

Odia Style Guide

Contents

What's New?	4
New Topics	4
Updated Topics	4
Introduction	5
About This Style Guide	5
Style Guide Conventions	5
Sample Text	5
Recommended Reference Material	7
Normative References	7
Informative References	7
Language Specific Conventions	8
Country/Region Standards	8
Characters	8
Date	10
Time	12
Numbers	13
Sorting	17
Geopolitical Concerns	28
Grammar, Syntax & Orthographic Conventions	28
Adjectives	28
Articles	29
Capitalization	31
Compounds	31
Gender	34
Genitive	35
Modifiers	36
Nouns	37
Prepositions	38
Pronouns	39
Punctuation	39
Singular & Plural	41
Split Infinitive	41
Subjunctive	41
Symbols & Non-Breaking Spaces	42
Syntax	42
Verbs	42
Word Order	43
Style and Tone Considerations	43
Audience	43
Style	43

Tone	43
Voice	44
Localization Guidelines.....	45
General Considerations	45
Abbreviations	45
Acronyms	46
Applications, Products, and Features	48
Frequent Errors.....	48
Glossaries	49
Recurring Patterns	49
Standardized Translations	49
Unlocalized Items.....	49
Using the Word Microsoft	59
Software Considerations	60
User Interface	60
Messages.....	61
Keys	67
Document Translation Considerations	73
Titles	73
Copyright.....	74

What's New?

Last Updated: February, 2012

New Topics

The following topics were added:

- n/a

Updated Topics

October, 2011

The following topics were updated:

- Numbers
- Currency
- Date
- Days
- Months
- All "Oriya" cases changed to "Odia" through the whole document as this should be "Odia" according to the latest geopolitical guidance.

January, 2012

- Keys – subsection [Key Names](#) added

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This Style Guide went through major revision in February 2011 in order to remove outdated and unnecessary content.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 Odia 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 language 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 Odia 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. [Microsoft Language Portal](#) can be used as reference for approved terminology.

Sample Text

ଶ୍ରୀ ସତୀଶ କୁମର ପାତ୍ର

ସତୀଶ ନାର୍ଦ୍ଦିଂ ହୋମ୍

୭୧ ଟାଇପ୍‌ରେଫର୍ମ୍ ଏରିଆ

ଭୁବନେଶ୍ୱର

ପିନ୍ କୋଡ୍ - ୭୫୧୦୨୦

ଓଡ଼ିଶା

ଉତ୍ତରତ

ଫୋନ୍ ନଂ : ୦୬୭୪ – ୨୫୯୦୮୦୮

ଓଡ଼ିଶା ଭାରତ ବର୍ଷର ପୂର୍ବାଞ୍ଚଳବର୍ଷୀ ଗୋଟିଏ ପ୍ରାକୃତିକ ସମ୍ପଦ ଭରା ରାଜ୍ୟ । ଏହାର ପ୍ରାଚୀନ ନାଁ ଥିଲା କଳିଙ୍ଗ ବା ଉତ୍କଳ । ପୂର୍ବରୁ ଏହାର ଭୌଗୋଳିକ ପରିସୀମା ଗଙ୍ଗାଠାରୁ ଗୋଦାବରୀ ପର୍ଯ୍ୟନ୍ତ ଥିଲା । କିନ୍ତୁ ବର୍ତ୍ତମାନ ଏହା ଉତ୍ତରରେ ଉତ୍ତରନେଶ୍ୱରଠାରୁ ଦକ୍ଷିଣରେ ମାଲକାନଗିରି ପର୍ଯ୍ୟନ୍ତ, ପୂର୍ବରେ ପୂର୍ବାଠାରୁ ପରିଷିମରେ ବରପାଲୀ ମଧ୍ୟରେ ସାମିତ । ଏଠାର ସାଧାରଣ ଜନଗଣଙ୍କର ମୁଖ୍ୟ ଜୀବିକା କୃଷି ଓ ବାଣିଜ୍ୟ । ଏଠାକାର ଜନଗଣ ମୁଖ୍ୟତଃ ଶାନ୍ତସ୍ଵଭାବର, ସହନଶୀଳତା ଓ ଉଦ୍ବାଧତା ଏମାନଙ୍କର ଦୁଇ ବିଶେଷ ଗୁଣ । ମୌତ୍ରାଦେବ ଶ୍ରୀଜଗନ୍ଧାରି ଏଠାର ପରମପୂର୍ବୀ ଜନ୍ମଦେବ, ତେଣୁ ମୌତ୍ରାଧର୍ମ ଓଡ଼ିଶାର ମୁଖ୍ୟ ଜୀବନଧାରା । ସର୍ବଧର୍ମ ସମୟକୁ ମହାମତ୍ତ୍ଵ ଭାବେ ଗ୍ରହଣ କରି ଓଡ଼ିଶାର ଅଧିଗାସୀମାନେ ସନ୍ଧିକିତ ଭାବେ ସହାବସ୍ଥାନ କରି ସମାଜ ଜୀବନକୁ ସୁଖମନ୍ୟ କରିଥାନ୍ତି । ଆଉ ଗୋଟିଏ ବଡ଼ କଥା ହେଲା ଓଡ଼ିଶାର ପର୍ବତ ଘେରା ମାଳ ଅଞ୍ଚଳରେ ବହୁ ଆଦିବାସୀ ବାସ କରନ୍ତି । ସେମାନଙ୍କର ପ୍ରାକୃତ ଜୀବନଧାରର ରାତିନାତି ମଧ୍ୟ ଓଡ଼ିଆ ସଂସ୍କୃତର ଅଙ୍ଗ ପାଲନ୍ତି ଯାଇଛି । ଏଠି ତେଣୁ ଆୟ୍ୟ ଅନାୟ୍ୟ, ବ୍ରାହ୍ମଣ ଓ ଶୁଦ୍ଧି, ଉତ୍ତର ଓ ଦକ୍ଷିଣ - ଏସବୁ ସଂସ୍କୃତର ବିବିଧ ଧାରା ଏକିଭୂତ ହୋଇ ଏହାକୁ ଏକ ଅନନ୍ୟ ରୂପ ପ୍ରଦାନ କରିଛି । ଏଠାର ଚଳଣି, ଚାହାଣୀ ଓ ଚମକରେ ଏସବୁର ପରିଚୟ ମିଳେ । ଓଡ଼ିଶାର ପ୍ରସ୍ତର ଶିଳ୍ପ ବିଶ୍ଵବିଦିତ । ପୁରୀ, କୋଣାର୍କ ଓ ଭୁବନେଶ୍ୱର ବହୁ ମନ୍ଦିର ଗାନ୍ତରେ ଏହାର ନମୁନା ଏବେ ବି ଭାସ୍ତର । ପଇତ୍ରି, ତାରକାସି କାମ ଓ ବୟନଶିହ୍ନରେ ମଧ୍ୟ ଓଡ଼ିଶାର ଦୈଶ୍ୟ ସୁପରିଚିତ । କାହୁରେ ରସିକତା ଓ ମୃଦୁରେ ଲାଲିତ୍ୟ ଏହାର ସାହିତ୍ୟ ଓ କଳାରେ ଉରିଦେଇଛି ପ୍ରାଣ ପ୍ରାଚୁର୍ୟ । ମୁଖ୍ୟତଃ କହିବାକୁ ଗଲେ ଓଡ଼ିଶା ଦୁଇ ପ୍ରକାର ଲୋକଙ୍କ ବାସଭୂମି । ଗୋଟିଏ ଗୋଷ୍ଠୀ ଉପକୁଳବର୍ଷୀ ସମାଚଳ ଭୂମିରେ ବାସ କରନ୍ତି, ଅପର ଗୋଷ୍ଠୀ ବାସ କରନ୍ତି ପାର୍ବତ୍ୟାଞ୍ଚଳ ମାଳଭୂମିରେ । ପ୍ରଥମ ଗୋଷ୍ଠୀର ହେତ୍ପାନ୍ତି ଦୃଷ୍ଟି ସଙ୍ଗେ ଦୃଷ୍ଟିତୀଯ ଗୋଷ୍ଠୀର ଗୋଷ୍ଠୀଦୃଷ୍ଟି ମିଶି ଓଡ଼ିଆ ଜାତିର ସମାଜ ଜୀବନର ଦୃଷ୍ଟିଭାଙ୍ଗୀ ହୋଇଛି ଅମ୍ବ-ମଧ୍ୟର, ସୁଷ୍ଣଲୁଦର । ଓଡ଼ିଶାର ଲଭିତାସ ବଡ଼ ରହସ୍ୟମାନ । ଯେତିକି ବୀରଦ୍ଵୟରୁ ସେତିକି ଶୋକ ଜର୍ଜର । ଶ୍ରୀଷ୍ଟପୂର୍ବ ତୃତୀୟ ଶତାବ୍ଦୀରେ ମଗଧର ଦିଗବିଜ୍ୟୀ ସମ୍ବାଦ ଅଶୋକ କଳିଙ୍ଗ ଆକ୍ରମଣ କରି ବହୁ ନିରାହ ଜନତାଙ୍କୁ ବଧ କରିବା ପରେ ତାଙ୍କ ହୃଦୟରେ ପରିବର୍ତ୍ତନ ଆସିଲା । ଏଇ ଭୂମି ତାଙ୍କୁ ଚଣ୍ଡାଶୋକରୁ ଧର୍ମାଶୋକରେ ପରିବର୍ତ୍ତନ କରିଥିଲା । ବୌଦ୍ଧଧର୍ମର ପ୍ରତାର ପାଇଁ ଏଇତୁ ତାଙ୍କ ପୁତ୍ର ମହେନ୍ଦ୍ର ଓ କନ୍ୟା ସଂଘମିତ୍ରା ସିଂହଳ ଯାଇଥିଲେ । ସେଇ ସ୍ମୃତି ବହନ କରି ଆଜି ବି ଦୟାନଦୀ କୁଳରେ ଧଉଳୀ ପାହାଡ଼ ଦଶ୍ମାଯାମାନ । ତା ପରେ ଜେନ ସମ୍ବାଦ ଖାରବେଳଙ୍କ ଖଣ୍ଡଗିରିର ହାତୀଗୁପ୍ତା, ଭୌମକର ଗଂଗ ଓ ସୁର୍ଯ୍ୟବର୍ଷା ରାଜାମାନଙ୍କୁ ମୁକ୍ତେଶ୍ୱର, ଲିଙ୍ଗରାଜ, ଶ୍ରୀମଦ୍ଭାଗବତ, କୋଣାର୍କ ଓ ରାଜାଶୀ ମନ୍ଦିର ପର୍ଯ୍ୟନ୍ତ ଓଡ଼ିଶାର ଶୌରବମଧ୍ୟ ଲଭିତାସର ସାକ୍ଷୀରୂପେ ବିଶ୍ୱପର୍ଯ୍ୟନ୍ତକମାନଙ୍କୁ ଆକର୍ଷଣ କରନ୍ତି । ପୁଣି ଓଡ଼ିଶାର ସୁବୃହ୍ତ ଚିଲିକା ହୃଦ, ଯେଉଁଠି ଶିତକାଳରେ ଦୂରଦେଶାଗତ ଅଗଣ୍ଯତ ପକ୍ଷୀଙ୍କୁ ଦେଖୁ ମନ ମୋହିତ ହୋଇଯାଏ । ପ୍ରାକୃତିକ ସମଦପୂର୍ଣ୍ଣ ଚିତ୍ତାଖାନା ନଦୀନକାନନ ଆରଣ୍ୟକ ପ୍ରକୃତିପୂର୍ଣ୍ଣ ମହାନଦୀର ତ୍ରିକୋଣଭୂମି ଭିତରକନିକା ଓ ମଧ୍ୟରଭିତର ଶିମିଲିପାଳ ଦେଖୁ ମନେହୁଏ ପ୍ରକୃତରେ ଓଡ଼ିଶା ପ୍ରାକୃତିକ ଶୌରଯ୍ୟର ଗନ୍ଧାର ।

ଉତ୍ସ: ନିଜ୍ୟ

ଲିଖ୍ୟତ ହୋଇଛି ୨୫-୦୨-୨୦୧୧ ୪:୦୯ ମିନିଟ୍

Recommended Reference Material

Use the Odia 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. Sarbasara Byakarana; Ed - Narayana Mahapatra, Sridhara Das, Red. 2001
2. Purnachandra Odia Bhasakosa; Ed. Gopal Chandra Praharaj, 1931-40
3. Sabdatatwabodha Abhidhana; Ed. Gopinath Nandasarma; Red. 1995
4. Oriya Bhashakosha; Ed. Girish Chandra Misra & group of Editors, 1997-2006
5. Oxford English-Oriya Dictionary, Ed. K.M. Pattanaik, B.K. Tripathy; 2004
6. Modern Oriya grammar and Composition; Dr. Kishore Chandra dash and Jay krushna mishra, 2006
7. A Synchronic grammar of Oriya, Bijay prashad Mahapatra, CIIL, 2007

Informative References

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

1. Evolution of Oriya Language and Script; K.B. Tripathy (1956)
2. The People, Language and Culture of Orissa; Suniti Kumar Chatterji (Arta Vallabha Mahanty Memorial Lecture) 1966
3. Controlled Historical Reconstruction of Oriya, Assamese, Bengali and Hindi
4. Matrubhasa Oriya, Bijaya Prasad Mahapatra, 2001
5. Ray, Jayanta :A REVIEW OF TERMINOLOGICAL WORK BEING DONE IN INDIAN LANGUAGES Term banks for tomorrow's world: Translating and the Computer 4.Proceedings of a conference ... 11-12 November 1982, ed. Barbara Snell. (London: Aslib, 1983)

Language Specific Conventions

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

Country/Region Standards

Characters

Country/region	India
Lower-case characters	n/a
Upper-case characters	n/a
Characters in caseless scripts	ଆ, ଆ, ଇ, ଇ, ଉ, ଉ, ର, ର, ଏ, ଏ, ଓ, ଓ, କ, ଖ, ଗ, ଘ, ତ, ତ, ଛ, ଜ, ଙ, ଙ, ଟ, ଟ, ଡ, ଡ, ଶ, ଶ, ଥ, ଥ, ଧ, ଧ, ନ, ପ, ଫ, ବ, ଭ, ମ, ଯ, ର, ଲ, ଳ, ବ, ଶ, ଷ, ସ, ସ, ହ, କ୍ଷ, ଯ, ତ୍ର, ତ୍ର, ଠ୍ଠ, ଠ୍ଠ, ଠ୍ଠ୍ଠ
Extended Latin characters	n/a
Note on alphabetical order	Vowels precede consonants. Consonants are arranged according to the place of articulation. Such as - Velar, retroflex, palatal, dental, bilabial etc. and manner of articulation such unaspirated, aspirated, voiceless and voiced sounds.
Total number of characters	53
Unicode codes	ଆ = U+0B05 ଆ = U+0B06 ଇ = U+0B07 ଇ = U+0B08 ଉ = U+0B09 ଉ = U+0B0A ର = U+0B0A ର = U+0B0B ଏ = U+0B0F ଏ = U+0B10 ଓ = U+0B13 ଓ = U+0B14 କ = U+0B15 ଖ = U+0B16 ଗ = U+0B17 ଘ = U+0B18

Country/region	India
	ଗ = U+0B19 ଢ = U+0B1A ଛ = U+0B1B ଜ = U+0B1C ଝ = U+0B1D ଙ = U+0B1E ଚ = U+0B1F ଠ = U+0B20 ଡ = U+0B21 ଢ = U+0B22 ଣ = U+0B23 ତ = U+0B24 ଥ = U+0B25 ଦ = U+0B26 ଧ = U+0B27 ନ = U+0B28 ପ = U+0B2A ଫ = U+0B2B ବ = U+0B2C ଭ = U+0B2D ମ = U+0B2E ଯ = U+0B2F ର = U+0B30 ଲ = U+0B32 ଳ = U+0B33 ବ = U+0B2C ଶ = U+0B36 ସ = U+0B37 ସ = U+0B38 ସ = U+0B39 ଷ = Unicode code not available. ସ = U+0B5F ଢ = U+0B5C ଢ = U+0B5D

Country/region	India
	ଓ = U+0B02 ୟ = U+0B03 ଁ = U+0B01
Notes	The Odia script has total 53 characters including 41 consonants and 12 vowels.

