

Malayalam Localization Style Guide

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1 Welcome



Welcome to the *Microsoft Localization Style Guide* for Malayalam. This guide will help you understand how to localize Malayalam content in a way that best reflects the Microsoft voice.

Before you dive in:

- Make sure you understand the key tenants of the [Microsoft voice](#).
- Familiarize yourself with the recommended [style references](#) in Malayalam.

1.1 Reference material

Unless this style guide or [Microsoft Terminology - Globalization | Microsoft Learn](#) provides alternative instructions, use the orthography, grammar, and terminology 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 possible, consult the other topics in this style guide for guidance.

1. Ezhuthachan K.N. The History of Grammatical Theories in Malayalam. Trivandrum, Linguistic Association. Latest edition
2. George K.M. Malayalam Grammar and Reader. Kottayam, National Book Stall. Latest edition
3. Heraman Gundert. Malayala Bhaasha Vyaakaranam, Kottayam. National Book Stall. Latest edition (2014)
4. Sekhar. A.C. Evolution of Malayalam. Pune, Pune University
5. A.R. Rajarajavarma, Keralapaniniyam, Eighteenth Ed.
6. Suranadu Kunjan Pillai, Malayalam Lexicon. Latest edition

Contemporary Language References

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

Though a lot of grammar and linguistic study materials are available, it is always recommended to have a look at the contemporary language publications like newspapers and periodicals as they are being updated with the latest language styles. A few such publications are:

1. Mathrubhumi
2. Malayala Manorama
3. Samakalika Malayalam Varika

Informative References

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

1. Andrews Kutty, Intransitive and Transitive Verbs, International Journal of Dravidian Linguistics. Latest Edition
2. Prabhakara Varier KM Studies in Malayalam Grammar. Madras, University of Madras. Latest Edition
3. Shyamala Kumari B An Intensive course in Malayalam. CIIL, Mysore. Latest Edition
4. Prabodhachandran Nair, Malayalam A Linguistic Description, National Research publishing company. Latest Edition
5. Thettillatha Malayalam by Prof Panmana Ramachandran Nair, Publisher: DC BOOKS, Edition 6

Microsoft User Interface Reference

A helpful reference is the Windows User Experience Interaction Guidelines, available for download at <https://docs.microsoft.com/en-us/windows/apps/desktop/>

2 Microsoft voice

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

Three principles form the foundation of our voice:

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

The Microsoft voice targets a broad set of users from technology enthusiasts and casual computer users. Although content might be different for different audiences, the

principles of Microsoft voice are the same. However, Microsoft voice also means keeping the audience in mind. Choose the right words for the audience: use technical terms for technical audiences, but for consumers use common words and phrases instead.

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

2.1 Choices that reflect Microsoft voice

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

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

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

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

2.1.1 Words and phrases to avoid

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

So, please avoid usages like ദയവായി, വന്നാലും, താങ്കൾ, അങ്ങ് etc.

en-US word/phrase to avoid	Preferred en-US word/phrase
Achieve	<i>Do</i>

As well as	<i>Also, too</i>
Attempt	<i>Try</i>
Configure	<i>Set up</i>
Encounter	<i>Meet</i>
Execute	<i>Run</i>
Halt	<i>Stop</i>
Have an opportunity	<i>Can</i>
However	<i>But</i>
Give/provide guidance, give/provide information	<i>Help</i>
In addition	<i>Also</i>
In conjunction with	<i>With</i>
Locate	<i>Find</i>
Make a recommendation	<i>Recommend</i>
Modify	<i>Change</i>
Navigate	<i>Go</i>
Obtain	<i>Get</i>
Perform	<i>Do</i>
Purchase	<i>Buy</i>
Refer to	<i>See</i>
Resolve	<i>Fix</i>
Subsequent	<i>Next</i>
Suitable	<i>Works well</i>
Terminate	<i>End</i>

Toggle	<i>Switch</i>
Utilize	<i>Use</i>

en-US source	ml-IN old word/phrase	ml-IN new word/phrase
Attempt	ശ്രമംനടത്തുക	ശ്രമിക്കുക
However	എന്നിരുന്നാലും	പക്ഷേ
Give/provide guidance, give/provide information	മാർഗനിർദ്ദേശംനൽകുക	സഹായം / സഹായിക്കുക

2.1.2 Word choice

Terminology

Use approved terminology from [Microsoft Terminology - Globalization | Microsoft Learn](#), for example for key terms, technical terms, and product names.

Glossaries

[Microsoft Terminology - Globalization | Microsoft Learn](#)

Short word forms and everyday words

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

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

en-US word	en-US word usage
App	Use <i>app</i> instead of <i>application</i> or <i>program</i> .
Pick, choose	Use <i>pick</i> in more fun, less formal or light-weight situations ("pick a color," not "choose a color") and <i>choose</i> for more formal situations (don't use <i>select</i> unless necessary for the UI).
Drive	For general reference to any drive type (hard drive, external hard drive, etc.). Use specific drive type if necessary.
Get	Fine to use as a synonym for "obtain" or "come into possession of" but should be avoided for other general meanings.
Info	Use in most situations unless <i>information</i> better fits the context. Use <i>info</i> when you point the reader elsewhere ("for more info, see <link>").
PC	Use for personal computing devices. Use <i>computer</i> for situations about PCs and Macs.
You	Address the user as <i>you</i> , directly or indirectly through the use of first- and second-person pronouns like "you." Third-person references, such as "user," should be avoided as they sound formal and impersonal. For information on localizing <i>you</i> , go to the section Pronouns .

Shorter words are generally more conversational in tone, save space on screen, and are easier to read quickly.

en-US source term	ml-IN word	ml-IN word usage
Share (verb)	പങ്കിടുക	പങ്കുവയ്ക്കുക
Pick, choose	എടുക്കുക	നോക്കിയെടുക്കുക
Download	ഡൗൺലോഡ്	ഡൗൺലോഡ് ചെയ്യൽ

2.2 Sample Microsoft voice text

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

2.2.1 Address the user to take action

US English	Malayalam target	Explanation
The password isn't correct, so please try again. Passwords are case-sensitive.	പ്രവേശനകോഡ് ശരിയല്ല, ദയവായി വീണ്ടും ശ്രമിക്കുക. പ്രവേശനകോഡുകൾ അക്ഷര സംവേദിയാണ്.	The user has entered an incorrect password so provide the user with a short and friendly message with the action to try again.
This product key didn't work. Please check it and try again.	ഈ ഉൽപ്പന്ന കീ പ്രവർത്തിച്ചില്ല. അത് പരിശോധിച്ച് വീണ്ടും ശ്രമിക്കുക.	The user has entered incorrect product key. The message casually and politely asks the user to check it and try again.
All ready to go	തയ്യാറാണ്	Casual and short message to inform user that setup has completed, ready to start using the system.
Would you like to continue?	നിങ്ങൾക്ക് തുടരണോ?	Use of the second person pronoun "you" to politely ask the user if they would like to continue.
Give your PC a name—any name you want. If you want to change the background color, turn high contrast off in PC settings.	നിങ്ങളുടെ PC-യ്ക്ക് ഒരു പേര് നൽകുക-നിങ്ങൾക്കിഷ്ടമുള്ളത്. പാശ്ചാത്തല വർണ്ണം മാറ്റണമെങ്കിൽ, PC ക്രമീകരണത്തിൽ ഉയർന്ന മിഴിവ് ഓഫ് ചെയ്യുക.	Address the user directly using second person pronoun to take the necessary action.

2.2.2 Promoting a feature

US English	Malayalam target	Explanation
Picture password is a new way to help you protect your touchscreen PC. You choose the picture—and the gestures you use with it—to create a password that’s uniquely yours.	നിങ്ങളുടെ ടച്ച് സ്ക്രീൻ PC-യെ സംരക്ഷിക്കുന്നതിന് സഹായിക്കുന്നതിനുള്ള ഒരു പുതിയ മാർഗ്ഗമാണ് ചിത്ര പാസ്‌വേഡ്. നിങ്ങളുടേതുമാത്രമായ ഒരു പാസ്‌വേഡ് സൃഷ്ടിക്കുന്നതിന് – നിങ്ങൾ ചിത്രവും – അതിൽ ഉപയോഗിക്കുന്ന ആംഗ്യങ്ങളും തിരഞ്ഞെടുക്കുക.	Promoting a specific feature with the use of em-dash to emphasis the specific requirements to enable the feature which in this case is picture password.
Let apps give you personalized content based on your PC’s location, name, account picture, and other domain info.	നിങ്ങളുടെ PC-യുടെ സ്ഥാനം, പേര്, അക്കൗണ്ട് ചിത്രം, മറ്റ് ഡൊമെയ്ൻ വിവരങ്ങൾ എന്നിവയിൽ അധിഷ്ഠിതമായ വ്യക്തിപരമാക്കപ്പെട്ട ഉള്ളടക്കം നിങ്ങൾക്ക് നൽകുന്നതിന് ആപ്ലിക്കേഷനുകളെ അനുവദിക്കുക.	Promoting the use of apps. Depending on the context of the string we can add some more familiarity to the text by using everyday words for e.g., PC.

