsoft product names and non-translated feature names are used without definite or indefinite articles in the English language. We treat them in this way:

Microsoft product names and Unlocalized (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:

Examples:

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

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

English example	Konkani example
Windows Mail shares your Internet Connection settings with Internet Explorer	(+) Internet Explorer वांगडा Windows Mail तुमच्या माजाळें कनॅक्शन मांडावळींची वांटणी करता
Website addresses will be sent to Microsoft	(+) Microsoft क वॉबसायटीचे नामे धाडटले

Localized feature names

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

Examples:

English example	Konkani example
Activate a window by hovering over it with the mouse	(+) मावसा वरवीं विंडोचेर भोंवडावन ताका सक्रीय करचें
Select a location closest to your office	(+) तुमच्या कार्यालयाक लागींचें थळ वेंच्चें

Articles for English borrowed terms

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

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

The internet may be a helpful reference here.

Check the Microsoft Language Portal to confirm the user of a new loan word and its proper article to avoid inconsistencies.

Examples:

English example	Konkani example
Please register this key.	(+) उपकार करून ही की नोंदणीकृत करची.
Access to this link is not possible.	(+) ह्या लिंकाक ॲक्सॅस जावंक शकना.

3.1.5   Compounds

Compounds should be understandable and clear to the user. Avoid overly long or complex compounds. Keep in mind that unintuitive compounds can cause intelligibility and usability issues.

Two or more words combine together and form a single word. These types of words are called compounds. There are four types of compounds in Konkani. Compounds in Konkani are also written with hyphens.

In Konkani, there are four types of compounds:

1. प्रथमपद प्रधान

Examples:
सदांकाल, आमरण

2. द्वितीयपद प्रधान

Examples:
वानरमारो, कृष्णार्पण, ऋणमुक्त, राजकुंवर, घरजांवय.

3. उभयपद प्रधान

Examples:
खरेंफट, भाजीपालो

4. अन्यपद प्रधान

Examples:
प्राप्तधन, जितेंद्रिय, निर्धन, तपोबल.

Examples:

en-US source	Konkani target
Internet Accounts	(+) माजाळयाचीं खातीं
Workgroup Administrator	(+) कार्यगट प्रशासक
Logon script processing	(+) लिपयेजी क्रिया लॉगऑन करची
Internet News Server Name	(+) माजाळयाचा खबरों सर्वराचें नांव

3.1.6   Conjunctions

For en-US Microsoft voice, conjunctions can help convey a conversational tone. Starting a sentence with a conjunction can be used to convey an informal tone and style.

en-US old use of conjunctions	en-US new use of conjunctions
As <product> gains features, there is a risk that older content may not display correctly.	But because of these features older content may not display correctly.

en-US source text	kok-IN old use of conjunctions	kok-IN new use of conjunctions
While the document is open, it's not possible to create a copy.	जेन्ना दस्तावेज उगडो आसता, प्रतनिर्माण करपशक्य आसना.	दस्तावेज उगडो आसतना, प्रत निर्माण करप शक्य ना.दस्तावेजउगडोआसतना, प्रतनिर्माणकरपशक्यना.
While you're working in the file, you cannot close this window.	जेन्ना तुमी फायलींत काम करता आसतना, तुमी हो विंडो बंद करूंक शकनात.	तुमी जेन्ना फायलींत काम करतात तेन्ना तुमी हो विंडो बंद करूंक शकनात.
While data are saved on storage, it's not possible to add a new reader.	सांठयाचेर डेटा सांबाळिल्लो आसता तेन्ना, नव्या वाचकाचें संयोजन करप शक्य आसना.	सांठया चेर डेटा सांबाळिल्लो आसतना, नव्या वाचकाचें संयोजन करप शक्य ना.सांठयाचेरडेटासांबाळिल्लोआसतना, नव्यावाचकाचेंसंयोजनकरपशक्यना.

3.1.7   Gender

There are three genders in Konkani; पुरूशलिंगी नाम (masculine noun), *स्त्रीलिंगी नाम* *(*feminine noun), *नपुसकलिंगी /अलिंगी नाम* (neuter noun).

Examples:

*पुरूशलिंगी नाम (*masculine noun)

(+) रेडो, दादलो, आजो, बोकडो, बेबो, काका, मामा, श्याम.

*स्त्रीलिंगी नाम (*feminine noun)

(+) बायल, म्हस, आजी, बोकडी, बेबूक, काकी, मामी, श्यामल.

नपुसकलिंगी /अलिंगी नाम (neuter noun)

(+) *भुरगें, चेडूं, माजर, तांतीं.*

Generally, noun which signifies manhood denotes Masculine Noun, noun which signifies womanhood denotes Feminine Noun and noun which signifies different from both genders denotes Neuter Noun. But, it's always the same. For example:

*बैल (*ox)—*पुरूशलिंगी नाम (*masculine noun) signifies the manhood, म्हस (buffalo—स्त्रीलिंगी नाम (feminine noun) signifies the manhood, माजर (cat)—नपुसकलिंगी / *निरलिंगी नाम* (neuter noun) is female, but in grammar it's not.

Note: For more information, follow the Konkani Grammar.

