

Khmer Style Guide

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What's New?

Last Updated: February 2011

New Topics

The following topics were added:

- n/a

Updated Topics

The following topics were updated:

- n/a

Introduction

This Style Guide went through major revision in February 2011 in order to remove outdated and unnecessary content.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

About This Style Guide

The purpose of this Style Guide is to provide everybody involved in the localization of Khmer 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 Khmer 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

លោក ឌី កាហ្គោ

ផ្ទះ ៧ បេ ស្តូវ ២១១

សង្កាត់ ទួលស្វាយព្រៃ ២

ខណ្ឌ ចំការមន

រាជធានី ភ្នំពេញ

ទូរស័ព្ទ ០១២ ៩៨៨១៦៩

លោក ឌី កាហ្គោ

ក្រុមហ៊ុន Mobitel មានសេចក្តីរីករាយនឹងផ្តល់ Cellcard ដែលមានទឹកប្រាក់ចំនួន ១០ ដុល្លារ ជូនលោក ពីព្រោះលោកបានឈ្នះរង្វាន់នេះ នៅក្នុងឱកាសបុណ្យចូលឆ្នាំខ្មែរ។

សូមលោកមេត្តាទទួលនូវសេចក្តីរាប់អានដោយស្មោះស្ម័គ្រអំពីយើងខ្ញុំ។

លោកស្រី ទេព ធីតា

ប្រធានផ្នែកទីផ្សារ

ធ្វើនៅភ្នំពេញ ថ្ងៃទី១៥ ខែធ្នូ ឆ្នាំ២០១០ ម៉ោង ៤:០៦ នាទី

Recommended Reference Material

Use the Khmer 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. សម្តេចព្រះសង្ឃរាជ ជួន ណាត, “វចនានុក្រមខ្មែរ”, ១៩៦៧
2. វិទ្យាស្ថានភាសាជាតិ នៃរាជបណ្ឌិតសភាកម្ពុជា, “វចនានុក្រមអក្ខរាវិរុទ្ធនៃភាសាខ្មែរ”, ២០០៥
3. ម៉ៅ ប៊ុណ្ណ, “វេយ្យាករណ៍ខ្មែរ”, នៅក្នុងកម្មវិធីសុហ្វវែរវចនានុក្រមខ្មែរ, កំណែ ២, ២០០៩
4. ពូ អ៊ុយ, “វេយ្យាករណ៍ខ្មែរតិស្តារ”, ១៩៦៨
5. Encarta Dictionaries, 2010

Informative References

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

1. NiDA and Open Forum of Cambodia, Glossary of Computer Terms English-Khmer version 3.2, 2005
2. Virey An, The Orkida Dictionary of English-Cambodian Language, 1998
3. សាស្ត្រាចារ្យ ដឹម ហួរ និង ក្រុមសាស្ត្រាចារ្យអក្សរសាស្ត្រខ្មែរ, “វេយ្យាករណ៍ខ្មែរ”, ២០០៩, សាកលវិទ្យាល័យភូមិន្ទ ភ្នំពេញ

| | |
|--|---|
| Default Long Date Format | dd mmmm yyyy |
| Example | ១៧ មីនា ២០១១ |
| Additional Short Date Format 1 | dd-MM-yy |
| Example | ១៧-០៣-១១ |
| Additional Short Date Format 2 | d/M/yy |
| Example | ១៧/៣/១១ |
| Additional Long Date Format 1 | Day of dd Month of MMMM Year of yyyy |
| Example | ថ្ងៃទី១៧ ខែមីនា ឆ្នាំ២០១១ |
| Additional Long Date Format 2 | Day of dddd of dd Month of MMMM Year of yyyy |
| Example | ថ្ងៃព្រហស្បតិ៍ ទី១៧ ខែមីនា ឆ្នាំ២០១១ |
| 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 | Yes |
| Number of digits for year for Long Day Format | 4 |
| Date Format for Correspondence | dd mmmm yyyy |
| Example | ១៧ មីនា ២០០៤ |
| Notes | The western calendar is commonly used by the younger generation. Among elderly people, Khmer Lunar calendar is very popular. They use it every day. Please note that Khmer Lunar calendar is not same as Chinese Lunar calendar, but they are very similar. |
| 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 | Cambodia |
| 24 hour format | Yes |
| Standard time format | H:m:s |
| Standard time format example | ៣:២៤:១២ |
| Time separator | space or “:” |
| Time separator examples | ០៣:២៤:១២; ០៣ម៉ ២៤ន ១២វិ |
| Hours leading zero | No |
| Hours leading zero example | ៣:២៤:១២ |
| String for AM designator | អម |
| String for PM designator | ភម |
| Notes | <ul style="list-style-type: none"> • Can use either 12 hour or 24 format • For time separator, there is no “:” Character in Khmer Unicode. Therefore, use the English code to input this character. • Other standard time format: HH:mm:ss; HH_ម mm_ន ss_{វិ}; H_ម m_ន s_{វិ} (Ex: ០៣:២៤:១២; ០៣ម៉ ២៤ន ១២វិ; ៣ម៉ ២៤ន ១២វិ) |

Days

Country/region: Cambodia

| Day | Normal Form | Abbreviation | Abbreviation (2 characters) | Abbreviation (1 characters) |
|-----------|-------------|--------------|-----------------------------|-----------------------------|
| Monday | ចន្ទ | ច. | ចន | ច |
| Tuesday | អង្គារ | អ. | អង | អ |
| Wednesday | ពុធ | ពុ. | ពធ | ព |
| Thursday | ព្រហស្បតិ៍ | ព្រ. | ពហ | ព |
| Friday | សុក្រ | សុ. | សក | ស |
| Saturday | សៅរ៍ | ស. | សរ | ស |
| Sunday | អាទិត្យ | អា. | អទ | អ |

First Day of Week: [ចន្ទ] ថ្ងៃដើមសប្តាហ៍

Is first letter capitalized?: No

Notes: 1 characters of day abbreviation can be confused with one another.

Months

Country/region: Cambodia

| Month | Full Form | Abbreviated Form | Abbreviated Form (2 characters) |
|-----------|-----------|------------------|------------------------------------|
| January | មករា | ម. | មក |
| February | កុម្ភៈ | កុ. | កម |
| March | មីនា | មិ. | មន |
| April | មេសា | មេ. | មស |
| May | ឧសភា | ឧ. | ឧស |
| June | មិថុនា | មិថុ. | មថ |
| July | កក្កដា | កក្ក. | កដ |
| August | សីហា | សិ. | សហ |
| September | កញ្ញា | ក. | កញ |
| October | តុលា | តុ. | តល |
| November | វិច្ឆិកា | វិ. | វច |
| December | ធ្នូ | ធ. | ធន |

Is first letter capitalized?: No

Notes: Abbreviated month names are not commonly used in Khmer.

Numbers

Khmer has its own numbers (០,១,២,៣,៤,៥,៦,៧,៨,៩); however, Arabic numbers are widely used in Cambodia. Thus, we can use both Khmer and Arabic number.

Phone Numbers

| Country/re gion | International Dialing Code | Area Codes Used? | Number of Digits – Area Codes | Separator | Number of Digits – Domestic | Digit Groupings – Domestic |
|--------------------|----------------------------------|-------------------------------|-------------------------------------|--------------------------------|--|--|
| Cambodia | 855 | Yes for fixed phone | 3 | Space | 9 or 10 | ### ### #####; ### ### ### |
| Country/re gion | Number of Digits – Local | Digit Groupings – Local | Number of Digits – Mobile | Digit Groupings – Mobile | Number of Digits – International | Digit Groupings – International |
| Cambodia | 6, 7 | ### ###; ### ##### | 9 or 10 | ### ### ###; ### ### ##### | 11 or 12 | +855 ## ### ###; +855 ## ### ##### |

Notes: n/a

Addresses

Country/region: Cambodia

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

| Address Format: | Example Address: | |
|---|--------------------------------|----------------------------|
| 1. [Title/Honorific] [LastName] [FirstName] | ឯកឧត្តម ចាន់ វាសនា | លោក សុខ សេរី |
| 2. [CompanyName] | រដ្ឋសភានៃព្រះរាជាណាចក្រកម្ពុជា | ក្រុមហ៊ុន ខេមរា |
| 3. [House No.] [Street No.] | អាគារ រដ្ឋសភា វិថី រដ្ឋសភា | ផ្ទះ 14 AE1 ផ្លូវជាតិលេខ 2 |
| 4. [Commune/Sangkat] | សង្កាត់ ទន្លេបាសាក់ | សង្កាត់ បារាយណ៍ |
| 5. [City/District/Khan] | ខណ្ឌ ដូនពេញ | ក្រុង ដូនកែវ |
| 6. [Province/Capital City] | រាជធានី ភ្នំពេញ | ខេត្ត តាកែវ |
| 7. [Country] | ព្រះរាជាណាចក្រ កម្ពុជា | ព្រះរាជាណាចក្រ កម្ពុជា |

Local Postal Code Format: n/a

Notes: Postal code is available only in Phnom Penh and generally Cambodians don't use this postal code.