2.2.3 Providing how-to guidelines

US English	Malayalam target	Explanation
To go back and save your work, click Cancel and finish what you need to.	പിന്നിലേക്ക് പോയി നിങ്ങളുടെ ജോലി സംരക്ഷിക്കുന്നതിന്, റദ്ദാക്കുക ക്ലിക്ക് ചെയ്ത് നിങ്ങൾക്കാവശ്യമുള്ളവ പൂർത്തിയാക്കുക.	Short and clear action using second person pronoun.

To confirm your current picture password, just watch the replay and trace the example gestures shown on your picture.	നിങ്ങളുടെ നിലവിലെ ചിത്ര പ്രവേശനകോഡ് സ്ഥിരീകരിക്കുന്നതിന്, റീപ്ലേ നോക്കി നിങ്ങളുടെ ചിത്രത്തിൽ കാണിക്കപ്പെടുന്ന മാതൃകാ അംഗവിക്ഷേപങ്ങൾ നിരീക്ഷിക്കുക.	Voice is simple and natural. The user isn't overloaded with information; we tell them only what they need to know to make a decision.
It's time to enter the product key. When you connect to the Internet, we'll activate Windows for you.	ഉൽപ്പന്ന കീ നൽകുന്നതിനുള്ള സമയമാണിത്. നിങ്ങൾ ഇന്റർനെറ്റിലേക്ക് കണക്റ്റുചെയ്യുമ്പോൾ, ഞങ്ങൾ നിങ്ങൾക്കായി Windows സജീവമാക്കും.	Speak to the user directly and naturally using second person pronoun "you" on clear actions to enter the product key.

2.2.4 Explanatory text and providing support

US English	Malayalam target	Explanation
The updates are installed, but Windows Setup needs to restart for them to work. After it restarts, we'll keep going from where we left off.	അപ്ഡേറ്റുകൾ ഇൻസ്റ്റാൾ ചെയ്തു, എന്നാൽ അവ പ്രവർത്തിക്കുന്നതിന് Windows സെറ്റപ്പ് പുനരാരംഭിക്കണം. അത് പുനരാരംഭിക്കപ്പെട്ടാൽ ഞങ്ങൾ നിർത്തിയിടത്തുനിന്നു തന്നെ ഞങ്ങൾ തുടങ്ങും.	The language is natural, the way people talk. In this case voice is reassuring, letting the user know that we're doing the work. Use of "we" provides a more personal feel.
If you restart now, you and any other people using this PC could	ഇപ്പോൾ നിങ്ങൾ പുനരാരംഭിക്കുകയാണെങ്കിൽ, ഈ PC ഉപയോഗിക്കുന്ന നിങ്ങളുടെയും മറ്റേതൊരാളുടെയും സംരക്ഷിക്കാത്ത ജോലി നഷ്ടപ്പെടും.	Voice is clear and natural informing the user what will

lose unsaved work.		happen if this action is taken.
This document will be automatically moved to the right library and folder after you correct invalid or missing properties.	നിങ്ങൾ അസാധുവായതോ നഷ്ടമായതോ ആയ ഗുണവിശേഷതകൾ ശരിയാക്കിയശേഷം ഈ പ്രമാണം സ്വപ്രേരിതമായി ശരിയായ ലൈബ്രറിയിലേക്കും ഫോൾഡറിലേക്കും നീക്കും.	Voice talks to the user informatively and directly on the action that will be taken.
Something bad happened! Unable to locate downloaded files to create your bootable USB flash drive.	എന്തോ തെറ്റ് സംഭവിച്ചു! നിങ്ങളുടെ ബൂട്ടുചെയ്യാവുന്ന USB ഫ്ലാഷ് ഡ്രൈവ് സൃഷ്ടിക്കുന്നതിനുള്ള ഡൗൺലോഡുചെയ്ത ഫയലുകൾ കണ്ടെത്താനാവില്ല.	Without complexity and using short sentences inform the user what has happened.

3 Inclusive language

Microsoft technology reaches every part of the globe, so it's critical that all our communications are inclusive and diverse. These guidelines provide examples on how to use inclusive language and avoid habits that may unintentionally lead to marginalization, offense, misrepresentation, or the perpetuation of stereotypes.

General guidelines

Comply with local language laws.

Use plain language. Use straightforward, concrete, and familiar words. Plain and accessible language will help people of all learning levels and abilities. Some examples include using a two-syllable word over a three-syllable word or several clear words instead of one complicated term or concept.

Be mindful when you refer to various parts of the world. If you name cities, countries, or regions in examples, make sure they're not politically disputed. In examples that refer to several regions, use equivalent references—for example, don't mix countries with states or continents.

In text and images, represent diverse perspectives and circumstances. Depict a variety of people from all walks of life participating fully in activities. Show people in a wide variety of professions, educational settings, locales, and economic settings.

Don't generalize or stereotype people by region, culture, age, or gender, not even if the stereotype is positive. For example, when representing job roles, choose names that reflect a variety of gender identities and cultural backgrounds.

Don't use profane or derogatory terms.

Don't use slang that could be considered cultural appropriation.

Don't use terms that may carry unconscious racial bias or terms associated with military actions, politics, or controversial historical events and eras.

Use this	Not this	Use this	Not this
English examples		Target examples	
primary/subordinate	master/slave	സീനിയർ/ജൂനിയർ	യജമാനൻ/അടിമ
stop responding	hang	പ്രതികരിക്കുന്നത് നിർത്തൂ	മറുപടി പറയരുത്
expert	guru	വിദഗ്ദ്ധൻ	ഗുരു
meeting	pow wow	മീറ്റിംഗ്	ഒത്തുചേരൽ
colleagues; everyone; all	guys; ladies and gentlemen	സഹപ്രവർത്തകർ; എല്ലാവരും; എല്ലാ ആളുകളും	ഗൈസ്; ലേഡീസ് ആൻഡ് ജെന്റിൽമാൻ
lunch and learn; learning session	brown bag session	ഉച്ചഭക്ഷണ ഇടവേള; കമ്പനി ട്രീറ്റ്	സ്വന്തം ടിഫിൻ കഴിക്കാനുള്ള ഇടവേള

parent	mother or father	രക്ഷകർത്താവ്	പിതാവ് അല്ലെങ്കിൽ മാതാവ്
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3.1 Avoid gender bias

Use gender-neutral alternatives for common terms. Avoid the use of compounds containing gender-specific terms (അവൾ).

The table below contains examples of gender-biased words or compounds that should be avoided in Malayalam and the alternative that should be used to promote gender inclusivity.

Use this	Not this	Comments
Target examples		
സെയിൽസ് പ്രതിനിധി	സെയിൽസ്‌മാൻ/സെയിൽസ് ഗേൾ	In Malayalam, 'salesman' and 'salesgirl' are used as loanwords from English. Instead of them, use 'sales representative'
ചെയർപേഴ്സൺ	ചെയർമാൻ	Use 'chairperson' instead of 'chairman'. 'Chairperson' is the inclusive term for all genders.
പരിഭാഷകർ/പരിഭാഷ ചെയ്യുന്നയാൾ	പരിഭാഷകൻ	When referring to a translator, the masculine form is commonly used. To avoid this, use the noun in the plural form or the expression 'person who translates'.
അഭിഭാഷകർ	അഭിഭാഷകൻ/അഭിഭാഷക	To refer to an advocate, the plural form is preferred for inclusivity.

When presenting generalization, use plural noun forms (for example, ആളുകൾ, വ്യക്തികൾ, വിദ്യാർത്ഥികൾ, etc.).

Don't use gendered pronouns (അവൾ, അവളുടെ, അവൻ, അവന്റെ) in generic references. Instead:

- Rewrite to use the second or third person (നിങ്ങൾ അല്ലെങ്കിൽ അവർ).
- Rewrite the sentence to have a plural noun and pronoun. അമ്മമാർ, ചെടികൾ, അവരുടെ
- Use articles instead of a pronoun (for example, ഈ ഡോക്യുമെന്റ് instead of അവന്റെഡോക്യുമെന്റ്).
- Refer to a person's role (for example വായനക്കാർ, ജീവനക്കാർ, ഉപഭോക്താവ്, ക്ലിയർ).
- Use ആൾ or വ്യക്തി.