Date

Country/region	India
Calendar/Era	Gregorian (localized)
First Day of the Week	Monday
First Week of the Year	Week containing 1/1 is the first week of the year. Note that this can be a single day, if 1/1 falls on the last day of the week
Separator	Dot (.). Some people also use slash (/) and hyphen (-).
Default Short Date Format	dd-MM-yy d-M-yy d.M.yy dd-MM-yyyy yyyy-MM-dd
Example	17-08-11 17-8-11 17.8.11 17-08-2011 2011-08-17
Default Long Date Format	dd MMMM yyyy d MMMM yyyy
Example	17 ଅଗଷ୍ଟ 2011 7 ଅଗଷ୍ଟ 2011
Additional Short Date Format 1	dd/MM/YY
Example	17/03/11
Additional Short Date Format 2	n/a
Example	n/a

Country/region	India
Additional Long Date Format 1	d/MMMM/yyyy
Example	17/ମାର୍ଚ୍ଚ/2011
Additional Long Date Format 2	n/a
Example	n/a
Leading Zero in Day Field for Short Date Format	Yes
Leading Zero in Month Field for Short Date Format	No
No. of digits for year for Short Day Format	2
Leading Zero in Day Field for Long Date Format	No
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	d/MMMM/yyyy
Example	17/ମାର୍ଚ୍ଚ/2011
Notes	<ul style="list-style-type: none"> According to the circumstances vertical stroke and hyphen are also used in date format. Leading zero in day field/month field for short date format is optional.
Abbreviations in Format Codes	<p>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)</p> <p>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)</p> <p>y is for year, number of y's gives number of digits (yy = two digits, yyyy = four digits)</p>

Time

Country/region	India
24 hour format	No
Standard time format	hh.mm.ss
Standard time format example	10.20.30
Time separator	Dot (.)
Time separator examples	3.40.15
Hours leading zero	No
Hours leading zero example	n/a
String for AM designator	ପୂର୍ବାହ୍ନ
String for PM designator	ଅପରାହ୍ନ
Notes	<ul style="list-style-type: none"> In Orissa there is a system of writing / indicating time without using any separator and mentioning hour, minute, AM, PM, with their abbreviated form. e.g. ୩୯। ୮ ମି. ; ଦିନ ୨ ୯ ୫୦ ମି. ; ଅପ.୪୯। ୩୦ମି. There is a system of using the term ପୂର୍ବାହ୍ନ to refer the time before 12.00 noon and ଅପରାହ୍ନ after past 12.00 noon. But this is not the exact equivalents of AM and PM respectively. Usually ପୂର୍ବାହ୍ନ refers to time from morning to 12.00 noon and ଅପରାହ୍ନ refers to time after 12.00 noon till evening. ପୂର୍ବାହ୍ନ is abbreviated as ପୂ. and ଅପରାହ୍ନ as ଅପ.

Days

Country/region: India

Day	Normal Form	Abbreviation
Monday	ସୋମବାର	ସୋମ.
Tuesday	ମଙ୍ଗଳବାର	ମଙ୍ଗଳ.
Wednesday	ବୁଧବାର	ବୁଧ.
Thursday	ଗୁରୁବାର	ଗୁରୁ.
Friday	ଶୁକ୍ରବାର	ଶୁକ୍ର.
Saturday	ଶନିବାର	ଶନି.
Sunday	ରବିବାର	ରବି.

First Day of Week: ସୋମବାର (Monday)

Is first letter capitalized: n/a

Notes: n/a

Months

Country/region: India

Month	Full Form	Abbreviated Form	Long Date Form
January	ଜାନୁଆରୀ	ଜାନୁଆରୀ	21 ଜାନୁଆରୀ 2011
February	ଫେବ୍ରୂଆରୀ	ଫେବ୍ରୂଆରୀ	21 ଫେବ୍ରୋଆରୀ 2011
March	ମାର୍ଚ୍	ମାର୍ଚ୍	21 ମାର୍ଚ୍ 2011
April	ୱେଲି	ୱେଲି	21 ଏସ୍ପ୍ରିଲ୍ 2011
May	ମେ	ମେ	21 ମଇ 2011
June	ଜୁନ୍	ଜୁନ୍	21 ଜୁନ୍ 2011
July	ଜୁଲାଇ	ଜୁଲାଇ	21 ଜୁଲାଇ 2011
August	ଅଗଷ୍ଟ	ଅଗଷ୍ଟ	21 ଅଗଷ୍ଟ 2011
September	ସେପ୍ଟେମ୍ବର	ସେପ୍ଟେମ୍ବର	21 ସେପ୍ଟେମ୍ବର 2011
October	ଅକ୍ଟୋବର	ଅକ୍ଟୋବର	21 ଅକ୍ଟୋବର 2011
November	ନଭେମ୍ବର	ନଭେମ୍ବର	21 ନଭେମ୍ବର 2011
December	ଡିସେମ୍ବର	ଡିସେମ୍ବର	21 ଡିସେମ୍ବର 2011

Is first letter capitalized?: n/a

Notes: n/a

Numbers

The Odia Script has ten basic numeral symbols. These are Zero (୦), One (୧), two (୨), three (୩), four (୪), five (୫), six (୬), seven (୭), eight (୮), and nine (୯).

Arabic digits can also be used:

0, 1, 2, 3, 4, 5, 6, 7, 8, 9

Phone Numbers

Country/ region	International Dialing Code	Area Codes Used?	Number of Digits – Area Codes	Separator	Number of Digits – Domestic	Digit Groupings – Domestic
India	+91	Yes	For Kolkata, Delhi, Mumbai, Chennai it is 0 +	After area code and before the	+2 digit + 8 digit (in Metro cities like Kolkata,	1) ### - #####. 2) #### -

			2 digit ; for the rest of the country 4 / 5 digit area code (including initial 0) number are used. Eg. 011, 022, 033, 044, 0821, 03242 etc.	telephone number - (hyphen) is used as separator.	Chennai, Mumbai and Delhi etc.); 0+3+7 digit/6 digit in other places.	##### 3) ##### - #####
Country/region	Number of Digits – Local	Digit Groupings – Local	Number of Digits – Mobile	Digit Groupings – Mobile	Number of Digits – International	Digit Groupings – International
India	8 digit; 7 digit; 6 digit (depending upon the status or character of the cities they have different digit phone number.)	1) #####. 2) #####. 3) #####	10 digit	#####	13 **	+91(0##) 2#####; +91(0##) ##### +91(0###)@### ###; +91(0###) #####; +91(0####) 2####

Notes:

Hyphen or bracket is used as separator. Someone may use hyphen as separator in one occasion and bracket in other.

In Orissa Land Phone numbers are either 7 or 6 digits (excluding area code).

Area code numbers, in Orissa, are either 4 or 5 digits.

Addresses

Country/region: India

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

Address Format:

1. Mr./Mrs. Dr. First Name Last Name
2. Office Name/Company Name
3. Address
4. Postal Code
5. Country

Example Address:

Mr. Satish patra,
 Baramunda colony,
 Bhubaneswar – 751 006
 Orissa
 India

Local Postal Code Format: xxx xxx

Notes: The ways of using the postal code in Odia language is found in two ways. For instance either in complete digit or just write the place code only. Ex. - Bhubaneswar code no.-751 006 or even - 6 also used.

Currency

Country/region	India
Currency Name	Indian Rupee (ଟଙ୍କା)
Currency Symbol	₹
Currency Symbol Position	Before the digit, for example (₹5000)
Positive Currency Format	Monetary symbol, space, number
Negative Sign Symbol	n/a
Negative Currency Format	Monetary symbol, space, negative sign, number
Decimal Symbol	₹5,000.00
Number of Digits after Decimal	Two
Digit Grouping Symbol	,
Number of Digits in Digit Grouping	3-2
Positive Currency Example	₹ 5,000.00
Negative Currency Example	₹ -5,000.00
ISO Currency Code	INR
Currency Subunit Name	পଇସା (Paisa)
Currency Subunit Symbol	ps
Currency Subunit Example	99 ପଇସା

Digit Groups

Country/region: India

Decimal Separator: (.)

Decimal Separator Description: . "dot" / ଦଶମିକ

The decimal separator is a symbol used to mark the boundary between the integral and the fractional parts of a decimal numeral.

Decimal Separator Example: 1). 5.5 ltr. of Petrol ; 2). Rs. 550.80/-

Thousand Separator: (,)

Thousand Separator Description: "Comma" କମ।

Thousand Separator Example: 1,000.00

Measurement Units

Metric System Commonly Used?: Yes

Temperature: Celsius/Fahrenheit

Category	English	Translation	Abbreviation
Linear Measure	Kilometer	କିଲୋମିଟର	କି.ମି.
	Meter	ମିଟର	ମି.
	Decimeter	ଡେସିମିଟର	ଡେ.ମି.
	Centimeter	ସେଣ୍ଟିମିଟର	ସେ.ମି.
	Millimeter	ମିଲିମିଟର	ମି.ମି.
Capacity	Hectoliter	ହେକ୍ଟୋଲିଟର	ହେ.ଲି.
	Liter	ଲିଟର	ଲି.
	Deciliter	ଡେସିଲିଟର	ଡେ.ଲି.
	Centiliter	ସେଣ୍ଟିଲିଟର	ସେ.ଲି.
	Milliliter	ମିଲିଲିଟର	ମି.ଲି.
Mass	Ton	ଟନ୍	n/a
	Kilogram	କିଲୋଗ୍ରାମ	n/a
	Pound	ପାଉସ୍	ପା.
	Gram	ଗ୍ରାମ	ଗ୍ରା.
	Decigram	ଡେସିଗ୍ରାମ	ଡେ.ଗ୍ରା.
	Centigram	ସେଣ୍ଟିଗ୍ରାମ	ସେ.ଗ୍ରା.

Category	English	Translation	Abbreviation
	Milligram	ମିଲିଗ୍ରାମ	ମୀ.ଗ୍ରା.
English Units of Measurement	Inch	ଇଞ୍ଚ	n/a
	Feet	ଫୁଟ	n/a
	Mile	ମାଇଲ	n/a
	Gallon	ଗାଲନ୍	n/a

Notes: Use of ପାଉସ୍ (Pound) is now restricted to "bread" only.

Use of Decigram, Centigram is confined to text book only.

In Odia, ['] symbol used for inch and ['] for feet.

Percentages

In Odia language percent sign, "%" is used a way of expressing a number as a fraction of 100 (per cent meaning "per hundred"). For example, 55% (read as "fifty-five percent") is equal to 55/100.

Sorting

Sorting rules	<ol style="list-style-type: none"> Vowels- ଅ, ଆ, ଇ, ଈ, ଉ, ର, ଏ, ଐ, ଓ. Consonants - କ, ଖ, ଗ, ଘ, ଛ, ତ, ଶ, ଜ, ଧ, ଷ, ତ୍, ଥ୍, ତ୍ର, ଥ୍ର. Traditionally 3 more characters are mentioned as alphabet. Such as - ୱ, ୳, ୴. Then the consonants will be combined with secondary symbols of the vowels. When a vowel marker add with a consonant, then the sorting order of a consonant as follows - କ, କା, କି, କୀ, କୁ, କୁି, କୁିି, କେ, କୋ, କୋି. Then the consonants will be combined with consonants according to alphabetical order i.e. cluster formation. Then the consonants will be combined with the secondary symbols of the consonants. The additional vowel characters like anusvara [ୠ୯], visarga [୦୪], chandrabindu [୩୯] will follow the primary vowels in both the places where full vowel is written and even when secondary vowel symbol is written. Except three secondary symbols such as [୧୦], [୧୦୧], [୧୦୨] are occurred after the consonant. Among these two secondary symbols such as [୧୦୧], [୧୦୨] are occur partly before and partly after the consonants. Sorting guidelines for Odia. It is arranged by the Odia alphabetical order. 												
Character sorting order	<table> <tbody> <tr> <td>ଅ</td><td>2821</td></tr> <tr> <td>ଆ</td><td>2822</td></tr> <tr> <td>ଇ</td><td>2823</td></tr> <tr> <td>ଈ</td><td>2824</td></tr> <tr> <td>ଉ</td><td>2825</td></tr> <tr> <td>ଉି</td><td>2826</td></tr> </tbody> </table>	ଅ	2821	ଆ	2822	ଇ	2823	ଈ	2824	ଉ	2825	ଉି	2826
ଅ	2821												
ଆ	2822												
ଇ	2823												
ଈ	2824												
ଉ	2825												
ଉି	2826												

ର	2912
ୟ	2831
୪	2832
୭	2835
୫	2836
କ	2837
ଖ	2838
ଗ	2839
ଘ	2840
ଡ	2841
ଚ	2842
ଛ	2843
ଙ	2844
୯	2845
୩	2846
ଚ	2847
୦	2848
ଡ	2849
ତ	2850
ଣ	2851
ଡ	2852
ଥ	2853
ଦ	2854
ଧ	2855
ନ	2856
ପ	2858
ଫ	2859
ବ	2860
ଭ	2861
ମ	2862
ୟ	2863
ର	2864
ଲ	2866
ଳ	2867
ବ	2860