Currency

| | |
|------------------------------------|--|
| Country/region | Cambodia |
| Currency Name | Riel |
| Currency Symbol | ៛ |
| Currency Symbol Position | Riel is written behind the amount. Ex: ១០០ ៛ |
| Positive Currency Format | ### ៛ |
| Negative Sign Symbol | Minus sign before amount. |
| Negative Currency Format | -### ៛ |
| Decimal Symbol | , |
| Number of Digits after Decimal | 2 |
| Digit Grouping Symbol | . or space |
| Number of Digits in Digit Grouping | 3 |
| Positive Currency Example | ២៥.៥០០,៥០ ៛ |
| Negative Currency Example | -២៥.៥០០,៥០ ៛ |
| ISO Currency Code | KHR |
| Currency Subunit Name | cent |

| | |
|---------------------------------|-------|
| Currency Subunit Symbol | n/a |
| Currency Subunit Example | ១៩,៥០ |

Notes: Cambodians also use the Arabic number for digits (1234567890). And since it is now influenced by the US way of writing, some Khmer writers use (.) for decimal separator and (,) for thousands separator. However, in general as well as taught in school, the above rules of writings should be followed. For this reason, we set rule as below:

- If we use Khmer number (,) is used for for decimal separator and (.) for digit grouping symbol.
Example: ២៥.៥០០,៥០ ៛
- If we use Arabic number (.) is used for for decimal separator and (,) for digit grouping symbol.
Example: 25,500.50 R

Digit Groups

Country/region: Cambodia

Decimal Separator: ,

Decimal Separator Description: Comma

Decimal Separator Example: ៥៤៣,៥០

Thousand Separator: . or Space

Thousand Separator Description: Point or Space

Thousand Separator Example: ៣២.៤៣៧,៥០ or ៣២ ៤៣៧,៥០

Notes: Cambodians also use the Arabic number for digits (1234567890). And since it is now influenced by the US way of writing, some Khmer writers use (.) for decimal separator and (,) for thousands separator. However, in general as well as taught in school, the above rules of writings should be followed. For this reason, we set rule as below:

- If we use Khmer number (,) is used for for decimal separator and (.) for digit grouping symbol.
Example: ២៥.៥០០,៥០
- If we use Arabic number (.) is used for for decimal separator and (,) for digit grouping symbol.
Example: 25,500.50

Measurement Units

Metric System Commonly Used?: Yes

Temperature: Celsius

| Category | English | Translation | Abbreviation |
|----------------|------------|-------------|--------------|
| Linear Measure | Kilometer | គីឡូម៉ែត្រ | គ.ម. |
| | Meter | ម៉ែត្រ | ម. |
| | Decimeter | ដេស៊ីម៉ែត្រ | ដ.ម. |
| | Centimeter | សង់ទីម៉ែត្រ | ស.ម. |
| | Millimeter | មីលីម៉ែត្រ | ម.ម. |

| | | | |
|------------------------------|------------|------------|--------|
| Capacity | Hectoliter | ហិចតូលីត្រ | ហ.ល. |
| | Liter | លីត្រ | ល. |
| | Deciliter | ដេស៊ីលីត្រ | ដ.ល. |
| | Centiliter | សង់ទីលីត្រ | ស.ល. |
| | Milliliter | មីលីលីត្រ | ម.ល. |
| Mass | Ton | តោន | ត. |
| | Kilogram | គីឡូក្រាម | គ.ក្រ. |
| | Pound | ផោន | ផ. |
| | Gram | ក្រាម | ក្រ. |
| | Decigram | ដេស៊ីក្រាម | ដ.ក្រ. |
| | Centigram | សង់ទីក្រាម | ស.ក្រ. |
| | Milligram | មីលីក្រាម | ម.ក្រ. |
| English Units of Measurement | Inch | អ៊ីន្ទ | អ៊. |
| | Feet | ហ្វីត | ហ្វី. |
| | Mile | ម៉ាយ | ម៉ា. |
| | Gallon | កាឡុង | កា. |

Notes: n/a

Percentages

The usage is the same as in English source. Just follow exactly what the English source is.

Sorting

| | |
|--------------------------------|---|
| Sorting rules | <ol style="list-style-type: none"> 1. The Sorting Consonant (u1780 to u17A2) 2. Khmer Dependent vowel (u17B6 to u17C5) 3. Khmer Subscript 4. Khmer Digit (u17E0 to u17E9) 5. Numeric symbols for divination lore (u17F0 to u17F9) 6. Khmer Lunar date (u19E0 to u19FF) <p>Note:</p> <ol style="list-style-type: none"> 1. Khmer various sign: ignorable 2. Khmer Independent vowel: in the range of three Khmer Consonant រ(6042), ល(6043), and អ(6050) |
| Character sorting order | <p>The collation sequences consist of 2 levels:</p> <ul style="list-style-type: none"> - level 1: for base Consonant, Dependent and Independent Vowel, etc - level 2: only for Various signs |

The following table is shown about the character ordering in Khmer language:

| Character | Collation Element | Decimal code point |
|------------------|-------------------|--------------------|
| Consonant | | |
| ក | 1.0 | 6016 |
| ឃ | 2.0 | 6017 |
| ង | 3.0 | 6018 |
| ច | 4.0 | 6019 |
| ដ | 5.0 | 6020 |
| ឆ | 6.0 | 6021 |
| ជ | 7.0 | 6022 |
| ន | 8.0 | 6023 |
| ប | 9.0 | 6024 |
| ផ | 10.0 | 6025 |
| ព | 11.0 | 6026 |
| ភ | 12.0 | 6027 |
| ឈ | 13.0 | 6028 |
| ម | 14.0 | 6029 |
| យ | 15.0 | 6030 |
| រ | 16.0 | 6031 |
| ល | 17.0 | 6032 |
| វ | 18.0 | 6033 |
| ឃ | 19.0 | 6034 |
| ឈ | 20.0 | 6035 |
| ្រ | 21 0 | 6036 |
| ្រ- | 22.0 | 6036 + 6089 |
| ្រ | 23.0 | 6036 + 6090 |
| ឃ | 24.0 | 6037 |
| ្រ | 25.0 | 6038 |
| ង | 26.0 | 6039 |
| ្រ | 27.0 | 6040 |

| | | |
|---------------|-----------|--------------------|
| យ | 28.0 | 6041 |
| វ | 29.0 | 6042 |
| ដ | 30.0 | 6059 |
| ដ | 31.0 | 6060 |
| ល | 32.0 | 6043 |
| ។ល។ | 32.0 | 6100 + 6043 + 6100 |
| ឆ | 33.0 | 6061 |
| ជ | 34.0 | 6062 |
| វ | 35.0 | 6044 |
| ស | 36.0 | 6047 |
| ឝ | 37.0 | 045 |
| ហ | 38.0 | 6046 |
| ហ | 39.0 | 6048 |
| ឡ | 41.0 | 6049 |
| អ | 42.0 | 6050 |
| Vowels | | |
| ា | 53.0 | 6070 |
| ាៈ | 53.0;40.0 | 6070 + 6087 |
| ិ | 54.0 | 6071 |
| ិៈ | 54.0;40.0 | 6071 + 6087 |
| ឹ | 55.0 | 6072 |
| ឹៈ | 55.0;40.0 | 6072 + 6087 |
| ឺ | 56.0 | 6073 |
| ឺៈ | 56.0;40.0 | 6073 + 6087 |
| ឺ | 57.0 | 6074 |
| ឺៈ | 57.0;40.0 | 6074 + 6 87 |
| ុ | 58.0 | 6075 |
| ុៈ | 58.0;40.0 | 6075 + 6087 |
| ូ | 59.0 | 6076 |
| ូៈ | 59.0;40.0 | 6076 + 6087 |
| ុ | 60.0 | 6077 |

| | | |
|-------------------|-----------|-------------|
| ၇၀၀: | 60.0;40.0 | 6077 + 6087 |
| ၇၀၁ | 61.0 | 6078 |
| ၇၀၀: | 61.0;40.0 | 6078 + 6087 |
| ၇၀၂ | 62.0 | 6079 |
| ၇၀၂: | 62.0;40.0 | 6079 + 6087 |
| ၇၀၃ | 63.0 | 6080 |
| ၇၀၃: | 63.0;40.0 | 6080 + 6087 |
| ၇၀၄ | 64.0 | 6081 |
| ၇၀၄: | 64.0;40.0 | 6081 + 6087 |
| ၇၀၅ | 65.0 | 6082 |
| ၇၀၅: | 65.0;40.0 | 6082 + 6087 |
| ၇၀၆ | 66.0 | 6083 |
| ၇၀၆: | 66.0;40.0 | 6083 + 6087 |
| ၇၀၇ | 67.0 | 6084 |
| ၇၀၇: | 67.0;40.0 | 6084 + 6087 |
| ၇၀၈ | 68.0 | 6085 |
| ၇၀၈: | 68.0;40.0 | 6085 + 6087 |
| ၇၀၉ | 69.0 | 6075 + 6086 |
| ၇၁၀ | 70.0 | 6086 |
| ၇၁၀ | 71.0 | 6070 + 6086 |
| ၇၁၁ | 72.0 | 6087 |
| Subscripts | | |
| ၇၁၂ | 73.0 | 6098 + 6016 |
| ၇၁၃ | 74.0 | 6098 + 6017 |
| ၇၁၄ | 75.0 | 6098 + 6018 |
| ၇၁၅ | 76.0 | 6098 + 6019 |
| ၇၁၆ | 77.0 | 6098 + 6020 |
| ၇၁၇ | 78.0 | 6098 + 6021 |
| ၇၁၈ | 79.0 | 6098 + 6022 |
| ၇၁၉ | 80.0 | 6098 + 6023 |
| ၇၂၀ | 81.0 | 6098 + 6024 |