3.1.8   Genitive

Genitive case is a case in which the referent of the marked noun is the possessor of the referent of another noun. In some languages, genitive case may express an associative relation between the marked noun and another noun but it can also indicate various relationships other than possession.

In Konkani frequently used genitive case markers are (*चो, ची, चें*).

(+) *रामाचो चलो हुशार आसा.* (Genitive masculine singular form)
(+) *रामाचे चले हुशार आसात.* (Genitive masculine plural form)

(+) *ती गीता<u>ची</u> चली.* (Genitive feminine singular form)

(+) *त्यो गीता<u>च्यो</u> चलयो.* (Genitive feminine plural form)

(+)*सुमना<u>चें</u> घर पणजे आसा.* (Genitive neuter singular form)

(+)*सुमना<u>चीं</u> घरां पणजे आसात.* (Genitive neuter plural form)

Convention 1 (for example, 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:

Examples:

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

3.1.9   Localizing colloquialism, idioms, and metaphors

The Microsoft voice allows for the use of culture-centric colloquialisms, idioms and metaphors (collectively referred to "colloquialism").

Choose from these options to express the intent of the source text appropriately.

- Don't attempt to replace the source colloquialism with a Konkani colloquialism that fits the same meaning of the particular context unless it's a perfect and natural fit for that context.
- Translate the *intended* meaning of the colloquialism in the source text (not the literal translation of the original colloquialism in the source text), but only if the colloquialism's meaning is an integral part of the text that can't be omitted.
- If the colloquialism can be omitted without affecting the meaning of the text, omit it.

3.1.10 Modifiers

Modifier is an optional element in phrase structure. The removal of the modifier typically doesn't affect the grammaticality of the construction. Modifiers can be a word, a phrase or an entire clause. Semantically, modifiers describe and provide more accurate definitional meaning for another element.

Examples:

English example	Konkani example
Disk space too low.	(+) डिस्क सुवात सामकीअती उणी आसा.
Delete some unnecessary files from the folder.	(+) फोल्डरांतल्यान कांय गरज नाशिल्ल्यो फायली वगळावच्यो.

3.1.11 Nouns

General considerations

In Konkani noun classes are based on features such as gender and so on. Konkani has three types of noun.

1.   खास नाम / विशेश नाम / व्यक्तिवाचक नाम (Proper Noun)

Examples:

(+) प्राप्तीगीता, जॉन्सन, वड, पणजी.

2.   जातीवाचक नाम (Common Noun)

Examples:

(+) मनीस, सुकणें, मोनजात, दोंगर, फूल, फळ, झाड.

3.   रास नाम (Collective Noun)

Examples:

(+) भिरें, चोमो, गांथन, मेळ, घोंस

English example	Konkani example
Delete it from server.	(+) Server तल्यान हातूंतल्यान वगळावचें.
Enter a password to log into the server	(+) पासवर्ड घालून serverतserver हातूंत भितर सरचें.
DNS can't resolve the server IP address	(+) Server IP नाम्याचो DNS सुटावो करूंक शकना.
Verify the name of the server's certificate	(+) Server च्याहाच्या प्रमाणपत्रा वयल्या नांवाची पुनर्तपासणी करची.

Inflection

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

Examples:

English example	Konkani example
Clients	(+) क्लायंट्स
Websites	(+) वॅबसायटी
Downloads	(+) डावनलोड्स
Proxies	(+) प्रॉक्सीज

Plural formation

The plural formations of Konkani language are mentioned below:

पुरूशलिंगी नाम (masculine noun)

Masculine singular nouns and plural nouns ends with "*अ*," "*आ*," "*ई*," "*ऊ*" vowels.

Examples:

(+) माड-माड, रूपया-रूपया, दुदी- दुदी, काजू- काजू, दीस-दीस.

Whereas singular nouns end with "*ओ*" vowel, changes into "*ए*" vowel in plural.

Examples:

(+) *दादलो- दादले, रेडो- रेडे.*

स्त्रीलिंगी नाम (feminine noun)

Feminine singular nouns end with "*अ*" and "*ई*" vowels, becomes *ओ* vowel in plural.

Examples: (+) *बांय- बांयो, चली- चलयो.*

Whereas singular nouns ends with "*आ*" vowels remains the same i.e. "*आ*" in plural.

Examples: (+) *पूजा- पूजा, मजा- मजा.*

नपुसकलिंगी/अलिंगी नाम (neuter noun)

Neuter singular nouns end with 'अ'vowel becomes "आं" vowel in plural noun.

Examples: (+) पान -पानां ,फूल -फुलां.

Whereas singular nouns end with "एं" vowel becomes "ईं" vowel in plural noun.

Examples: (+) तवशें -तवशीं ,सुणें -सुणीं.

3.1.12 Prepositions

Be aware of proper preposition use in translations. Many translators, influenced by the English language, omit them or change the word order.

For the Microsoft voice, use of prepositions is another way to help convey a casual or conversational tone. Starting or ending a sentence with a preposition is acceptable practice in conveying Microsoft voice.