Use this		Not this	
English examples		Target examples	
A user with the appropriate rights can set other users' passwords.	If the user has the appropriate rights, he can set other users' passwords.	അനുയോജ്യമായ അവകാശങ്ങളുള്ള ഉപയോക്താവിന് മറ്റ് ഉപയോക്താക്കളുടെ പാസ്‌വേഡ് സജ്ജീകരിക്കാം	ഉപയോക്താവിന് അനുയോജ്യമായ അവകാശങ്ങളുണ്ടെങ്കിൽ, അവന് മറ്റ് ഉപയോക്താക്കളുടെ പാസ്‌വേഡ് സജ്ജീകരിക്കാം.
Developers need access to servers in their development environments, but they don't need access to the servers in Azure.	A developer needs access to servers in his development environment, but he doesn't need access to the servers in Azure.	ഡെവലപ്പർമാർക്ക് അവരുടെ ഡവലപ്പ്മെന്റ് പരിതസ്ഥിതിയിൽ സെർവറുകളിലേക്ക് ആക്സസ് ആവശ്യമാണ്, എന്നാൽ അവർക്ക് Azure സെർവറുകളിലേക്ക് ആക്സസ് ആവശ്യമില്ല.	ഒരു ഡെവലപ്പർക്ക് അവന്റെ ഡവലപ്പ്മെന്റ് പരിതസ്ഥിതിയിൽ സെർവറുകളിലേക്ക് ആക്സസ് ആവശ്യമാണ്, എന്നാൽ അവന് Azure സെർവറുകളിലേക്ക് ആക്സസ് ആവശ്യമില്ല.

When the author opens the document	When the author opens her document	രചയിതാവ് ഡോക്യുമെന്റ് തുറക്കുമ്പോൾ	രചയിതാവ് അവളുടെ ഡോക്യുമെന്റ് തുറക്കുമ്പോൾ
To call someone, select the person's name, select Make a phone call, and then choose the number you'd like to dial.	To call someone, select his name, select Make a phone call, and then select his number.	ആരെങ്കിലും വിളിക്കുന്നതിന്, ആ വ്യക്തിയുടെ പേര് തിരഞ്ഞെടുക്കുക, ഫോൺ കോൾ ചെയ്യുക തിരഞ്ഞെടുക്കുക, തുടർന്ന് നിങ്ങൾ ഡയൽ ചെയ്യാൻ ആഗ്രഹിക്കുന്ന നമ്പർ തിരഞ്ഞെടുക്കുക.	ആരെങ്കിലും വിളിക്കുന്നതിന്, അവന്റെ പേര് തിരഞ്ഞെടുത്ത ശേഷം ഫോൺ കോൾ ചെയ്യുക തിരഞ്ഞെടുക്കുക, തുടർന്ന് അവന്റെ നമ്പർ തിരഞ്ഞെടുക്കുക.

In Malayalam, if you can't write around the problem, it's OK to use a plural pronoun (അവർ, അവരുടെ, അവരോട്) in generic references to a single person. Don't use constructions like അവൻ/അവൾ, അവന്റെ/അവളുടെ

When you're writing about a real person, use the pronouns that the person prefers, whether it's അവൻ, അവൾ, അവർ അല്ലെങ്കിൽ മറ്റൊരു സർവ്വനാമം. It's OK to use gendered pronouns (like അവൻ, അവൾ, അവന്റെ, അവളുടെ) when you're writing about real people who use those pronouns themselves.

3.2 Accessibility

Microsoft devices and services empower everyone, including people with disabilities, to do the activities they value most.

Focus on people, not disabilities. Don't use words that imply pity, such as രോഗബാധിതനായ or ഭൗതിക അനുഭവിക്കുന്നയാൾ. Don't mention a disability unless it's relevant.

Note: It is difficult to adopt people- first language in Malayalam, as it won't convey the desired meaning. Use a neutral approach in this scenario, for example: ഭിന്നശേഷിയുള്ളയാൾ (backtranslated as 'differently abled'). Even though this term is not people- first, it doesn't highlight the disability.

Use this		Not this	
English examples		Target examples	
person with a disability	handicapped	ഭിന്നശേഷിയുള്ളയാൾ	അംഗവൈകല്യമുള്ളയാൾ
person without a disability	normal person; healthy person	ശാരീരിക ബുദ്ധിമുട്ടില്ലാത്തയാൾ	സാധാരണ വ്യക്തി, ആരോഗ്യമുള്ളയാൾ

Use generic verbs that apply to all input methods and devices. In procedures and instructions, avoid verbs that don't make sense with alternative input methods used for accessibility.

Use this		Not this	
English examples		Target examples	
Select	Click	തിരഞ്ഞെടുക്കുക	ക്ലിക്ക് ചെയ്യുക

Keep paragraphs short and sentence structure simple—aim for one verb per sentence. Read text aloud and imagine it spoken by a screen reader.

Spell out words like *കൂടാതെ, ഒപ്പം, കുറിച്ച്*. Screen readers can misread text that uses special characters like the ampersand (&), plus sign (+), and tilde (~).

4 Language-specific standards

This part of the style guide contains information and guidelines specific to Malayalam.

4.1 Grammar, syntax, and orthographic standards

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

4.1.1 Abbreviations

Common Abbreviations

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

Abbreviated form should be selected from the first letter of the word. If the first letter is already in use, use the first two consequent letters of the word. For compound words, use the initial letters of the two main words.

List of common abbreviations:

Malayalam example	Acceptable abbreviation
ഉദാഹരണം	(+) ഉദാ.
ശ്രീമാൻ	(+) ശ്രീ.
ബഹുമാനപ്പെട്ട	(+) ബഹു.
ഇംഗ്ലീഷ്	(+) ഇം.
പുല്ലിംഗം	(+) പു.
ധാതു	(+) ധാ.
സംസ്കൃതം	(+) സം.
ജീവശാസ്ത്രം	(+) ജീ.ശാ.
വ്യാകരണം	(+) വ്യാക.
നാമവിശേഷണം	(+) നാ.വി.
നാമം	(+) നാ.
ക്രിസ്തുവർഷം	(+) ക്രി.വ.
പ്രാദേശികം	(+) പ്രാദേശ.
ഭൂതകാലം	(+) ഭൂ.കാ.

Abbreviation is not common or not recommended in Malayalam. Mostly it is using to express a technical word indexing (സാങ്കേതിക പദസൂചിക) in dictionaries. The above table is a good example for such indexing.

4.1.2 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), DNS (Domain Name Server) or HTML (Hypertext Markup Language).

List of common acronyms:

- (+) പോട്ട "പ്രിവൻഷൻ ഓഫ് ടെററിസം ആക്ട്" 'POTA'
- (+) സാർക്ക് "സൗത്ത് ഏഷ്യൻ അസോസിയേഷൻ ഫോർ റീജിയണൽ കോഓപ്പറേഷൻ" 'SAARC'
- (+) യുനെസ്കോ "യുണൈറ്റഡ് നേഷൻസ് എഡ്യൂക്കേഷണൽ സയന്റിഫിക് ആന്റ് കൾച്ചറൽ ഓർഗനൈസേഷൻ" 'UNESCO'
- (+) വാറ്റ് "വാല്യൂ ആഡെഡ് ടാക്സ്" 'VAT'
- (+) ഐഎസ്ആർഒ "ഇന്ത്യൻ സ്പെയ്സ് റിസർച്ച് ഓർഗനൈസേഷൻ" 'ISRO'
- (+) ലാൻ "ലോക്കൽ ഏരിയ നെറ്റ് വർക്ക്" 'LAN'

Guidelines on the use of acronyms in Malayalam:

In Malayalam language there is no genuine Acronym. Malayalam language uses the transliterated form of the corresponding English acronyms.