	ଶ 2870 ଷ 2871 ସ 2872 ହ 2873 ଙ 2837, 2893, 2871 ଙ 2911 ଢ 2908 ଢ 2909 ଠ° 2818 ଠঃ 2819 ଠঁ 2817																																										
Examples of sorted words	<table> <thead> <tr> <th style="text-align: center;">Words</th> <th style="text-align: center;">Transliteration</th> </tr> </thead> <tbody> <tr><td>ଅକଳ</td><td>akala</td></tr> <tr><td>ଅଖା</td><td>akhaa</td></tr> <tr><td>ଅଚିନ୍ତା</td><td>achintaa</td></tr> <tr><td>ଆରନ୍</td><td>aain</td></tr> <tr><td>ଆଖି</td><td>aakhi</td></tr> <tr><td>ଆଡ</td><td>aata</td></tr> <tr><td>ଇଟା</td><td>itaa</td></tr> <tr><td>ଇଶାନ</td><td>ishaaNa</td></tr> <tr><td>ଇହକାଳ</td><td>ihakaal</td></tr> <tr><td>ଇର୍ଷା</td><td>iirsHaa</td></tr> <tr><td>ଇପସା</td><td>iipsaa</td></tr> <tr><td>ଇଶ୍ଵର</td><td>iishwara</td></tr> <tr><td>ଉଆସ</td><td>uaasa</td></tr> <tr><td>ଉଖୁରା</td><td>ukhuRaa</td></tr> <tr><td>ଉଥାନି</td><td>uThaaNi</td></tr> <tr><td>ଉଣା</td><td>uuNaa</td></tr> <tr><td>ଉରୁ</td><td>uuru</td></tr> <tr><td>ଉହ୍ୟ</td><td>uuhiya</td></tr> <tr><td>ଉଣି</td><td>rUNa</td></tr> <tr><td>ଉତୁ</td><td>rUtu</td></tr> </tbody> </table>	Words	Transliteration	ଅକଳ	akala	ଅଖା	akhaa	ଅଚିନ୍ତା	achintaa	ଆରନ୍	aain	ଆଖି	aakhi	ଆଡ	aata	ଇଟା	itaa	ଇଶାନ	ishaaNa	ଇହକାଳ	ihakaal	ଇର୍ଷା	iirsHaa	ଇପସା	iipsaa	ଇଶ୍ଵର	iishwara	ଉଆସ	uaasa	ଉଖୁରା	ukhuRaa	ଉଥାନି	uThaaNi	ଉଣା	uuNaa	ଉରୁ	uuru	ଉହ୍ୟ	uuhiya	ଉଣି	rUNa	ଉତୁ	rUtu
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	ରଷି	rUsHi
	ର	ruu
	ଏକ	eka
	ଏଥର	ethara
	ଏହା	ehaa
	ଏକ୍ୟ	aikya
	ଏତିହ୍ୟ	aitihya
	ଏରାବତ	airaabata
	ଓଜନ	ojana
	ଓଚ	oTa
	ଓଠ	oTh
	ଓଁଚିଡ୍ୟ	ouchitya
	ଓଁପନ୍ୟସିକ	oupanyasika
	ଓସଧ	ousHadha
	କଜଳ	kajaLa
	କାଗଜ	kaagaja
	କିଏ	kie
	କୁକୁର	kukura
	କେଶ	kesha
	କୋଇଲି	koili
	ଖଟ	khaTa
	ଖାଲ	khaala
	ଖୁଆଲ	khiaala
	ଖୁସି	khusi
	ଖେଳ	kheLa
	ଖୋଲା	kholaan
	ଗଧ	gadha
	ଗାଇ	gaai
	ଗୀତ	giita
	ଗୁଣ	guNa

	ଗେଡ଼ା	geRaa
	ଗୋଦାମ	godaama
	ଘଟ	ghaTa
	ଘାଣ୍ଟା	ghaaNTa
	ଘିଅ	ghia
	ଘୁସୁରି	ghusHuri
	ଘେର	ghera
	ଘୋଷଣା	ghoShaNaa
	ଅଙ୍କ	anka
	ଚକ	chaka
	ଚାଉଳ	chaauLa
	ଚିନି	chini
	ଚୁଗୁଲି	chuguli
	ଚେତନା	chetanaa
	ଚୋର	chora
	ଛ'	chha
	ଛାଡ଼	chhaata
	ଛିଙ୍କ	chhinka
	ଛୁଟି	chhuTi
	ଛେନା	chhenaa
	ଛୋଟ	chhoTa
	ଜଗତ	jagata
	ଜାତକ	jaataka
	ଜୀବନ	jibana
	ଜୁଆର	juaara
	ଜେରା	jeraa
	ଜୋଡ଼ା	jotaa
	ଝରକା	jharakaa
	ଝାତୁ	jhaRu
	ଝିଅ	jhia

	ଝୁଲା	jhulaa
	ଝୋଳ	jhoLa
	ଞ୍ଚ	nya
	ଟଙ୍କା	Tankaa
	ଟାକୁଆ	Takuua
	ଟିକଟ	TikaTa
	ତୁକୁରା	Tukuraa
	ଟେଲା	TeLaa
	ଟେପି	Topi
	ଠକ	Thaka
	ଠାର	Thaara
	ଠିକଣା	ThikaNaa
	ଠୁଲ	ThuLa
	ଠେକୁଆ	Thekuua
	ଠୋଲା	Tholaa
	ଡର	Dara
	ଡାଳ	DaaLa
	ଡିବି	Dibi
	ଡେଙ୍ଗା	Dengaa
	ଡୋଲା	DoLaa
	ଡ୍ରମ	Dram
	ଡଗ	Dhga
	ଡାଳ	DhaaLa
	ଡିରା	Dhiraan
	ଡେଉ	Dheu
	ଡୋଲ	Dhola
	ଶିଜନ୍ତ	Nijanta
	ତକିଆ	takiaa
	ତାର	tara
	ତୀର	tiira

	ତୁଳା	tuLaa
	ତେଣୁ	teNu
	ତୋପାନ୍	tophaan
	ଥକା	thakaa
	ଥାଳି	thaLi
	ଥର	thira
	ଥୁକ	thuka
	ଥେଣ୍ଟା	theNTaa
	ଥୋଡ଼ି	thoRi
	ଦହି	dahi
	ଦାନ	dana
	ଦିଆସିଲି	diaasili
	ଦୁଇ	dui
	ଦେବତା	debataa
	ଦୋକାନ	dokaana
	ଧଳା	dhaLaa
	ଧାନ	dhaana
	ଧିମା	dhimaa
	ଧୂପ	dhuupa
	ଧୋବା	dhobaa
	ଧୁନି	dhwani
	ନଈ	naii
	ନାକ	naaka
	ନିକଟ	nikaTa
	ନୁତନ	nutana
	ନେତା	netaa
	ନୋଟ	noT
	ପର	para
	ପାପ	paapa
	ପିଲା	pilaa

	ପୁଣି	puNi
	ପେଚା	pechaa
	ପୋଖରୀ	pokharii
	ଫଳ	phaLa
	ଫାଙ୍କ	phaanka
	ଫିତା	phitaa
	ଫୁଗଣ	phuTaNa
	ଫେଣ	pheNa
	ଫୋଟକା	phoTakaa
	ବଉଳ	bauLa
	ବାର	baara
	ବିଚାର	bichaara
	ବୁଦା	budaa
	ବେଗ	bega
	ବୋକା	bokaa
	ଭକ୍ତ	bhakta
	ଭାତ	bhaata
	ଭିକ	bhika
	ଭୂମି	bhuumi
	ଭେଟ	bheta
	ଭୋଗ	bhoga
	ମଉସା	mausaa
	ମାଛ	maachha
	ମିଳନ	miLana
	ମୁଗ	muga
	ମେଲା	melaa
	ମୋଟା	motaa
	ଯଉବନ	Jaubana
	ଯାଦୁ	jadu
	ଯିଶୁ	jiishu

	ଯୁଗ	juga
	ଯେବେ	jebe
	ଯୋଗ	joga
	ରଙ୍ଗ	ranga
	ରାତି	raati
	ରୀତି	riiti
	ରୁଚି	ruchi
	ରେଜା	rejaa
	ରୋଷେଇ	rosei
	ଲକ୍ଷ୍ମୀ	laghu
	ଲାଜ	laaja
	ଲିପି	lipi
	ଲୁଣ	luNa
	ଲେଖା	lekhaa
	ଲୋକ	loka
	କାଳ	kaLa
	ଓଜିବ	wajib
	ଓର	wau
	ଶବ	shaba
	ଶାଖା	shaakhaa
	ଶିଳ	shiLa
	ଶୁଆ	shuaa
	ଶେଯ	sheja
	ଶୋକ	shoka
	ଷଷ୍ଠ	sHastHa
	ଶୋହଳ	shohaLa
	ସମାନ	samaana
	ସାହାସ	saahaasa
	ସିଧା	sidhaa
	ସୁଆଦ	suaada

	ସେବା	sebaa
	ସୋରିଷ	sorisHa
	ହଳ	haLa
	ହାଟ	haata
	ହିତ	hita
	ହୁଙ୍କା	hunkaa
	ହେମନ୍ତ	hemanta
	ହୋଲି	holi
	କ୍ଷମା	khyamaa
	କ୍ଷାର	khyara
	କ୍ଷିପ୍ର	khipra
	କ୍ଷୁଦ୍ର	khudra
	କ୍ଷେତ୍ର	khyetra
	କ୍ଷୋଭ	khoybha
	ଯେମନ୍ତ	yemanta
1		
@		
Aaron		
andere		
ändere		
chaque		
chemin		
cote		
coté		
côte		
côté		
čučēt		
Czech		
hiša		
irdisch		
lävi		
lie		

lire
llama
lõug
Löwen
lòza
luč
luck
Lübeck
lye
Männer
màšta
mîr
möchten
myndig
piña
pint
pylon
sämtlich
šáran
savoir
Šerbūra
Sietla
ślub
subtle
symbol
väga
verkehrt
vox
waffle
wood
yen
yuan
yucca
žal
žena
Ženēva

	zoo
	Zürich
	Zviedrija
	zysk
	zzlj
	zzlz
	zznj
	zznz

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 Odia list for every release of your product.

Grammar, Syntax & Orthographic Conventions

Adjectives

Odia Adjectives are words that describe or modify another person or thing in the sentence i.e. highlights some of the properties of a person or thing. In Odia, adjectives usually precede the nouns but follow the pronouns. Here are some examples

Example:

(+) ଖରାପ ପିଲା . Here ଖରାପ is adjective.

(+) ଭଲ ପିଲା. Here ଭଲ is adjective.

Possessive adjectives

The frequent use of possessives is a feature of English language. However in Odia, possessive adjectives are handled this way:

Subject pronoun	Possessive adjective
ମୁଁ	ମୋର
ତୁ	ତୁମର
ଆମେ	ଆମ୍ବେ
ତୁମେ	ତୁମ୍ବେ

Example:

(+) That's **my** folder. (ତାହା ମୋର ଫୋଲ୍ଡର ଅଟେ)

"ମେ-ର" is an adjective which shows that I am the owner of the folder.

(+) What is **your** phone number? (ତାହା ଆପଣଙ୍କର ଫୋନ୍ ନମ୍ବର ଅଟେ?)

Here the possessive adjective "ଆପଣଙ୍କର" is used to modify the noun phrase "ଫୋନ୍ ନମ୍ବର "

Articles

General considerations

Many error messages in English vary with regard to the use of articles, demonstrative and possessive pronouns. Please be consistent in how you deal with such variation in Odia.

There is exactly no articles in Odia language.

There are two Demonstrative pronouns: e-this and se-that, which occurs with inanimate nouns. The other variants of these pronouns are e/ehi/se/sei.

Possessive Pronouns is like this- mu, tumara, Tara, eha, amar

English example	Odia example	Explanation
File already exists	(+) ଫାଇଲ୍ ପୂର୍ବରୁ ଅଛି	In complete sentences, use determiners consistently even if the US string does not.
The file already exists		
This file already exists		
Not enough memory to complete this operation.	(+) ଏହି ବ୍ୟବସ୍ଥାକୁ ସମ୍ପୂର୍ଣ୍ଣ କରିବା ପାଇଁ ଯଥେଷ୍ଟମୋରି ନାହିଁ।	No need to use a demonstrative construction, unless it is important in context.
Windows Vista cannot start your	(+) Windows Vista ଆପଣଙ୍କ ସିଷ୍ଟମକୁ	Avoid using possessive marker

English example	Odia example	Explanation
system. If the problem persists, contact your network administrator.	ପ୍ରାରମ୍ଭ କରିପାରୁଣାହଁ । ଯଦି ଏହି ଅସୁବିଧା ରହୁଛି ନିଜର ନେଟ୍‌ଆର୍କ୍ ପ୍ରଶାସକଙ୍କୁ ସମ୍ପର୍କ କରନ୍ତୁ ।	“your” unless ownership is important in context.

Unlocalized Feature Names

Microsoft product names and non-translated feature names are used without definite or indefinite articles in the English language. For instance, attaching a genitive “s” to trademarked product names is not feasible as it could be interpreted as a modification of such names. Additions to a product or component name are either added with a hyphen or a periphrastic construction needs to be used. For example, instead of expressing a possessive relationship by using the genitive marker “s” in English, a periphrastic construction should be used:

Example:

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

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

English example	Odia example
Windows Mail shares your Internet Connection settings with Internet Explorer	(+) Windows Mail ଆପଣଙ୍କର ଇଣ୍ଡିନ୍ଡର୍ ସଂଯୋଜନ ସେଟିଂସମୂହ Internet Explorer ସହିତ ଆଶୀର୍ବାଦ କରନ୍ତୁ ।
Website addresses will be sent to Microsoft	(+) ବେସାଇଟ ଠିକଣା Microsoft କୁ ପ୍ରେରଣ ହେବ ।

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	Odia example
Hide the Windows Update when it is minimized	(+) ଏହା ମିନିମାଇଜ ହେବା ବେଳେ Windows Update ଲୁକ୍ଷାଯିତ କରନ୍ତୁ ।
Check for updates in your installed Windows Media Player's language	(+) ଆପଣଙ୍କର ଅଦ୍ୟତିତ Windows Media Player' ର ଭାଷାରେ ଅଦ୍ୟତନସମୂହ ପାଇଁ ଯାଅ କରନ୍ତୁ

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 Odia language?

- Analogy: Is there an equivalent Odia 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.

The article "the" always uses in English language, for in front of some words. But in Odia it is not used. See example below:

Example: (+) The Homepage => ମୂଳପୃଷ୍ଠା

Capitalization

This section does not apply to Otiya.

Compounds

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

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

In Odia a Compound noun is not merely a juxtaposition of two independent words, but is a construction of different words with underlying semantic structure. Structurally, most of the compounds are of two types; subordinate constructions where one of the constituents is a modifier of the other and basically andocentric constructions. The second type of compound is a coordinate construction. The Odia words fall into three etmological types: Tatasom, tadbhava and desaja.