| | | |
|---|-------|-------------|
| ㄅ | 82.0 | 6098 + 6025 |
| ㄆ | 83.0 | 6098 + 6026 |
| ㄇ | 84.0 | 6098 + 6027 |
| ㄏ | 85.0 | 6098 + 6028 |
| ㄏ | 86.0 | 6098 + 6029 |
| ㄏ | 87.0 | 6098 + 6030 |
| ㄏ | 88.0 | 6098 + 6031 |
| ㄏ | 89.0 | 6098 + 6032 |
| ㄏ | 90.0 | 6098 + 6033 |
| ㄏ | 91.0 | 6098 + 6034 |
| ㄏ | 92.0 | 6098 + 6035 |
| ㄏ | 93.0 | 6098 + 6036 |
| ㄏ | 94.0 | 6098 + 6037 |
| ㄏ | 95.0 | 6098 + 6038 |
| ㄏ | 96.0 | 6098 + 6039 |
| ㄏ | 97. | 6098 + 6040 |
| ㄏ | 98.0 | 6098 + 6041 |
| ㄏ | 99.0 | 6098 + 6042 |
| ㄏ | 100.0 | 6098 + 6059 |
| ㄏ | 101.0 | 6098 + 6060 |
| ㄏ | 102.0 | 6098 + 6043 |
| ㄏ | 103.0 | 6098 + 6061 |
| ㄏ | 104.0 | 6098 + 6062 |
| ㄏ | 105.0 | 6098 + 6044 |
| ㄏ | 106.0 | 6098 + 6047 |
| ㄏ | 107.0 | 6098 + 6045 |
| ㄏ | 108.0 | 6098 + 6046 |
| ㄏ | 109.0 | 6098 + 6048 |
| ㄏ | 110.0 | 6098 + 6049 |
| ㄏ | 111.0 | 6098 + 6050 |
| | | |

| | | |
|---------------------------|----------------|-------------|
| ၁၂၀ | 112.0 | 6098 + 6051 |
| ၁၂၁ | 113.0 | 6098 + 6052 |
| ၁၂၂ | 114.0 | 6098 + 6053 |
| ၁၂၃ | 115.0 | 6098 + 6054 |
| ၁၂၄ | 116.0 | 6098 + 6055 |
| ၁၂၅ | 117.0 | 6098 + 6056 |
| ၁၂၆ | 118.0 | 6098 + 6058 |
| ၁၂၇ | 119.0 | 6098 + 6057 |
| ၁၂၈ | 124.0 | 6098 + 6063 |
| ၁၂၉ | 125.0 | 6098 + 6064 |
| ၁၃၀ | 126.0 | 6098 + 6065 |
| ၁၃၁ | 127.0 | 6098 + 6066 |
| ၁၃၂ | 128.0 | 6098 + 6067 |
| Independent Vowels | | |
| ၁၃၃ | 42.1 | 6051 |
| ၁၃၄ | 42.0;53.1 | 6052 |
| ၁၃၅ | 42.0;54.1 | 6053 |
| ၁၃၆ | 42.0;55.1 | 6054 |
| ၁၃၇ | 42.0;58.1 | 6055 |
| ၁၃၈ | 42.0;58.2 | 6056 |
| ၁၃၉ | 42.0;58.0;40.1 | 6058 |
| ၁၄၀ | 42.0;59.1 | 6057 |
| ၁၄၁ | 42.0;65.1 | 6063 |
| ၁၄၂ | 42.0;66.1 | 6064 |
| ၁၄၃ | 42.0;67.1 | 6065 |
| ၁၄၄ | 42.0;67.2 | 6066 |
| ၁၄၅ | 42.0;68.1 | 6067 |
| Various Signs | | |
| ၁၄၆ | 0.3 | 6094 |
| ၁၄၇ | 0.4 | 6099 |
| ၁၄၈ | 0.5 | 6105 |

| | | |
|-------------------|-------|------|
| ୧ | 0.6 | 6106 |
| ୦ | 0.7 | 6090 |
| ୦ | 0.8 | 6093 |
| ୦ | 0.11 | 6089 |
| ୦: | 0.12 | 6088 |
| ୦ | 0.13 | 6092 |
| ୧ | 0.14 | 6100 |
| ୧ | 0.15 | 6101 |
| ୦ | 0.16 | 091 |
| ୧ | 0.17 | 6103 |
| ୦ | 0.18 | 6095 |
| ୦ | 0.19 | 6097 |
| ୦ | 0.21 | 6096 |
| ୧ | 0.22 | 6102 |
| ୦ | 0.23 | 6098 |
| ୧ | 0.24 | 6107 |
| ୧ | 0.25 | 6108 |
| ୦ | 0.26 | 6109 |
| Digits | | |
| ୦ | 130.0 | 6112 |
| ୧ | 131.0 | 6113 |
| ୧ | 132.0 | 6114 |
| ୩ | 133.0 | 6115 |
| ୧ | 134.0 | 6116 |
| ୧ | 135.0 | 6117 |
| ୧ | 136.0 | 6118 |
| ୩ | 137.0 | 6119 |
| ୧ | 138.0 | 6120 |
| ୧ | 139.0 | 6121 |
| Lunar Date | | |
| ୧ | 140.0 | 6624 |

| | | |
|----|-------|------|
| ၁၅ | 141.0 | 6625 |
| ၁၆ | 142.0 | 6626 |
| ၁၇ | 143.0 | 6627 |
| ၁၈ | 144.0 | 6628 |
| ၁၉ | 145.0 | 6629 |
| ၂၀ | 146.0 | 6630 |
| ၂၁ | 147.0 | 6631 |
| ၂၂ | 148.0 | 6632 |
| ၂၃ | 149.0 | 6633 |
| ၂၄ | 150.0 | 6634 |
| ၂၅ | 151.0 | 6635 |
| ၂၆ | 152.0 | 6636 |
| ၂၇ | 153.0 | 6637 |
| ၂၈ | 154.0 | 6638 |
| ၂၉ | 155.0 | 6639 |
| ၃၀ | 156.0 | 6640 |
| ၃၁ | 157.0 | 6641 |
| ၃၂ | 158.0 | 6642 |
| ၃၃ | 159.0 | 6643 |
| ၃၄ | 160.0 | 6644 |
| ၃၅ | 161.0 | 6645 |
| ၃၆ | 162.0 | 6646 |
| ၃၇ | 163.0 | 6647 |
| ၃၈ | 164.0 | 6648 |
| ၃၉ | 165.0 | 6649 |
| ၄၀ | 166.0 | 6650 |
| ၄၁ | 167.0 | 6651 |
| ၄၂ | 168.0 | 6652 |
| ၄၃ | 169.0 | 6653 |
| ၄၄ | 170.0 | 6654 |
| ၄၅ | 171.0 | 6655 |

| Divination Lore | | |
|-----------------|-------|------|
| 0 | 172.0 | 6128 |
| Λ | 173. | 6129 |
| I | 174.0 | 6130 |
| M | 175.0 | 6131 |
| V | 176.0 | 6132 |
| Ƴ | 177.0 | 6133 |
| \ | 178.0 | 6134 |
| N | 179.0 | 6135 |
| / | 180.0 | 6136 |
| ↵ | 181.0 | 6137 |
| Ignorable cases | | |
| ZWJ | 0.0 | |
| SPACE | 0.0 | |
| TAB | 0.0 | |

| | |
|---------------------------------|-------------|
| Examples of sorted words | 1. ក |
| | 2. ក័ |
| | 3. កក |
| | 4. កាក |
| | 5. ក្រិច |
| | 6. បក |
| | 7. បាត |
| | 8. បកតិ |
| | 9. វី |
| | 10. ឬ |
| | 11. ល |
| | 12. ល្អ |
| | 12. លា |
| | 13. ជ |
| | 14. អ |
| | 15. កសាត្ត |
| | 16. អិវ៉ាត់ |
| | 17. អុក |
| 18. ឧក | |

19. អំណាច

20. ឡ

21. ឡឡ

22. ឡឡ

23. ឡឡឡ

Correct sort order for Khmer:

@

1

Aaron

andere

ändere

chaque

chemin

cote

coté

côte

côté

čučět

Czech

hiša

irdisch

lävi

lie

lire

llama

lőug

Löwen

lòza

Lübeck

luč

luck

lye

Männer

màšta

mîr

möchten

| |
|-----------|
| myndig |
| piña |
| pint |
| pylon |
| sämtlich |
| šàran |
| savoir |
| Šerbūra |
| Sietla |
| ślub |
| subtle |
| symbol |
| vāga |
| 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.

Grammar, Syntax & Orthographic Conventions

Adjectives

In Khmer, adjectives follow their noun. Example: (+) នារីនោះស្អាត, ផ្កានេះក្រអូប

Possessive adjectives

The frequent use of possessives is a feature of English language. No exact word for possessive adjectives in Khmer.

Articles

This section does not apply to Khmer.

Capitalization

There is no capitalization in Khmer. When English texts are all capital letters, if possible, always use different font to differentiate the text.

Example:

| | |
|-----------------|---|
| English: | THE CONTENTS OF THIS DOCUMENT ARE PROVIDED "AS IS". Except as... |
| Khmer: | (+) ខ្ញុំមសារនៃឯកសារដែលបានផ្តល់ជូននេះគឺ "លក្ខខណ្ឌសន្តត់ផ្នែកពាណិជ្ជកម្ម"។ លើកលែងតែ... |

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.

Gender

In the Khmer language, there is no deviation of gender for words, but the meaning of the words shows the differences of gender. According to the words' meaning, they are divided into 3 genders (genre) as following:

- Male (Example: (+) ប្រុស, ឪពុក, ជីតា)
- Female (Example: (+) ស្រី, ម្តាយ, ប្រពន្ធ)
- Neutral (Example: (+) អ្នក, មនុស្ស)

In general, Khmer words present a gender only by its meaning not by form, most of the words are neutral. If we want to indicate a gender (Male or Female), we just add the gender indicator before or after the neutral one.

Example: (+) មនុស្ស + ស្រី > មនុស្សស្រី

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.

Example: use "អ្នក" for "you" and "គាត់" for "she/he".

In case we want to use possessive pronoun, we just add "របស់" before those pronouns.

Genitive

This section does not apply to Khmer.

Modifiers

This section does not apply to Khmer.