- (+) കെഎസ്ആർടിസി "കേരളാ സ്റ്റേറ്റ് റോഡ് ട്രാൻസ്പോർട്ട് കോർപ്പറേഷൻ" 'KSRTC'
- (+) കെഎസ്ഇബി "കേരളാ സ്റ്റേറ്റ് ഇലക്ട്രിസിറ്റി ബോർഡ്" 'KSEB'

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

- (-) RPC call
- (-) HTML language
- (-) TCP/IP-Protocol
- (-) PIN Number
- (-) ബിജെപി പാർട്ടി
- (-) പിഡിഎഫ് ഫയൽ

Localized Acronyms

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

- ഡാറ്റ ആക്സസ് ഓബ്ജക്റ്റ്സ് (Data Access Objects, DAO)
- ആക്റ്റീവെക്സ് ഡാറ്റ ഓബ്ജക്റ്റ്സ് (ActiveX Data Objects, ADO)

In the user interface, there is usually not enough space for all three terms (US term, language-specific translation, and the acronym); only in wizards, the acronym can easily be spelled out and localized on first mention. If there are space constraints or there is no 'first' occurrence, it is up to you to judge to the best of your knowledge whether the acronym or abbreviation can be left as is or should be spelled out and localized.

You should also consider that different users will have different levels of knowledge about a product. For example, an Italian Exchange user will understand "DL," but the average Italian Windows user might not understand "DL" and would need to see "lista di distribuzione" (distribution list) instead. Try to be consistent within a product with your use of acronyms and initializations.

Note: Although the English acronym cannot generally be derived from the language-specific translation, creating a new acronym derived from the language-specific translated term is not an option. For example, do not replace an English acronym with a language-specific acronym; instead, leave the English acronym or abbreviation intact, as in the following examples "where DLL" and "DPI" are correctly rendered as "DLL" and "DPI":

Language	English example	Acceptable translation
Hausa	Application Initialization DLL	Farawa Afilikeshon DLL
Kiswahili	DPI Scaling	Urekebishaji DPI

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.

Here are some 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)

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

4.1.3 Adjectives

In Malayalam, adjectives should be handled in the following manner.

The changing word which indicates and covers limitation specific information about noun is called an adjective.

Adjectives are words that give attributes to nouns, extending their definitions. In Malayalam, adjectives should be handled as the following example given. An adjective is a word whose main syntactic role is to qualify a noun or noun phrase, giving more information about the object signified. Adjectives form an open class of words, that is, it is relatively common for new adjectives to be formed via processes as derivation.

Example:

ഭംഗിയുള്ള പുഷ്പം. Here ഭംഗിയുള്ള is adjective.

Possessive adjectives

The frequent use of possessives is a feature of English language. However, in Malayalam, possessive adjectives are handled as the example follows. Possessive adjectives are a part of speech that modifies a noun by attributing possession (or other sense of belonging) to someone or something. Possessive adjectives can eliminate repetition in a sentence by replacing a determiner phrase (or in other analyses, a noun phrase).

Example: എന്റെ പേര. Here എന്റെ is possessive adjective.

4.1.4 Articles

General considerations

An article is a word that combines with a noun to indicate the type of reference being made by the noun. The articles in the English language are "a," "an" and "the." But in Malayalam it is not used. E.g. An apple- for Malayalam only write apple ആപ്പിൾ, a pen = പേന, the door = വാതിൽ.

Unlocalized Feature Names

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

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

Example:

English example	Malayalam example
Windows Mail shares your Internet Connection settings with Microsoft Edge	(+) Windows Mail നിങ്ങളുടെ ഇൻ്റർനെറ്റ് കണക്ഷൻ സജ്ജീകരണങ്ങളെ Microsoft Edge-മായി പങ്കിടുന്നു
Website addresses will be sent to Microsoft	(+) വെബ്സൈറ്റ് വിലാസം Microsoft-ലേക്ക് അയയ്ക്കും.

Localized Feature Names

Translated feature names are handled in the following way:

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

Example:

English example	Malayalam example
Microsoft 365 Toolbar has been installed successfully.	(+) Microsoft 365 ഉപകരണബാർ ഇൻസ്റ്റാൾ ചെയ്തു.

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 the Malayalam language? English loan words must need to follow Malayalam grammatical rules. For example, word 'Buses' should be used as: ബസ് + കൾ = ബസുകൾ (not 'ബസസ്')
- Analogy: Is there an equivalent Malayalam term whose article could be used? Not applicable for Malayalam
- Frequency: Is the term used in other technical documentation? If so, what article is used most often? Not applicable for Malayalam

The internet may be a helpful reference here.

Please always consult [Microsoft Terminology - Globalization | Microsoft Learn](#) to confirm the user of a new loan word and its proper article to avoid inconsistencies.

Example:

Desktop— (+) ഡെസ്ക്ടോപ്പ്

Here "Desktop" is transliterated as there is no direct Malayalam equivalent available.

Few other similar terms—Click, Menu, Slide, Audio, Video, Multimedia, etc.

4.1.5 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.

Compounding is one of the important grammatical features in Malayalam word formation process. Most of the Malayalam compounds are classified into two main types such as noun-noun type and noun-verb type. The usual word formation process is that nouns are freely combined with other nouns. Let us consider one example of noun-noun compounding.

Examples:

- ഫയൽ (file) + ലൊക്കേഷൻ (location) = ഫയൽ ലൊക്കേഷൻ (file location)
 - അക്കൗണ്ട് (account) + ബാക്കി (balance) = അക്കൗണ്ട് ബാലൻസ് (Account balance)
- Here, the head of the compound word " ഫയൽ ലൊക്കേഷൻ " is the "സ്ഥാനം" i.e. it is a headed compound.

The second type i.e. noun-verb compound has a significance role in the word formation process. Some of these compounds have variant grammatical features and it is natural to categorize these compounds either in compound verb or NP+verb.

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	Malayalam example
Internet Accounts	(+) ഇന്റർനെറ്റ് അക്കൗണ്ടുകൾ
Logon script processing	(+) ലിപി പ്രയോഗ ലോഗോൺ
Internet News Server Name	(+) ഇന്റർനെറ്റ് വാർത്താ സെർവർ നാമം

4.1.6 Conjunctions

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

If the Malayalam Microsoft voice can be conveyed through the use of conjunctions, then this section is applicable.

Sometimes, use of conjunctions to start a sentence would provide a light informal tone in Malayalam.

en-US source text	ml-IN old use of conjunctions	ml-IN new use of conjunctions
As <product> gains features, there is a risk that older content may not display correctly.	<product>-ൽ സവിശേഷതകൾ ഉള്ളതിനാൽ, പഴയ ഉള്ളടക്കം ശരിയായി പ്രദർശിപ്പിക്കപ്പെടേണ്ടില്ല എന്ന അപകടസാധ്യതയുണ്ട്.	<product>-ൽ സവിശേഷതകൾ ഉള്ളതിനാൽ, പഴയ ഉള്ളടക്കം ശരിയായി പ്രദർശിപ്പിക്കപ്പെടാതിരിക്കാനുള്ള സാധ്യതയുണ്ട്.

4.1.7 Gender

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.

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).

Example:

Linguistic method	Example	Context
Use a neutral noun	(+) വ്യക്തി, മേധാവി, സംഘമേധാവി, ടീച്ചർ വിദഗ്ദ്ധൻ, ഉദ്യോഗസ്ഥൻ, ഉപയോക്താവ്.	Concept descriptions, explanations: Gender distinction on nouns is a common grammatical feature in Malayalam. Plural forms of some words are used here.
Use two separate genders	(+) അദ്ദേഹം, അവർ	Only in exceptional cases such as License Terms, sometimes in tables (headers or column/row titles, for example)

4.1.8 Genitive

In Malayalam, genitive case has two variant phonologically conditioned forms. One of the forms **ന്റെ** occurs with singular nouns with stem ending in **അൻ** and with certain nouns and pronouns which take the argument **ഇൻ**. The second genitive case marker **യുടെ** is used with other singulars and with all plurals.

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:

(+) കുട്ടിയുടെ അച്ഛൻ "child's father"

(+) കുട്ടിയുടെ കാല് "child's leg"

It is noted that possession is expressed by the genitive forms of personal pronouns. The examples of these forms are placed below.

Person—singular—plural—honorific

First exclusive—എന്റെ—ഞങ്ങളുടെ—നമ്മുടെ

Inclusive—നമ്മളുടെ

Second—നിന്റെ—നിങ്ങളുടെ—അങ്ങയുടെ/താങ്കളുടെ

Third masculine—അവന്റെ—അവരുടെ—അദ്ദേഹത്തിന്റെ

Feminine—അവളുടെ—അവരുടെ—അവരുടെ

Neuter—അതിന്റെ—അവയുടെ

There are also singular and plural reflexive possessive pronouns "തന്റെ" and "തങ്ങളുടെ." One important point regarding case system in Malayalam is that the syntactic and semantic functions of noun phrases are expressed mainly by bound case suffixes.

4.1.9 Localizing colloquialism, idioms, and metaphors

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

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

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

en-US source	Colloquial ml-IN target	Corrected ml-IN target
Ohh...	ഓഹ്...	ക്ഷമിക്കണം...