Examples of common Konkani postpositions:

शब्दयोगी अव्यय

स्थानीय अव्यय : (+) *लागीं, पयस, मुखार, फुडें, फाटीं.*
संबंधी अव्यय : (+) *वांगडा, खातीर, कडेन, पासत, बगर, सयत.*
जोड अव्यय : (+) *पूण, आनी, काय, जाल्यार.*
उमाळी अव्यय : (+) *आब्बा!, आरेरे..!, आवयस!, हाक-थू!, शाबास!, शी...!, आरा!, चे- चे..!, आंवय!, शी...!*

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. Use this table as a reference.

US Expression	Konkani Expression	Comment
migrate to	(+) हांगा स्थलांतर करचें	In Konkani there is no preposition. Instead of this we use postposition.
Migrate from	(+) हांगाच्यान स्थलांतर करचें	
import to	(+) हांगा आयात करचें	

US Expression	Konkani Expression	Comment
import from	(+) हांगाच्यान आयात करचें	
export to	(+) हांगा निर्यात करचें	
export from	(+) हांगाच्यान निर्यात करचें	
update to	(+) हांगा अद्यावतअपडेट करचें	
upgrade to	(+) हांगा अपग्रेडअपग्रेट करचें	
change to	(+) हांगा बदल करचो	
click on	(+) हाचेर क्लिक करचें	
connect to	(+) हांगा जोडचेंकनॅक्ट करचें	

3.1.13 Pronouns

Pronouns are used instead of nouns. Noun changes according to the gender, plural formation and also to pronoun.

(+) (हांव, तूं, तो, ती, तें) pronouns are the examples of Pronominal Pronouns. Konkani also have Reflexive (+) (*स्वता*, *आपूण*), Reciprocal (+) (*आपसांत*, *एकामेकांत*), Relative (+) (*जो*, *तो*), Demonstrative (+) (*हो*, *तो*), Wh-pronoun (+) (*कोण*, *कोणे*).

Examples:

English example	Konkani example
Save this file to your My Documents folder.	(+) ही फायल तुमच्या म्हजे दस्तावेज फोल्डरांत सांबाळची.
The file you're trying to download is not available.	(+) तुमी डावनलोड करपाचो येत्नयत्न करतात ती फायल उपलब्ध ना.

3.1.14 Punctuation

This section explains how to use Konkani-specific punctuation in place of the US-English punctuation found in the source interface and content.

Examples:

(+) *जून* (month), *जून* (ripe)

(+) *चार* (number), *चार* (fresh grass)

(+) *राजू* (name of a person), *राजू* (rope)

(+) *नेम* (rule), *नेम* (trench)

(+) पेर (Guvava), *पेर* (Guvava tree)

Bulleted lists

In Konkani the sign of bulleted lists is the same as in English.

Comma

Comma is used as a separator when several names or items are written consecutively and also short pauses.

Example:

(+) *हांवें लॉग ऑन केलें, पूण...*

English example	Konkani example
To enhance the security and performance of your computer, we recommend that you turn on Windows Update.	(+) तुमच्या संगणकाची सुरक्षा आनी सादरीकरण वाडोवपाक, तुमी Windows अद्यावत सुरूUpdate टर्न ऑन करचें अशी आमी शिफारस करतात.

Colon

Informs that what follows proves, clarifies, explains, or simply enumerates elements of what is referred.

Example:

(+) उपकार करून हांगा लक्ष दिवचें:

English example	Konkani example
Full computer name:	(+) संगणकाचें पुराय नांव:
Computer description:	(+) संगणकाचें वर्णन:

The example below shows the wrong use of colon, and should be avoided.

English example	Konkani example
(-) We travelled to: Mapusa, Panaji and Madgao.	(-) आमी प्रवास केलोःकेलो : म्हापशें, पणजी आनी मडगांव.
(-) This saved file: could be viewed in Internet explorer.	(-) ही सांबाळिल्ली फायल : माजाळें ऑक्सप्लोररांतल्यान दृश्य करपाक शकतात.

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:

(+) बरें-वायट मनशान समजून घेवपाक जाय.

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:

(+) 11–05 वेळार तुमी निमाणें लॉग ऑन केल्लें.

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:

(+) 1–5 पान क्रमांक पळोवचे.

Em dash

The em dash should only be used to emphasize an isolated element or introduce an element that's 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:

(+) हांवें म्हणलें की —

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,

Examples:

Save As…	= (+) अशें सांबाळचें…
Downloading updates…	= (+) अद्यावतांअपडेट्स डावनलोड करतां…
Updating the software…	= (+) सॉफ्टवॅर अद्यावतअपडेट करतां…

Period

A punctuation mark (**.**) indicating a full stop, placed at the end of declarative sentences and other statements thought to be complete, and after many abbreviations.

Examples:

1. Please try again later.	= (+) उपकार करून मागीर येत्नयत्न करचो.
2. File is being saved.	= (+) फायल सांबाळ्या.
3. Delete this file.	= (+) ही फायल वगळावची.

Quotation marks

Quotation marks are used when referring to Konkani.

In US source strings, you may find software references surrounded by English quotation marks.

"" double quotation marks are used to denote speech.

Example:

"तूं म्हाका तें सांगनाका". रामान म्हणलें.

