Sinhala Style Guide

Contents

What's New?

Last Updated: February 2011

New Topics

The following topics were added:

- n/a

Updated Topics

The following topics were added:

- 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This Style Guide went through major revision in February 2011 in order to remove outdated and unnecessary content.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 Sinhala 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 Sinhala 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

එස්.එම්. පාලිත සිරිවර්ධන,

72, බෞද්ධාලෝක මාවත,

කොළඹ 07

දුරකථනය: 0094 112 324554

ඉදිරි කාලයේදී මෙරට තොරතුරු සන්නිවේදන තාක්ෂණ ක්ෂේත්‍රයේ විශාල පරිවර්තනයක්

ඉ - ශ්‍රී ලංකා වැඩසටහන ක්‍රියාත්මක වීමත් සමඟම ජනතාවට රාජ්‍ය සේවාවන් ඉතා පහසුවෙන් සිදු කර ගැනීමට මග පෑදී තිබෙන බව විදුලි සංදේශ හා තොරතුරු තාක්ෂණ ඇමැතිවරයා පවසයි.

ඉදිරි කාලයේදී මෙරට තොරතුරු සන්නිවේදන තාක්ෂණ ක්ෂේත්‍රයේ විශාල පරිවර්තනයක් සිදු වනු ඇතැයිද ඇමැතිතුමා වැඩිදුරටත් පවසයි.

උපත් විවාහ හා මරණ සහතික පිටපත් පරිගණකාශ්‍රිතව නිකුත් කිරීමේ BMD ව්‍යාපෘතිය කෑගල්ල දිස්ත්‍රික්කයේ ආරම්භ කිරීම නිමිත්තෙන් කෑගල්ල දිසා ලේකම් කාර්යාලයේ පැවැති උත්සවය අමතමින් ඇමැතිතුමා මෙම අදහස් පළ කළේය.

රාජ්‍ය අංශය ප්‍රතිනිර්මාණය කිරීමේ වැඩසටහන යටතේ මේ වන විට රාජ්‍ය සේවාවන් බොහොමයක් තොරතුරු හා සන්නිවේදන තාක්ෂණයෙන් සවිබල ගැන්වීමට හැකිවී තිබෙන බවද මෙම උපත් විවාහ හා මරණ සහතික පිටපත් නිකුත් කිරීම එහි ඉතා වැදගත් අදියරක් බවද ඇමැතිතුමා මෙහිදී පැවැසීය.

ශ්‍රී ලංකා තොරතුරු හා සන්නිවේදන තාක්ෂණ නියෝජිතායතනයේ ප්‍රධාන විධායක නිලධාරී උත්සවය අමතමින් මෙසේ කීය.

ජනාධිපතිතුමාගේ අපේක්ෂාවක් වන්නේ මෙරට සෑම පුරවැසියෙක්ටම තොරතුරු හා සන්නිවේදන තාක්ෂණයේ ප්‍රතිලාභ උපරිම ආකාරයෙන් ලබා දී ඔවුන් සවිබල ගැන්වීමයි. ඒ සඳහා මේ වන විට විශාල වැඩ කොටසක් සිදු කිරීමට අපට හැකිවී තිබෙනවා. නැණසල මධ්‍යස්ථාන පිහිටුවීම 1919 හෙවත් රාජ්‍ය තොරතුරු කේන්ද්‍රය ස්ථාපිත කිරීම රාජ්‍ය ආයතන එකිනෙකට සම්බන්ධ කිරීම සඳහා ක්‍රියාත්මක ලංකා රාජ්‍ය ජාල වැඩසටහන ඊට උදාහරණ කිහිපයක් පමණයි. මෙම උපත් විවාහ හා මරණ සහතික පිටපත් නිකුත් කිරීමේ ව්‍යාපෘතිය මේ වන විට කොළඹ දිස්ත්‍රික්කයේ ඉතා සාර්ථක ලෙස අවසන් කර තිබෙනවා. අප සෑම දෙනාගේම ජීවිතයේ වටිනාම ලේඛනයක් සේ සලකන උප්පැන්න සහතිකය තොරතුරු තාක්ෂණයේ ආධාරයෙන් ලබා දීම අපගේ අරමුණයි. අපගේ ඊළඟ පියවර වන්නේ පදිංචි ආසන්නම ප්‍රාදේශීය ලේකම් කාර්යාලයෙන් මෙය ලබා ගැනීමට පහසුකම් සැලසීමයි. විදුලි සංදේශ හා තොරතුරු තාක්ෂණ අමාත්‍යාංශයේ ලේකම් ශ්‍රී ලංකා තොරතුරු හා සන්නිවේදන තාක්ෂණ නියෝජිතායතනයේ සභාපති නියෝජිතායතනයේ ජ්‍යෙෂ්ඨ වැඩසටහන ප්‍රධානී යන මහත්වරු ද මෙම අවස්ථාවට සහභාගී විය.

ඉ-නීති ව්‍යාපෘතිය යටතේ ව්‍යවස්ථාපිත නීති කිහිපයක් මෑතකාලීනව පාර්ලිමේන්තුව මඟින් සම්මත කරන ලදී. ඉලෙක්ට්‍රොනික ගනුදෙනු පනත 2006 මාර්තු මස සම්මත වූ අතර 2007 ඔක්තෝම්බර් මස සිට ක්‍රියාත්මක වෙයි. මෙම පනත "ශ්‍රී ලංකාව තුල ඉලෙක්ට්‍රොනික ස්වරූපයෙන් වූ ගිවිසුම් සකස් කර ගැනීම සඳහා ද, දත්ත පණිවුඩ නිර්මාණය සහ හුවමාරුව හා වෙනත් සන්නිවේදන පිළිගැනීම හා ඊට පහසුකම් සැලසීම සඳහා ද; ඒ හා සම්බන්ධ හෝ ඊට ආනුෂංගික කාරණා සඳහා විධිවිධාන සැලසීම" පිණිස ද වූ පනතකි.

පරිගණක අපරාධ පනත 2007 මැයි මස සම්මත වූ අතර 2008 ජූලි මස සිට ක්‍රියාත්මක වෙයි. මෙම පනත පරිගණක අපරාධ හඳුනාගැනීම, එවැනි අපරාධ විමර්ශනය කිරීම සහ වැළැක්වීම සඳහා නෛතික ක්‍රියාමාර්ගයන් සැලසීම සහ ඒ හා සම්බන්ධ හෝ ඊට ආනුෂංගික කාරණා සම්බන්ධයෙන් විධිවිධාන සැලැස්වීම සඳහා ද වූ පනතකි.

තවද 2003 අංක 36 දරණ බුද්ධිමය දේපල පනත තොරතුරු තාක්ෂණ නිෂ්පාදන හා සේවාවන්ට, බුද්ධිමය දේපල යටතේ නෛතික පිළිගැනීම ලබාදෙයි. එහි 6 වන වගන්තියට අනුව පරිගණක මෘදුකාංගයකට) පරිගණක වැඩසටහනක් ලෙස දක්වා ඇති (අදාළ ප්‍රකාශන අයිතිය, ශාස්ත්‍රීය, කලාත්මක හා විද්‍යාත්මක ප්‍රභේදය යටතේ ලබා දී ඇත. පෙර මෙන් නොව සාධාරණ භාවිතයට අදාළ විෂය පථය 12 (7) වගන්තිය සමග කියවෙන 12(1) යටතේ විග්‍රහ කර තිබේ. බුද්ධිමය දේපල පනතෙහි සංගෘහිත පරිපථ පිළිබඳවද පරිච්ඡේදයක් අඩංගු වෙයි

2011.02.03 දින ප.ව. 7.30ට සකස් කරන ලදී

Recommended Reference Material

Use the Sinhala 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.