4.1.10 Modifiers

A modifier (വിശേഷണം or ഭേദകം) is thus named because it is said to modify (change the meaning of) some other element in the structure, on which it is dependent. Typically, the modifier can be removed without touching the grammar of the sentence. For example, in the English sentence: "*This is a brown wallet*," the adjective "*brown*" is a modifier, modifying the noun "*wallet*." Removal of the modifier would leave "*This is a wallet*," which is grammatically correct and equivalent in construction to the original sentence.

English Example	Malayalam Example
Small bird	ചെറിയപക്ഷി
Red carpet	ചുവപ്പ് പരവതാനി

4.1.11 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 Malayalam 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.

Example:

English example	Malayalam example
Delete it from server.	(+) ഇത് server-ൽ നിന്ന് ഇല്ലാതാക്കുക.

English example	Malayalam example
Enter a password to log into the server	(+) Server-ൽ ലോഗിൻ ചെയ്യാൻ ഒരു പാസ്‌വേഡ് നൽകുക
DNS cannot resolve the server IP address	(+) Server IP വിലാസം DNS-ന് പരിഹരിക്കാൻ കഴിയില്ല

Inflection

The examples below show how English loan words inflect for number in Malayalam.

The number marking system of Malayalam Noun is mainly concerned with singular and plural markers. Some of the important plural markers like കൾ,മാർ,ക്കൾ,അർ will occur in the noun stems according to the semantic properties of nouns like [+HUM – HUM] and the phonological shape of stem.

English example	Malayalam example
Clients	(+) ക്ലൈന്റുകൾ
Websites	(+) വെബ്സൈറ്റുകൾ
Downloads	(+) ഡൗൺലോഡുകൾ

Plural Formation

For Malayalam nouns, regular grammar rules are applied for forming plurals. When a noun is borrowed from other languages into Malayalam and we make it plural, Malayalam grammar rules should be applied.

Example: ചിപ്പ് is a borrowed noun from English. We make it into plural by adding a suffix "കൾ." So the plural will be ചിപ്പുകൾ.

4.1.12 Prepositions

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

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

Prepositions are not available in Malayalam language. Postpositions are there. Some examples are given for reference.

Example:

Postpositions	Malayalam forms	English Meaning
മുതൽ	(+) ഓഫീസ് മുതൽ	From the Office
വരെ	(+) വീടു വരെ	Up to the house
കൊണ്ട്	(+) വടി കൊണ്ട്	With the stick
പറ്റി	(+) അവരെപ്പറ്റി	About them
കൂടി	(+) ഇവനേക്കൂടി	Him also
ഇട്ട്	(+) പോയിട്ട്	After going
വെച്ച്	(+) വഴിയിൽ വെച്ച്	On the road
പോലെ	(+) അതു പോലെ	Like that

US-English expression	Malayalam expression	Comment
migrate to WordPad	(+) വേഡ് പാഡിലേക്ക് മൈഗ്രേറ്റ് ചെയ്യുക	No confusion here. Suffix formation is in-built with language users.
Migrate from WordPad	(+) വേഡ് പാഡിൽനിന്ന് മൈഗ്രേറ്റ് ചെയ്യുക	No confusion here. Suffix formation is in-built with language users.
import to database	(+) ഡാറ്റാബേസിലേക്ക് ഇമ്പോർട്ട് ചെയ്യുക	No confusion here. Suffix formation is in-built with language users.
import from database	(+) ഡാറ്റാബേസിൽനിന്ന് ഇമ്പോർട്ട് ചെയ്യുക	No confusion here. Suffix formation is in-built with language users.
export to database	(+) ഡാറ്റാബേസിലേക്ക് എക്സ്പോർട്ട് ചെയ്യുക.	No confusion here. Suffix formation is in-built with language users.
export from database	(+) ഡാറ്റാബേസിൽനിന്ന് എക്സ്പോർട്ട് ചെയ്യുക.	No confusion here. Suffix formation is in-built with language users.
update to Windows	(+) Windows അപ്ഡേറ്റ് ചെയ്യുക	No confusion here. Suffix formation is in-built with language users.
upgrade to Windows 11	(+) Windows 11 -ലേക്ക് അപ്ഗ്രേഡ് ചെയ്യുക	No confusion here. Suffix formation is in-built with language users.
change to desktop	(+) ഡെസ്ക്ടോപ്പിലേക്ക് മാറ്റുക	No confusion here. Suffix formation is in-built with language users.
click on view	(+) കാഴ്ചയിൽ ക്ലിക്ക് ചെയ്യുക	No confusion here. Suffix formation is in-built with language users.

US-English expression	Malayalam expression	Comment
connect to	(+) Windows 11-ൽ കണക്റ്റ് ചെയ്യുക	No confusion here. Suffix formation is in-built with language users.
welcome to ...	(+) Windows 11-ലേക്ക് സ്വാഗതം	No confusion here. Suffix formation is in-built with language users.

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

US-English expression	Malayalam expression	Comment
in the toolbar	(+) ഉപകരണബാറിൽ	No confusion here. Suffix formation is in-built with language users.
on the tab	(+) ടാബിൽ	No confusion here. Suffix formation is in-built with language users.
on the menu	(+) മെനുവിൽ	No confusion here. Suffix formation is in-built with language users.
on the net	(+) നെറ്റിൽ	No confusion here. Suffix formation is in-built with language users.
on the Internet	(+) ഇന്റർനെറ്റിൽ	No confusion here. Suffix formation is in-built with language users.
on the Web	(+) വെബിൽ	No confusion here. Suffix formation is in-built with language users.

US-English expression	Malayalam expression	Comment
on a web site	(+) ഒരു വെബ് സൈറ്റിൽ	No confusion here. Suffix formation is in-built with language users.
on a web page	(+) ഒരു വെബ് പേജിൽ	No confusion here. Suffix formation is in-built with language users.

4.1.13 Pronouns

Pronouns (സർവ്വനാമം) of Malayalam can be regarded as a sub-class of Noun.

Pronouns are morphologically and syntactically very similar to Nouns. The pronouns can be declined for case like nouns, and they take all other suffixes which nouns take except the vocative form. They show singular-plural distinction, and in third person, gender, and proximate-distant distinctions.

Pronouns in Malayalam take a logical pattern. There are Personal pronouns, indefinite pronouns, relative pronouns, reciprocal or reflexive pronouns in Malayalam. Below is a list of the Personal pronouns:

English Pronoun	Malayalam Pronouns
I	ഞാൻ
you	നിങ്ങൾ
he	അവൻ
she	അവൾ
we	ഞങ്ങൾ
they	അവർ
me	എനിക്ക്
you	നിങ്ങൾ

him	അവൻ
her	അവൾക്ക്
us	നമുക്ക്
them	അവർക്ക്
my	എന്റെ
your	നിങ്ങളുടെ
his	അവന്റെ
her	അവളുടെ
our	നമ്മുടെ
their	അവരുടെ
mine	എന്റെ
yours	നിങ്ങളുടെ
ours	അവളുടെ
ours	ഞങ്ങളുടെ
theirs	അവരുടെ

Address the user as you, directly or indirectly through the use of first- and second-person pronouns like "you." Third-person references, such as "user," should be avoided as they sound formal and impersonal. Usage of "He" and "She" also avoided, it will lead to impersonal usage. To represent things we can use "it" ("ഇവ, ഇത്") and "that" ("അവ, അത്"), but never use these two forms to represent a person.

English Example	Wrong ML translation	Correct ML translation
They are currently using Bing	അവ നിലവിൽ Bing ഉപയോഗിക്കുന്നു	അവർ നിലവിൽ Bing ഉപയോഗിക്കുന്നു
Sign in with your Microsoft Account	നിന്റെ Microsoft അക്കൗണ്ട് ഉപയോഗിച്ച് സൈൻ ഇൻ ചെയ്യുക	നിങ്ങളുടെ Microsoft അക്കൗണ്ട് ഉപയോഗിച്ച് സൈൻ ഇൻ ചെയ്യുക

4.1.14 Punctuation

Comma

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

English Example	Malayalam Example
Sorry, you can't add yourself as a friend:	(+) ക്ഷമിക്കൂ, നിങ്ങൾക്ക് സ്വയം നിങ്ങളെ ഒരു സുഹൃത്തായി ചേർക്കാൻ കഴിയില്ല:

US English uses a period as the decimal separator, while many other languages use a comma. In Malayalam a comma is used. Do not use a space for this purpose as a space separates the numeral from the abbreviation.