'' single quotation mark is used to denote a quotation.

Example:

'कषाय मधुर' रवीन्द्र केळेकारांचें निमाणें पुस्तक.

Parentheses

In English, there is no space between the parentheses and the text inside them.

Example:

(+) (उपकार करून तुमी मुखावयल्या पांवड्यांचें अनुसरण करचें.)

3.1.15 Sentence fragments

For the Microsoft voice, use of sentence fragments helps convey a conversational tone. They are used whenever possible as they are short and to the point.

en-US long form	en-US sentence fragment
Use the following steps.	Here's how

en-US source text	kok-IN long form	kok-IN sentence fragment
Follow the steps:	पांवड्यांचेंअनुसरणकरचें:	पांवड्याचें अनुसरण करचें:
Please try again later.	उपकारकरूनमागीरपरतय त्नकरचो.	उपकार करून मागीर परत येत्न करचो.
......welcomes you	.....येवकारदिता	तुमकां येवकार दिता

3.1.16 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.

(+) जंय हाचे पयलीं कोणूच वचूंक ना त्या दोंगुल्लेदोंगरा लागीं वच्चें.

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

3.1.17 Subjunctive

Subjunctive is a verb mood typically used to express a wish, emotion, possibility, judgment, opinion, necessity, or action that has not yet occurred. Subjunctive is only noticeable in certain forms and tenses.

Example:

Try to save this file.

(+) ही फायल सांबाळपाचो येत्नयत्न करचो.

3.1.18 Symbols & nonbreaking 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:
(+) रावचें, हॉस्पीटल

The nonbreaking space is also known as a hard space or fixed space. In HTML nonbreaking space is created by replacing the space with " ."

3.1.19 Verbs

For US English Microsoft voice, verb tense helps to convey the clarity of Microsoft voice. Simple tenses are used. The easiest tense to understand is the simple present, like we use in this guide. Avoid future tense unless you're describing something that will really happen in the future and the simple present tense is inapplicable. Use simple past tense when you describe events that have already happened.

Sometimes English verb can be used as loan word in the target language. Such loan words usually follow the syntactic and morphological rules of the target language. For the sake of exposition, let us assume that the verbs below are not translated in Konkani.

Examples:

English example	Konkani examples	Konkani examples	Konkani examples
chat	(+) चॅट्स	(+) चॅटेड	(+) चॅटींग
crawl	(+) क्रावल्स	(+) क्रावल्ड	(+) क्रावलींग
debug	(+) डिबग्स	(+) डिबग्ड	(+) डिबगींग

Be consistent in how you translate verbs in error messages. If it's 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	Konkani example	Explanation
The document is too large. Document too large.	(+) दस्तावेज खूब व्हड आसा. दस्तावेज खूब व्हड.	Be consistent in your usage of the verb "to be"
Access was denied. Access denied.	(+) प्रवेश न्हयकारिल्लो. प्रवेश न्हयकारिल्लो.	In complete sentences, use verbs and the same tense as in the source string.
The file '%s' is an unknown graphics format.	(+) फायल '%s' अज्ञात सचित्रांची आकृती आसा.	Rephrase "is" with "have" if necessary to produce an appropriate translation.

English example	Konkani example	Explanation
The application may attempt to convert the graphic.	(+) सचित्र रुपांतरीत करपाक ऍप्लिकेशन करूं येता.	may + Verb can be rephrased as Verb + possibly
A problem occurred while trying to connect to the network share "%1!s!."	(+) "%1!s!" नॅटवर्क वांटणेशॅरा कडेन संपर्क करतना समस्या उप्रासल्या.	Shorten and rephrase if necessary to "A problem occurred while connecting to the network share "%1!s!"
The following error occurred: "%1!s!" (error #%2!lx!)	(+) मुखा वयली चूक उप्रासल्या : '%1!s!' (चूक #%2!lx!)	Shorten this construction where possible, for example, Error: "%1!s!" (error #%2!lx!).
An unknown error has occurred./No error occurred.	(+) अज्ञात चूक उप्रासल्या /चूक उप्रासूंक ना.	Shorten this construction where possible, for example, Unknown error. / No error

Continuous operations are usually expressed in English with a gerund, which should be translated into Punjabi

Examples: Send—Sending (*धाडचें – धाडटा*), Edit—Editing (*संपादन करचें – संपादन करता*), Delete—Deleting (*वगळावचें – वगळायता*).

4 Localization considerations

Localization means that the translated text needs to be adapted to the local language, customs and standards.

The language in Microsoft products should have the "look and feel" of a product originally written in Konkani, using idiomatic syntax and terminology, while at the same time maintaining a high level of terminological consistency, so as to guarantee the maximum user experience and usability for our customers.

4.1 Accessibility

Accessibility options and programs are designed to make the computer usable by people with cognitive, hearing, physical, or visual disabilities.

Hardware and software components engage a flexible, customizable user interface, alternative input and output methods, and greater exposure of screen elements.

General accessibility information can be found at
http://www.microsoft.com/enable/education/.

4.2   Applications, products, and features

Product and application names are often trademarked or may be trademarked in the future and are therefore rarely translated. Occasionally, feature names are trademarked, too (for example, IntelliSense™). Before translating any application, product, or feature name, verify that it's in fact translatable and not protected in any way. This information can be obtained here.