1. සිංහල ලේඛන රීතිය, ජාතික අධ්‍යාපන ආයතනය, නව සංස්කරණය - 2001

Informative References

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

1. පාරිභාෂික ශබ්ද මාලාව, තොරතුරු තාක්ෂණය ඉංග්‍රීසි - සිංහල, රාජ්‍ය භාෂා කොමිෂන් සභාව පළමු මුද්‍රණය - 2000

2. මලලසේකර ඉංග්‍රීසි සිංහල ශබ්ද කෝෂය සිව්වන සංස්කරණය - 2004

3. ඉංග්‍රීසි සිංහල මහා ශබ්ද කෝෂය, මහාචාර්ය සුචරිත ගම්ලත්, සංහිඳ මුද්‍රණ හා ප්‍රකාශන - 2009

4. ගුණසේන මහා සිංහල ශබ්දකෝෂය, ආචාර්ය හරිස්වන්ද්‍ර විජයතුංග ප්‍රථම මුද්‍රණය - 2005

Language Specific Conventions

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

Country/Region Standards

Characters

Country/region	Sri Lanka
Lower-case characters	n/a
Upper-case characters	n/a
Characters in case less scripts	අ, ආ, ඇ, ඈ, ඉ, ඊ, උ, ඌa, සa, සaa, ඔ, ඕ , එ, ඒ, ඓ, ඔ, ඕ, ඖ, ○ං, ○ඃ, ක, බ, ග, ස, ඩ, හ, ච, ජ, ජ, ඣ, ඤ, ඦ, ජ, ට, ඨ, ඩ, ඪ, ණ, ඩ, ත, ථ, ද, ධ, න, ඳ, ප, එ, බ, හ, ම, ඹ, ය, ර, ල, ව, ශ, ෂ, ස, හ, ළ, ෆ
Extended Latin characters	n/a
Note on alphabetical order	Alphabetical order is not necessarily indicative of sorting order.
Total number of characters	n/a
Unicode codes	අ = U +0D85, ආ = U + 0D86, ඇ = U + 0D87, ඈ = U + 0D88, ඉ = U +0D89, ඊ = U +0D8A, උ = U + 0D8B, ඌ = U + 0D8C, සa = U + 0D8D, සaa = U + 0D8E, ඔ = U + 0D8F, ඔඃ = U + 0D90 , එ = U + 0D91, ඒ = U + 0D92, ඓ = U + 0D93, ඔ = U + 0D94, ඕ = U + 0D95, ඖ = U + 0D96, ○ං = Not Found, ○ඃ = Not Found, ක = U + 0D9A, බ = U + 0D9B, ග = U + 0D9C, ස = U + 0D9D, ඩ = U + 0D9E, හ = U + 09F, ච = U + 0DA0, ඡ = U + 0DA1, ජ = U + 0DA2, ඣ = U + 0DA3, ඤ = U + 0DA4, ඦ = U + 0DA5, ජ = U + 0DA6, ට = U + 0DA7, ඨ = U + 0DA8, ඩ = U + 0DA9, ඪ = U + 0DAA, ණ = U + 0DAB, ඩ = U + 0DAC, ත = U + 0DAD, ථ = U + 0DAE, ද = U + 0DAF, ධ = U + 0DB0, න = U + 0DB1, ඳ =

	U + 0DB3,
	ප = U + 0DB4, එ = U + 0DB5, බ = U + 0DB6, භ = U + 0DB7, ම = U + 0DB8, ඹ = U + 0DB9,
	ය = U + 0DBA, ර = U + 0DBB, ල = U + 0DBD, ව = U + 0DC0,
	ශ = U + 0DC1, ෂ = U + 0DC2, ස = U + 0DC3, හ = U + 0DC4, ළ = U + 0DC5, ෆ = U + 0DC6
Notes	Vowel Modifiers, kundaliya and zero-width joiner (zwj) are also used in Sinhala text

Date

Country/region	Sri Lanka
Calendar/Era	Western
First Day of the Week	සඳුදා
First Week of the Year	In accordance with ISO 8601:2004
Separator	Slash (/)
Default Short Date Format	Yyyy/MM/dd
Example	2011/03/17
Default Long Date Format	yyyy MMMM dd
Example	2011 මාර්තු 17
Additional Short Date Format 1	yyyy/MM/dd
Example	2011/03/17
Additional Short Date Format 2	yyyy/MM/dd
Example	2011/03/17
Additional Long Date Format 1	yyyy MMMM මස dd වැනිදා dddd
Example	2011 මාර්තු මස 17 වැනිදා අභහරුවාදා
Additional Long Date Format 2	වර්ෂ yyyy ක්වූ MMMM මස dd වැනිදා dddd
Example	වර්ෂ 2011 ක්වූ මාර්තු මස 17 වැනිදා අභහරුවාදා

Leading Zero in Day Field for Short Date Format	Yes
Leading Zero in Month Field for Short Date Format	Yes
No. of digits for year for Short Day Format	4
Leading Zero in Day Field for Long Date Format	Yes
Leading Zero in Month Field for Long Date Format	n/a
Number of digits for year for Long Day Format	4
Date Format for Correspondence	yyyy MMMM dd
Example	2011 මාර්තු 17
Notes	n/a
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	Sri Lanka
24 hour format	No
Standard time format	H.mm:ss
Standard time format example	9.30:45
Time separator	Dot .
Time separator examples	3.24:12
Hours leading zero	No

Hours leading zero example	n/a
String for AM designator	පෙ.ව.
String for PM designator	ප.ව.
Notes	n/a

Days

Country/region: Sri Lanka

Day	Normal Form	Abbreviation
Monday	සඳුදා	ස
Tuesday	අඟහරුවාදා	අ
Wednesday	බදාදා	බ
Thursday	බ්‍රහස්පතින්දා	බ්‍ර
Friday	සිකුරාදා	සි
Saturday	සෙනසුරාදා	සෙ
Sunday	ඉරිදා	ඉ

First Day of Week: සඳුදා

Is first letter capitalized?: No

Notes: n/a

Months

Country/region: Sri Lanka

Month	Full Form	Abbreviated Form	Long Date Form
January	ජනවාරි	ජන	26 ජනවාරි 2011
February	පෙබරවාරි	පෙබ	11 පෙබරවාරි 2011
March	මාර්තු	මාර්තු	9 මාර්තු 2011
April	අප්‍රේල්	අප්‍රේල්	1 අප්‍රේල්2011
May	මැයි	මැයි	1 මැයි2011
June	ජූනි	ජූනි	15 ජූනි 2011
July	ජූලි	ජූලි	18 ජූලි 2011
August	අගෝස්තු	අගෝ	31 අගෝස්තු 2011

September	සැප්තැම්බර්	සැප්	16 සැප්තැම්බර් 2011
October	ඔක්තෝබර්	ඔක්	27 ඔක්තෝම්බර් 2011
November	නොවැම්බර්	නොවැ	23 නොවැම්බර් 2011
December	දෙසැම්බර්	දෙසැ	25 දෙසැම්බර්2011

Is first letter capitalized?: n/a

Notes: n/a

Numbers

Sinhala language usually uses Latin Script numerals (0, 1, 2, 3, 4, 5, 6, 7, 8, and 9).