- 1) ତସମ ଶବ୍ଦ ସହିତ ତସମ ଶବ୍ଦର ଯେଉଁ ସମାସ ହୁଏ, ତାହା ପ୍ରାୟ ସଂସ୍କୃତ ସମାସ ଭଲି, ଯଥା- ନୀଳୋପୂଳ, ପାତାସୂର, ପୁଷ୍ପଧନ୍ତା.
- 2) ତସମ ଶବ୍ଦ ସହିତ ଅନ୍ୟ ଶବ୍ଦର ମିଳନରେ ଯେଉଁ ସମାସ ହୁଏ ଅର୍ଥାତ ତସମ ସହିତ(ତଦଭବ, ଦେଶଜ ଓ ବୈଦେଶିକ) ଏସବୁର ମିଳନ ଘଟି ସମାସ ଉପରେ ତାହା ମିଶ୍ର, ଯଥା ନୀଳକଞ୍ଚି, ଘନକାଳିଆ, ଚାନ୍ଦବନ.
- 3) ସମସ୍ୟମାନ ପଦ ମାଙ୍କ ମଧ୍ୟ କେହି ତସମ ହୋଇନଥିଲେ, ତାହା ବିଶୁଦ୍ଧ ଓଡ଼ିଆ ସମାସ, ଯଥା- ଘରବୁଡା, ପୋଡାହାଣ୍ଡି, ନାଲିକର୍ଜୁ କଳାମାଣିକ.

The other types of compounds are listed below-

The various types of modifications are-

1-modified by noun in accusative case. When compounded the case marker is deleted.

Ex.machha-ku dhara-fish to catching, machhadhara-fish catching

2-modified by a base with pai-for

Ex.khaiba pai tela- eating for oil

3-modified by a base with instrumental case marker-dwara or –re

Ex. Machin re buna-machine woven

4-ablative case marker-ru

Ex.bilata ru feranta-foreign from return

5-genitive case marker-ra

Ex.phala ra rasa- fruit of juice

6-words joining two parts in forming a compound are deleted

Ex. Suna tiari hara- gold made chain

The other type of compounds is coordinate compound as the bases are joined by o/au

Ex.poka o joka-worm and leech

When the bases of a compound lose their independent meanings and refer to a new meaning called idiomatic compounds. Ex.akasa-sky-ganga-river=akasaganga-milky-way

Generally, compounds should be understandable and clear to the user. Overly long or complex compounds should be avoided by verbally expressing the relationship among the various compound components. Keep in mind that unintuitive compounds are ultimately an intelligibility and usability issue.

English examples	Odia example
Internet Accounts	(+) ଇନ୍ଟରନେଟ୍ ଆକାଉଷ୍ଣସ୍
Logon script processing	(+) ଲଗଅନ୍ ସ୍କ୍ରିପ୍ ପ୍ରକ୍ରିୟାକରଣ
Workgroup Administrator	(+) କର୍ମଗୋପୀ ବ୍ୟବସ୍ଥାପକ
Internet News Server Name	(+) ଇନ୍ଟରନେଟ୍ ସମ୍ବାଦ ସର୍ଭର ନାମ

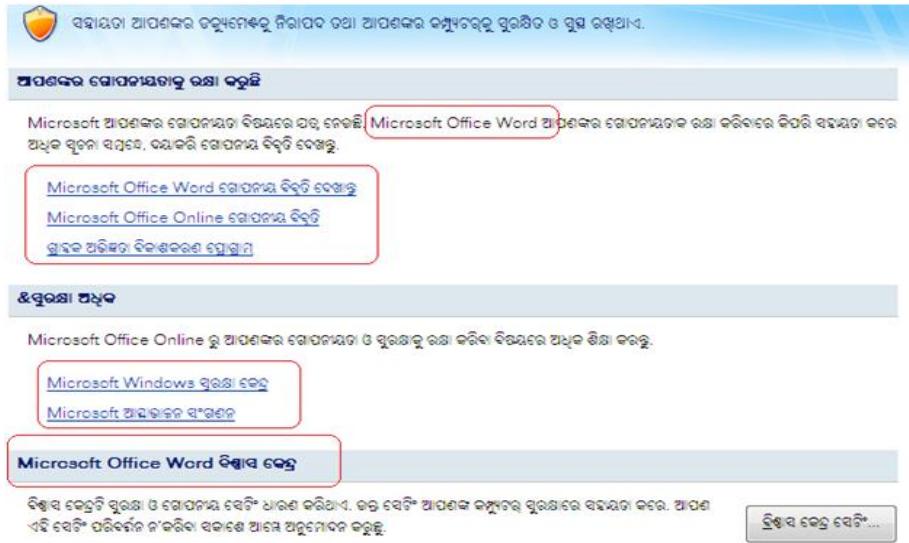
This section contains the following topics:

- [Compounds with Product or Component Names](#)
- [Compounds with Acronyms, Abbreviations or Numerals](#)

Compounds with Product or Component Names

The compounds below contain both, product and component names. The product names are marked in red.

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



English example	Odia example
Windows password	(+) Windows ପାସ୍‌ସ୍ୱାର୍ଡ
Microsoft Word document	(+) Microsoft Word ଲିଖିତ ପ୍ରମାଣପତ୍ର
Microsoft SQL Server Database	(+) Microsoft SQL Server ଡାଟାବେସ୍
Microsoft BackOffice product family	(+) Microsoft BackOffice ଉତ୍ସାହ ପରିବାର
ActiveX Control	(+) ActiveX ନିୟନ୍ତ୍ରଣ

Note: These are considered product names and are always used without a hyphen or article in any language:

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

Compounds with Acronyms, Abbreviations or Numerals

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

English example	Odia example
CD-ROM drive	(+) CD-ROM ଡ୍ରାଇଭ
2-D gridlines	(+) 2-D ଗ୍ରିଡ଼ଲାଇନ୍ସ
24 bit color value	(+) 24 ବିଟ ରଙ୍ଗ ମାନ
3.5 Floppy	(+) 3.5 ଫ୍ଲୋପି

English example	Odia example
51/4-inch Floppy	(+) 51/4- ଲାଞ୍ଚ ଫ୍ଲୋପୀ
35mm slides	(+) 35ମିମି ସ୍ଲେଜ୍‌ସ୍

Gender

In Odia, gender is not grammatical. Moreover, only animate subjects in Odia distinguish gender. Gender is indicated by sex and it is distinguished in these different ways either with some qualifying terms, or using different words or by using suffix as elaborated.

You should always recognize your audience's sensitivity to male and female stereotypes. Instead of stressing gender differences or reinforcing stereotypical distinctions between men and women, use language that is as neutral as possible. The neutral approach also applies to the localization of scenarios, comparisons, examples, illustrations, and metaphors.

Create a balance when assigning roles and functions to men and women (active vs. passive roles, leading vs. secondary roles, technical vs. non-technical professions, and so on). Scenarios, pictures, metaphors, and comparisons should be based on areas and attributes common to both genders.

Instead of using phrases which mention the two genders separately, use a general term that includes both genders such as "people," "users," or "persons."

Avoid writing sentences that refer to a single person whose gender is unknown. You can often avoid this situation by rewriting the sentence to make the subject plural. In cases where a reference to a single person is impossible to avoid, do not use "he or she," "him or her," or "his or hers." The language in Microsoft products should sound natural, as if part of a spoken conversation. Also, generally avoid the use of slashes to combine both genders (although sometimes exceptions are made - see table below).

Use the following strategies to avoid the use of overtly gender-based expressions:

Linguistic method	Example	Context
Use a Neutral noun	(+) ବ୍ୟକ୍ତି,ନେତା, ଗୋଷ୍ଠୀ ନେତୃତ୍ବ,ଦକ୍ଷ,କର୍ମଚାରୀ,ବ୍ୟବହାରକାରୀ	Concept descriptions, explanations
Combined both genders by one common word	(+) ସେ	Only in exceptional cases such as License Terms, sometimes in tables (headers or column/row titles, for example)

Rephrasing Recommendations

Odia language doesn't distinguish gender on noun and pronouns. In Odia there is no grammatical gender, Odia has only lexical gender.

For example-

1) Noun-Buddha (ବୁଦ୍ଧ) -budhhi (ବୁଦ୍ଧୀ), Abhinetaa (ଅଭିନେତା)-Abhinetri (ଅଭିନେତ୍ରୀ), Sikhyaka-sikhyayitri (ଶିଷ୍କକ-ଶିଷ୍କୟିତ୍ରୀ), (Lexically gender is changed)

2) Adjective-Sundara-sundari,ସୁନ୍ଦର- ସୁନ୍ଦରୀ

The nouns that have lexical gender don't change in pronoun. Pronouns don't change in gender.

- A custom dictionary can only be used by the user who created it.
- A custom dictionary can only be used by the person who created it.
- (+) ଗୋଟିଏ କଷମ ତିହାନାରୀ ଉପଭୋକ୍ତା ସାରା ବ୍ୟବହୃତ ହୋଇପାରିବ କେବଳ ଯିଏ ଏହାକୁ ସୃଷ୍ଟି କରିଛି ।
- (+) ଗୋଟିଏ କଷମ ତିହାନାରୀ ସେହି ବ୍ୟକ୍ତି ସାରା ବ୍ୟବହୃତ ହୋଇପାରିବ କେବଳ ଯିଏ ଏହାକୁ ସୃଷ୍ଟି କରିଛି ।

- All users who use this feature.
- All who use this feature.
- (+) ସମ୍ମତ ଉପଭୋକ୍ତା ଯେଉଁମାନେ ଏହି ଫିଚରକୁ ବ୍ୟବହାର କରୁଛନ୍ତି ।
- (+) ସମେତ ଯେଉଁମାନେ ଏହି ଫିଚରକୁ ବ୍ୟବହାର କରୁଛନ୍ତି ।

- Even if you are not a statistician, Microsoft Excel offers you...
- Even if you understand little about statistics, Microsoft Excel offers you...
- (+) ଯଦିଓ ଆପଣ ଜଣେ ପରିସଂଖ୍ୟାନବିଭ ନୁହନ୍ତି, ମାଲକ୍ରୋସଟ୍ ଏବଂ ଆପଣଙ୍କୁ ସୁଯୋଗ ଦେଉଛନ୍ତି.. ।
- (+) ଯଦି ଆପଣ ଅଛ କିଛି ପରିସଂଖ୍ୟାନ ବୁଝିପାରୁଛନ୍ତି, ମାଲକ୍ରୋସଟ୍ ଏବଂ ଆପଣଙ୍କୁ ସୁଯୋଗ ଦେଉଛନ୍ତି.. ।

- Some of the best snapshots could be made because the photographer...
- Some of the best snapshots could be made because the person who took the photo...
- (+) କେତେକ ଭଲ ଛାଯାଚିତ୍ର ପ୍ରସ୍ତୁତ ହୋଇପାରିବ କାରଣ ଫଟୋଗ୍ରାଫର.. ।
- (+) କେତେକ ଭଲ ଛାଯାଚିତ୍ର ପ୍ରସ୍ତୁତ ହୋଇପାରିବ କାରଣ ସେହି ବ୍ୟକ୍ତି ଯିଏକି ଫଟୋ ନେଉଛନ୍ତି... ।

- If you have fun, your friends and relatives will be...
- If one is having fun, friends and relatives will be...
- (+) ଯଦି ଆପଣ କୌତୁକିଆ ଅଟନ୍ତି, ଆପଣଙ୍କର ସାଙ୍ଗ ଓ ସମ୍ପର୍କୀୟମାନେ ହେବେ.. ।
- (+) ଯଦି ଜଣେ କୌତୁକିଆ ଅଟନ୍ତି, ସାଙ୍ଗ ଓ ସମ୍ପର୍କୀୟମାନେ ହେବେ... ।

- Create an appealing and secure shopping environment for your customers.
- Create an appealing and secure shopping environment for your clientele.
- (+) ଆପଣଙ୍କର ଗ୍ରାହକମାନଙ୍କ ପାଇଁ ହୃଦୟଗ୍ରାହୀ ଓ ସୁରକ୍ଷିତ କିଶାବିକା ପରିବେଶ ସୃଷ୍ଟି କରନ୍ତୁ ।
- (+) ଆପଣଙ୍କର ଗ୍ରାହକମାନଙ୍କ ପାଇଁ ହୃଦୟଗ୍ରାହୀ ଓ ସୁରକ୍ଷିତ କିଶାବିକା ପରିବେଶ ସୃଷ୍ଟି କରନ୍ତୁ ।

Genitive

There are six cases in Odia: nominative, accusative, genitive, instrumental, ablative and locative.

Genitive- -ro

(+) Ex.-ଆଜିର,ମାନଙ୍କର, ତାଙ୍କର (in plural, honorific)

The Genitive is adjectival in function and is realized as -ro in singular and as -nko/-nko-ro in plural. The noun in genitive case is always in collocation with other nouns and generally means 'possession'. The oblique base of the pronouns serves as the base for all other cases and function as genitive in isolation.

The oblique base for the pronouns is

1st singular-mo:

2nd singular-to

3rd singular-ta

1st plural-amo

2nd plural-tume

3rd plural-se-mano-nko

Examples of the genitive pronouns in adjective position,

(+) 1-ei-ta mo ghorō

This is my house

However, the oblique base may also take the case marker to emphasize the relation,

2-ei-ta mo: - ro ghorō (tumoro nuhe) this is my house (not yours)

Some examples. Of sombadho-

(+) ୧-ଜନ୍ୟଜନକ ସମ୍ବନ୍ଧ-ଗାଛର ବାଞ୍ଚୁରୀ, ବାଞ୍ଚୁଙ୍କ ଚଷମା

(+) ୨-ସେବ୍ୟସେବକ ସମ୍ବନ୍ଧ- ପ୍ରଭୁଙ୍କ ଭୃତ୍ୟ

(+) ୩-ଆଧାର ଆଧୋୟ ସମ୍ବନ୍ଧ- ପ୍ରଭୁଙ୍କ ଭୃତ୍ୟ

(+) ୪-ଅଙ୍ଗାଙ୍ଗୀ ଭାବ ସମ୍ବନ୍ଧ- ଗଛର ପଡ଼

(+) ୫- କାର୍ଯ୍ୟକାରଣ ସମ୍ବନ୍ଧ- ପାପର ଫଳ, ନିୟଚିତ ପରିହାସ

(+) ୬-ପରସର ସମ୍ବନ୍ଧ- ପିତାଙ୍କ ବିନା

(+) ୭-ରୂପକ ସମ୍ବନ୍ଧ- ଜ୍ଞାନର ଆଲୋକ

(+) ୮-ଦ୍ୟାୟ୍ୟ ସମ୍ବନ୍ଧ- ବୁଝ ଘଣ୍ଠାର କାମ

(+) ୯-ବିଧେୟ ସମ୍ବନ୍ଧ- ମୁଁ ତାଙ୍କୁ ସେଠିକି ଯାଇଥୁବାର ଦେଖୁଥିଲି

(+) ୧୦-ବିଶେଷଣ ସମ୍ବନ୍ଧ- ଗୁଣର ପିଲା

(+) ୧୧-ନିର୍ଦ୍ଦରଶ ସମ୍ବନ୍ଧ- ଉପେତ୍ରଭଙ୍ଗ ପରବର୍ତ୍ତୀ କବିମାନଙ୍କର ଅନୁକରଣୀୟ

(+) ୧୨-ନିମିତ୍ତାର୍ଥ ସମ୍ବନ୍ଧ- ଅର୍ଥର ନିମିତ୍ତ, ପୁଣ୍ୟର ନିମିତ୍ତ

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

Example: Microsoft Office Word = It is protocol to write as “Microsoft Office Word”, not as Microsoft Office Word’s.