Version numbers

Version numbers always contain a period (for example, Version 4.2). Note punctuation examples of "Version x.x".

Version numbers are usually also a part of version strings, but technically they are not the same.

4.3   Trademarks

Trademarked names and the name Microsoft Corporation shouldn't be localized unless local laws require translation and an approved translated form of the trademark is available. A list of Microsoft trademarks is here.

4.4   Geopolitical concerns

Part of the cultural adaptation of the US-product to a specific market is the resolution of geopolitical issues. While the US-product is 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 are present

Some issues are easy to verify and resolve. The localizer should have the most current information available. Maps and other graphical representations of countries/regions should be checked for accuracy and existing political restrictions. Country/region, city, and language names change on a regular basis and should 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, and body and hand gestures.

4.5   Software considerations

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

4.5.1   Error messages

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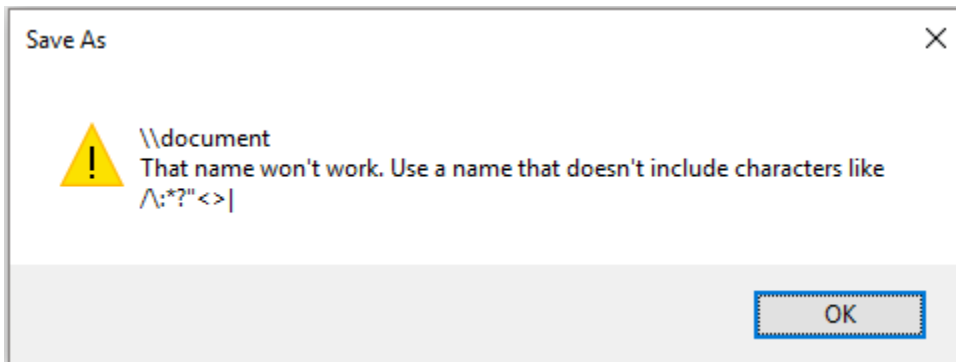
Error messages are messages sent by the system or a program, informing the user of an error that must be corrected in order for the program to keep running. The messages can prompt the user to take action or inform the user of an error that requires restarting the computer.

Considering the underlying principles of Microsoft voice, translators are encouraged to apply them to ensure target translation is more natural, empathetic and not robot-like.

English term	Correct Konkani translation
Oops, that can't be blank…	ओहोओ, तें रिकामें आसूंक शकना…
Not enough memory to process this command.	हो आदेश फुडें व्हरूंक, फावो तितली मॅमोरी ना.

Konkani Style in error messages

Use consistent terminology and language style in the localized error messages, and not just translate them as they appear in the US product.

In Konkani, 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

These phrases commonly occur in error messages. When you translate them, try to use the provided target phrases. However, feel free to use other ways to express the source meaning if they work better in the context.

Examples:

English	Example	Translation	Comment
Can't … Could not …	File could not be found File can't be found	(+) मेळना…	That construction usually being used for "unable to affect an outcome".
Failed to … Failure of …	Failed to connect Failure to connect	(+) अपेस आयलें…	
Can't find … Could not find … Unable to find … Unable to locate …	Can't find driver software Could not find driver software Unable to find driver software Unable to locate driver software	(+) सोद लागना…	
Not enough memory Insufficient memory There is not enough memory There is not enough memory available	Not enough memory Insufficient memory There is not enough memory There is not enough memory available	(+) फावोशी मॅमोरी ना	

English	Example	Translation	Comment
... is not available ... is unavailable	The command is not available The command is unavailable	(+)...उपलब्ध ना	

Error messages containing placeholders

When localizing error messages containing placeholders, try to anticipate 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.

Examples:

%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."

English example	Message user will see	Konkani example
Replace invalid %s?	Replace invalid data? Replace invalid file?	(+) अवैध %s चीहाची पुनर्स्थापणूक करपाची?
%s already exists	File already exists Name already exists	(+) %s आदींच अस्तित्वांत आसा
%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 आतां तुमचो खाजगी संपर्का वरी मांडला.
%s stopped working and was closed	The application stopped working and was closed	(+) %s काम करपाचें थांबलें आनी बंद जालें.

	The program stopped working and was closed	

4.5.2 Keys

In English, references to key names, like arrow keys, function keys and numeric keys, appear in normal text (not in small caps). Names of keys appearing on keyboard should not be translated.