Phone Numbers

Country/region	International Dialing Code	Area Codes Used?	Number of Digits – Area Codes	Separator	Number of Digits – Domestic	Digit Groupings – Domestic
Sri Lanka	+94	Yes	2	Space	9	(0##) ### ####

Country/region	Number of Digits – Local	Digit Groupings – Local	Number of Digits – Mobile	Digit Groupings – Mobile	Number of Digits – International	Digit Groupings – International
Sri Lanka	7	### ####	9	0## ### ####	11	+94 ## ### ####

Notes: n/a.

Addresses

Country/region: Sri Lanka

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

Address Format:

1. [Honorific] FirstName LastName [Title]
2. [CompanyName]
3. Address1
4. [Address2]
5. City [PostalCode]
6. [Country]

Example Address: <example of above format>

ආචාර්ය S.H. ගමගේ

සි.ස. උපරිම ප්‍රොඩක්ට්ස්

627 සමුද්‍ර මාවත

කොළඹ 10006

ශ්‍රී ලංකාව.

Local Postal Code Format: xxxxx

Notes: The digit code of numbers for Local Postal Code Format is 0094.

Currency

Country/region	Sri Lanka
Currency Name	Rupees
Currency Symbol	රුපියල්.
Currency Symbol Position	before the digit (රුපියල් 5,000)
Positive Currency Format	Rs. 5,000.00
Negative Sign Symbol	n/a
Negative Currency Format	- රූ. 5,000.00
Decimal Symbol	.
Number of Digits after Decimal	2
Digit Grouping Symbol	,
Number of Digits in Digit Grouping	3-2
Positive Currency Example	රූ. 5,000.00
Negative Currency Example	-රූ.5,000.00
ISO Currency Code	LKR
Currency Subunit Name	Cents
Currency Subunit Symbol	cts
Currency Subunit Example	ශත 99

Digit Groups

Country/region: Sri Lanka

Decimal Separator: .

Decimal Separator Description: Dot

Decimal Separator Example: 5.55, Rs. 256.50

Thousand Separator: ,

Thousand Separator Description: Comma

Thousand Separator Example: 2,000

Notes: n/a

Measurement Units

Metric System Commonly Used?: Yes

Temperature: Celsius

Category	English	Translation	Abbreviation
Linear Measure	Kilometer	කිලෝමීටර	කිමී
	Meter	මීටර	මී
	Decimeter	ඩෙසිමීටර	ඩෙසිමී
	Centimeter	සෙන්ටිමීටර	සෙමී
	Millimeter	මිලිමීටර	මිමී
Capacity	Hectoliter	හෙක්ටොලීටර	හෙක්ලී
	Liter	ලීටර	ලී
	Deciliter	ඩෙසිලීටර	ඩෙසිලී
	Centiliter	සෙන්ටිලීටර	සෙලී
	Milliliter	මිලිලීටර	මිලී
Mass	Ton	ටොන්	ටො
	Kilogram	කිලෝග්‍රෑම	කිග්‍රෑ
	Pound	රාත්තල්	රා
	Gram	ග්‍රෑම	ග්‍රෑ
	Decigram	ඩෙසිග්‍රෑම	ඩෙසිග්‍රෑ
	Centigram	සෙන්ටිග්‍රෑම්	සෙග්‍රෑ
	Milligram	මිලිග්‍රෑම	මිග්‍රෑ
English Units of Measurement	Inch	අඟල්	අඟ
	Feet	අඩි	අඩි
	Mile	සැතපුම්	සැ
	Gallon	ගැලුම්	ගැ

Notes: Sinhala units are shown in the plural form

Percentages

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

Sorting

Sorting rules	Rules for sorting in Sinhala: 1.In the first place the sorting order will start with vowels. අ, ආ, ඇ, ඈ, ඉ, ඊ, උ, ඌ, ඍa, ඎaa, ඏ, ඐෟ , එ, ඒ, ඓ, ඔ, ඕ, ඖෳ, ං, ඃ, the words starting with vowels will then be combined along with the consonants in their alphabetical order. 2. The consonants will be combined with first primary vowels and will be arranged in their alphabetical order. 3. Then the consonants will be combined with secondary symbols of the vowels. 4. Then the consonants will be combined with consonants according to alphabetical order i.e. cluster formation. 5. Then the consonants will be combined with the secondary symbols of the consonants.
Character sorting order	අ, ආ, ඇ, ඈ, ඉ, ඊ, උ, ඌ, ඍa, ඎaa, ඏ, ඐෟ , එ, ඒ, ඓ, ඔ, ඕ, ඖෳ, ං, ඃ, (These are vowels in Sinhala) ක, බ, ග, ස, ඩ, හ, ව, ඣ, ජ, ඦ, ඤ, ඥ, ඳ, ඡ, ට, ඨ, ඩ, ඪ, ණ, ඬ, ත, ථ, ද, ධ, න, ඳ, ප, එ, බ, හ, ම, ඹ, ය, ර, ල, ව, ශ, ෂ, ස, හ, ළ, ෆ (These are consonants)

Char	Dec
අ	3461
ආ	3462
ඇ	3463
ඈ	3464
ඉ	3465
ඊ	3466
උ	3467
ඌ	3468
ඍa	3469
ඎaa	3470
ඏ	3471
ඐෟ	3472
එ	3473
ඒ	3474
ඓ	3475
ඔ	3476
ඕ	3477

ඔෟ	3478	
◌ං	3458	
◌ඃ	3459	
ක	3482	
බ	3483	
ග	3484	
ඝ	3485	
ඩ	3486	
ඟ	3487	
ච	3488	
ඡ	3489	
ජ	3490	
ඣ	3491	
ඤ	3492	
ඦ	3493	
ඥ	3494	
ට	3495	
ඨ	3496	
ඩ	3497	
ඪ	3498	
ණ	3499	
ඬ	3500	
ත	3501	
ථ	3502	
ද	3503	
ධ	3504	
න	3505	
ඳ	3507	
ප	3508	
එ	3509	
බ	3510	
භ	3511	
ම	3512	
ඹ	3513	
ය	3514	
ර	3515	
ල	3517	
ව	3520	
ශ	3521	
ෂ	3522	

	ස	3523
	හ	3524
	ළ	3525
	ෆ	3526
Examples of sorted words	අම්මා, අහස, ආවාසය, ඉඩම, ඉඳල, ඊතලය, කඩය, බෝටය, ගස, සානාව, චන්ද්‍රයා, ඡන්දය, ජයග්‍රහණය, ඣානය, ටකය, ඪක්කුව, ණය, තරහව, දහවල, නරක, පාපන්දු, බලවත්, හය, මංසන්ධිය, යකඩ, රත්රන්, ලස්සන, වම, ශබ්දය, සහනය, ළය, ෆැන්	

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.