In paper sizes (the last example in the table below) the decimal separator and the abbreviation "in" for inches are kept, since the sizes are US norms and should be represented accordingly.

English example	Malayalam example
5.25 cm	(+) 5.25 സെ.മീ
5 x 7.2 inches	(+) 5 x 7.2 ഇഞ്ച്
Letter Landscape 11 x 8.5 in	(+) അക്ഷര ലാൻഡ്സ്കേപ്പ് 11 x 8.5 ഇഞ്ച്

For thousands, English uses a comma while many other languages use a period (at Microsoft we normally do not use a space for this purpose, but we use a period instead to avoid wrapping problems). In Malayalam a comma is used.

English example	Malayalam example
1,526	(+) 1,526
\$ 1,526.75	(+) \$ 1,526.75

Colon

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

Example: (+) ഈ പ്രമാണം തുറക്കാൻ, ഇവിടെ ക്ലിക്ക് ചെയ്യുക:

(+) ശ്രദ്ധിക്കുക: ഈ ഫോട്ടോയിൽ കാണുന്ന വ്യക്തിയെ കാണാനില്ല.

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: Drop-down = ഡ്രോപ്പ്-ഡൗൺ, e-mail = ഇ-മെയിൽ

En Dash

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

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.

Malayalam is using hyphen in this place.

(+) പേജുകൾ: 1-10 (Pages: 1-10)

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

Ellipses (Suspension Points)

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

Example: (+) നീ അവിടെ പോയിരുണെങ്കിൽ...

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: (+) ഡോ. രാജേന്ദ്രപ്രസാദാണ് ഇന്ത്യയുടെ പ്രഥമ രാഷ്ട്രപതി.

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 Malayalam.

In Malayalam, single and double quotation marks are used to represent the text. If one wants to use the content of the original text as such, the double quotation mark will be used.

Eg: (+) “അമ്മയെന്നുള്ള രണ്ടക്ഷരമല്ലയോ
സമ്മേളിച്ചിടുന്നതൊന്നാമതായ്”

It is natural to use single quotation mark when the content of the text reveals the identity of a speaker.

Eg: (+) ‘ഞാൻവരാ’മെന്ന് അവൻ പറഞ്ഞു.

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

Parentheses

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

For Malayalam, additional word, clause, etc.; placed as an explanation or comment in a sentence.

Example: (+) (അറിയിപ്പ്: ഇന്ന് സ്കൂൾ അവധിയാണ്)

4.1.15 Sentence fragments

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

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

Use short sentences to convey exact meaning of source text.

en-US source text	ml-IN long form	ml-IN sentence fragment
Use the following steps.	ഇനിപ്പറയുന്ന ചുവടുകൾ ഉപയോഗിക്കുക.	ഇനിപ്പറയുന്നവ ഉപയോഗിക്കുക.
We couldn't send your SMS.	നിങ്ങളുടെ SMS അയയ്ക്കാൻ ഞങ്ങൾക്ക് കഴിഞ്ഞില്ല.	നിങ്ങളുടെ SMS അയയ്ക്കാനായില്ല.
The link you tried to send was blocked because it was reported as unsafe.	സുരക്ഷിതമല്ലെന്ന് റിപ്പോർട്ട് ചെയ്യപ്പെട്ടതിനാൽ നിങ്ങൾ അയയ്ക്കാൻ ശ്രമിച്ച ലിങ്ക് തടയപ്പെട്ടു.	നിങ്ങൾ അയയ്ക്കാൻ ശ്രമിച്ച ലിങ്ക് സുരക്ഷിതമല്ലാത്തതിനാൽ തടയപ്പെട്ടു.

4.1.16 Subjunctive

Expressing a condition, a possibility or a hypothesis, is a verb mood typically used in subordinate clauses to express a wish. In Malayalam Subjunctive is indicated by affixing ആയിരിക്കും or ആയിരുന്നു to the future or to the infinitive of the verb. But, it will come under the regular grammar rules of Malayalam. So, elaboration or examples of them are not necessary.

Example: (+) സതീഷ് ഇരുപത് കൊല്ലം കഴിയുമ്പോൾ ഒരു ഡോക്ടറാകും.

4.1.17 Symbols & non-breaking spaces

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

Example: "stop" mean red spot is there, it seems you must stop at that point. "School" schools symbol will be shown.

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 " ".

Non breaking spaces needs to be used whenever regular spacing is not possible or not usable such as html pages.

Microsoft Language interface pack

Normal usage: (+) Microsoft ഭാഷാ ഇൻ്റർഫേസ് പാക്ക്

HTML page: (+) Microsoft ഭാഷാ ഇൻ്റർഫേസ് പാക്ക്

Where represents non-breaking space.

4.1.18 Verbs

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

Example:

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

English example	Malayalam example	Explanation
The document is too large. Document too large.	(+) പ്രമാണം വളരെ വലുതാണ്. (+) പ്രമാണം വളരെ വലുതാണ്.	Be consistent in your usage of the verb "to be"
Access was denied. Access denied.	(+) ആക്സസ് നിരസിച്ചു. (+) ആക്സസ് നിരസിച്ചു.	In complete sentences, use verbs and the same tense as in the source string.
The file "%s" is an unknown graphics format.	(+) '%s' ഫയൽ അറിയപ്പെടാത്ത ഗ്രാഫിക്സുകളുടെ ഒരു ഫോർമാറ്റ് ആണ്.	Rephrase "is" with "have" if necessary to produce an appropriate translation.
The application may attempt to convert the graphic.	(+) ആപ്ലിക്കേഷൻ ഗ്രാഫിക്സിനെ പരിവർത്തനം ചെയ്യാൻ ശ്രമിച്ചേക്കാം.	may + Verb can be rephrased as Verb + possibly

English example	Malayalam example	Explanation
A problem occurred while trying to connect to the network share "%1!s!"	(+) നെറ്റ്‌വർക്ക് ഭാഗത്തേക്ക് ബന്ധിപ്പിക്കുവാൻ ശ്രമിച്ചപ്പോൾ ഒരു പ്രശ്നം സംഭവിച്ചു.	Shorten and rephrase if necessary to "A problem occurred while connecting to the network share "%1!s!"
The following error occurred: "%1!s!" (error #%2!lx!)	(+) തെറ്റ്: "%1!s!"(തെറ്റ് #%2!lx!).	Shorten this construction where possible, e.g. Error: "%1!s!" (error #%2!lx!).
An unknown error has occurred./ No error occurred.	(+) അറിയപ്പെടാത്ത തെറ്റ്./ തെറ്റുപറ്റിയിട്ടില്ല.	Shorten this construction where possible, e.g. Unknown error. / No error

5 Localization considerations

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

The language in Microsoft products should have the "look and feel" of a product originally written in Malayalam, 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.

5.1 Accessibility

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

Hardware and software components engage a flexible, customizable user interface, alternative input and output methods, and greater exposure of screen elements. Some accessible products and services may not be available in Malayalam-speaking markets. Please double-check with the appropriate resources.

General accessibility information can be found at <https://www.microsoft.com/en-us/accessibility/>.

5.2 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™).

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

Version Numbers

Version numbers always contain a period (e.g. Version 4.2). Please note the following punctuation examples of "Version x.x":

US English	Malayalam target
Version 4.2	പതിപ്പ് 4.2

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

Translation of Version Strings

Product, feature and component names are often located in the so-called "version strings" as they appear in the software.

Version strings that contain copyright information should always be translated.

Example:

US English	Malayalam target
© 2023 Microsoft Corporation. All rights reserved.	Please refer to Microsoft Terminology - Globalization Microsoft Learn to check the correct translations "All rights reserved" and "Microsoft Corporation."

5.3 Trademarks

Trademarked names and the name Microsoft Corporation shouldn't be localized unless local laws require translation and an approved translated form of the trademark is available. A list of Microsoft trademarks is available for your reference at the following location: <https://www.microsoft.com/en-us/legal/intellectualproperty/trademarks>

5.4 Software considerations

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

5.4.1 Arrow keys

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

Right arrow—(+) വലത്തോട്ടുള്ള അമ്പടയാളം

Down arrow—(+) താഴേയ്ക്കുള്ള അമ്പടയാളം

5.4.2 Error messages

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

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

English term	Correct Malayalam translation
Something went wrong.	എന്തോ കുഴപ്പമുണ്ടായി.