Nouns

General considerations

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

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

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

Example:

| English | Khmer |
|---------------------------------------|--------------------------------------|
| Vbscript variable. | (+) អថេរ Vbscript |
| Assigning value to Vbscript variable. | (+) កំពុងកំណត់តម្លៃឱ្យអថេរ Vbscript។ |
| How does Vbscript work? | (+) តើ Vbscript ដំណើរការដូចម្តេច? |
| What is Vbscript? | (+) តើអ្វីជា Vbscript? |

Plural Formation

There is no plural formation for Khmer word; however, we may add some words like “នានា”, “ទាំងឡាយ” “ជាច្រើន” “រាល់”។ល។។ It is your choice that you may or may NOT add those words to your translation according to the context. However, without adding it, translation is short, understandable and can be refer to both single and plural.

Example:

| English | Khmer | Khmer (Without adding) |
|-----------------------------|--------------------------|------------------------|
| Clients | អតិថិជននានា | អតិថិជន |
| adding or removing websites | ការថែម ឬ ការលុបរឹបសែនានា | ការថែម ឬ ការលុបរឹបសែ |
| Security zones | តំបន់សុវត្ថិភាពទាំងឡាយ | តំបន់សុវត្ថិភាព |
| Proxys | រាល់ប្រូកស៊ី | ប្រូកស៊ី |
| Administrators | អ្នកគ្រប់គ្រងជាច្រើន | អ្នកគ្រប់គ្រង |

Prepositions

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

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

| US-English Expression | Khmer Expression |
|-----------------------|------------------|
| migrate to | ប្តូរកន្លែងទៅ |
| Migrate from | ប្តូរកន្លែងពី |
| import to | នាំចូលទៅ |
| import from | នាំចូលពី |
| export to | នាំចេញទៅ |
| export from | នាំចេញពី |
| update to | ធ្វើចរន្តកាលទៅ |
| upgrade to | ធ្វើទំនើបកម្មទៅ |
| change to | ប្តូរទៅ |
| click on | ចុចលើ |
| connect to | ភ្ជាប់ទៅ |
| welcome to ... | ... សូមស្វាគមន៍ |

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

| US-English expression | Khmer expression |
|-----------------------|---------------------|
| in the toolbar | (+) ក្នុងរបារឧបករណ៍ |
| on the tab | (+) លើតាប |
| on the menu | (+) លើម៉ឺនុយ |
| on the net | (+) លើណែត |
| on the Internet | (+) លើអ៊ីនធឺណិត |

| US-English expression | Khmer expression |
|-----------------------|------------------|
| on the Web | (+) លើវិប |
| on a web site | (+) លើវិបសៃ |
| on a web page | (+) លើទំព័រវិប |
| on a homepage | (+) លើគេហទំព័រ |

Pronouns

Follow English source when translating pronouns. However, always make sure that the sentence is smooth enough in Khmer particularly with third person pronouns (He, She, It, They). If not, always replace the exact person or things instead of third person pronouns.

Example:

| | |
|-----------------|--|
| English: | Areas with a potentially explosive atmosphere are often, but not always, clearly marked. They include below deck on boats... |
| Khmer: | Smooth: កន្លែងដែលមានបរិយាកាសផ្ទះអាចកើតឡើង ជាញឹកញាប់ ប៉ុន្តែមិនទាំងអស់ទេ ត្រូវបានដាក់សញ្ញាសម្គាល់ឱ្យឃើញច្បាស់។ កន្លែងទាំងនោះ រួមមានជាន់ក្រោមនៃទូក... Not Smooth: កន្លែងដែលមានបរិយាកាសផ្ទះអាចកើតឡើង ជាញឹកញាប់ ប៉ុន្តែមិនទាំងអស់ទេ ត្រូវបានដាក់សញ្ញាសម្គាល់ឱ្យឃើញច្បាស់។ ពួកវា រួមមានជាន់ក្រោមនៃទូក... |

Punctuation

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

Khan “។” (English Full Stop)

Khan “។” is equal to English full stop “.” that is used at the end of a sentence. In Khmer, before Khan you can use a space; however, to avoid linefeed of Khan which will be an error, always avoid adding space before Khan.

Example:

| | |
|-----------------|--|
| Correct: | ឧបករណ៍របស់អ្នកអាចមានអង្កែនខាងក្នុង និង ខាងក្រៅ។ |
| Error: | ឧបករណ៍របស់អ្នកអាចមានអង្កែនខាងក្នុង និង ខាងក្រៅ ។ |

The other Khan “ៗ” is used for the end of an article or a text.

Comma

In Khmer, commas help to break up list items and independent clauses within the same sentence. When used correctly, commas make sentences easier to read. You can use space instead of comma to break up list items if comma is not necessary.

Example:

| | |
|-----------------|---|
| English: | Copyright protection may prevent some images, music, and other content from being copied, modified, or transferred. |
| Khmer: | (+) ការការពារសិទ្ធិអ្នកនិពន្ធអាចបង្ការរូប តន្ត្រី និង ខ្លឹមសារដទៃទៀតពីការចម្លង ការកែ ឬ ការបញ្ជូន។ |

Use the comma whenever there are two long, independent clauses in the same sentence. Never use the final comma in serial lists of items, functions, or actions with និង or ឬ.

Example:

| | |
|-----------------|--|
| English: | Some of these factors include age, exercise frequency, and overall physical fitness. |
| Khmer: | (+) កត្តាទាំងនេះរួមមានអាយុ, ភាពញឹកញាប់នៃការហាត់ប្រាណ និង សុខភាពរាងកាយទូទៅ។ |

Colon

Camnuic Pii Kuuh “៖” is equal to English colon “:” that is used as a mark of introduction, providing additional or further information, direct speech and quotation.

Example:

| | |
|-----------------|---|
| English: | Here are some ways you can modify an existing library: |
| Khmer: | (+) ទាំងនេះគឺជាវិធីខ្លះដែលអ្នកអាចកែប្រែលំយដៃលមានស្រាប់៖ |

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. You can use as in English.

Example:

| | |
|----------------|-----------------|
| English | Audio-in |
| Khmer | (+) អូឌីយ៉ូ-ចូល |

En Dash

The en dash is used as a minus sign, usually with spaces before and after. You can use as in English.

Example: – ១០ អង្សាសេ

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. You can use as in English.

Example: (+) ទំព័រ ៦-១០

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. It is not commonly used in Khmer; however, you can use as in English.

Example:

| | |
|----------------|--|
| English | A long time ago, this key actually did what it says—it sent the current screen of text to your printer. |
| Khmer | (+) ជាយូរមកហើយ គ្រាប់ចុចនេះពិតជាធ្វើមុខងារដូចដែលគេហៅវា—វាបានផ្ញើអេក្រង់នៃអត្ថបទបច្ចុប្បន្នទៅម៉ាស៊ីនបោះពុម្ពរបស់អ្នក។ or ...ដែលគេហៅវា គឺថា វាបានផ្ញើអេក្រង់នៃ... |

Ellipses (Suspension Points)

Same as English source. Just follow exactly what the EN source is.

Example:

| | |
|----------------|--|
| English | If you are using Word version 7.0 or later... |
| Khmer | (+) បើអ្នកកំពុងប្រើ Word កំណែ 7.0 ឬ ចេញក្រោយនេះ... |

Period

Period is used for abbreviation and acronym purpose.

Example: (+) គីឡូម៉ែត្រ = គ.ម.

Quotation Marks

Quotation marks are used for expressing the quoted text as English usage.

Example: (+) លោកសុខនិយាយថា “ខ្ញុំចង់បានកុំព្យូទ័រ ១ គ្រឿង”។

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

Parentheses

Parentheses are used for detail information on what has just mentioned as used in English. It is also used to explain the outside parenthesis words or to show the author name in the article.

In Khmer as well as in English, there is no space between the parentheses and the text inside them.

Example: (+) ព.ស. (ពុទ្ធសករាជ)

Other Punctuation used in Khmer

- ៗ for repeating two times the same word
- ។ល។ or -ល- same as etc. in English
- ? same as question mark (?) in English
- ! same as exclamation mark (!) in English
- ; same as in English
- [] for substituting the parenthesis in case there are double parenthesis
- { } for a set of elements

Space before and after “AND” and “OR”

Use a space before and after “AND” and “OR” to make the sentence easy to read and smooth.

Example:

| | |
|-----------------|---|
| English: | Foreign objects may damage the seals against water. |
| Khmer: | Smooth: វត្ថុពីខាងក្រៅអាចធ្វើឲ្យរលើកគម្រប និង ជ្រាបទឹក។ Not Smooth: វត្ថុពីខាងក្រៅអាចធ្វើឲ្យរលើកគម្រប និងជ្រាបទឹក។ (គម្របនិងជ្រាបទឹក។) |

| | |
|-----------------|---|
| English: | Never charge the device when the bottom connector is wet or damp. |
| Khmer: | Smooth: មិនត្រូវសាកឧបករណ៍ទេ នៅពេលដែលកន្លែងភ្ជាប់ខាងក្រោមសើម ឬ ទទឹក។ Not Smooth: មិនត្រូវសាកឧបករណ៍ទេ នៅពេលដែលកន្លែងភ្ជាប់ខាងក្រោមសើម ឬទទឹក។ (សើមឬទទឹក។) |

Use a space before ឬក៏ but NO space after this word since it link to the next clause.