Guideline

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

Grammar, Syntax & Orthographic Conventions

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

Adjectives

In Sinhala, adjectives (නාම විශේෂණ) should be handled in the following manner.

The adjectives are placed just before the noun like in English.

Eg. (+) ශ්‍රී ලංකාව යනු <u>සුන්දර</u> රටකි. (Sri Lanka is a <u>beautiful</u> country)

(+) එරටේ බහුතරය <u>සරල ගැමි</u> මිනිසුන්ය. (The majority is <u>simple</u> and <u>rural</u> people). Here underlined words are adjectives.

Possessive adjectives

The frequent use of possessives is a feature of English language. However in Sinhala, possessive adjectives are handled in the same way in English.

In English, "possessive adjectives" come before any adjectives, for example

(+) මගේ <u>රතු</u> පෑන (My red pen)

(+) ඔබේ <u>කාරුණික</u> වචන (your kind words)

Here underlined words are adjectives.

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 Sinhala it is not used. We should give those examples also: a chair = පුටුවක්, a book = පොතක්, the door = දොර.

a and the is not clearly visible in Sinhala.

Unlocalized Feature Names

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:

Example:

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

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

English example	Sinhala example
Windows Mail shares your Internet Connection settings with Internet Explorer	(+) Windows Mail මගින් ඔබේ අන්තර්ජාල සම්බන්ධතා පසුතල Internet Explorer සමහ හුවමාරු කර ගනී
Website addresses will be sent to Microsoft	(+) වෙබ අඩවි ලිපිනයන් Microsoft වෙත යැවෙනු ඇත

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	Sinhala example
Activate a window by hovering over it with the mouse	(+) මවුසයෙන් කරකවමින් වින්ඩෝවක් සක්‍රිය කර ගන්න
Select a location closest to your office	(+) ඔබේ කාර්යාලයට ආසන්නතම ස්ථානයක් තෝරා ගන්න

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 Sinhala language?
- Analogy: Is there an equivalent Sinhala 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.

Capitalization

This section does not apply to Sinhala.

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.

Example:

English examples	Sinhala example
Internet Accounts	(+) අන්තර්ජාල ගිණුම්
Workgroup Administrator	(+) කාර්ය කණ්ඩායම් පරිපාලක
Internet News Server Name	(+) අන්තර්ජාල පුවත් සහ සර්වර් නම

Gender

Sinhala language has three kinds of genders namely Masculine (පුරුෂ ලිංග) Feminine (ස්ත්‍රී ලිංග) and neutral (නපුංසක ලිංග).

Example:

(+) ඔහු ගුරුවරයෙකි (He is a teacher)

(+) ඇය හෙදියකි. (She is a nurse)

(+) ගස උසය. (The tree is tall)

Genitive

In grammar, genitive is the grammatical case that marks a noun as modifying another noun. It often marks a noun as being the possessor of another noun but it can also indicate various relationships other than possession; certain verbs may take arguments in the genitive case; and it may have adverbial uses.

In Sinhala language, genitives are created by adding Suffixes to the end of a noun.

Examples:

(+) දුරකථනයේ ඇන්ටෙනාව (Phone's antenna)

(+) කාමරයේ යතුර(Room's key)

(+) පියාගේ පරිගණකය (Father's computer)

Modifiers

This section is not applied for Sinhala.

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.

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.

Example:

English example	Sinhala example
Delete it from server.	(+) Server වෙතින් එය මකන්න
Enter a password to log into the server	(+) Server තුළට ඇතුල් වීමට රහස් අංකයක් ඇතුල් කරන්න.
DNS cannot resolve the server IP address	(+) DNS ට server IP ලිපින ගැටලුව විසඳිය නොහැක.
Verify the name of the server's certificate	(+) Server සහතිකයේ නම තහවුරු කර ගන්න.

Inflection

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

Example:

English example	Sinhala example
Websites	(+) වෙබ් ලිපිනයන්
Downloads	(+) බාගැනීම්
Proxies	(+) ප්‍රොක්සි

Plural Formation

For Sinhala, there are few ways of forming the plural words.

Example: Addition of hal akura

(+) ගස - ගස්

(+) මල- මල්

By removing the last letter in Singular nouns.

(+) 1. පුටුව - පුටු

(+) 2. නිවාසය - නිවාස

(+) 3. බිත්තිය - බිත්ති

Addition of some words

(+) ගේ - ගෙවල්

(+) ළඳ - ළිඳවල්

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. The table below contains frequently used verbs and the prepositions that follow them. Please use this table as a reference. Here how to use prepositional phrase to postpositional phrase

US Expression	Sinhala Expression	Comment
From John	(+) ජෝන්ගෙන්	In Sinhala there is no preposition. Instead of this we use postposition.
To John	(+) ජෝන්හට	In Sinhala there is no preposition. Instead of this we use postposition.
by John	(+) ජෝන් විසින්	In Sinhala there is no preposition. Instead of this we use postposition.

Pronouns

In Sinhala, there are many words few are here; those same words pronunciation is different.

Example: (+) අපි, ඔවුන්, ඔහු, ඇය, එය,

Punctuation

The same punctuation rules of the English language apply to Sinhala.

Comma

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

Example: (+) හෙඩ්සෙට්, ශ්‍රව්‍ය උපකරණ, සහ වීඩියෝ උපකරණ දුරකථනයේ අමතර කොටස්වලට නිදසුන් වේ.

(+) අමතර කොටස් දුරකථනයට සම්බන්ධ කර, නියමිත ශබ්ද පරිමාව වෙත එය සකස් කර කණෙහි පළදින්න.

Colon

Colon (:) informs that what follows proves, clarifies, explains, or simply enumerates elements of what is referred. Do not use colons to inappropriate places.

Dashes and Hyphens

The dash is used as given below in Sinhala language:

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.

(+) හද-බැඳි-ගී

En Dash

The en dash is used as a minus sign, usually with spaces before and after.

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. Sinhala language usually does not use en dash. If required en dash will be followed in the translation also as found in source.

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. Sinhala language usually does not use em dash. If required em dash will be followed in the translation also as found in source.

Ellipses (Suspension Points)

This section does not apply to Sinhala.

Period

The same rules on the period of the English language apply to Sinhala as well.

(+) පොත් සළකුණ වෙත ටැගයක් පවරන්න.

Quotation Marks

(+) "ඔබගේ ප්‍රියතම පොත කුමක්ද?යි" ගුරුවරයා ශිෂ්‍යයාගෙන් විමසීය

Quotation marks are used when referring to Sinhala.

"" used to denote either speech or a quotation.

'' used to denote either speech or a quotation.

Parentheses

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

(+) දිනපතා පදනමින් (සෑම දිනකම) දුරකථනය පිරිසිදු කරන්න.

Singular & Plural

Please follow general Sinhala language grammar rules on using singular and plural forms.

a. the singular number

b. a singular form of a word

Example:

(+) 12,3,

(+) දුරකථනය, ඡායාරූපය

C. a plural form of a word

Example: (+) දුරකථන, ඡායාරූප, මිනිස්සු

Split Infinitive

This section does not apply to Sinhala.

Subjunctive

This section does not apply to Sinhala.