Not enough memory to process this command.	ഈ കമാൻഡ് പ്രോസസ്സുചെയ്യാൻ ആവശ്യമായ മെമ്മറിയില്ല.
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Malayalam Style in Error Messages

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

Standard Phrases in Error Messages

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

Examples:

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

English	Translation	Example	Comment
Not enough memory Insufficient memory There is not enough memory There is not enough memory available	(+) വേണ്ടത്ര മെമ്മറി ഇല്ല	No sufficient memory on disk Not enough memory on disk No enough memory is available on disk	
... is not available ... is unavailable	(+) നിർദ്ദേശം ലഭ്യമല്ല	The command is not available The command is unavailable	

Error Messages Containing Placeholders

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

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

%c means <letter>

%s means <string>

Examples of error messages containing placeholders:

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

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

When localizing error messages containing placeholders, 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 the English source string, placeholders are found in the position where they would naturally occur in that language. Since in English numerals typically precede the noun, the numeral placeholders typically precede the noun in the source strings. If the numeral follows the noun it modifies in Malayalam, you have to move the placeholder after the noun. See the examples from Yoruba below:

English examples	Malayalam examples
in %d days	(+) %d ദിവസത്തിനുള്ളിൽ
%d minutes	(+) %d മിനിറ്റ്

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	Malayalam example
Replace invalid %s?	Replace invalid data?	(+) തെറ്റായ %s മാറ്റേണോ?

English example	Message user will see	Malayalam example
	Replace invalid file?	
%s already exists	File already exists Name already exists	(+) %s നിലവിലുണ്ട്.
%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	നിങ്ങളുടെ വ്യക്തിഗത സമ്പർക്കമായി (+) %s ഇപ്പോൾ ക്രമീകരിക്കപ്പെട്ടു.
%s stopped working and was closed	The application stopped working and was closed The program stopped working and was closed	(+) %s പ്രവർത്തനം നിർത്തുകയും അടയ്ക്കുകയും ചെയ്തു.

5.4.3 Keys

In English, References to key names, like arrow keys, function keys and numeric keys, appear in normal text (not in small caps).

Names of keys appearing on keyboard should not be translated.

Key Names

English Key Name	Malayalam Key Name
Alt	Alt
Backspace	Backspace
Break	Break
Caps Lock	Caps Lock
Ctrl	Control
Delete	Delete
Down Arrow	താഴേയ്ക്കുള്ള അമ്പടയാളം
End	End

English Key Name	Malayalam Key Name
Enter	Enter
Esc	Escape
Home	Home
Insert	Insert
Left Arrow	ഇടത്തോട്ടുള്ള അമ്പടയാളം
Num Lock	Num Lock
Page Down	Page Down
Page Up	Page Up
Pause	Pause
Right Arrow	വലത്തോട്ടുള്ള അമ്പടയാളം
Scroll Lock	Scroll Lock
Shift	Shift
Spacebar	സ്പേസ്ബാർ
Tab	Tab
Up Arrow	മുകളിലേയ്ക്കുള്ള അമ്പടയാളം
Windows key	Windows കീ
Menu Key	മെനു കീ
Print Screen	Print Screen

5.4.4 Keyboard shortcuts

Sometimes, there are underlined or highlighted letters in menu options, commands or dialog boxes. These letters refer to keyboard shortcuts, which help the user to perform tasks more quickly.

Examples:

New

Cancel

Options

Keyboard shortcuts special options	Usage: Is it allowed?
"Slim characters", such as l, I, t, r, f can be used as keyboard shortcuts	No
Characters with downstrokes, such as g, j, y, p and q can be used as keyboard shortcuts	No
Extended characters can be used as keyboard shortcuts	Yes
An additional letter, appearing between brackets after item name, can be used as keyboard shortcuts	Yes
A number, appearing between brackets after item name, can be used as keyboard shortcuts	Yes
A punctuation sign, appearing between brackets after item name, can be used as keyboard shortcut	Yes
Duplicate keyboard shortcuts are allowed when no other character is available	No
No keyboard shortcut is assigned when no more characters are available (minor options only)	Yes

Additional notes: In Malayalam there are 18 single stroke characters which can be used as keyboard shortcuts. For the rest numbers can be used. In Malayalam, English numerals are commonly used to represent numbers. Therefore, these numerals are given as short keys.

Keyboard shortcuts localization for Malayalam

MALAYALAM is spoken in the state of Kerala, a state of 100 percent literacy, the capital of which is Trivandrum (aka Thiruvananthapuram). SOFT KEYBOARD version and Transliteration are most preferred.

InScript Malayalam keyboard used: (Soft Keyboard)



Suggestion: Not to Localize

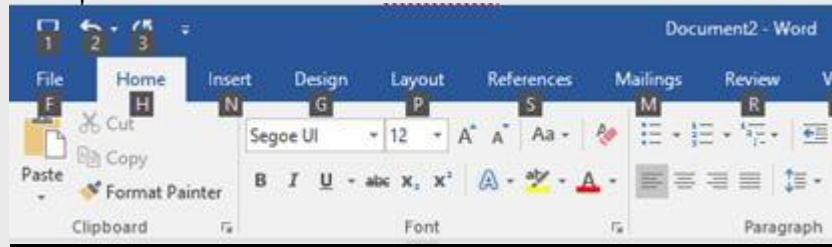
- Even though Malayalam uses the same Inscript keyboard as Telugu and Kannada does, when translated the words are totally different and we have to set different keyboard shortcuts when compared to Kannada or Telugu versions. So it will not be consistent.
- Kerala is a state of 100 percent literacy and people are well versed with Malayalam and a big proportion of them speak English.
- The keyboard layout above is the Standard layout for Soft keyboards of Malayalam.
- Transliteration is the preferred form of input and in cases where keyboard is required, there are standard soft version keyboards supported by several Software.
- Even if localized it is not consistent with other Indic Languages.

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

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

In UI localization, the key tip is the last character present in the strings after the “~” character.

Example: In UI localization Home`H



shortcut key

A subtype of keyboard shortcut. A key that the user types to perform a common action without having to go through the UI. Shortcut keys are not available for every command.

Example: Ctrl+N, Ctrl+V

In keyboard shortcuts, most shortcut keys are used with the Ctrl key.

Ctrl+letter combinations and function keys (F1 through F12) are usually the best choices for shortcut keys.

5.4.5 Numeric keypad

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

In Malayalam, there is no character input method based on numeric keypad. So it is not applicable for Malayalam.

5.4.6 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 are sometimes given next to the command they represent. While access keys can be used only when available on the screen, shortcut keys can be used even when they are not accessible on the screen.

Standard Shortcut Keys

US Command	US English Shortcut Key	Malayalam Command	Malayalam Shortcut key
General Windows Shortcut keys			
Help window	F1	സഹായ വിൻഡോ	F1
Context-sensitive Help	Shift+F1	സന്ദർഭ-സെൻസിറ്റീവ് സഹായം	Shift+F1
Display pop-up menu	Shift+F10	പോപ്പ്-അപ്പ് മെനു പ്രദർശനം	Shift+F10
Cancel	Esc	റദ്ദാക്കുക	Esc
Activate\Deactivate menu bar mode	F10	മെനു ബാർമോഡ് സജീവമാക്കുന്നതിന്/നിർജീവമാക്കുന്നതിന്	F10
Switch to the next primary application	Alt+Tab	അടുത്ത പ്രാഥമിക ആപ്ലിക്കേഷൻ സ്വിച്ചുചെയ്യുന്നതിന്	Alt+Tab
Display next window	Alt+Esc	അടുത്ത വിൻഡോ പ്രദർശിപ്പിക്കുന്നതിന്	Alt+Esc
Display pop-up menu for the window	Alt+Spacebar	വിൻഡോയ്ക്കായി പോപ്പ്-അപ്പ് മെനു പ്രദർശിപ്പിക്കുന്നതിന്	Alt+Spacebar
Display pop-up menu for the active child window	Alt+-	സജീവ ചൈൽഡ് വിൻഡോയ്ക്കായുള്ള പോപ്പ്-അപ്പ് മെനു പ്രദർശിപ്പിക്കുന്നതിന്	Alt+-
Display property sheet for current selection	Alt+Enter	നിലവിലെ തിരഞ്ഞെടുക്കലിനായി പ്രോപ്പർട്ടി ഷീറ്റ് പ്രദർശിപ്പിക്കുന്നതിന്	Alt+Enter