Key names

English key name	Konkani key name
Alt	Alt
Backspace	बॅकस्पेस
Break	Break
Caps Lock	Caps Lock
Ctrl	नियंत्रण
Delete	वगळावचें
Down Arrow	सकयलो बाण
End	समाप्ती
Enter	समावेश
Esc	Escape
Home	Home
Insert	रिगोवचें
Left Arrow	दावो बाण
Num Lock	Num Lock
Page Down	Page Down

English key name	Konkani key name
Page Up	Page Up
Pause	थांबोवचें
Right Arrow	उजवो बाण
Scroll Lock	Scroll Lock
Shift	शिफ्ट
Spacebar	सुवातपट्टी
Tab	टॅब
Up Arrow	वयलो बाण
Windows key	Windows की
Menu Key	मेन्नू की
Print Screen	मुद्रण स्क्रीन

4.5.3   Keyboard shortcuts

Sometimes, there are underlined or highlighted letters in menu options, commands or dialog boxes. These letters refer to keyboard shortcuts (also known as access keys) that allow you to run commands, perform tasks, etc., more quickly.
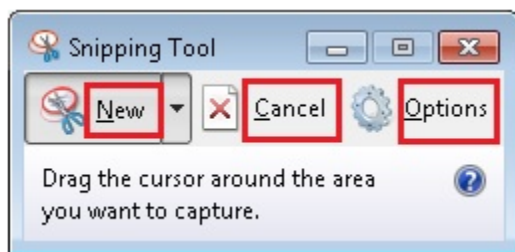
The following table lists special options for keyboard shortcuts in US-English interfaces and describes whether each option is allowed in Konkani:

Keyboard shortcuts special options	Usage: is it allowed?	Notes
"Slim characters", such as I, l, t, r, f can be used as keyboard shortcuts	yes	But Konkani characters can't be termed as "slim" compared to the Roman ones
Characters with downstrokes, such as g, j, y, p and q can be used as keyboard shortcuts	yes	Konkani characters are written necessarily with a line on their head. It follows the same pattern of Devanagari script.
Extended characters can be used as keyboard shortcuts	no	Konkani conjuncts which are combinations of two consonants can't be used as keyboard shortcuts.
An additional letter, appearing between brackets after item name, can be used as keyboard shortcuts	no	Such additional letters can't be used as keyboard shortcuts.
A number, appearing between brackets after item name, can be used as keyboard shortcut	yes	Yes, it can be allowed.
A punctuation sign, appearing between brackets after item name, can be used as keyboard shortcut	no	Punctuation marks are not required to be used as keyboard shortcuts as there are many clear and simple letters which can be used.
Duplicate keyboard shortcuts are allowed when no other character is available	yes	It can be allowed only in special cases.
No keyboard shortcut is assigned when no more characters are available (minor options only)	no	No, it can't be assigned.

Konkani has many conjunct letters (combinations of two or more consonants) which can't be used as keyboard shortcuts. Only the primary characters can be used for that purpose. Even secondary symbols when added to consonants can't be used as keyboard shortcuts.

The keyboard layout followed is predominantly InScript Keyboard which is standardized by the Indian government. Windows vista supports InScript keyboard using the Mangal font. Konkani use the same Devanagiri InScript Keyboard layout (unlike Nepali). The

words (for the keyboard shortcuts like copy, paste, etc) of Konkani, Marathi and Hindi are very SIMILAR. So we can localize the same keys for Konkani Language.

Though Phonetic keyboards are used for soft keyboards in several applications and are very different, the phonetic or "Bolnagri" keyboard input methods are used mainly on Linux platforms. So we can consider InScript keyboard (soft and physical) which is supported by windows.

Shortcut key/keyboard shortcuts	Konkani	Transliteration
Save - &S	सांबाळचें	sambalchein
Find - &F	सोदचे	sodhechein
Cut - &X	कापचें	kaapchein
Copy - &C	नक्कल करची/ प्रत काडची	Prath kadchi/nakkal karchi

Shortcut key/keyboard shortcuts	Konkani	Transliteration
Paste - &V	दसोवचें	dhasochein
Undo - &Z	पूर्ववत	poorvavarthu
Select all - &A	सगलें वेंच्चेंनिवड करची	Nivda karichi
Print - &P	मुद्रण करचें	Mudruna karche
Open - &O	उगडचें	Ugdachein
Quit - &Q	सोडचें	sodchem
Close - &W	बंद करचें/ धांपचें	Bandh karchein/ dhopuchein
Bold - &B	ठळक	talak
Italic - &I	पालशीं	Palsheer/palshein
Underline-&U	अधोरेखीत	adhorekhit
New - &N	नवें	navem
Help - &?	आदार	adar

Konkani use the same keyboard layout and the words of most of the keyboard shortcuts words are almost similar. So we may localize same keys.

Some of the reasons to localize the Konkani keyboard shortcuts are:

a. With a large population of Hindi end users among which a good proportion seems to use Konkani Keyboards.
b. Keyboards available are NOT PHONETIC i.e., the Konkani letters don't appear along with the English-sounding letters on the keyboard.
c. Soft keyboard (virtual) versions in several applications follow phonetic keyboards. The soft keyboards are not used much when compared to the transliteration softwares.
d. There are no complications or multiple formats in localizing it to the Konkani version. There is only one format of typing which is the standard Devanagri
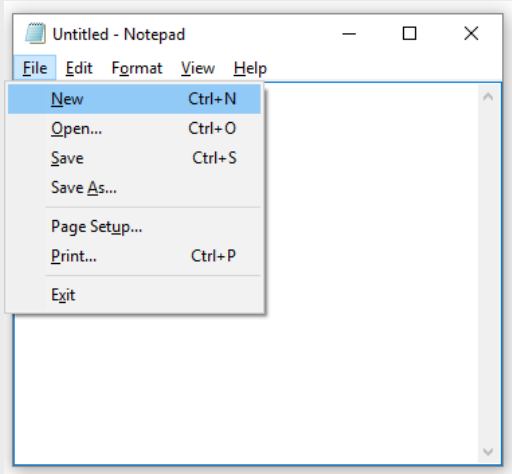
(mangal) and Caps Lock/Shift is used to type mahaprana consonants (refer appendix), Diacritics and special cases.
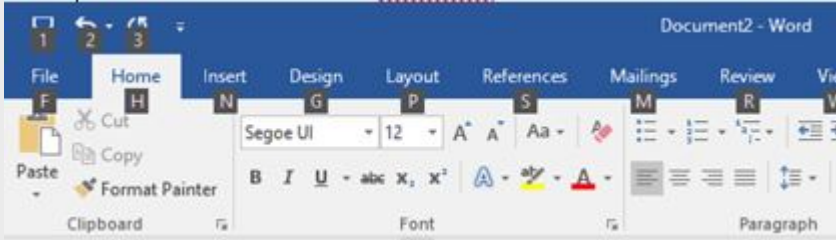
e. The Devanagari Keyboard stickers are available in the market (North Indian states) for rural area users and for school children.

SUMMARY:

Language	Decision	Keyboard	Comments
KONKANI	Localize	InScript	Hindi keyboard used. Same script. Similar in keyboard shortcut terms too.

Content writers usually just refer to "keyboard shortcuts" in content for a general audience. In localization, however, we distinguish the following terms:

Term	Usage
access key	A subtype of keyboard shortcut. A letter or number that the user types to access UI controls that have text labels. Access keys are assigned to top-level controls so that the user can use the keyboard to move through the UI quickly. Example: F in Alt+F Example in UI localization: H&ome In keyboard shortcuts, most access keys are used with the Alt key.
key tip	The letter or number that appears in the ribbon when the Alt key is pressed. In UI localization, the key tip is the last character present in the strings after the "`" character.

	Example: In UI localization Home`H
shortcut key	A subtype of keyboard shortcut. A key that the user types to perform a common action without having to go through the UI. Shortcut keys are not available for every command. Example: Ctrl+N, Ctrl+V In keyboard shortcuts, most shortcut keys are used with the Ctrl key. Ctrl+letter combinations and function keys (F1 through F12) are usually the best choices for shortcut keys.

4.5.4   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.

4.5.5   Numeric keypad

Avoid distinguishing numeric keypad keys from the other keys, unless it's required by a given application. If it's not obvious which keys need to be pressed, provide necessary explanations.

4.5.6   Shortcut keys

Shortcut keys are keystrokes or combinations of keystrokes that perform defined functions in a software application. Shortcut keys replace menu commands and are sometimes given next to the command they represent. While access keys 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	Konkani command	Konkani shortcut key
General Windows shortcut keys			
Help window	F1	(+) आदार विंडो	F1
Context-sensitive Help	Shift+F1	(+) संदर्भ-संवेदनशील आदार	Shift+F1
Display pop-up menu	Shift+F10	(+) पॉप-अप मेनूचें प्रदर्शन करचें	Shift+F10
Cancel	Esc	(+) रद्द करचें	Esc
Activate\Deactivate menu bar mode	F10	(+) मेनू बार मोड सक्रीय/असक्रीय करचो	F10
Switch to the next primary application	Alt+Tab	(+) फुडल्या प्राथमीक ऍप्लिकेशनांत स्वीच करचें	Alt+Tab
Display next window	Alt+Esc	(+) फुडल्या विंडोचें प्रदर्शन करचें	Alt+Esc
Display pop-up menu for the window	Alt+Spacebar	(+) विंडो खातीर पॉप-अप मेनूचें प्रदर्शन करचें	Alt+Spacebar
Display pop-up menu for the active child window	Alt+-	(+) सक्रीय भुरगें विंडो खातीर पॉप-अप मेनूचें प्रदर्शन करचें	Alt+-
Display property sheet for current selection	Alt+Enter	(+) चालंत वेंचणे खातीर गूणधर्म पत्रकाचें प्रदर्शन करचें	Alt+Enter
Close active application window	Alt+F4	(+) सक्रीय ऍप्लिकेशन विंडो बंद करचो	Alt+F4
Switch to next window within (modeless-compliant) application	Alt+F6	(+) ऍप्लिकेशना मदीं (मोड विरयत-तक्रार) फुडल्या विंडोंत स्वीच करचें	Alt+F6