Symbols & Non-Breaking Spaces

This section does not apply to Sinhala.

Syntax

This section does not apply to Sinhala.

Verbs

There are few kinds of verbs in Sinhala language. විධි ක්‍රියා, මිශ්‍ර ක්‍රියා සහ පූර්ව ක්‍රියා are some of the examples for verbs.

Example:

Continuous operations are usually expressed in English with a gerund, which should be translated into Sinhala as මිශ්‍ර ක්‍රියා

Example: (+) දුරකථනයෙන් කථා <u>කරමින්</u> රිය පැදවීම නොකරන්න.

Word Order

The primary word order of Sinhala is compared to other Indo-European languages. In linguistic typology, Subject Object Verb (SOV) is the type of languages in which the subject, object, and verb of a sentence appear or usually appear in that order.

Example: (+) *දුරකථන ක්‍රියාකරු දුරකථනය පිරිසිදු කළේය.*

Style and Tone Considerations

One of the unique features of Sinhala, in the variety of modern South Asian Languages, is the presence of pitch contours. These change the meaning of the word depending on the way it sounds. In technical terms these are called 'tones' and there are three types: low, high and level. The Sinhala tone system is far less complex than Chinese, the best known tone language. The low tone is characterized by lowering the voice below the normal pitch and then rising back in the following syllable.

Audience

Audience is the end user who use the product.

 Example:

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

Style

Writing style should be simple to understand. Do not use colloquial, slang, local, poetic, rare words and expressions or other words and expressions, which do not belong to standard literary language.

Tone

In general please use formal or semi-formal tone, though in online materials the tone can be more informal.

Voice

Depending upon the context, active of passive voice can be used. Especially in newspapers and news bulletins passive voice is frequently used

English	Translation
You are now connected to the Internet.	(+) *දැන් ඔබ අන්තර්ජාලය වෙත සම්බන්ධ වී තිබේ.*

Localization Guidelines

This section contains guidelines for localization into Sinhala.

General Considerations

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:

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

English	Sinhala
Home	(+) මුල් පිටුව
Profile	(+) පැතිකඩ
People	(+) මිනිසුන්
Mail	(+) මේල්

List of common abbreviations:

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

Expression	Acceptable abbreviation
දුරකථනය	(+) දුර. දුරකථ.
පණිවුඩ	(+) පණි.
ඡායාරූපය	(+) ඡායා.
පිළිතුරු	(+) පිළි.

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. කරු. Abbreviated form of කරුණාකර.

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.

Don't abbreviate such words as මම, ඔබ having two words or when give erroneous expression when abbreviated.

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 Sinhala. Please check with your Microsoft contact and remove these references from Sinhala text if necessary.

Acronyms

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).

Localized Acronyms

The acronyms listed below are originally English acronyms which are used very frequently in Sinhala in the manner listed below.

Example:

List of common acronyms:

(+) *සාර්ක්*　　*දකුණු ආසියානු කලාපීය සහයෝගීතා සංවිධානය*　　　　　　　'SAARC'

(+) *එක්සත් ජාතීන්ගේ අධ්‍යාපනික, විද්‍යාත්මක හා සංස්කෘතික සංවිධානය*　　　　'UNESCO'

(+) *එක්සත් ජාතීන්ගේ අන්තර්ජාතික ළමා හදිසි අවස්ථා අරමුදල*　　'UNICEF'

(+) *ලෝක සෞඛ්‍ය සංවිධානය*　　　　　　　　　　　　'WHO'

Unlocalized Acronyms

Many acronyms are standardized and remain untranslated. They are only followed by their full spelling in English if the acronym needs to be explained to the speakers of a different language. In other cases, where the acronym is rather common, adding the fully spelled-out form will only confuse users. In these cases, the acronym can be used on its own.

The following list contains examples of acronyms that are considered commonly understood; these acronyms 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

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.

- (-) RPC call
- (-) HTML language
- (-) TCP/IP-Protocol
- (-) 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.

For Sinhala, we usually do not translate any product and feature names until and otherwise the particular product or feature is localized with their names. This should be followed for application names too.

Note: Mistakes with product names and trade marking are considered accuracy errors.

Frequent Errors

Product names should not be localized.

Example: The Microsoft Feedback Tool is unable to send feedback. (+) Microsoft ප්‍රතිපෝෂණ උපකරණයට ප්‍රතිපෝෂණ යැවිය නොහැක.

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 Sinhala.

Standardized Translations

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.

- Verbs
- Word Order
- Messages
- Error Messages
- Error Messages Containing Placeholders

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

Using the Word Microsoft

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

In Sinhala, 'Microsoft' written as "Microsoft", we do not localize of transliterated this.

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

(+) **Microsoft** ප්‍රතිපෝෂණ උපකරණයට ප්‍රතිපෝෂණ යැවිය නොහැක.