US Command	US English Shortcut Key	Malayalam Command	Malayalam Shortcut key
Close active application window	Alt+F4	സജീവ ആപ്പ് വിൻഡോ അടയ്ക്കുന്നതിന്	Alt+F4
Switch to next window within (modeless-compliant) application	Alt+F6	ആപ്പിനുള്ളിലുള്ള (മോഡ് രഹിതം-അനുയോജ്യമായത്) അടുത്ത വിൻഡോയിലേക്ക് മാറുന്നതിന്	Alt+F6
Capture active window image to the Clipboard	Alt+Prnt Scrn	ക്ലിപ്പ്ബോർഡിലേക്ക് സജീവ വിൻഡോ ചിത്രം പിടിച്ചെടുക്കുന്നതിന്	Alt+Prnt Scrn
Capture desktop image to the Clipboard	Prnt Scrn	ക്ലിപ്പ്ബോർഡിലേക്ക് ഡെസ്ക്ടോപ്പ് ചിത്രം പിടിച്ചെടുക്കുന്നതിന്	Prnt Scrn
Access Start button in taskbar	Ctrl+Esc	ചുമതലബാറിലെ ആരംഭ ബട്ടൺ ആക്സസ് ചെയ്യുന്നതിന്	Ctrl+Esc
Display next child window	Ctrl+F6	അടുത്ത ചൈൽഡ് വിൻഡോ പ്രദർശിപ്പിക്കുന്നതിന്	Ctrl+F6
Display next tabbed pane	Ctrl+Tab	അടുത്ത ടാബുചെയ്ത പാളി പ്രദർശിപ്പിക്കുന്നതിന്	Ctrl+Tab
Launch Task Manager and system initialization	Ctrl+Shift+E sc	ചുമതല ബാറും സിസ്റ്റം ഇനിഷ്യലൈസേഷനും സമാരംഭിക്കുന്നതിന്	Ctrl+Shift+E sc
File Menu			
File New	Ctrl+N	പുതിയ ഫയൽ	Ctrl+N

US Command	US English Shortcut Key	Malayalam Command	Malayalam Shortcut key
File Open	Ctrl+O	ഫയൽ തുറക്കുന്നതിന്	Ctrl+O
File Close	Ctrl+F4	ഫയൽ അടയ്ക്കുന്നതിന്	Ctrl+F4
File Save	Ctrl+S	ഫയൽ സംരക്ഷിക്കുന്നതിന്	Ctrl+S
File Save as	F12	ഫയൽ ഇതായി സംരക്ഷിക്കുന്നതിന്	F12
File Print Preview	Ctrl+F2	ഫയൽ അച്ചടി തിരനോട്ടം	Ctrl+F2
File Print	Ctrl+P	ഫയൽ അച്ചടിക്കുന്നതിന്	Ctrl+P
File Exit	Alt+F4	ഫയലിൽനിന്ന് പുറത്തുകടക്കുന്നതിന്	Alt+F4
Edit Menu			
Edit Undo	Ctrl+Z	എഡിറ്റ് പഴയപടിയാക്കാൻ	Ctrl+Z
Edit Repeat	Ctrl+Y	എഡിറ്റ് ആവർത്തിക്കൽ	Ctrl+Y
Edit Cut	Ctrl+X	എഡിറ്റ് മുറിക്കൽ	Ctrl+X
Edit Copy	Ctrl+C	എഡിറ്റ് പകർത്തൽ	Ctrl+C
Edit Paste	Ctrl+V	എഡിറ്റ് ഒട്ടിക്കൽ	Ctrl+V
Edit Delete	Ctrl+Backspace	എഡിറ്റ് ഇല്ലാതാക്കൽ	Ctrl+Backspace
Edit Select All	Ctrl+A	എഡിറ്റ് എല്ലാം തിരഞ്ഞെടുക്കൽ	Ctrl+A
Edit Find	Ctrl+F	എഡിറ്റ് കണ്ടെത്തൽ	Ctrl+F
Edit Replace	Ctrl+H	എഡിറ്റ് പകരംവയ്ക്കൽ	Ctrl+H
Edit Go To	Ctrl+G	എഡിറ്റ് ഇതിലേക്ക് പോകൽ	Ctrl+G
Help Menu			

US Command	US English Shortcut Key	Malayalam Command	Malayalam Shortcut key
Help	F1	സഹായം	F1
Font Format			
Italic	Ctrl+I	ഇറ്റാലിക്	Ctrl+I
Bold	Ctrl+B	ബോൾഡ്	Ctrl+B
Underlined\Word underline	Ctrl+U	അടിവര\പദം അടിവരയിടൽ	Ctrl+U
Large caps	Ctrl+Shift+A	വലിയ അക്ഷരം	Ctrl+Shift+A
Small caps	Ctrl+Shift+K	ചെറിയ വലിയ അക്ഷരം	Ctrl+Shift+K
Paragraph Format			
Centered	Ctrl+E	മധ്യഭാഗത്ത്	Ctrl+E
Left aligned	Ctrl+L	ഇടത് സമീകരിക്കൽ	Ctrl+L
Right aligned	Ctrl+R	വലത്ത് സമീകരിക്കൽ	Ctrl+R
Justified	Ctrl+J	സമീകരിക്കൽ	Ctrl+J

5.5 Voice video considerations

A good Microsoft voice video addresses only one intent (one customer problem), is not too long, has high audio quality, has visuals that add to the information, and uses the right language variant/dialect/accent in voiceover.


Successful Techniques for Voicing Video Content

- Focus on the intent. Show the best way to achieve the most common task and stick to it.
- Show empathy. Understand and acknowledge the viewer's situation.
- Use SEO (Search Engine Optimization). Include search phrases in the title, description, and headers so that people can easily find the topic.
- Talk to the customer as if (s)he is next to you, watching you explain the content.
- Record a scratch audio file. Check for length, pace and clarity.

5.5.1 English pronunciation

General Rules

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

Example	Phonetics	Comment
SecurID	[sɪ'kjuər aɪ di:]	It should be in English phonetic style
.NET	[dot net]	It should be in English phonetic style
Skype	[skaɪp] 	It should be in English phonetic style

Acronyms and Abbreviations

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

For Malayalam, we should keep all the acronyms in English. It will be easy for the end user to understand the context and intended meaning.

Example	Phonetics	Comment
RADIUS	reɪdiəs	It should be in English phonetic style
RAS	RAS	It should be in English phonetic style
ISA	ISA	It should be in English phonetic style
LAN	LAN	It should be in English phonetic style
WAN	WAN	It should be in English phonetic style
WAP	WAP	It should be in English phonetic style

MAPI	MAPI	It should be in English phonetic style
POP	POP	It should be in English phonetic style
URL	URL	It should be in English phonetic style

Other abbreviations are pronounced letter by letter.

Example	Phonetics	Comment
ICMP	ICMP	It should be pronounced as English phonetic style
IP	IP	It should be pronounced as English phonetic style
TCP/IP	TCP/IP	It should be pronounced as English phonetic style
XML	XML	It should be pronounced as English phonetic style
HTML	HTML	It should be pronounced as English phonetic style
OWA	OWA	It should be pronounced as English phonetic style
SQL	SQL	It should be pronounced as English phonetic style

URLs

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

"www" should be pronounced as English phonetic style.

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

Example	Phonetics	Comment
http://www.microsoft.com	http://www.microsoft.com	It should be pronounced as English phonetic style

Punctuation Marks

Most punctuation marks are naturally implied by the sound of voice, e.g. ? ! : ; ,

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

Special Characters

Pronounce special characters such as / \ ~ < > + - using the Malayalam translations approved in [Microsoft Terminology - Globalization | Microsoft Learn](#).

5.5.2 Tone

Use a tone matching the target audience, e.g. more informal, playful and inspiring tone may be used for most Microsoft products, games etc., or formal, informative, and factual in technical texts etc.

Source: You should accept the Terms and Conditions to continue.

Incorrect: (-) തുടരുന്നതിനായി നീ നിബന്ധനകളും വ്യവസ്ഥകളും അംഗീകരിക്കേണ്ടതുണ്ട്.

Correct: (+) തുടരുന്നതിനായി നിങ്ങൾ നിബന്ധനകളും വ്യവസ്ഥകളും അംഗീകരിക്കേണ്ടതുണ്ട്.

5.5.3 Video voice checklist

Topic and Script

- Apply the following Microsoft voice principles:
 - Single intent
 - Clarity
 - Everyday language
 - Friendliness
 - Relatable context

Title

- Includes the intent
- Includes keywords for search

Intro: 10 Seconds to Set up the Issue

- Put the problem into a relatable context

Action and Sound

- Keep something happening, both visually and audibly, BUT...
- ...maintain an appropriate pace
- Synchronize visuals with voice-over
- Fine to alternate between first and second person
- Repetition of big points is fine

Visuals

- Eye is guided through the procedure
 - Smooth, easily trackable pointer motions
 - Judicious callout use
- Appropriate use of motion graphics and/or branding-approved visuals

Ending

- Recaps are unnecessary