Example:

| | |
|-----------------|---|
| English: | MICROSOFT RESERVES THE RIGHT TO REVISE THIS DOCUMENT OR WITHDRAW IT AT ANY TIME WITHOUT PRIOR NOTICE. |
| Khmer: | (+) MICROSOFT រក្សាសិទ្ធិក្នុងការកែប្រែឯកសារនេះ ឬក៏លុបឯកសារនេះបានគ្រប់ពេលដោយពុំចាំបាច់ជូនដំណឹងជាមុន។ |

Singular & Plural

There is no plural formation for Khmer word; however, we may add some words like “នានា”, “ទាំងឡាយ” “ជាច្រើន” “រាល់”។ល។ It is your choice that you may or may NOT add those words to your translation according to the context. However, without adding it, translation is short, understandable and can refer to both single and plural.

Example:

| English | Khmer | Khmer (Without adding) |
|-----------------------------|--------------------------|------------------------|
| Clients | អតិថិជននានា | អតិថិជន |
| adding or removing websites | ការថែម ឬ ការលុបរីបសៃនានា | ការថែម ឬ ការលុបរីបសៃ |
| Security zones | តំបន់សុវត្ថិភាពទាំងឡាយ | តំបន់សុវត្ថិភាព |
| Proxys | រាល់ប្រូកស៊ី | ប្រូកស៊ី |
| Administrators | អ្នកគ្រប់គ្រងជាច្រើន | អ្នកគ្រប់គ្រង |

Split Infinitive

This section does not apply to Khmer.

Subjunctive

This section does not apply to Khmer.

Symbols & Non-Breaking Spaces

Use symbols as in English.

Example:

| | |
|-----------------|--------------------------------------|
| English: | ...you can paste it (Ctrl+V)... |
| Khmer: | (+)...អ្នកអាចបិទវាភ្ជាប់ (Ctrl+V)... |

Use a non-breaking space (CTRL+SHIFT+SPACEBAR) where necessary. Always use non-breaking space in any abbreviation.

Zero-width space (ZWSP)

Zero-width space (ZWSP) is a non-printing character used in computerized typesetting to indicate word boundaries to text processing systems when using scripts that do not use explicit spacing, or after characters (such as the slash) that are not followed by a visible space but after which there may nevertheless be a line break. Normally it isn't a visible separation, but it may expand in passages that are fully justified. It has the Unicode value of U+200B.

In Khmer, ALWAYS type ZWSP to break every Khmer words in order to avoid word break and line break errors. Please keep in mind that you do NOT forget to type it. This is very important.

Example:

| | |
|---------------------|---|
| With ZWSP | MICROSOFT ក្រុមសិទ្ធិ ក្នុង ការ កែប្រែ ឯកសារ នេះ ឬ ក៏ លុប ឯកសារ នេះ បាន គ្រប់ ពេល ដោយ ពុំ ចាំ បាច់ ជូន ដំណឹង ជា មុន ។ |
| Without ZWSP | MICROSOFT ក្រុមសិទ្ធិ ក្នុង ការ កែប្រែ ឯកសារ នេះ ឬ ក៏ លុប ឯកសារ នេះ បាន គ្រប់ ពេល ដោយ ពុំ ចាំ បាច់ ជូន ដំណឹង ជា មុន ។ |

Syntax

This section does not apply to Khmer.

Verbs

Translate verbs as verbs in Khmer. For different tense, we just add word “បាន” to express past tense, the word “កំពុង” to express continuous form, and “នឹង” for future form.

Example:

| English | Khmer |
|--|--|
| Windows 7 cannot start your system. If the problem persists, contact your network administrator. | (+) Windows 7 មិនអាចចាប់ផ្តើមប្រព័ន្ធរបស់អ្នក។ បើបញ្ហានៅតែកើតឡើង សូមទាក់ទងអ្នកគ្រប់គ្រងបណ្តាញរបស់អ្នក។ |

Continuous operations are usually expressed in English with a gerund, which should be translated into Khmer “កំពុង”.

Examples:

| English | Khmer |
|--------------------|------------------------|
| Scanning files... | (+) កំពុងស្វែងឯកសារ... |
| Opening message... | (+) កំពុងបើកសារ... |

Word Order

Fluency, 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 Khmer word order instead of translating word by word, as long as the key message is conveyed.

Example:

| English | Khmer |
|---|--|
| File not found. | (+) រកមិនឃើញឯកសារ។ |
| Not enough memory. | (+) អង្គចងចាំមិនគ្រប់គ្រាន់។ |
| An illegal setting name has been entered. | (+) បានបញ្ចូលការកំណត់ឈ្មោះមិនស្របច្បាប់។ |
| %1 has a bad format. | (+) %1 មានទ្រង់ទ្រាយមិនល្អ។ |

Style and Tone Considerations

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

Audience

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-biased expressions:

| Linguistic method | Example | Context |
|--|---|--|
| Use a neutral noun | person, leader, team lead, expert, employee, user | Concept descriptions, explanations |
| Combine both genders by means of a slash | he/she, s/he | Only in exceptional cases such as License Terms, sometimes in tables (headers or column/row titles, for example) |

Style

Consider the following guidelines when translating:

- Avoid overly polite language, such as ស្តីប or ស្តីបមេត្តា.

Example:

| | | |
|----------------|--|---|
| English | Read these simple guidelines. Not following them may be... | |
| Khmer | OK | អានការណែនាំដ៏សាមញ្ញទាំងនេះ។ ការមិនគោរពតាមការណែនាំទាំងនេះអាច... |
| | Avoid | សូមមេត្តាអានការណែនាំដ៏សាមញ្ញទាំងនេះ។ ការមិនគោរពតាមការណែនាំទាំងនេះអាច... |

- However, when there is two independent Khmer clauses in one sentence, *ស្រប* can be used (rather than comma which is grammatical incorrect) to make it easy to read and avoid misunderstanding.

Example:

| | | |
|----------------|---|--|
| English | To remove the back cover, slide it upwards. | |
| Khmer | OK | ដើម្បីដោះគម្របក្រោយ សូមរុញឡើងលើ។ |
| | Avoid | - ដើម្បីដោះគម្របក្រោយ រុញឡើងលើ។ (Difficult to read and lead to misunderstanding.) - ដើម្បីដោះគម្របក្រោយ, រុញឡើងលើ។ (Grammatical incorrect.) |

- On the contrary, never use *ស្រប* in few independent clauses in a sentence that are the sequence of actions.

Example:

| | | |
|----------------|--|--|
| English | Scroll to your profile, select (X) and from the following: | |
| Khmer | OK | រំកិលទៅទម្រង់របស់អ្នក, ជ្រើស (X) និង ពីខាងក្រោម៖ |
| | Avoid | - រំកិលទៅទម្រង់របស់អ្នក ជ្រើស (X) និង ពីខាងក្រោម៖ (Difficult to read and lead to misunderstanding.) - រំកិលទៅទម្រង់របស់អ្នក សូមជ្រើស (X) និង ពីខាងក្រោម៖ (Clumsy) |

- Use positive sentences instead of negative ones.

Example:

| | |
|--------------|------------------------------|
| OK | ជម្រើសដែលមានអាចខុសគ្នា។ |
| Avoid | ជម្រើសមិនទាំងអស់ទេដែលអាចមាន។ |

Tone

In general, Cambodian people prefer to use formal tone when they have to address someone with higher position. As we consider software is a tool for humans, we recommend using formal tone for any text, message, or user interface when the software has to interact with users.

Example:

| English | Khmer |
|--------------------------|-------------------------------------|
| Not sure where to start? | (+) មិនប្រាកដថាចាប់ផ្តើមពីកន្លែងណា? |

Voice

In technical translation, always use simple and plain language that is free of connotation. When translating, communicate the benefits to the user in a way that is simple, human, and easy to understand. The tone of voice is active and to-the-point. Use simple and plain language. Do not use slang.

Use only "អ្នក" when translating "You". Some people try to translate it as "លោកអ្នក" which seem so polite and respect. However, the term "លោកអ្នក" seem refer to only adult male and female, while "អ្នក" refer to any people regardless of age and gender.

Example:

| English | Khmer |
|--|------------------------------------|
| You are now connected to the Internet. | (+) ឥឡូវ អ្នកបានភ្ជាប់ទៅអ៊ីនធឺណិត។ |

Localization Guidelines

This section contains guidelines for localization into Khmer.

General Considerations

Following guidelines cover areas where more than one correct solution is available in the language. In order to achieve consistently localized product the guidelines in this style guide recommend that only one correct solution should be used consistently in all the translations in the whole localized product. The selected one solution refers mainly to the use of terminology, grammar and translations styles.

Abbreviations

Common Abbreviations

In general, Khmer language doesn't use abbreviation except for unit or grammar.

Example for abbreviation in unit

គីឡូម៉ែត្រ (+) គ.ម.
 ម៉ែត្រ (+) ម.
 សង់ទីម៉ែត្រ (+) ស.ម.

Example for abbreviation in grammar

គុណនាម (+) គ.
 នាម (+) ន.
 កិរិយាស័ព្ទ (+) កិ.

In Microsoft translation, you might need to abbreviate some words in the UI (mainly buttons or options names) due to lack of space. However, where possible, avoid using abbreviated forms unless they are widely recognised. Abbreviated forms may interrupt the understanding of text, be unfamiliar to the user, and be difficult to remember.

In Khmer, there are no standardized abbreviations for words, so try to use the shortest available version of the word. Also try to use the imperative, to avoid longer words.

Other Guidelines:

- Use point (.) for the abbreviation. However, for measurement, if there is space restriction, point is not necessary if the abbreviation is understandable. For example: គីឡូម៉ែត្រ = គ.ម. = គម
- If a space is needed for the abbreviation, use a non-breaking space (CTRL+SHIFT+SPACEBAR).
- 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.