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

Translating UI items can be challenging at times. One of the main difficulties in many cases is the lack of context and information on the exact function of a particular UI item. This topic is intended to give some general guidelines.
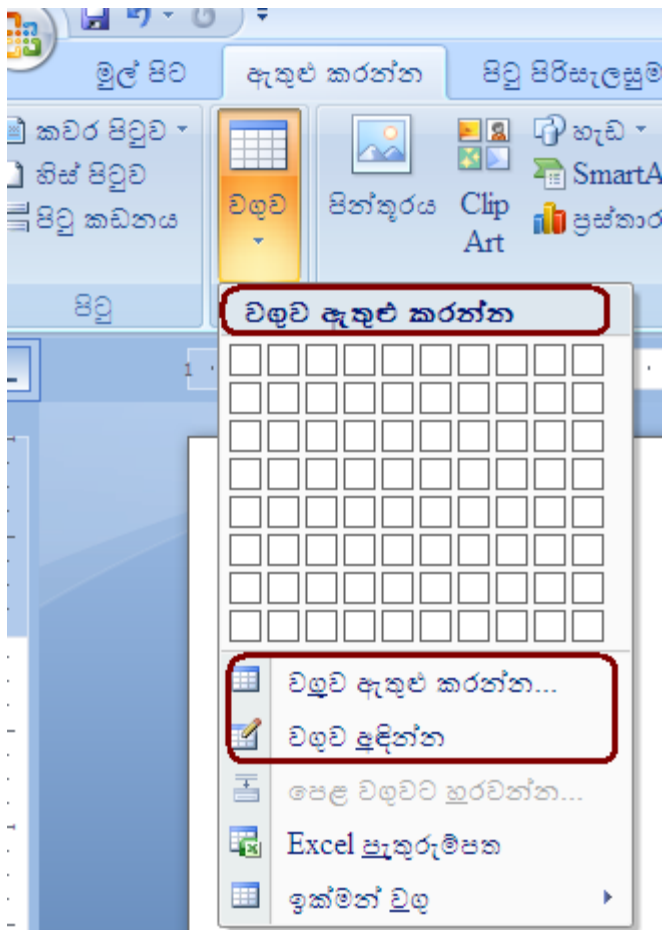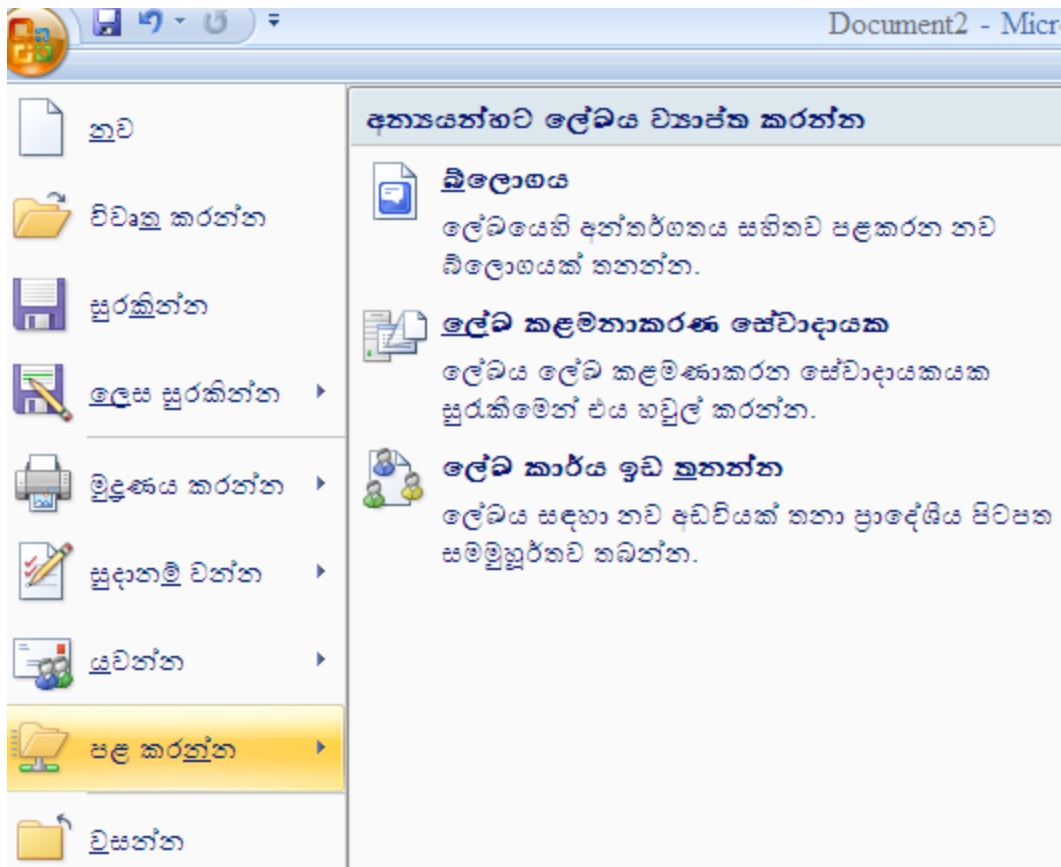
Main Menu
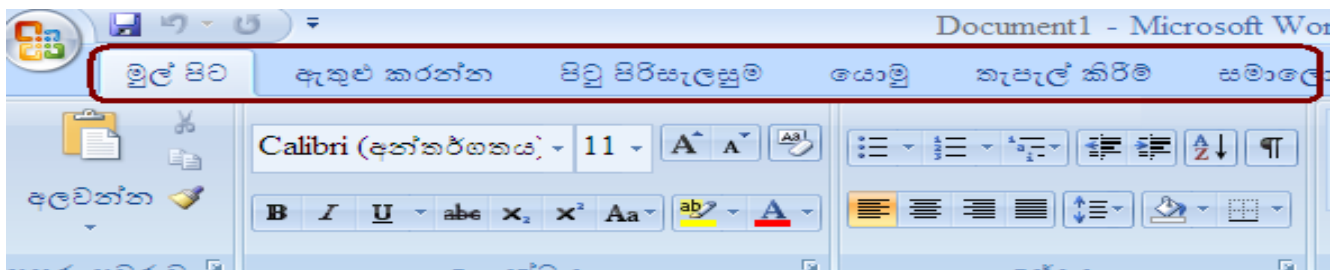
In the above screenshot all the menu items have been localized. It is the translation of 'Home', 'Insert', 'Page Layout', 'References', 'mailings' etc.
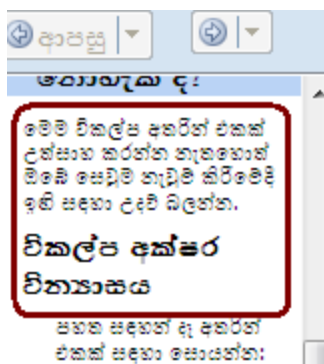
Menu items and commands

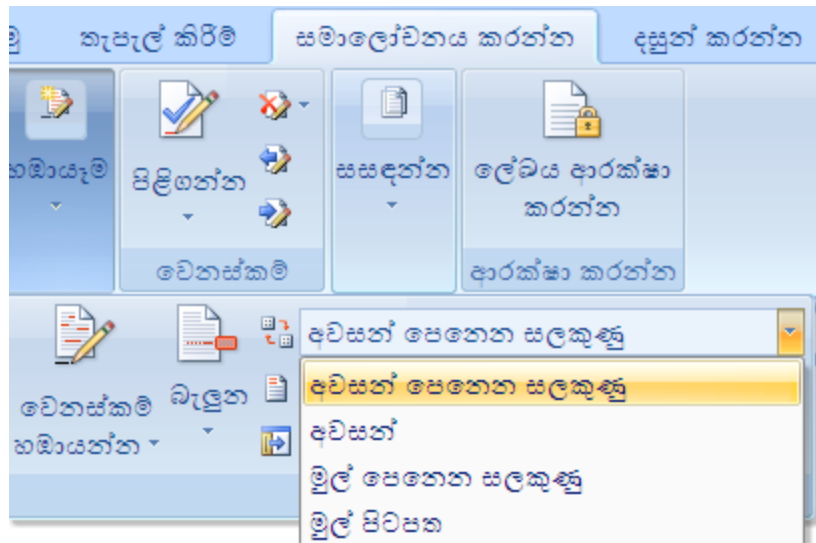The selected menu items is further explained in the below screenshot.

When click on publish its details are given as shown above.
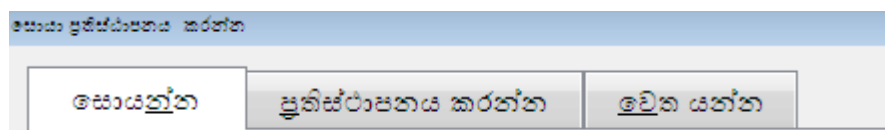
Static Text

List boxes

Group boxes

මුද්‍රණ අභිරුචි

☑ Word හි තැනූ ඇඳීම් මුද්‍රණය කරන්න ⓘ

☐ පසුබිම් වර්ණ සහ අනුරු මුද්‍රණය කරන්න

☐ ලේඛ ගුණාංග මුද්‍රණය කරන්න

☐ සැඟවුණු පෙළ මුද්‍රණය කරන්න

☐ ක්ෂේත්‍ර මුද්‍රණය කිරීමට පෙර යාවත්කාලින කරන්න

☐ සුබැඳි දත්ත මුද්‍රණය කිරීමට පෙර යාවත්කාලින කරන්න

Dialog boxes

32

Check boxes

Buttons

Always use all available resources to establish the context for UI items. In EDBs, these could be: the columns Instructions, Resource ID, String ID, sometimes also Previous Source and Term Note.