Modifiers

Modifiers are words, phrases, or clauses that provide description in sentences. Modifiers allow writers to take the picture that they have in their heads and transfer it accurately to the heads of their readers. In Odia, adverbs and adjectives prototypically function as modifiers, but they also have other functions. Moreover, other constituents can function as modifiers as the following examples show:

(1) Adjectives Modifiers:

(+) The file selected is either too big or too small

(ମନୋନିତ ଫାଇଲ ବହୁତ ବଡ କିମ୍ବା ବହୁତ ଛୋଟ ଅଛି)

(2) Adverbs Modifiers:

(+) Windows automatically archived this message.

(Windows ସ୍ଵତଃସ୍ମୂଚଭାବେ ଏହି ବାର୍ତ୍ତା ସଂରହିତ ହୋଇଛି ।)

Without modifiers, sentences would be no fun to read. Carefully chosen, well-placed modifiers allow you to depict situations with as much accuracy as words will allow.

Nouns

General considerations

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

- **Motivation:** Does the English word have any formally motivated features that would allow a straightforward integration into the noun class system of your language?
Yes, but not always in Odia.
- **Analogy:** Is there an equivalent Odia term that could be used to justify the noun class the noun gets assigned to?
Yes in Odia analogy refers to partial similarity and it is noun.
- **Frequency:** Is the term used in other technical documentation? If so, what noun class is it assigned to most often? The Internet may be a helpful reference here.

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

English example	Odia example
Delete it from server.	(+) Server ରୁ ଏହାକୁ ଡିଲିର୍ କରନ୍ତୁ ।
Enter a password to log into the server	(+) Server କୁ ପ୍ରବେଶ କରିବା ପାଇଁ ଗୋଟିଏ ପାସ୍‌ସ୍ଵାର୍ଡ୍ ଲଗ୍ କରନ୍ତୁ
DNS cannot resolve the server IP address	(+) DNS ଟିକଣାକୁ ସମାଧାନ କରିପାରିବ ନାହିଁ server IP
Verify the name of the server's certificate	(+) Server ପ୍ରମାଣପତ୍ରର ନାମ ଯାଞ୍ଚ କରନ୍ତୁ

Inflection

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

English example	Odia example
Clients	(+) କ୍ଲାଇନ୍ସ୍
Websites	(+) ଓସିବସାଇଟ୍ସ୍
Downloads	(+) ଡାଉନଲୋଡ୍ସ୍
Proxys	(+) ପ୍ରୋକ୍ସ୍ସ୍ସ୍
Administrators	(+) ଆଦମିନିଷ୍ଟ୍ରେସ୍ସ୍

Plural Formation

In Odia, generally plural formed from the singular noun by addition of suffixes

Example: (+) ପାଇଲ୍‌ଗୁଡ଼ିକ, ବ୍ୟବହାରକାରୀଗଣ, ଫୋଲ୍‌ରଗୁଡ଼ିକ

Prepositions

Odia has no prepositions. Preposition of English has its equivalent in 'post-position in Odia'. For example 'for me' = (+) ମେଣ୍ଟ ପାଇଁ

Some of the Post positions are as follows:

ଉପରେ	on / above
ଡଳେ	below
ହାରା	by
ପାଇଁ	for
ସାମନାରେ	infront of
ପଛରେ	behind
ଆଗରେ	infront of
ଭିତରେ	inside
ବାହ୍ୟରେ	outside
ମଧ୍ୟରେ	between
ପାଖରେ	with / near
ଆଡ଼େ	towards
ଆଡ଼କୁ	towards
ପୂର୍ବରୁ	before
ପରେ	after

US expression	Odia expression	Comment
migrate to	(+) ଛାନାତ୍ତରଣ କରିବାକୁ	
Migrate from	(+) ଛାନାତ୍ତରଣ ହେବ	Sthantarana is noun here.
import to	(+) ଆମଦାନୀ କରିବାକୁ	
import from	(+) ଆମଦାନୀ ହେବ	
export to	(+) ରଯ୍ୟାନି କରିବାକୁ	
export from	(+) ରଯ୍ୟାନି ହେବ	
update to	(+) ଅଧ୍ୟନାତ୍ତରଣ କରିବା	
upgrade to	(+) ନବୀକରଣ କରିବା	
change to	(+) ପରିବର୍ତ୍ତନ କରିବା	

US expression	Odia expression	Comment
click on	(+) କ୍ଲିକ୍ ଅନ୍	Here Sometimes On means open
connect to	(+) ସଂପର୍କ କରିବା	
welcome to ...	(+) ସ୍ଵାଗତ କରିବା	

Pronouns

Odia language has a distinctive "Script" which cannot be easily confused with any other Indian languages. So a text written in Odia script can very well be recognised as Odia text to a person who knows the script/ language. Some of the marked features of Odia language is found in its pronouns and verbs which easily tell that the language is nothing but Odia. For example ଆପଣ, ଆପଣଙ୍କର, ଆସେମାନେ, ଆସମାନଙ୍କର, ତମେ, ସେମାନେ etc. are very common and well known Odia pronominal forms. Similarly ଖାରଛି, ଯାଉଛନ୍ତି, କରିଛନ୍ତି, ଶୁଣିଥୁଲି, ଯିବି, ଦେଖୁବ, ଆଶିଥାନ୍ତି, ଆସିଥାନ୍ତେ etc. are very known Odia verb form types.

Though Bangla and Assamese are two neighbouring languages of Odia and are its sister languages too, Odia language due to its own flavour, cannot be confused with the neighbouring or any of the other Indian languages. But we can say that there is intelligibility between Bangla and Odia language which in no way create any hindrance in recognising Odia as a separate and distinct language.

Example: (+) ଆପଣ, ଆପଣଙ୍କର, ଆସେମାନେ, ଆସମାନଙ୍କର, ତମେ, ସେମାନେ

Punctuation

This section explains how to use Odia-specific punctuation in place of the US-English punctuation found in the source interface and content. This section of the Style Guide contains the following topics:

Comma

“,” used as a separator when several names or items are written consecutively and also short pauses.

The comma perhaps the most versatile of the punctuation marks indicates the smallest interruption in continuity of thought or sentence structure. There are a few rules governing its use that have become almost obligatory. Aside from these, the use of comma is mainly a matter of good judgement.

Colon

“:” is usually used after an interjection or exclamation to indicate strong feeling.

Example: (+) Microsoft ଅନୁମୋଦନ କରୁଛି ଯେ ଉପରୋକ୍ତାଗଣ 1280 x 1024 କିମ୍ବା 1280 x 800 ର ଏକ ସର୍ବନିମ୍ନ ସ୍ତର ରିଜୋକ୍ଲ୍ୟେନ୍ ସେଇ କରନ୍ତୁ ।

Do not use colons to

Example: (+) କିମ୍ବା ଏକ ପୌନଃପୁନିକ ଲଭେଣ୍ଟ, ଯେପରିକି ଗ୍ରାହକ ସେବା ଯୋଗାଣ କିମ୍ବା ଏକ ଅନ୍ତଳାଇନ୍ ଠିକଣା ପୁଣ୍ଡିକା କିମ୍ବା ବୈଦ୍ୟୁତିକ ଖାଲେର ପ୍ରବେଶର ଅନୁମତି ଭଲି ଏକ ଥରିକିଆ ଲଭେଣ୍ଟ ହେଲେ ମଧ୍ୟ

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: (+) ଜ-ମେଳ, ଭ୍ରପ-ଡାଉନ୍

En Dash

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

Example: 10–5 p.m.

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

Example: from page No. 1-5, (+) ପୁଷ୍ଟା କ୍ରମାଙ୍କ 1-5

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.

Example: (+) ଆହ-ଆନ ଅଦ୍ୟତନ କରନ୍ତୁ

Ellipses (Suspension Points)

Example: (+) ଆଇକନ୍ ପରିବର୍ତ୍ତନ କରନ୍ତୁ...

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.

Example: (+) ମୋତେ ପୁନର୍ବାର ଏହି ପ୍ରୋଗ୍ରାମ ପାଇଁ ସତର୍କତା ଦେଖାନ୍ତୁ ନାହିଁ.

Going around, way around, going around in a circle, circuit," and with regard to time, "cycle or period of time," referred in rhetoric to a group of words organically related in grammar and sense.

Quotation Marks

Please follow the following basic rules for the use of quotation marks in Odia.

In Odia Quotation marks or inverted commas (informally reffered to as quotes and speech mark) are punctuation marks used in Odia writing style.

In Odia there is two Quation mark. One is single inverted ('... ') commas or another one double inverted commas ("... ").

In Odia it is called ଉତ୍ତୁତି ଚିନ୍ହ /udhruti chinnha/. They come as a pair of opening and closing marks in either of two styles: single ('....') or double ("...")

" ... ", '...' = these are two types of mark.

"..." used to denote either speech or a quotation.

'...' Used to denote either speech or a quotation.

Parentheses

Parentheses or brackets are used to enclose an independent sentence, the period belongs inside. When enclosed matter comes at the end of an including sentence, the period should be placed outside the parentheses or brackets:

Example: florelli instead on rewriting the paragraph. (I had encountered this intransigence on another occasion.)

Singular & Plural

In traditional grammars, usually the category of person is divided into person and number. This sub-categorization of person is morphologically not tenable in Odia. However the person/number dichotomization can be done only semantically or with reference to personal pronouns. Structurally there are seven persons which can be semantically sub grouped as three singular and the rest plural. These are, 1st singular, 2nd singular and 3rd singular, 1st plural inclusive, 1st plural exclusive, 2nd plural and 3rd plural, The inclusive/exclusive of the 1st person plural is not made at the pronouns like 2nd and 3rd used honorifically,take person markers in the following manner,

Example:

- 1- In 2nd person singular, the 'honorific you' or apono, takes the same person marker as the 3rd plural
- 2- The 2nd person singular tu and the 3rd singular se, when used honorifically, also take their respective plural markers in the verb.

So the personal parameters are ଆପଣେ /apono/-you(M/F)honorific, ତୁମେ /Tume/--(you)(M/F) intimate, ତୁ /Tu/-you(M/F)(inferior+intimate), ସେ /Se/-he/she(M/F).

Split Infinitive

This section does not apply to Odia.

Subjunctive

In general, the subjunctive is a verb mood that is used to express an action or state of being in the context of the speaker's reaction to it. Frequently, the sentences that contain a subjunctive verb are used to express doubt, uncertainty, denial, desire/wish, commands, reactions or a strong emotional attitude to the clause containing the subjunctive verb.

In Odia Subjunctive mood also specifically associated with the past tense + hoithante (ହୋଇଥାଏଇ)।

Example: (+) If my father was a teacher he would teach me. (ଯଦି ମୋ ବାପା ଜଣେ ଶିକ୍ଷକ ହୋଇଥାଏଇ ତେବେ ସେ ମୋତେ ପଠାଇଥାଏଇ ।)

Symbols & Non-Breaking Spaces

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

Example:

Symbol	Meaning of the symbol
😊	ହସ
☀️	ସୂର୍ଯ୍ୟ
❤️	ପ୍ରେମ
=D>	ଡାଳ ମାରିବା
♀	ପୁରୁଷ
🎵	ସଙ୍ଗୀତ

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

Example: (+) ଲୋଡ କରୁଛି...

Syntax

Odia uses a different word order than English. Most Odia sentences begin with a subject and end with a verb. Like other Indian languages, Odia uses postpositions instead of prepositions. Postpositions are like prepositions except that they are written after the noun.

1. English: Subject Verb Object => I speak Odia
Odia: Subject Object Verb => I Odia speak (ମୁଁ ଓଡ଼ିଆ କହେ)
2. English: Subject Verb Preposition Object => I go to the school
Odia: Subject Object Postposition Verb => I school to go (ମୁଁ ଶ୍କୁଲ ଯାଏ)

Verbs

Sometimes an 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 in red below are not translated in Odia.

Example:

English example	Odia examples	Odia examples	Odia examples
chat	(+) ଚାଟ କରିବା	(+) ଚାଟ କଲି	(+) ଚାଟ କରୁଛି
crawl	(+) କ୍ରଳ କରୁଛି	(+) କ୍ରଳ କରିବା	(+) କ୍ରଳ କରିବା
debug	(+) ଡିବର୍ଗ କରିବା	(+) ଡିବର୍ଗ କରିବା	(+) ଡିବର୍ଗ କରିବା

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

Example: Send – Sending (ପ୍ରେରଣ – ପ୍ରେରଣ କରୁଛି), Edit – Editing (ସଂପାଦନ – ସଂପାଦନ କରୁଛି), Delete - Deleting (ବିଲୋପ – ବିଲୋପ କରୁଛି).

Word Order

Readability and intelligibility are essential to the success of any localized product. In practice, this means that if there is a more idiomatic way of structuring a given sentence, use the Odia word order instead of translating word by word, as long as the key message is conveyed.

Example: ସୁଚନାଟି ଯାହା ପାଇଁ ଯୋଗାଯାଇଛି ସେହି କ୍ରିୟାଶାଳତାକୁ ସମ୍ପୂର୍ଣ୍ଣ କରିବାକୁ ବ୍ୟବହୃତ ହେବ.

Style and Tone Considerations

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

Audience

In this style guide that peoples who used electronic equipments and software products called audience.

Example:

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

Style

There is a no specific writing style in Odia language. But in the time of translation make sure each sentence is as direct and simple as possible, which is easy to understand by general user. Translate your texts clearly and concisely in the target language. Follow the basic rules for technical writing in the target language such as consistency of terminology, correct application of grammatical, syntactical and punctuation rules. And respect cultural and local sensitivity. Create content that does not incorporate slang, jargon, colloquial expressions, or culture-specific metaphors.

Example: (+) Please shut down the computer.

ଦୟାକରି କମ୍ପ୍ୟୁଟର ସବ୍ ଡାଉନ କରନ୍ତୁ ।

Tone

Tone is formal.

Example:

English	Translation
You are now connected to the Internet.	(+) ବର୍ତ୍ତମାନ ଆପଣ ଇଣ୍ଟରନ୍ଟ ସବ୍ ସଂଯୁକ୍ତ ହେଲେ ।

Voice

Depending upon the context / person to whom one is addressing 'you' may be translated as ଆପଣ (Hon.) ତମେ (intimate), ତୁ (inferior). Use of 2nd person singular (honorific) i.e. ଆପଣ and active voice. For 'you' ଆପଣ is the prefer.

Example:

English	Translation
You are now connected to the Internet.	(+) ବର୍ତ୍ତମାନ ଆପଣ ଇଣ୍ଡିନ୍ଟର୍ନେଟ୍ ସହ ସଂୟୁକ୍ତ ହେଲେ।

Localization Guidelines

This section contains guidelines for localization into Odia.