US command	US English shortcut key	Konkani command	Konkani shortcut key
Capture active window image to the Clipboard	Alt+Prnt Scrn	(+) क्लिपबोर्डांत सक्रीय विंडो प्रतिमा हातासची	Alt+Prnt Scrn
Capture desktop image to the Clipboard	Prnt Scrn	(+) क्लिपबोर्डांत डॅस्कटॉप प्रतिमा हातासची	Prnt Scrn
Access Start button in taskbar	Ctrl+Esc	(+) कार्यपटेंत सुरवात बटन ऍक्सॅस करचो	Ctrl+Esc
Display next child window	Ctrl+F6	(+) फुडलें भुरगें विंडोचें प्रदर्शन करचें	Ctrl+F6
Display next tabbed pane	Ctrl+Tab	(+) फुडलें टॅब केल्ल्या आदूफाचें प्रदर्शन करचें	Ctrl+Tab
Launch Task Manager and system initialization	Ctrl+Shift+Esc	(+) कार्य वेवस्थापक आनी प्रणाली प्रारंभीकरण लॉच करचें	Ctrl+Shift+Esc
File menu			
File New	Ctrl+N	(+) नवी फायल	Ctrl+N
File Open	Ctrl+O	(+) फायल उगडची	Ctrl+O
File Close	Ctrl+F4	(+) फायल बंद करची	Ctrl+F4
File Save	Ctrl+S	(+) फायल सांबाळची	Ctrl+S
File Save as	F12	(+) फायल अशी सांबाळची	F12
File Print Preview	Ctrl+F2	(+) फायल मुद्रण पूर्वप्रदर्शन	Ctrl+F2
File Print	Ctrl+P	(+) फायल मुद्रण करची	Ctrl+P
File Exit	Alt+F4	(+) फायल प्रस्थान करची	Alt+F4
Edit menu			

US command	US English shortcut key	Konkani command	Konkani shortcut key
Edit Undo	Ctrl+Z	(+) संपादन पूर्ववत करचें	Ctrl+Z
Edit Repeat	Ctrl+Y	(+) संपादनाची पुनरावृती करची	Ctrl+Y
Edit Cut	Ctrl+X	(+) संपादन कातरचें	Ctrl+X
Edit Copy	Ctrl+C	(+) संपादनाची नक्कल करची	Ctrl+C
Edit Paste	Ctrl+V	(+) संपादन दसोवचें	Ctrl+V
Edit Delete	Ctrl+Backspace	(+) संपादन वगळावचें	Ctrl+Backspace
Edit Select All	Ctrl+A	(+) संपादन सगळें वेंचचें	Ctrl+A
Edit Find	Ctrl+F	(+) संपादन सोदचें	Ctrl+F
Edit Replace	Ctrl+H	(+) संपादन पुनर्स्थापना करची	Ctrl+H
Edit Go To	Ctrl+B	(+) संपादन हांगा वचचें	Ctrl+B
Help menu			
Help	F1	(+) आदार	F1
Font format			
Italic	Ctrl+I	(+) पालशी	Ctrl+I
Bold	Ctrl+G	(+) उठावदार	Ctrl+G
Underlined\Word underline	Ctrl+U	(+) अधोरेखीत\उतर अधोरेखन	Ctrl+U
Large caps	Ctrl+Shift+A	(+) Large caps	Ctrl+Shift+A
Small caps	Ctrl+Shift+K	(+) Small caps	Ctrl+Shift+K
Paragraph format			

US command	US English shortcut key	Konkani command	Konkani shortcut key
Centered	Ctrl+E	(+) मदलो भाग	Ctrl+E
Left aligned	Ctrl+L	(+) दावी आंखणी	Ctrl+L
Right aligned	Ctrl+R	(+) उजवी आंखणी	Ctrl+R
Justified	Ctrl+J	(+) समर्थनीय	Ctrl+J

4.5.7   English pronunciation

General rules

Generally speaking, English terms and product names left unlocalized in target material should be pronounced the English way. For instance, "Microsoft" must be pronounced the English way. However, if your language has an established pronunciation for a common term (such as "server"), use the local pronunciation. Pronunciation can be adapted to the Konkani phonetic system if the original pronunciation sounds very awkward in Konkani.

Example	Phonetics
SecurID	सिक्यॉर आईडी
.NET	डॉट नॅट
Skype	[skaip]

Acronyms and abbreviations

Acronyms are pronounced like real words, adapted to the local pronunciation:

Example	Phonetics
RADIUS	रॅडियस
RAS	रास
ISA	आइएसए

LAN	लॅन
WAN	वॅन
WAP	वॅप
MAPI	मापी
POP	पॉप
URL	यूआरएल

Other abbreviations are pronounced letter by letter.

Example	Phonetics
ICMP	आइसीएमपी
IP	आइपी
TCP/IP	टीसीपी/आइपी
XML	एक्सएमएल
HTML	एचटीएमएल
OWA	ऑडब्ल्यूए
SQL	एसक्यूएल

URLS

"http://" should be omitted; the rest of the URL should be read entirely.

"www" should be pronounced as *डब्ल्यू डब्ल्यू डब्ल्यू*

The "dot" should be omitted, but can also be read out. If you read it out, then it must be pronounced the English way.

Example	Phonetics
http://www.microsoft.com/en-in	http:// डब्ल्यू डब्ल्यू डब्ल्यू डॉट माइक्रोसॉफ़्ट डॉट कॉम स्लेष इएन-आइएन

Punctuation marks

Most punctuation marks are naturally implied by the sound of voice, for example, ? ! : ; ,

En dash (–) are used to emphasize an isolated element. It should be pronounced as a comma, i.e. as a short pause.

Special characters

Pronounce special characters such as / \ ˘ < > + - using the approved Konkani translations.