Source	Translation
New	(+) නව
Open	(+) විවෘත කරන්න
Save	(+) සුරකින්න
Save as	(+) ලෙස සුරකින්න
Print	(+) මුද්‍රණය කරන්න
Prepare	(+) සූදානම් කරන්න
Send	(+) යවන්න
Publish	(+) මුද්‍රණය කරන්න
Close	(+) වසන්න
Copy	(+) පිටපත් කරන්න

Source	Translation
Paste	(+) අලවන්න
Insert	(+) ඇතුල් කරන්න
Table	(+) වගුව
View	(+) පෙන්වන්න
Reference	(+) පරිශීලනය
find	(+) සොයන්න
full screen	(+) සම්පූර්ණ තිරය

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.

ඔබ බාගන්න යන්න ක්ලික් කළහොත්, ඔබ වෙනත් පිටුවක් වෙත යොමු කෙරෙනු ඇත.

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).
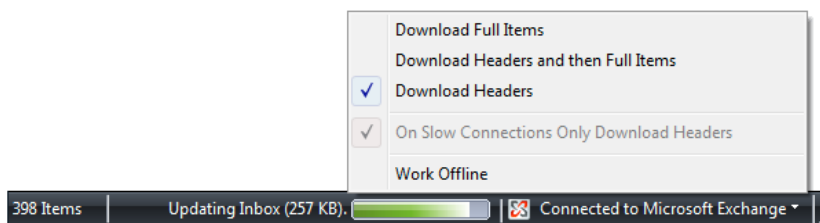
Sinhala Style in Status bar Messages

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

Name	Sinhala Name	Category	English Status Bar message	Sinhala Status Bar message
Edit	(+) වෙනස් කරන්න	menu	Contains editing commands	(+) වෙනස් කිරීමේ නියෝග අඩංගු වේ

| Copy to Folder...	(+) ... ෆෝල්ඩරය වෙත පිටපත් කරන්න	menu	Copies the selected items to a new location	(+) තෝරාගත් අයිතමය නව පිහිටීමක් වෙත පිටපත් කරයි
New	(+) නව	command	Creates a new document	(+) නව ලේඛනයක් සාදයි
			Make object visible?	(+) වස්තුව පැහැදිලි කරන්නද?
			Word is converting the document. Press Esc to stop.	(+) Word ලේඛනය පරිවර්තනය කරයි. නැවැත්වීමට Esc ඔබන්න.
			Datasheet View	(+) දත්ත පත්‍රිකා පෙනුම
			Done	(+) ඉටු කළා

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 Sinhala version. Use one standard translation as in the examples below:

English term	Correct Sinhala translation
Press F1 to get Help	(+) උපකාර ලබා ගැනීමට F1 ඔබන්න
If you want Help press F1	
To get Help press F1	
Not enough memory	(+) මතකය ප්‍රමාණවත් නැත
Insufficient memory	
There is not enough memory	
Save changes to %1?	(+) වෙනස්කම් %1 වෙත සුරකින්නද?
Do you want to save changes to %1?	

Error Messages

What Is An Error Message?

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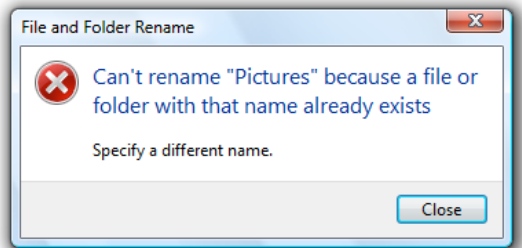
Error messages are messages sent by the system or a program, informing the user that there is an error that must be corrected in order for the program to keep running. For example, the messages can prompt the user to take an action or inform the user of an error that requires rebooting the computer.

Sinhala 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.

Standard Phrases in Error Messages

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

Error messages written in US-English are occasionally inconsistent. As you localize the software into Sinhala, you should ensure that you use a standard phrase for error messages that have the same meaning and purpose in the US-English version.

The following table provides US-English examples of inconsistent error messages and their corresponding, standardized Sinhala

Examples:

English	Translation	Example	Comment
Cannot … Could not …	(+) නොහැකිය	File cannot be found File could not be found	Those construction usually being used for "unable to affect an outcome".
Failed to … Failure of …	(+) අසමත්	Failed to connect Failure of connect	
Cannot find … Could not find … Unable to find … Unable to locate …	(+) සොයාගත නොහැක	Cannot find driver software Could not find driver software Unable to find driver	

		software	
		Unable to locate driver software	
Not enough memory		No sufficient memory on disk	
Insufficient memory	(+) මතකය ප්‍රමාණවත් නැත	Not enough memory on disk	
There is not enough memory		No enough memory is available on disk	
There is not enough memory available			
... is not available	(+) නොමැත	... enough space is not available	Meaning is same.
... is unavailable		... 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 ගොනුව "%1!-.200s!" section" means "INI ගොනුව "<string>" section".

As Sinhala language has agreement between adjectives and nouns, and the noun is a placeholder, it is 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.

English example	Message User will see	Sinhala example
Replace invalid %s?	Replace invalid data? Replace invalid file?	(+) වැරදි %s මාරු කරන්නද?
%s already exists	File already exists Name already exists	(+) %s දැනටමත් තිබේ.
%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 දැන් ඔබේ පුද්ගලික සබඳතාව ලෙස සැකසී තිබේ.

English example	Message User will see	Sinhala example
%s stopped working and was closed	The application stopped working and was closed The program stopped working and was closed	(+) %s ක්‍රියා කිරීම නවත්වා ඇති අතර වසන ලදි.

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

Example:

ALT, 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, 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 translatedNames of the keys appearing on keyboard should not be translatedNames of the keys appearing on keyboard should not be translatedNames of the keys appearing on keyboard should not be translatedNames of the keys appearing on keyboard should not be translatedNames of the keys appearing on keyboard should not be translated

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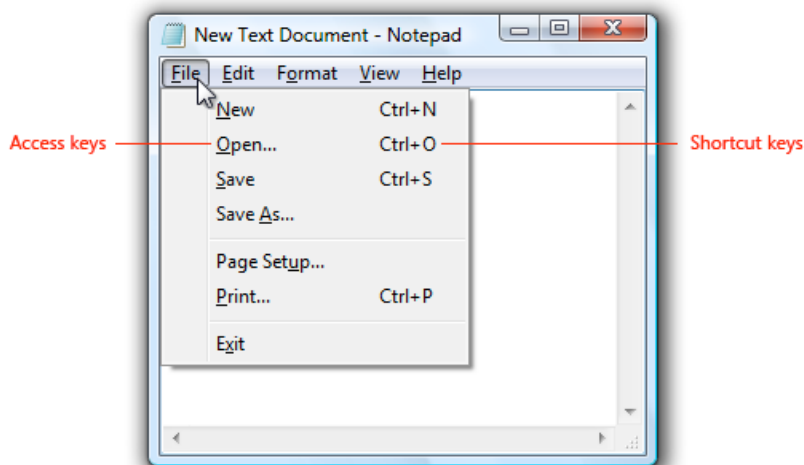
Sometimes, there are underlined or highlighted letters in menu options, commands or dialog boxes. These letters refer to access keys (also known as hot keys) that allow you to run commands, perform tasks, etc. more quickly.