List of common abbreviations:

| Khmer example | Acceptable abbreviation |
|-----------------|-------------------------|
| ឧទាហរណ៍ | (+) ឧទា. or ឧ. |
| ឯកឧត្តម | (+) ឯ.ឧ. or ឯឧ |
| កញ្ចប់ | (+) ក. |
| សេចក្តីជូនដំណឹង | (+) ស.ជ.ណ. or សជណ |
| ជួស | (+) ជ. |
| លោក | (+) ល. |

| Measurement | English abbreviation | Khmer abbreviation | Comment/Example |
|----------------------|----------------------|--------------------|---|
| Gigabyte | GB | (+) ជ.ប. | |
| Gigabit | GBit | (+) ជ.ប៊ី. | |
| Kilobyte | KB | (+) គ.ប. | |
| Kilobit | KBit | (+) គ.ប៊ី. | |
| Megabyte | MB | (+) ម.ប. | |
| Megabit | MBit | (+) ម.ប៊ី. | |
| Terabyte | TB | (+) ត.ប. | |
| Terabit | TBit | (+) ត.ប៊ី. | |
| Bits per second | Bit/s | (+) ប៊ី/វិន | Use same type for similar measurements, e.g. frames per second => F/s |
| Megabits per second | MBit/s or Mbps | (+) ម.ប៊ី/វិន | |
| Kilobits per second | KBit/s or Kbps | (+) គ.ប៊ី/វិន | |
| Bytes per second | B/s | (+) ប/វិន | |
| Megabytes per second | MB/s | (+) ម.ប/វិន | |
| Kilobytes per second | KB/s | (+) គ.ប/វិន | |
| Point | Pt. | (+) ជ. | No plural form |
| Inch | " | (+) អ. | " is acceptable in Packaging and tables, but not in body text. |
| Megahertz | MHz | (+) ម.ហ. | |
| Hertz | Hz | (+) ហ. | |

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).

In Khmer, we also use acronym for the first letter of each word. For example: (+) អ.ស.ប. (អង្គការសហប្រជាជាតិ), ស.វ.អ. (សហរដ្ឋអាមេរិក), គ.ជ.ប. (គណៈកម្មាការជាតិរៀបចំការបោះឆ្នោត).

Localized Acronyms

In case you need a translation of the acronym, use the following way according to the context:

- Acronyms (English full text – Khmer translation)
Example: ADO (ActiveX Data Objects - វត្ថុទិន្នន័យ ActiveX)
- Khmer Translation (English full text, Acronyms)
Example: វត្ថុចូលប្រើទិន្នន័យ (Data Access Objects, DAO)

Unlocalized Acronyms

Many abbreviations and acronyms are standardized and remain untranslated. For those terms, it should remain as they are in position, case and form in the English sentence.

Example:

| | |
|----------------|---|
| English | An introduction to the HTML and CSS developer tools |
| Khmer | (+) ការណែនាំឱ្យស្គាល់ឧបករណ៍អភិវឌ្ឍនករ HTML និង CSS |

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.

Frequent Errors

Frequent errors are often found in spelling of Khmer word. Even Khmer word can be written in few ways and mostly accepted as correct, ALWAYS write it correctly based on official Khmer Dictionary (Samdech Sangkaraja CHUON NAT, 1967). Dialect or region specific words should not be used.

According to official Khmer Dictionary, always use subscript form when writing Khmer word that has subscript form. Simple form may be spelling mistake. If you are not sure about the right spelling, always check dictionary for right word.

Example:

| Correct: | Incorrect: |
|-----------------|-------------------|
| សម្រាប់ | សំរាប់ |
| ជម្រើស | ជំរើស |
| គម្រប | គំរប |
| ទម្រង់ | ទំរង់ |
| បម្រើ | បំរើ |
| កម្រុវ | កំរុវ |
| ចម្លង | ចំលង |
| បម្រាម | បំរាម |
| កម្រិត | កំរិត |

According to official Khmer Dictionary, there are common spelling mistake that Khmer writer used to write. Always follow right spelling when writing. If you are not sure about right spelling, always check dictionary for the right word.

Example:

| Correct: | Incorrect: |
|-----------------|-------------------|
| សំឡេង | សម្លេង, សំលេង |

| Correct: | Incorrect: |
|--------------|------------------------|
| ឲ្យ | ឱ្យ |
| ដំឡើង | កំឡើង, គម្លើង |
| ដំណើរ | ដំនើរ |
| អាសយដ្ឋាន | អាស័យដ្ឋាន |
| វិក្កយបត្រ | វិក័យប័ត្រ |
| វិញ្ញាបនបត្រ | វិញ្ញាប័នប័ត្រ |
| ព័ត៌មាន | ពត៌មាន |
| អនុញ្ញាត | អនុញ្ញាតិ, អនុញ្ញាត្តិ |

Recurring Patterns

This section does not apply to Khmer.

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.

- [Punctuation](#)
- [Zero-width space \(ZWSP\)](#)
- [Style and Tone](#)
- [Frequent Errors](#)

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>.

Follow the guideline for items that should remain unlocalized.

Using the Word Microsoft

In English, it is prohibited to use MS as an abbreviation for Microsoft. Never localize the word Microsoft and always follow the rule of English for using the word Microsoft.

Example:

| | |
|-----------------|---|
| English: | MICROSOFT RESERVES THE RIGHT TO REVISE THIS DOCUMENT OR WITHDRAW IT AT ANY TIME WITHOUT PRIOR NOTICE. |
| Khmer: | (+) MICROSOFT រក្សាសិទ្ធិក្នុងការកែប្រែឯកសារនេះ ឬក៏លុបឯកសារនេះបានក្របពេលដោយពុំចាំបាច់ជូនដំណឹងជាមុន។ |

Software Considerations

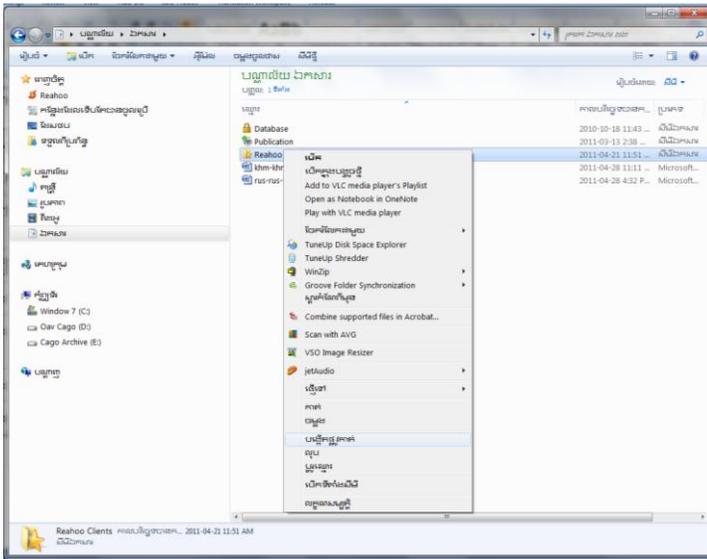
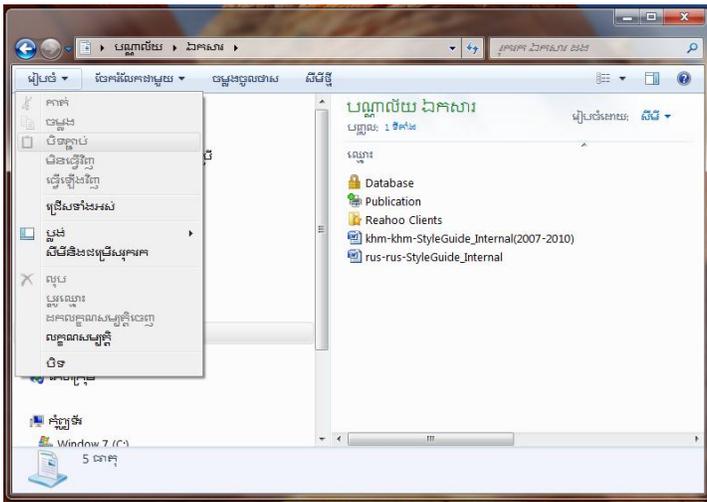
This section refers to all menus, menu items, commands, buttons, check boxes, etc., which should be consistently translated in the localized product.

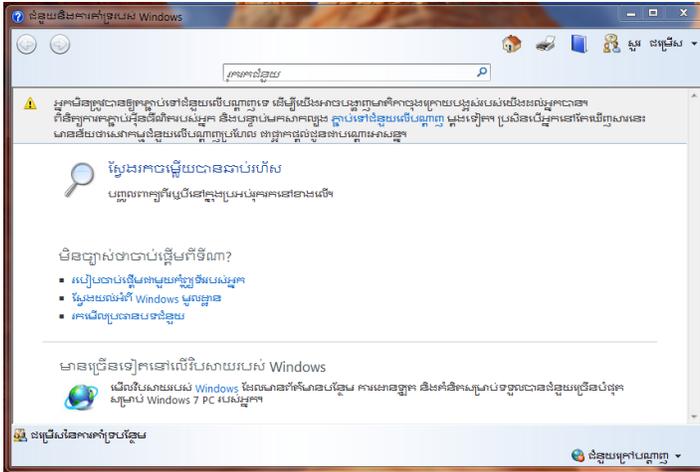
Refer to <http://msdn.microsoft.com/library/aa511258.aspx> for a detailed explanation of the Windows user interface guidelines (English).

User Interface

User interface have to be consistently translated in all localized products.

Here is an example:



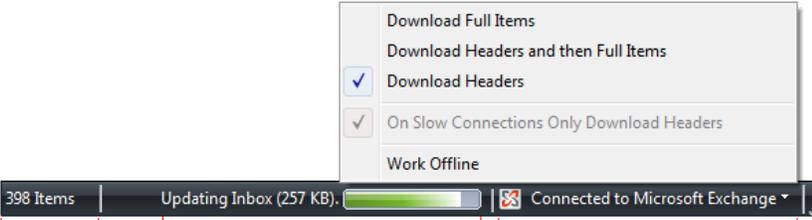


Messages

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).