General Considerations

The language in Microsoft products should have the "Look and Feel" of a product originally written in German, 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.

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:

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

Odia example	Acceptable abbreviation
(+) ଉଦ୍‌ଧରଣ	(+) ଉ.ଦା.
(+) ବିଶେଷ୍ୟ	(+) ବି.

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.

First letter of the word with a (.) indicates an abbreviated form in the Odia language. Some times first two letters or both first letter and last letter is used in Odia.

List of common abbreviations:

Expression	Acceptable Abbreviation
ବିଶେଷ୍ୟ	(+) ବି.
କ୍ରିୟା	(+) କ୍ରି.
ବିଶେଷଣ	(+) ବିଂ
କ୍ରିୟା ବିଶେଷଣ	(+) କ୍ରି.ବିଂ
ଅବ୍ୟୟ	(+) ଅ.
ଉପପଦ	(+) ଉପ.
ଉପସର୍ଗ	(+) ଉ.
ସ୍ଵରବର୍ଣ୍ଣ	(+) ସ୍ଵ.ବ.
ତାରିଖ	(+) ତା.
ପୂର୍ବ	(+) ପୂ.

Expression	Acceptable Abbreviation
ଦକ୍ଷିଣ	(+) ଦ.
ଉତ୍ତର	(+) ଉ.
ପୂର୍ବିଙ୍ଗ	(+) ପୂ.
ସ୍ଥାନିଙ୍ଗ	(+) ସ୍ଥୀ.
ବୈଦେଶିକ	(+) ବୈ.
ଦ୍ରାବିଡ଼	(+) ଦ୍ରା.
ତେଳଗୁ	(+) ତେ.
ଡାକ୍ଟିଲ	(+) ଡା.
ଦେଶଜ	(+) ଦେ.
ସଂସ୍କୃତ	(+) ସଂ.
ଗ୍ରାମ	(+) ଗ୍ରା.
ଜିଲ୍ଲା	(+) ଜି.
ପ୍ରଦେଶ	(+) ପ୍ର.
ପୂର୍ଣ୍ଣମା	(+) ପୂ.
ଚଙ୍କା	(+) ଚ.
ପଇସା	(+) ପ.
ଡକ୍ଟର	(+) ଡ.
ନମ୍ବର	(+) ନେ.
କିଲୋମିଟର	(+) କି.ମି.
ଗ୍ରାମ	(+) ଗ୍ରା.
ଉତ୍ତ ପ୍ରାଥମିକ	(+) ଉ.ପ୍ରା.
ପୃଷ୍ଠା	(+) ପୃ.
ପ୍ରାଇଭେଟ ଲିମିଟେଡ୍	(+) ପ୍ରା.ଲି.
କମ୍ପ୍ଯୁଟର	(+) କୋ.
କ୍ରମିକ ନମ୍ବର	(+) କ୍ର.ନେ.
ଇନଫ୍ରାମେଇଲ୍ ଟେକ୍ନୋଲୋଜି	(+) ଆଇ.ଟୀ.

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

List of common acronyms:

- (+) ଓ.ସା.ୱ ଓଡ଼ିଶା ସାହିତ୍ୟ ଏକାଡେମୀ
- (+) ଉ.ପ୍ରା. ଉକ ପ୍ରାଥମିକ
- (+) ନି.ପ୍ରା. ନିମ୍ନ ପ୍ରାଥମିକ
- (+) ପ୍ର.ପ୍ର.ସ ପ୍ରଜାତନ୍ତ୍ର ପ୍ରଗାର ସମିତି
- (+) ଲୋ.ସେ.ସ ଲୋକ ସେବକ ସମାଜ
- (+) ଭାଜପା ଭାରତୀୟ ଜନତା ପାର୍ଟି
- (+) ମା.କ.ପା ମାର୍କ୍ଷବାଦୀ କମ୍ଯୁନିଷ୍ଟ ପାର୍ଟି
- (+) ଲ.ସା.ଗୁ ଲାଧିକ୍ଷ ସାଧାରଣ ଗୁଣିତକ
- (+) ଗ.ସା.ଗୁ ଗରିଷ୍ଟ ସାଧାରଣ ଗୁଣମାୟକ
- (+) ଓ.ଉ.ପ୍ର. ଓଡ଼ିଆ ଭାଷା ପ୍ରତିଷ୍ଠାନ
- (+) ଓକାଇଓଡ଼ିଶା କମ୍ପ୍ୟୁଟର ଆୟୁକେସନ ସେଷ୍ଟର
- (+) ବି.ଜେ.ଟି ବିଜ୍ଞୁ ଜନତା ଦଳ
- (+) ଓ.ୟୁ.ୱ.ଟି ଓଡ଼ିଶା କୃଷି ଓ ବୈଷୟିକ ବିଦ୍ୟାଳୟ

Unlocalized Acronyms

Many abbreviations and 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 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

If you are unsure what an acronym or abbreviation stands for or refers to, please contact the Moderator responsible for this Style Guide.

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.

Those product names that are very well localizable or contain a well localizable part are usually localized.

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

General Information for Odia:

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

Example:

You are using Microsoft Expression Web 6.2

(+) ଆପଣ Microsoft Expression Web 6.2 ବ୍ୟବହାର କରୁଛନ୍ତି ।

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

Version strings that contain copyright information should always be translated.

Example:

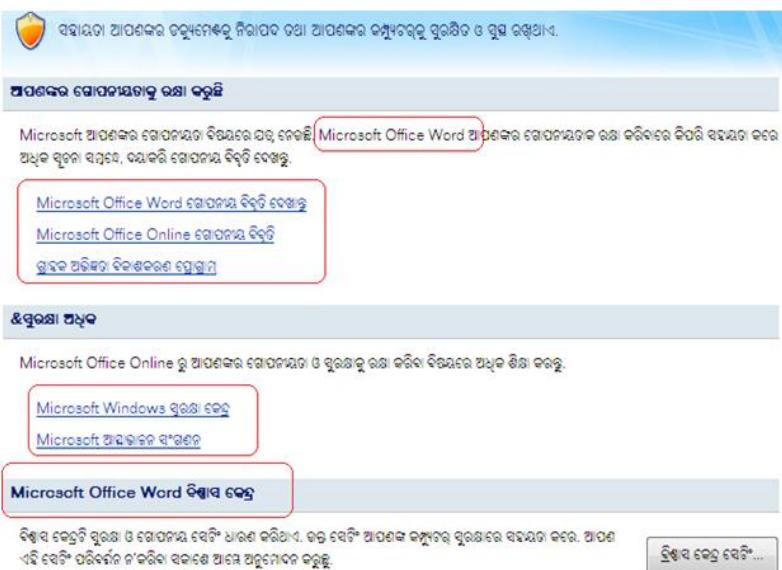
Copyright © 2001-2007 Microsoft Corporation. All Rights Reserved.

(+) Copyright © 2001-2007 Microsoft Corporation. ସର୍ ସର୍ ସଂରକ୍ଷିତ ।

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

Frequent Errors

Product names should not be localized.



Example: The Microsoft Feedback Tool is unable to send feedback

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>).

Recurring Patterns

This section does not apply to Odia.

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](#)
- [Style and Tone Considerations](#)
- [Word Order](#)
- [Applications, Products, and Features](#)
- [Frequent Errors](#)
- [Messages](#)
- [Error Messages](#)

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

Words	Comments
Ask for Genuine Microsoft Software	computer software
Authenticode	Technology
AutoRoute	road atlas
AutoRoute Express	road atlas
AutoRoute Plus	professional road atlas
Azurik	video game
Bankshot Billiards	video game
BattleTech	game universe
BitLocker	drive encryption
Bizspark	Technology
BizTalk	Server
Blinx	video game
Blood Wake	video game
Blue Dragon	video game
Bookdings	Font
Brute Force	video game
BugLight	IT pro technology
Calibri	Font
Cambria	Font
Candara	Font
Carbonated Games	video games
Cariadings	Font
ClearType	display technology
Consolas	Font
Constantia	font
Convection	font
Convergence	Conference
Corbel	Font
Cortana	action figure
Crackdown	video game
Crimson Skies	video game
DataTips	pop-up information
DaunPenh	Font
Dexterity	Software
Digital Anvil	video games

Words	Comments
Direct3D	application programming interface
DirectAnimation	application programming interface
DirectBand	wireless technology
DirectDraw	application programming interface
DirectInput	application programming interface
DirectMusic	application programming interface
DirectPlay	application programming interface
DirectShow	application programming interface
DirectSound	application programming interface
DirectX	application programming interface
DreamSpark	Technology
DreamScene	visualization technology
Drivatar	AI technology
Encarta	multimedia encyclopedia/online encyclopedia
Encarta logo (graphic only)	
Ensemble Studios	Games
Entourage	e-mail and personal information manager
ESP	visual simulation platform
Excel	spreadsheet software
Exhibition	demo disc
Expression	design software
Expression Blend	design software
FASA Studio	video games
Finty Flush	video game
FlexGo	prepaid and subscription technology
Fluent	user interface
Forefront	client security
Forza Motorsport	video game
Fox head logo	
Freelancer	video game
Fringer	video game
FRx	Software

Words	Comments
Fuzion Frenzy	video game
GameSpring	subscription service
Game with Fame	Event
Genuine Advantage Logo	
Georgia	Font
Gisha	Font
Great Plains	Software
Groove	Software
Habu	gaming mouse
Halo	video game
Halo logo	
Halo Wars	video game
Halo 2 logo	
HDCD	audio enhancement technology
HDCD logo	
HealthVault	healthcare website technology
HealthVault logo	
Hexic	video game
High Road to Revenge	video game
Hotmail	web-based e-mail service
HotStart	Technology
Hyper-V	Technology
Imagine Cup logo	
Infinite Undiscovery	video game
InfoPath	information-gathering program
Inkseine	computer search engine software
IntelliMirror	management technologies
IntelliMorph	Software
IntelliMouse	pointing device
IntelliSense	Technology
IntelliShrink	text compression system
Internet Explorer	internet browser
Iskoola Pota	Font
It's Mr. Pants	video game

Words	Comments
Jawbreaker	video game
JScript	development software
Kung Fu Chaos	video game
Laser Technology logo	
LifeChat	Headset
LineDrive	mapping feature
Lionhead	video game
Lionhead logo	
Lips	video game
Live Mesh logo	
Lost Odyssey	video game
MapPoint	business mapping software
Marine Mania	video game
Master Chief	action figure
Maximum Chase	video game
MechAssault	video game
MechCommander	video game
MechWarrior	video game
Mediaroom	multimedia software platform
Mediaroom logo	
MedVault	computer software for medical database/storage
Microsoft	Software
Microsoft Auto logo	
Microsoft Digital by Choice logo	
Microsoft Dynamics	business software
Microsoft Dynamics logo	
Microsoft eMbedded Visual Tools logo	
Microsoft Game Studios logo	
Microsoft Internet Explorer logo (graphic only)	
Microsoft .NET Connected logo	
Microsoft Points logo	

Words	Comments
Microsoft Press	Books
Microsoft Surface	software and touch computing platform
Microsoft Surface logo	
Midtown Madness	video game
Monster Truck Madness	video game
MorphX	Software
Motocross Madness	video game
Mozaki	video game
MS	computer software
MS-DOS	operating system
MSDN	developer program
MSN	network of Internet services
MSN logo (butterfly)	
MultiPoint	Technology
Natural	keyboard mouse
Navision	Software
NavReady	Software
Nina	Font
Ninety-Nine Nights	video game
Office logo (puzzle design)	
Office logo	
OneCare	computer protection and maintenance software and services
OneCare logo	
OneNote	note-taking program
OpenType	font technology
Optical Technology logo	
OptiMatch	game matchmaking system
Outlook	messaging and collaboration client
Outlook Launch Icon (2007)	
OutSmart	online game
Passport logo	

Words	Comments
People Ready	business software
Perfect Dark Zero	video game
PerformancePoint	business intelligence software
PGR	video game
Phantom Dust	video game
Photosynth	Technology
Photosynth logo	
PinPoint	online business marketplace
PivotChart	dynamic views
PivotTable	dynamic views
PlayFX	suite of audio enhancement technologies
PlayReady	content access technology
PlaysForSure logo	interoperability and compatibility logo
Popfly	Technology
PowerPoint	presentation graphics program
PowerPointLaunch Icon (2007)	
ProClarity	business analysis software
Project Gotham Racing	video game
Quantum Redshift	video game
Rally	device connectivity service
Rare	video game
Rare logo	
Reader logo	
ReadyBoost	Technology
ReadyDrive	Technology
Reclusa	gaming keyboard
Response Point	phone system software
Response Point logo	
Rise of Legends	video game
Rise of Nations	video game
Rise of Perathia	video game
RoundTable	communications and archival

Words	Comments
	system
RP Stylized	computer hardware/software for voice over IP services
Sabre Wulf	video game
SeaDragon	Technology
Security Shield logo	
Segoe	Font
Shadowrun	video game
SharePoint	team services portal server services
ShapeSheet	shape extensibility
SideGuide	wi-fi access service
SideShow	Technology
SideShow logo	
SideWinder	joystick game pad computer mice keyboard
SideWinder logo	
Silverlight	browser plug-in browser plug-in development tool
Silverlight logo	
SkyDrive	storage technology
SmartArt	Graphics
Smarter Hospitality	technology architecture
Smarter Retailing	retail technology architecture
SmartShapes	Symbols
Sneakers	video game
SoftGrid	Technology
Softricity	Technology
Software Jukebox logo	
Songsmith	Software
Spaces logo	
Spaces for our World	social causes program

Words	Comments
SportsLounge	streaming technology
Starlancer	video game
Starts Here	multimedia training series
SteadyState	technology for multiple computers
Sudeki	video game
SuperFetch	memory management technology
SQL Server	database software
Tahoma	Font
Tao Feng	video game
Terminal Services RemoteApp	network software
The Age of Kings	video game
The Code Room	entertainment services
The Hive and Design	
The Time Sweeper	video game
TrueSkill	matchmaking ranking
Turn 10	video games
Ultimate Play the Game logo	
Verdana	Font
Virtual Earth	mapping software
Visio	drawing and diagramming software
Visual Basic	development system
Visual C++	development system
Visual C#	development tool
Visual FoxPro	database development system
Visual InterDev	web development system
Visual J++	development system, development system for the Java language
Visual J#	development tool
Visual SourceSafe	version control system, version control software
Visual Studio	development system
Visual Studio logo (graphic only)	
Viva Piñata	video game
Voodoo Vince	video game

Words	Comments
Webdings	Font
Whacked!	video game
Win32	application programming interface
Windows	operating system
Windows Calendar icon	
Windows Cardspace	identity selector
Windows Contacts icon	
Windows DVD Maker icon	
Windows Flare logo	
Windows Game icon	
Windows Live	network of internet services
Windows Live Call Button logo	
Windows Live Messenger icon (single)	
Windows Live Messenger icon (double)	
Windows Live OneCare logo	
Windows logo (aka the flag logo, graphic only)	
Windows logo (the 2002 edition)	
Windows Mail icon	
Windows Marketplace icon	
Windows Media	technologies, player
Windows Media Player Icon	
Windows Meeting Space Icon	
Windows Mobile	Software
Windows Movie Maker Icon	
Windows NT	operating system
Windows Photo Gallery Icon	
Windows PowerShell	command line interface
Windows Server	operating system
Windows Server System	integrated server software
Windows Sidebar Icon	
Windows start button	
Windows Start logo (design)	

Words	Comments
Windows Update Icon	
Windows Vista	operating system
WinFX	application programming interface
Wingdings	Font
Word Launch Icon (2007)	
WMV/HD logo	
Xbox	video game system
Xbox 360	video game and entertainment system
Xbox Authentic Product logo	
Xbox LIVE	online game service
Xbox LIVE logo	
Xbox "Ring of Light" logo	
Xbox "Sphere" logo	
Xbox "X" logo	
XL design (aka the "Microsoft Excel logo")	
XNA	development platform
XNA logo	
xRank	search feature
Your Potential. Our Passion.	
Zoo Tycoon	video game
Zune	digital media player
Zune logo	

Using the Word Microsoft

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

Microsoft product names are usually trademarked and remain unlocalized. Product names and non-translated feature names are considered proper nouns and are used without definite or indefinite articles in English. 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:

(-) Microsoft's products

Microsoft products

Products by Microsoft

Product names and non-translated feature names should also be treated as proper nouns in Odia.