The following table lists special options for hot keys in US-English interfaces and describes whether each option is allowed in Sinhala:

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 Sinhala characters cannot be termed as 'slim' compared to the Roman ones
Characters with down strokes, such as g, j, y, p and q can be used as hotkeys	no	
Extended characters can be used as hotkeys	no	Sinhala 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 only in special cases.
No hotkey is assigned when no more characters are available (minor options only)	no	No, it cannot be assigned.

The format of the keyboard used for Sinhala is called Wijesekera keyboard standardized as the Sri Lanka Standard (2004).

Spoken by 15 million people, Sinhala is a well-developed language with influence from Dravidian (Tamil and Malayalam) and indo-euro languages. Sinhala has its own keyboard layout. Sinhala has a low penetration in the

Internet when compared to Dravidian languages. Eg. Sinhala has no contribution to Wikipedia. Also there are not many App/Media websites. Sinhala keyboard is widely used among Desktop Publishing for advertising, local administration purpose and digitizing Sinhala scripts.

Suggestion: NOT TO LOCALIZE

Sinhala physical keyboards are not widely available in Sri Lanka.

People prefer to use soft (onscreen) versions of the Sinhala wijesekara keyboard for input.

There are few transliteration softwares available but even these softwares are not much used according to many.

Additional notes: n/a

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.

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.

Shortcut Keys

Shortcut keys are keystrokes or combinations of keystrokes used to perform defined functions 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	Sinhala Command	Sinhala Shortcut key
General Windows Shortcut keys			
Help window	F1	උපකාර වින්ඩෝව	F1
Context-sensitive Help	Shift+F1	සන්දර්භය - සංවේදී උපකාර	Shift+F1
Display pop-up menu	Shift+F10	පොප් අප් මෙනුව පෙන්වන්න	Shift+F10
Cancel	Esc	අවලංගු කරන්න	Esc
Activate\Deactivate menu bar mode	F10	මෙනු බාර් මාදිලිය සක්‍රිය/අක්‍රිය කරන්න	F10
Switch to the next primary application	Alt+Tab	ඊළඟ මූලික යෙදුමට මාරුවන්න	Alt+Tab

Display next window	Alt+Esc	ඊළඟ වින්ඩෝව පෙන්වන්න	Alt+Esc
Display pop-up menu for the window	Alt+Spacebar	වින්ඩෝව සඳහා පොප් අප් මෙනුව පෙන්වන්න	Alt+Spacebar
Display pop-up menu for the active child window	Alt+-	සක්‍රිය ළමා වින්ඩෝව සඳහා පොප් අප් මෙනුව පෙන්වන්න	Alt+-
Display property sheet for current selection	Alt+Enter	වත්මන් තේරීම සඳහා ප්‍රොපර්ටි පත්‍රිකාව පෙන්වන්න	Alt+Enter
Close active application window	Alt+F4	සක්‍රිය යෙදුම් වින්ඩෝව වසන්න	Alt+F4
Switch to next window within (modeless-compliant) application	Alt+F6	යෙදුම තුළ (මාදිලි රහිත- අනුකූල) ඊළඟ වින්ඩෝව වෙත මාරු වන්න	Alt+F6
Capture active window image to the Clipboard	Alt+Prnt Scrn	සක්‍රිය වින්ඩෝ රූපය ක්ලිප් බෝඩ් වෙත හසු කරගන්න	Alt+Prnt Scrn
Capture desktop image to the Clipboard	Prnt Scrn	ඩෙස්ක්ටොප් රූපය ක්ලිප් බෝඩ් වෙත හසු කරගන්න	Prnt Scrn
Access Start button in taskbar	Ctrl+Esc	ටාස්ක් බාර් හී ආරම්භ කරන්න බොත්තම වෙත යන්න	Ctrl+Esc
Display next child window	Ctrl+F6	ඊළඟ ළමා වින්ඩෝව පෙන්වන්න	Ctrl+F6
Display next tabbed pane	Ctrl+Tab	ඊළඟ ටැබ් සහිත දණ්ඩ පෙන්වන්න	Ctrl+Tab
Launch Task Manager and system initialization	Ctrl+Shift+Esc	කාර්ය කළමනාකරු සහ පද්ධති ආරම්භකරණය පටන් ගන්න	Ctrl+Shift+Esc
File Menu			
File New	Ctrl+N	නව ගොනුව	Ctrl+N
File Open	Ctrl+O	ගොනුව විවෘත කරන්න	Ctrl+O
File Close	Ctrl+F4	ගොනුව වසන්න	Ctrl+F4
File Save	Ctrl+S	ගොනුව සුරකින්න	Ctrl+S
File Save as	F12	ගොනුව ලෙස සුරකින්න	F12
File Print Preview	Ctrl+F2	ගොනුවේ මුද්‍රණ පෙරදසුන	Ctrl+F2
File Print	Ctrl+P	ගොනුව මුද්‍රණය කරන්න	Ctrl+P
File Exit	Alt+F4	ගොනුවෙන් පිට වන්න	Alt+F4
Edit Menu			
Edit Undo	Ctrl+Z	ආපසු නිවැරදි කරන්න	Ctrl+Z

Edit Repeat	Ctrl+Y	නැවත කරන්න	Ctrl+Y
Edit Cut	Ctrl+X	කපන්න	Ctrl+X
Edit Copy	Ctrl+C	පිටපත් කරන්න	Ctrl+C
Edit Paste	Ctrl+V	අලවන්න	Ctrl+V
Edit Delete	Ctrl+Backspace	මකන්න	Ctrl+Backspace
Edit Select All	Ctrl+A	සියල්ල තෝරන්න	Ctrl+A
Edit Find	Ctrl+F	සොයන්න	Ctrl+F
Edit Replace	Ctrl+H	ආදේශ කරන්න	Ctrl+H
Edit Go To	Ctrl+B	වෙත යන්න	Ctrl+B
Help Menu			
Help	F1	උපකාර	F1
Font Format			
Italic	Ctrl+I	ඇල අකුරු	Ctrl+I
Bold	Ctrl+G	තද අකුරු	Ctrl+G
Underlined\Word underline	Ctrl+U	යටින් ඉර	Ctrl+U
Large caps	Ctrl+Shift+A	විශාල කැපිටල් අකුරු	Ctrl+Shift+A
Small caps	Ctrl+Shift+K	කුඩා කැපිටල් අකුරු	Ctrl+Shift+K
Paragraph Format			
Centered	Ctrl+E	මධ්‍යස්ථ	Ctrl+E
Left aligned	Ctrl+L	වමට රේඛීයකරණය කළ	Ctrl+L
Right aligned	Ctrl+R	දකුණට රේඛීයකරණය කළ	Ctrl+R
Justified	Ctrl+J	දෙපස සම	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

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 Sinhala.

English example	Sinhala example
Sending a file	(+) ගොනුව යැවේ.

English example	Sinhala example
Using Styles	(+) පන්හිඳ යැවේ.

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	Sinhala translation
Copyright	(+) ප්‍රකාශන හිමිකම
All rights reserved	(+) සියලුම හිමිකම් ඇවිරිණි
Microsoft Corporation	(+) Microsoft Corporation