Khmer Style in Status bar Messages

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

| Name | Khmer Name | Category | English Status Bar message | Khmer Status Bar message |
|-------------------|------------------|----------|---|--|
| Edit | (+) កែ | menu | Contains editing commands | (+) មានការបញ្ជាកែ |
| Copy to Folder... | (+) ចម្លងទៅថត... | menu | Copies the selected items to a new location | (+) ចម្លងធាតុដែលបានជ្រើសទៅទីកន្លែងថ្មី |
| New | (+) ថ្មី | command | Creates a new document | (+) បង្កើតឯកសារថ្មី |
| | | | Make object visible? | (+) ធ្វើឲ្យមើលឃើញវត្ថុ? |
| | | | Word is converting the document. Press Esc to stop. | (+) Word កំពុងបម្លែងឯកសារ។ ចុច Esc ដើម្បីបញ្ចប់។ |

| | | | | |
|--|--|--|----------------|----------------------------|
| | | | Datasheet View | (+) ទិដ្ឋភាពស្ថិតិទិន្នន័យ |
| | | | Done | (+) ជ្រើសរើស |

The importance of standardization

Messages are sometimes phrased differently in US-English software interfaces even though they have the same meaning. It is translator’s choice to translate according to English source or use the standard translation if they can remember it clearly and maintain the same meaning.

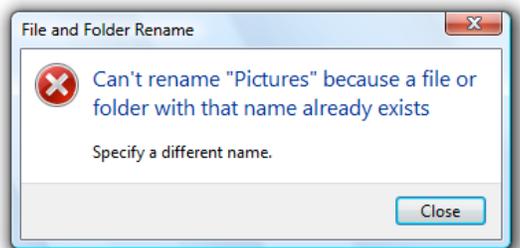
Example:

| English term | Khmer translation according to English | Standard Khmer translation |
|------------------------------------|--|---------------------------------|
| Press F1 to get Help | ចុច F1 ដើម្បីទទួលជំនួយ។ | ដើម្បីទទួលជំនួយ សូមចុច F1 |
| If you want Help press F1 | បើអ្នកចង់ទទួលជំនួយ សូមចុច F1 | |
| To get Help press F1 | ដើម្បីទទួលជំនួយ សូមចុច F1 | |
| Not enough memory | អង្គចងចាំមិនគ្រប់គ្រាន់ | អង្គចងចាំមិនគ្រប់គ្រាន់ |
| Insufficient memory | អង្គចងចាំមិនគ្រប់គ្រាន់ | |
| There is not enough memory | មានអង្គចងចាំមិនគ្រប់គ្រាន់ | |
| Save changes to %1? | រក្សាទុកការប្តូរទៅ %1? | តើអ្នកចង់រក្សាទុកការប្តូរទៅ %1? |
| Do you want to save changes to %1? | តើអ្នកចង់រក្សាទុកការប្តូរទៅ %1? | |

Error Messages

What Is An Error Message?

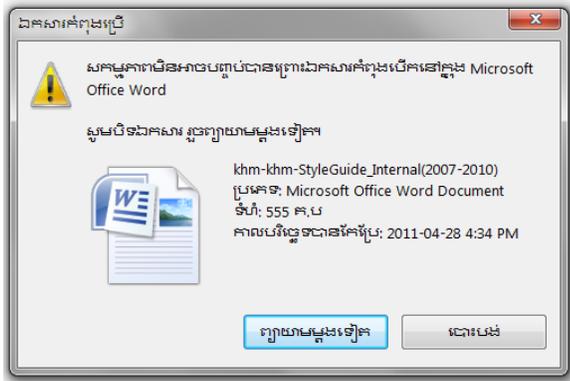
Here is an example:



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.

Khmer Style in Error Messages

Here is an example:



It is important to use consistent terminology and language style in the localized error messages.

Standard Phrases in Error Messages

When translating standard phrases, standardize. Note that sometimes the US uses different forms to express the same thing. As you localize the software into Khmer, whenever possible, you should ensure that you use a standard phrase for error messages that have the same meaning and purpose in the US-English version.

Examples:

| English | Translation | Example | Khmer Translation |
|--|------------------------------|---|-------------------------------|
| Cannot ... Could not ... | (+) មិនអាច... | File could not be found File cannot be found | (+) រកមិនឃើញឯកសារ |
| Failed to ... Failure of ... | (+) បរាជ័យក្នុងការ... | Failed to connect Failure to connect | (+) បរាជ័យក្នុងការភ្ជាប់ |
| Cannot find ... Could not find ... Unable to find ... Unable to locate ... | (+) មិនអាចរក... | Cannot find driver software Could not find driver software Unable to find driver software Unable to locate driver software | (+) មិនអាចរកសុហ្វ្វែរ ដ្រាយវើ |
| Not enough memory Insufficient memory There is not enough memory There is not enough memory available | (+) អង្គចងចាំមិន គ្រប់គ្រាន់ | Not enough memory Insufficient memory There is not enough memory There is not enough memory available | (+) អង្គចងចាំមិន គ្រប់គ្រាន់ |
| ... is not available ... is unavailable | (+)...មិនអាចប្រើបាន | The command is not available The command is unavailable | (+) ការបញ្ជាមិនអាចប្រើ បាន |

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".

In Khmer, try to reword the translation to avoid a potentially ungrammatical sentence.

Examples:

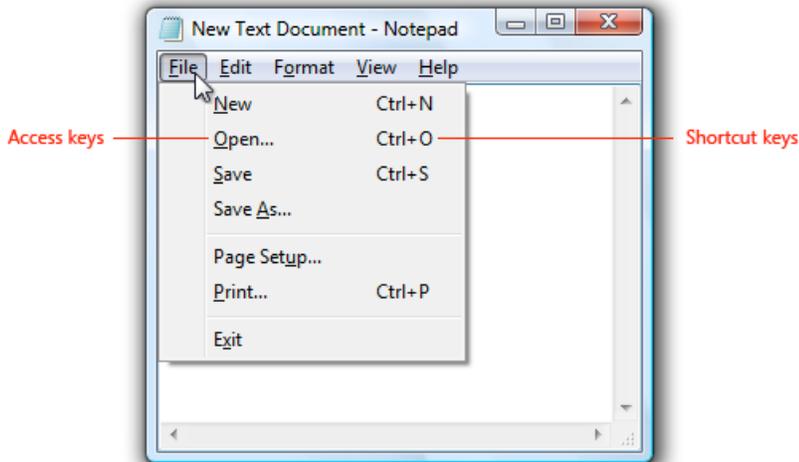
| English example | Message User will see | Khmer example |
|---|--|---|
| Replace invalid %s? | Replace invalid data? Replace invalid file? | (+) ជំនួស %s អសុពលភាព? |
| %s already exists | File already exists Name already exists | (+) %s មានហើយ |
| %s is now set as your personal contact. | Regina is now set as your personal contact Mr. Kim is now set as your personal contact | (+) ឥឡូវ បានកំណត់ %s ជាទំនាក់ទំនងផ្ទាល់ខ្លួនរបស់អ្នក។ |
| %s stopped working and was closed | The application stopped working and was closed The program stopped working and was closed | (+) %s បានឈប់ដំណើរការ និង បានបិទ |

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).

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

| Hot key special options | Usage: is it allowed? | Notes |
|---|--|--|
| "Slim characters", such as <i>i, l, t, r, f</i> can be used as hot key Example: <i>Opti<u>o</u>n</i> | In Khmer, slim characters are ក,ខ,ង,ច,ឆ,ឝ,ឞ,ក,ស,ប,ផ,ម,វ,រ. We have more slim characters but we can't use them since we need to combine key to type those characters. Example: វត្សរ៍ = Save | Do not use any character that combine with a subscript as a hot key. Example: វត្សរ៍ = Save |
| Characters with downstrokes, such as <i>g, j, y, p</i> and <i>q</i> can be used as hotkeys Note that it can be difficult to see the hotkey underline for these characters Example: <i>Opti<u>o</u>n</i> | It is not allowed. | |
| Extended characters can be used as hotkeys Example: <i>Opti<u>o</u>n</i> | It is not allowed. | |
| An additional letter, appearing (between brackets or not) after item name, can be used as hotkeys Example: <i>Opti<u>o</u>n w / Opti<u>o</u>n (w)</i> | It is allowed. | |
| A number, appearing (between brackets or not) after item name, can be used as hotkey Example: <i>Opti<u>o</u>n 3 / Opti<u>o</u>n (3)</i> | It is not allowed. | |
| A punctuation sign, appearing | It is not allowed. | |

(between brackets or not) after item name, can be used as hotkey
 Example: *Option ≥ / Option (≥)*