Example:

English example	Odia example
Windows Mail shares your Internet Connection settings with Internet Explorer	(+) Windows Mail ଆପଣଙ୍କର ଇଣ୍ଡିନ୍ଟରନ୍କ୍ଯୁଲେଟର ସଂଯୋଗ ସେଟିଙ୍ଗସକୁ ଇଣ୍ଡିନ୍ଟରନ୍କ୍ଯୁଲେଟର ଏହୁମୋରର ସହିତ ସହଭାଗିତା କରୁଛି
Website addresses will be sent to Microsoft	(+) ଡେବେଲପର ଟିକଣାଏବୁ Microsoft କୁ ପଠାଯିବ

Software Considerations

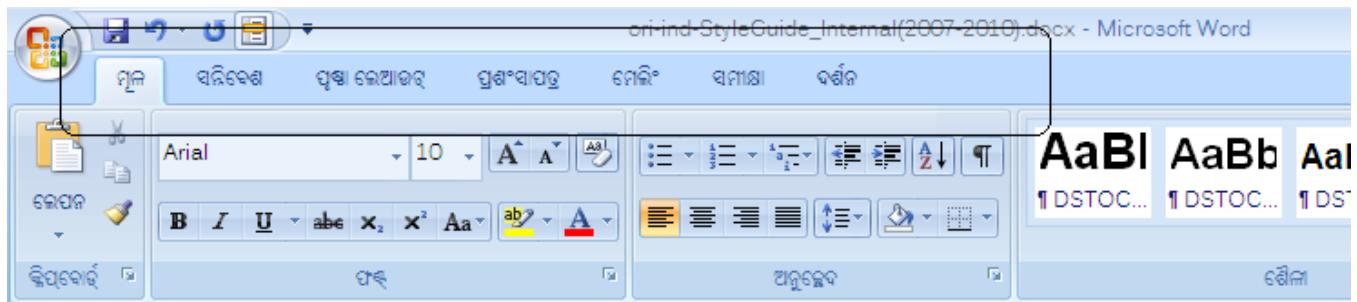
This section refers to all menus, menu items, commands, buttons, check boxes, etc., which should be consistently translated in the localized product.

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.

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

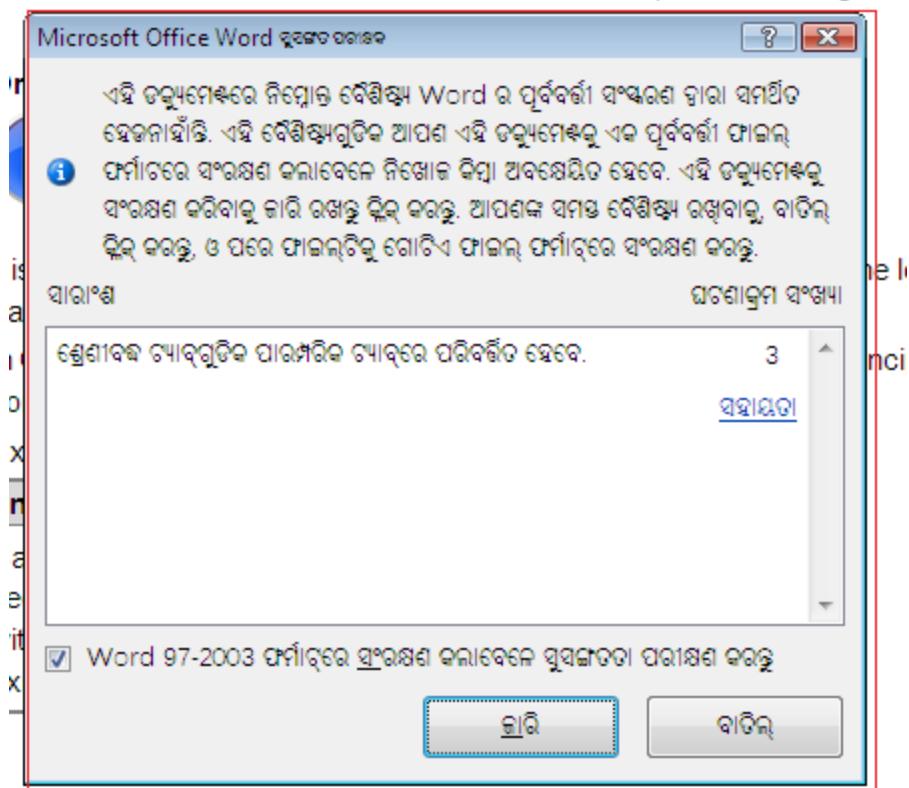


Example:

Source	Translation
New	(+) ନୂତନ
Open	(+) ଖୋଲନ୍ତୁ
Save	(+) ସଞ୍ଚିତ
Save as	(+) ଭାବରେ ସଞ୍ଚିତ କରନ୍ତୁ
Print	(+) ମୁଦ୍ରଣ

Source	Translation
Send	(+) ପ୍ରେରଣ
Publish	(+) ପ୍ରକାଶନ
Close	(+) ବିଦ୍ୟୁତ୍
Copy	(+) କପି
Paste	(+) ଲେପନ
Insert	(+) ସନ୍ଧିବେଶ
Table	(+) ଟାଲିକା
View	(+) ଦର୍ଶନ
Reference	(+) ମତାମତ
find	(+) ସନ୍ଧାନ
full screen	(+) ପୂର୍ଣ୍ଣ ପରଦା

Messages



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

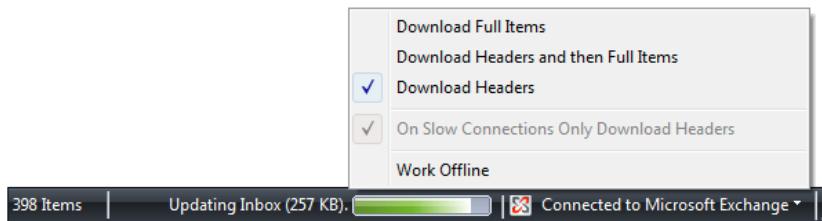
Example:

English	Translation
Can't rename "Pictures" because a file or folder with that name already exists	(+) "ছবি" পুনঃনাম করিপারিবে নাহি কারণ এক ফাইল কিম্বা ফোল্ডার এখন নামের পূর্বে বিদ্যমান রহিছি

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).



Odia Style in Status bar Messages

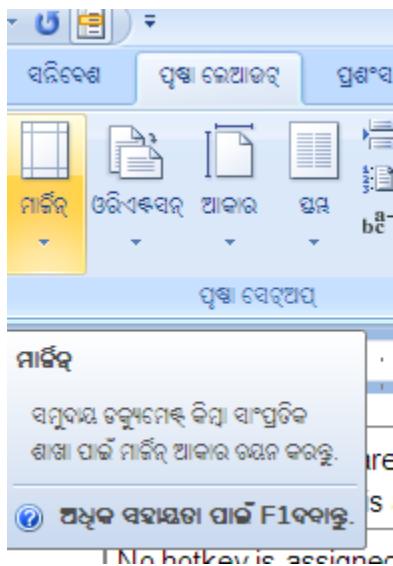
In English, the status bar messages have different forms dependent on the information they must convey. In *Odia*, menu and commands status bar messages should follow the format below.

Name	Odia Name	Category	English Status Bar message	Odia Status Bar message
Edit	(+) ସম্পাদন	menu	Contains editing commands	(+) ସম্পাদন নির্দেশসমূহ ধারণ কৰিছি
Copy to Folder...	(+) ফোল্ডারকু কপি কৰছু...	menu	Copies the selected items to a new location	(+) এক নতুন অবস্থানকু মানোনাত আলগমনসমূহ কপি কৰে
New	(+) নতুন	command	Creates a new document	(+) এক নতুন তক্ষ্যমেষ সৃষ্টি কৰে
			Make object visible?	(+) অবজেক্ট দৃশ্যমান কৰিবে?
			Word is converting the document. Press Esc to stop.	(+) উক্ত্যমেষকু আৰ্দ্ধ পরিবৰ্তন কৰুন্নি। ইচ্ছিত কৰিবাকু Esc দৰান্ত।

Name	Odia Name	Category	English Status Bar message	Odia Status Bar message
			Datasheet View	(+) ତାଗାସିର ଦଶ୍ନ
			Done	(+) ସମାପ୍ତ

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

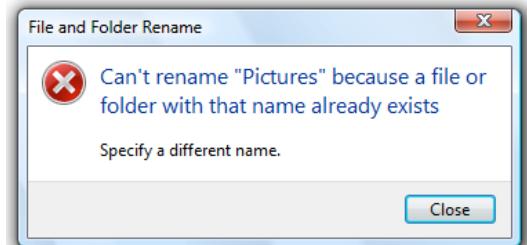


English term	Correct Odia translation
Press F1 to get Help	
If you want Help press F1	(+) ସହାୟତା ପ୍ରାପ୍ତ F1 ଦବାକୁ
To get Help press F1	
Not enough memory	
Insufficient memory	(+) ପର୍ଯ୍ୟାପ୍ତ ମେମୋରୀ ନାହିଁ
There is not enough memory	
Save changes to %1?	
Do you want to save changes to %1?	(+) %1କୁ ପରିବର୍ତ୍ତନସମ୍ବୂଦ୍ଧ ସଞ୍ଚାର କରିବେ କି?

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.

Odia Style in Error Messages

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

In Odia language no any specific style for error messages. Main principles for translation are clarity, comprehensibility, and consistency.

Example:

English	Translation
Can't rename "Pictures" because a file or folder with that name already exists	(+) "ছবি" ପୁନଃନାମ କରିପାରିବ ନାହିଁ କାରଣ ଏକ ଫାଇଲ କିମ୍ବା ଫୋଲ୍ଡର ସେହି ନାମର ପୂର୍ବରୁ ବିଦ୍ୟମାନ ରହିଛି

Standard Phrases in Error Messages

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

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

English phrase	English example	Odia example
Cannot	File could not be found	(+) ଫାଇଲ ଖୋଲିହେବ ନାହିଁ
Could not	File cannot be found	

English phrase	English example	Odia example
Failed to...	Failed to connect	(+) ସମ୍ପର୍କ ଛାପନ କରିବାରେ ବିପଳ ହେଲା
Failure of...	Failure to connect	
Cannot find...	Cannot find driver software	(+) ଡ୍ରାଇଭର ସଫ୍ଟୱେର ଖୋଜିପାରୁ ନାହିଁ
Could not find...	Could not find driver software	
Unable to find...	Unable to find driver software	
Unable to locate...	Unable to locate driver software	
	Not enough memory Insufficient memory There is not enough memory There is not enough memory available	(+) ଯଥେଷ୍ଟ ମୋମୋରି ନାହିଁ
... is not available ... is unavailable	The command is not available The command is unavailable	(+) ନିର୍ଦ୍ଦେଶ ମିଳୁ ନାହିଁ

Error Messages Containing Placeholders

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

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

%c means <letter>

%s means <string>

Examples of error messages containing placeholders:

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

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

Error messages contain placeholder text that will be filled in by the operating system when the message is shown to users. The following table provides examples of error messages with placeholder text, and the final error messages that users will see:

Placeholders in English error messages	Final error message text that users will see
%d minute(s) remaining	3 minute(s) remaining
Dialing %s...	Dialing business phone
The disk in drive %c: cannot be formatted.	The disk in drive C: cannot be formatted.

When localizing error messages containing placeholders, find out what text will replace the placeholder when the user sees the error message. This process is necessary because you must ensure the resulting sentence will be

grammatically correct when the placeholder is replaced with a word or phrase. Most source strings have instructions that detail what text will replace the placeholder.

In Odia the numeral place holders typically precede the noun.

English examples	Odia examples
in %d days	(+) %d ଦିନରେ
%d minutes	(+) %d ମିନିଟ୍‌ରେ

The letters and symbols used in placeholder text convey a specific meaning. Please refer to the following table for examples of placeholder text and corresponding error message text that users will see.

Placeholder text	Error message text that users will see
%d, %ld, %u, and %lu	Number (such as 3 or 512)
%c	Letter (such as "f" or "s")
%s	String (such as "Click here to continue.")
"Checking Web %1!d! of %2!d!"	"Checking Web <number> of <number>"
"INI file "%1!-.200s!" section"	"INI file "<string>" section"

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

English example	Message User will see	Odia example
Replace invalid %s?	Replace invalid data? Replace invalid file?	(+) ଅର୍ଥିତ କାର୍ଯ୍ୟକ୍ରମ ବନ୍ଦ କରିବାରେ କାହାର ବନ୍ଦ କରିବାରେ କାହାର ବନ୍ଦ କରିବାରେ ?
%s already exists	File already exists Name already exists	(+) ଫିଲେ ପୂର୍ବରୁ ରହିଛି ନାମ ପୂର୍ବରୁ ରହିଛି
%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	(+) ଆପଣଙ୍କର ବ୍ୟକ୍ତିଗତ ଠିକଣାରେ %s ବର୍ତ୍ତମାନ ସେଇ ହୋଇଛନ୍ତି।
%s stopped working and was closed	The application stopped working and was closed The program stopped working and was closed	(+) %s କାର୍ଯ୍ୟ କରିବା ବନ୍ଦ କରିଛି ଏବଂ ବନ୍ଦ ହୋଇଯାଇଛି

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).