Some very common Access Keys are listed in the following table:

| English | Function | Product |
|---------|------------------------|---------------------------|
| Ctrl+A | select all | Windows Office |
| Ctrl+A | reset all | Windows |
| Ctrl+B | send to back | Windows |
| Ctrl+C | reset current | Windows |
| Ctrl+C | copy | Windows Office SQL |
| Ctrl+D | delete | Windows Works |
| Ctrl+D | duplicate | Powerpoint PictureIt |
| Ctrl+D | dial | Windows |
| Ctrl+D | select domain | Windows |
| Ctrl+E | open image for editing | Windows |
| Ctrl+E | attributes | Windows |
| Ctrl+F | filter | Windows |
| Ctrl+F | forward | Outlook |
| Ctrl+F | view bitmap | Windows |
| Ctrl+F | file transfer | Windows |
| Ctrl+F | find | Windows SQL |
| Ctrl+F | full screen | Windows |
| Ctrl+G | go to | Windows |
| Ctrl+G | grid | Windows |
| Ctrl+G | paste to page | Windows |
| Ctrl+G | date | Works |
| Ctrl+H | replace | Windows SQL Outlook |
| Ctrl+H | space | Windows |
| Ctrl+I | invert colors | Windows |
| Ctrl+L | rotate left | Windows |
| Ctrl+L | color box | Windows |
| Ctrl+L | view log | Windows |
| Ctrl+M | new slide | Powerpoint |
| Ctrl+N | new call | Windows |
| Ctrl+N | new message | Outlook |
| Ctrl+N | new snapshot | Office |
| Ctrl+N | next code | Windows |
| Ctrl+N | new | Windows |

| | | |
|--------|----------------|---|
| | | Office SQL |
| Ctrl+N | new connection | Windows |
| Ctrl+O | options | Windows |
| Ctrl+O | select code | Windows |
| Ctrl+O | open | Windows Office Works Visual Studio |
| Ctrl+P | previous | Windows Excel |
| Ctrl+P | print | Windows SQL Outlook Visual Studio Access Publisher |
| Ctrl+R | rotate right | Windows |
| Ctrl+R | flip/rotate | Windows |
| Ctrl+R | reply | Outlook |
| Ctrl+S | sharing | Windows |
| Ctrl+S | update | Windows |
| Ctrl+S | save | Windows Office Visual Studio |
| Ctrl+S | send | Windows |
| Ctrl+S | setup | Windows |
| Ctrl+T | toolbox | Windows |
| Ctrl+T | transfer | Windows |
| Ctrl+V | paste/insert | Windows SQL Works Outlook |
| Ctrl+W | stretch/skew | Windows |
| Ctrl+W | whiteboard | Windows |
| Ctrl+Y | redo | Windows Office |
| Ctrl+Y | repeat | Windows Works |
| Ctrl+Z | undo | Windows Office SQL Works Visual Studio |

The following table lists the hot keys that are permissible in Khmer. Please note that only single stroke characters can be used. If there are no single stroke characters in your language, or not enough of them, please indicate whether US characters can be used instead.

| Hot key character | Preferred or allowed? | Case-sensitive? |
|-------------------|-----------------------|-----------------|
| ័ (1780) | Preferred | false |
| ៑ (1781) | Preferred | false |
| ្ (1784) | Preferred | false |
| ៓ (1785) | Preferred | false |
| ។ (1786) | Preferred | false |
| ៕ (178A) | Preferred | false |
| ៖ (178B) | Allowed | false |
| ៗ (178F) | Preferred | false |
| ៘ (1793) | Preferred | false |
| ៙ (1794) | Preferred | false |
| ៚ (1795) | Preferred | false |
| ៛ (1798) | Preferred | false |
| ៜ (179A) | Preferred | false |
| ៝ (179C) | Preferred | false |
| ៞ (1799) | Allowed | false |
| ៟ (179F) | Allowed | false |
| ០ (17A0) | Allowed | false |
| ០ (179B) | Allowed | false |

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. When using Khmer Unicode Keyboard, the number keys in numeric keypad type Arabic numbers.

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 | Khmer Command | Khmer Shortcut key |
|---|-------------------------|--|--------------------|
| General Windows Shortcut keys | | | |
| Help window | F1 | វិនិច្ឆ័យជំនួយ | F1 |
| Context-sensitive Help | Shift+F1 | ជំនួយតាមបរិបទ | Shift+F1 |
| Display pop-up menu | Shift+F10 | បង្ហាញម៉ឺនុយផុស | Shift+F10 |
| Cancel | Esc | បោះបង់ | Esc |
| Activate\Deactivate menu bar mode | F10 | ដំណើរការ\បិទដំណើរការទម្រង់របារម៉ឺនុយ | F10 |
| Switch to the next primary application | Alt+Tab | ប្តូរទៅកម្មវិធីចម្បងបន្ទាប់ | Alt+Tab |
| Display next window | Alt+Esc | បង្ហាញវីនដូបន្ទាប់ | Alt+Esc |
| Display pop-up menu for the window | Alt+Spacebar | បង្ហាញម៉ឺនុយផុសសម្រាប់វីនដូ | Alt+Spacebar |
| Display pop-up menu for the active child window | Alt+- | បង្ហាញម៉ឺនុយផុសសម្រាប់វីនដូកូនសកម្ម | Alt+- |
| Display property sheet for current selection | Alt+Enter | បង្ហាញសន្លឹកលក្ខណៈសម្បត្តិសម្រាប់ការជ្រើសបច្ចុប្បន្ន | Alt+Enter |
| Close active application window | Alt+F4 | បិទវីនដូកម្មវិធីសកម្ម | Alt+F4 |
| Switch to next window within (modeless-compliant) application | Alt+F6 | ប្តូរទៅវីនដូបន្ទាប់ក្នុងកម្មវិធី | Alt+F6 |
| Capture active window image to the Clipboard | Alt+Prnt Scrn | ថតរូបវីនដូសកម្មទៅក្តារតម្លៀតខ្នាស់ | Alt+Prnt Scrn |
| Capture desktop image to the Clipboard | Prnt Scrn | ថតរូបផ្ទៃអេក្រងទៅក្តារតម្លៀតខ្នាស់ | Prnt Scrn |
| Access Start button in taskbar | Ctrl+Esc | ចូលប្រើប៊ូតុងចាប់ផ្តើមក្នុងរបារកិច្ចការ | Ctrl+Esc |
| Display next child window | Ctrl+F6 | បង្ហាញវីនដូកូនបន្ទាប់ | Ctrl+F6 |
| Display next tabbed pane | Ctrl+Tab | បង្ហាញផ្ទាំងតាបបន្ទាប់ | Ctrl+Tab |
| Launch Task Manager and system initialization | Ctrl+Shift+Esc | ចាប់ផ្តើមអ្នកគ្រប់គ្រងកិច្ចការ និងការចាប់ផ្តើមប្រព័ន្ធ | Ctrl+Shift+Esc |
| File Menu | | | |
| File New | Ctrl+N | ឯកសារ ថ្មី | Ctrl+N |
| File Open | Ctrl+O | ឯកសារ បើក | Ctrl+O |

| | | | |
|---------------------------|----------------|--|----------------|
| File Close | Ctrl+F4 | ឯកសារ បិទ | Ctrl+F4 |
| File Save | Ctrl+S | ឯកសារ រក្សាទុក | Ctrl+S |
| File Save as | F12 | ឯកសារ រក្សាទុកជា | F12 |
| File Print Preview | Ctrl+F2 | ឯកសារ បុរេបង្ហាញបោះពុម្ព | Ctrl+F2 |
| File Print | Ctrl+P | ឯកសារ បោះពុម្ព | Ctrl+P |
| File Exit | Alt+F4 | ឯកសារ ចេញ | Alt+F4 |
| Edit Menu | | | |
| Edit Undo | Ctrl+Z | កែ លែងធ្វើវិញ | Ctrl+Z |
| Edit Repeat | Ctrl+Y | កែ ធ្វើដដែល | Ctrl+Y |
| Edit Cut | Ctrl+X | កែ កាត់ | Ctrl+X |
| Edit Copy | Ctrl+C | កែ ចម្លង | Ctrl+C |
| Edit Paste | Ctrl+V | កែ បិទភ្ជាប់ | Ctrl+V |
| Edit Delete | Ctrl+Backspace | កែ លុប | Ctrl+Backspace |
| Edit Select All | Ctrl+A | កែ ជ្រើសទាំងអស់ | Ctrl+A |
| Edit Find | Ctrl+F | កែ រក | Ctrl+F |
| Edit Replace | Ctrl+H | កែ ជំនួស | Ctrl+H |
| Edit Go To | Ctrl+B | កែ ទៅ | Ctrl+B |
| Help Menu | | | |
| Help | F1 | ជំនួយ | F1 |
| Font Format | | | |
| Italic | Ctrl+I | ផ្អែក | Ctrl+I |
| Bold | Ctrl+B | ដិត | Ctrl+B |
| Underlined\Word underline | Ctrl+U | គូសបន្ទាត់ពីក្រោម\គូសបន្ទាត់ពីក្រោមពាក្យ | Ctrl+U |
| Large caps | Ctrl+Shift+A | អក្សរធំ | Ctrl+Shift+A |
| Small caps | Ctrl+Shift+K | អក្សរតូច | Ctrl+Shift+K |
| Paragraph Format | | | |
| Centered | Ctrl+E | កណ្តាល | Ctrl+E |
| Left aligned | Ctrl+L | តម្រឹមឆ្វេង | Ctrl+L |
| Right aligned | Ctrl+R | តម្រឹមស្តាំ | Ctrl+R |
| Justified | Ctrl+J | តម្រឹមសងខាង | 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 Khmer version of Microsoft documentation, follow English source when translating, but it should be based on Khmer language style instead of literally translating from English. In addition, titles should be parallel in structure, descriptive, yet concise:

Example:

| | |
|-----------------|--|
| English: | Get Started |
| Khmer: | Smooth: ការចាប់ផ្តើម Not Smooth: ទទួលការចាប់ផ្តើម |

In Khmer, there are no capitalizations. All characters have the same size and same form in the phrases or sentences. However, we may use bold or different style to highlight title or important words.

Example:

| | |
|-----------------|---------------------------|
| English: | Switching Between Windows |
| Khmer: | (+) ការប្តូររវាងវីនដូ |

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. Follow English source when translating copyright page.

Example:

| | |
|-----------------|--|
| English: | Windows 7 Ultimate Copyright © 2009 Microsoft Corporation. All rights reserved. |
| Khmer: | (+) Windows 7 Ultimate សិទ្ធិអ្នកនិពន្ធ © 2009 Microsoft Corporation, រក្សាសិទ្ធិគ្រប់យ៉ាង។ |