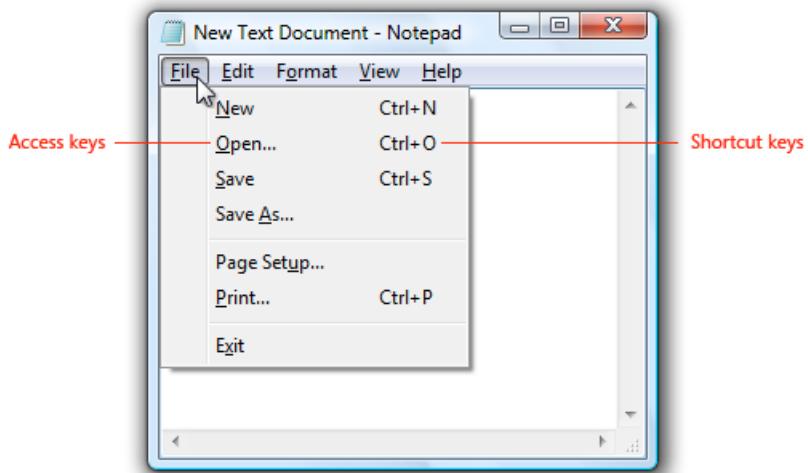
Names of the keys appearing on keyboard should not be translated.

Key Names

English Key Name	Odia Key Name
Alt	Alt
Backspace	Backspace
Break	Break
Caps Lock	Caps Lock
Ctrl	Control
Delete	Delete
Down Arrow	ନିୟ୍ୟ ତୀର
End	End
Enter	Enter
Esc	Escape
Home	Home
Insert	Insert
Left Arrow	ବାମ ତୀର
Num Lock	Num Lock
Page Down	Page Down
Page Up	Page Up
Pause	Pause
Right Arrow	ଡାହାଣ ତୀର
Scroll Lock	Scroll Lock
Shift	Shift

English Key Name	Odia Key Name
Spacebar	ସେସବାର
Tab	Tab
Up Arrow	ଉପର ତୀର
Windows key	ଓନ୍‌ଟୋଲ୍ କୀ
Menu Key	ମେନ୍‌ କୀ
Print Screen	Print Screen

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.

"Hot keys" are a combination of keys such as ALT+F or Ctrl+S that move the focus to a menu, command, or control, without using the mouse.

Odia/Odia is the Language spoken in Orissa and in parts of Northern Andhra Pradesh and West Bengal.

Odia follows InScript keyboard. Odia has a lot of influence from Bengali as well as from Dravidian languages. This makes it unique and characteristic. Odia is supported by several phonetic editors, transliteration softwares and text editors.

Odia is supported by several mail websites such as oriyamail.com, search engine such as oriyanet.com and several other websites.

ODIA INSCRIPT KEYBOARD :



Suggestion: Not to Localize

- Even if localized, it would not be consistent with other Indic languages
 - It has a lot of transliteration support in the native search engines, text editors and mail websites that keyboard is not much used except for desktop publishing company purposes.

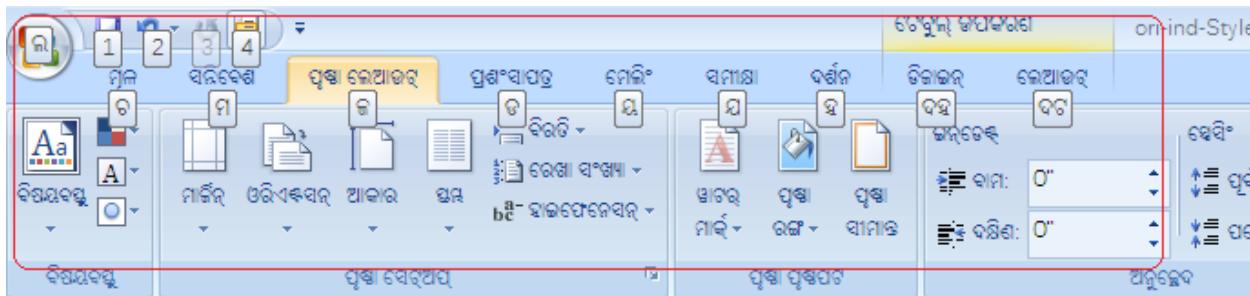
Soft keyboards are used alternatively for cases of transliteration complexity problems.

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

Hot Key Special Options	Usage: Is It Allowed?	Notes
"Slim characters", such as l, l, t, r, f can be used as hot key	Yes	But Odia characters cannot be termed as 'slim' compared to the Roman ones.
Characters with downstrokes, such as g, j, y, p and q can be used as hotkeys	No	Odia characters are written not simply with down stroke but having a kind of downward movement.
Extended characters can be used as hotkeys	No	Odia conjuncts which are combinations of two consonants cannot be used as hot keys. We are not considering Odia simple letters (e.g. କ୍ଷ, ଙ୍ଗ etc.) as extention of some other simple letters.
An additional letter, appearing between brackets after item name, can be used as hotkeys	No	Such additional letters, if at all occur, cannot be used as hot keys.
A number, appearing between brackets after item name, can be used as hotkey	Yes	The numbers can be used as hotkeys.
A punctuation sign, appearing between brackets after item name, can be used as hotkey	No	Punctuation marks are not needed to be used as hot keys as there are many clear and simple letters

Hot Key Special Options	Usage: Is It Allowed?	Notes
		which can be used for that purpose.
Duplicate hotkeys are allowed when no other character is available	Yes	It can be allowed. With the instruction from MS.
No hotkey is assigned when no more characters are available (minor options only)	No	No, it cannot be assigned.

Additional notes: The following table lists the hot keys that are permissible in Odia. Please note that only single stroke characters can be used. In Odia language there are only 19 (nineteen) single stroke characters, so the numbers also allowed to use as hot key.



Hot key character	Preferred or allowed?	Case-sensitive?
ବ ,ହ ,ଗ ,ଦ ,ନ ,ଡ ,ପ ,ର ,କ ,ତ ,ଚ ,ଟ ,ସ , ମ ,ନ ,ବ ,ଲ ,ସ ,ୟ	Preferred	False
0, 1, 2, 3, 4, 5, 6, 7, 8, 9	Allowed	False

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	Odia Command	Odia Shortcut key
General Windows Shortcut keys			
Help window	F1	ସହାୟତା ଡିଶ୍ପୋ	F1
Context-sensitive Help	Shift+F1	ପାଠ୍ୟ-ସେନ୍ସିଟିଭ ସହାୟତା	Shift+F1
Display pop-up menu	Shift+F10	ପପ-ଅପ ମେନ୍ୟ ପ୍ରଦର୍ଶନ	Shift+F10
Cancel	Esc	ବାତିଲ୍	Esc
Activate\Deactivate menu bar mode	F10	ମେନ୍ୟ ଦଣ୍ଡିକା ମୋଡ୍ ସକ୍ରିୟ/ନିଷ୍କର୍ଷ କରନ୍ତୁ	F10
Switch to the next primary application	Alt+Tab	ପରବର୍ତ୍ତୀ ପ୍ରାଥମିକ ଆପିଲେସନକୁ ସୁଲଭ କରନ୍ତୁ	Alt+Tab
Display next window	Alt+Esc	ପରବର୍ତ୍ତୀ ଡିଶ୍ପୋ ପ୍ରଦର୍ଶନ କରନ୍ତୁ	Alt+Esc
Display pop-up menu for the window	Alt+Spacebar	ଡିଶ୍ପୋ ପାଇଁ ପତ୍ର-ଅପ ମେନ୍ୟ ପ୍ରଦର୍ଶନ କରନ୍ତୁ	Alt+Spacebar
Display pop-up menu for the active child window	Alt+-	ସକ୍ରିୟ ଶିଶ୍ରୁ ଡିଶ୍ପୋ ପାଇଁ ପପ-ଅପ ମେନ୍ୟ ପ୍ରଦର୍ଶନ କରନ୍ତୁ	Alt+-
Display property sheet for current selection	Alt+Enter	ବର୍ତ୍ତମାନ ଚଯନ ପାଇଁ ଗୁଣଧର୍ମ ସିର ପ୍ରଦର୍ଶନ କରନ୍ତୁ	Alt+Enter
Close active application window	Alt+F4	ସକ୍ରିୟ ଆପିଲେସନ ଡିଶ୍ପୋ ବନ୍ଦ କରନ୍ତୁ	Alt+F4
Switch to next window within (modeless-compliant) application	Alt+F6	ଆପିଲେସନ (ମୋଡ୍‌ଲେସ-ଅନ୍ତୁସରଣ) ସହିତ ପରବର୍ତ୍ତୀ ଡିଶ୍ପୋକୁ ସୁଲଭ କରନ୍ତୁ	Alt+F6
Capture active window image to the Clipboard	Alt+Prnt Scrn	କିପବୋର୍ଡକୁ ସକ୍ରିୟ ଡିଶ୍ପୋ ପ୍ରତିଷ୍ଠିତ କ୍ୟାପଚର କରନ୍ତୁ	Alt+Prnt Scrn
Capture desktop	Prnt Scrn	କିପବୋର୍ଡକୁ ଡେଢ଼ଟପ ପ୍ରତିଷ୍ଠିତ କ୍ୟାପଚର	Prnt Scrn

US Command	US English Shortcut Key	Odia Command	Odia Shortcut key
image to the Clipboard		କରନ୍ତୁ	
Access Start button in taskbar	Ctrl+Esc	ଚାଷ୍ଟଦଣ୍ଡିକାରେ ଆରମ୍ଭ ବଚନ୍ ପ୍ରବେଶ କରନ୍ତୁ	Ctrl+Esc
Display next child window	Ctrl+F6	ପରବର୍ତ୍ତୀ ଶିଶୁ ଓପ୍ପୋ ପ୍ରଦର୍ଶନ କରନ୍ତୁ	Ctrl+F6
Display next tabbed pane	Ctrl+Tab	ପରବର୍ତ୍ତୀ ଟ୍ୟାବ ହୋଇଥିବା ପ୍ୟାନ୍ ପ୍ରଦର୍ଶନ କରନ୍ତୁ	Ctrl+Tab
Launch Task Manager and system initialization	Ctrl+Shift+Esc	ଚାଷ୍ଟ ପରିଚାଳକ ଏବଂ ସିଷ୍ଟମ ପ୍ରାରମ୍ଭିକରଣ ଉତ୍ସୋଚନ କରନ୍ତୁ	Ctrl+Shift+Esc

File Menu

File New	Ctrl+N	ଫାଇଲ ନୃତ୍ୟ	Ctrl+N
File Open	Ctrl+O	ଫାଇଲ ଖୋଲନ୍ତୁ	Ctrl+O
File Close	Ctrl+F4	ଫାଇଲ ବନ୍ଦ କରନ୍ତୁ	Ctrl+F4
File Save	Ctrl+S	ଫାଇଲ ସଞ୍ଚଯ କରନ୍ତୁ	Ctrl+S
File Save as	F12	ଭାବରେ ଫାଇଲ ସଞ୍ଚଯ କରନ୍ତୁ	F12
File Print Preview	Ctrl+F2	ଫାଇଲ ମୁଦ୍ରଣ ପୂର୍ବାବଲୋକନ	Ctrl+F2
File Print	Ctrl+P	ଫାଇଲ ମୁଦ୍ରଣ	Ctrl+P
File Exit	Alt+F4	ଫାଇଲ ପ୍ରସାନ	Alt+F4

Edit Menu

Edit Undo	Ctrl+Z	ପୂର୍ବବର୍ତ୍ତ ସମ୍ପାଦନ କରନ୍ତୁ	Ctrl+Z
Edit Repeat	Ctrl+Y	ପୁନଃବାବୁତି ସମ୍ପାଦନ କରନ୍ତୁ	Ctrl+Y
Edit Cut	Ctrl+X	ଛେଦନ ସମ୍ପାଦନ	Ctrl+X
Edit Copy	Ctrl+C	କପିସମ୍ପାଦନ କରନ୍ତୁ	Ctrl+C
Edit Paste	Ctrl+V	ଲେପନ ସମ୍ପାଦନ କରନ୍ତୁ	Ctrl+V
Edit Delete	Ctrl+Backspace	ବିଲୋପ ସମ୍ପାଦନ କରନ୍ତୁ	Ctrl+Backspace
Edit Select All	Ctrl+A	ସମସ୍ତ ଚିନ୍ତନ ସମ୍ପାଦନ କରନ୍ତୁ	Ctrl+A
Edit Find	Ctrl+F	ସନ୍ଧାନ ସମ୍ପାଦନ କରନ୍ତୁ	Ctrl+F
Edit Replace	Ctrl+H	ପ୍ରତ୍ୟାର୍ଥ ସମ୍ପାଦନ କରନ୍ତୁ	Ctrl+H

US Command	US English Shortcut Key	Odia Command	Odia Shortcut key
Edit Go To	Ctrl+B	যিবাকୁ ସମ୍ପାଦନ କରନ୍ତୁ	Ctrl+B
Help Menu			
Help	F1	ସହାୟତା	F1
Font Format			
Italic	Ctrl+I	ଇଟାଲିକ୍	Ctrl+I
Bold	Ctrl+G	ବୋଲ୍ଟୁ	Ctrl+G
Underlined\Word underline	Ctrl+U	ରେଖାଙ୍କିତ\ଶବ୍ଦ ରେଖାଙ୍କିତ	Ctrl+U
Large caps	Ctrl+Shift+A	Large caps	Ctrl+Shift+A
Small caps	Ctrl+Shift+K	Small caps	Ctrl+Shift+K
Paragraph Format			
Centered	Ctrl+E	କେନ୍ଦ୍ରୀୟ	Ctrl+E
Left aligned	Ctrl+L	ବାମ ଶ୍ରେଣୀବନ୍ଦ	Ctrl+L
Right aligned	Ctrl+R	ଡାହାଣ ଶ୍ରେଣୀବନ୍ଦ	Ctrl+R
Justified	Ctrl+J	ଉପୟୁକ୍ତ	Ctrl+J

Document Translation Considerations

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

Titles

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

English example	Odia example
Sending a file	(+) ଏକ ଫାଇଲ ପ୍ରେରଣ କରିବା
Using Styles	(+) ଶୈଳୀସମୂହ ବ୍ୟବହାର କରୁଛି

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

US Title	Odia Title
In order to	(+) କ୍ରମାଙ୍କରେ
Do this	(+) ଏହା କରନ୍ତୁ
How to use	(+) କିପରି ବ୍ୟବସ୍ଥାର କରିବେ
First do this	(+) ପ୍ରଥମେ ଏହା କରନ୍ତୁ
Then do this	(+) ତାପରେ ଏହା କରନ୍ତୁ
How to:	(+) କିପରି:
Walkthrough	(+) ମାଧ୍ୟମରେ

Copyright

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The following translations must be used:

English text	Odia translation
Copyright	(+) କପିରାଇଟ୍
All rights reserved	(+) ସର୍ବସ୍ଵ ସଂରକ୍ଷିତ
Microsoft Corporation	(+) Microsoft Corporation