

# Nepali Localization Style Guide

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# 1 Welcome



Welcome to the *Microsoft Localization Style Guide* for Nepali. This guide will help you understand how to localize Nepali 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 Nepali.

## 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. Pragma Nepali Brihat Shabdakosh - A national dictionary: published by Nepal Pragma-Pratishthan, Latest Edition, Kathmandu, Nepal
2. Gorkhapatra Style Book- Published by Gorkhapatra Sansthan, Latest Edition, Kathmandu, Nepal
3. Nepali Computer Glossary- Nepali Language in Information Technology: High Level Commission for information Technology, Steering Committee.
4. Nepal's Cultural Convention for Information Technology- DATA BOOK: High Level Commission for information Technology; Nepali Language in Information Technology, Steering Committee.
5. Nepalese Standards of Character Codes for Information Inter-exchange- High Level Commission for information Technology; Nepali Language in Information Technology, Steering Committee.
6. Nepali Sabdasagar- 'Nepal'-Bhabha Pustak Bhandar
7. <http://www.shabdkosh.com> (This is basically Hindi site, but because many terms in Nepali and Hindi are same (Originated from Sanskrit or Urdu) and in Shabdkosh there

### **Informative References**

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

1. Who is Who- Research Center for Communication and Development
2. Nepali Bhasha ra Byakaran- Sajha Prakashan, Kathmandu, Nepal.
3. Nimna Madhayamik Nepali Byakaran Rachana- Dr. Basudev Tripathi, Mahadev Awasthi, Parashmani Bhandari,
4. The Unicode Standard- The Unicode Consortium
5. Gautam's Up to Date Nepali English Dictionary: Gautam Prakashan
6. राम्रो रचना मीठो नेपाली by कृष्णप्रसाद पराजुली, Latest edition

### **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 Nepali 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 Word choice

#### Terminology

Use approved terminology from [Microsoft Terminology - Globalization | Microsoft Learn](#) where applicable, 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 <a href="#">Pronouns</a> .

For Nepali modern voice, the use of shortened form conveys a more informal tone and is straight to the point. However, use only short forms which are already well established to avoid misunderstanding. The use of everyday words conveys a more friendly tone, easy to read and understand. Avoid everyday words which are too informal.

en-US source term	Nepali word	Nepali word usage
PC	पिसि	Use in place of 'व्यक्तिगत कम्प्युटर' (Personal Computer) as the short form is already well established and widely used.
App	एप	Use for 'application' which refers to a computer program.
You	तपाईं	Use to address the user directly or indirectly. We can also use 'तिमी' but 'तपाईं' is more formal, good and widely used in MS-Products.

### 2.1.2 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.



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>

Similarly, the following are examples of Nepali words/phrases that add formality without adding meaning, along with their more common equivalents:

en-US source	Nepali word to avoid	Nepali word/phrase
Change	रूपान्तर गर्नुहोस्	परिवर्तन गर्नुहोस्
Use	उपयोग गर्नुहोस्	प्रयोग गर्नुहोस्
Get	हासिल गर्नुहोस्	प्राप्त गर्नुहोस्

## 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	Nepali target	Explanation
The password isn't correct, so please try again. Passwords are case-sensitive.	पासवर्ड सही छैन, त्यसैले कृपया फेरि प्रयास गर्नुहोस्। पासवर्ड केस-संवेदनशील हुन्छन्।	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.	यो उत्पादन कुञ्जीले काम गरेन। कृपया यसको जाँच गरी फेरि प्रयास गर्नुहोस्।	The user has entered incorrect product key. The message casually and politely asks the user to check it again and try again.

All ready to go	अगाडि बढ्न सबै कुरा तैयार छ	Casual and short message to inform user that setup has completed, ready to start using the system.
Would you like to continue?	तपाईं जारी राख्न चाहनुहुन्छ?	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.	आफ्नो पिसिलाई नाम दिनुहोस्—आफूले चाहेको कुनै पनि नाम। तपाईं पृष्ठभूमिको रङ बदल्न चाहनुहुन्छ भने पिसिको सेटिङमा हाइ कन्ट्रास्ट बन्द गर्नुहोस्।	Address the user directly using second person pronoun to take the necessary action.

### 2.2.2 Promoting a feature

US English	Nepali target	Explanation
Picture password is a 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.	तस्विर पासवर्ड तपाईंको टचस्क्रिनपिसिलाई सुरक्षित गर्न मद्दतगर्ने नयाँ तरिकाहो। तपाईंको अलगपासवर्ड बनाउनको लागि - तपाईंलेचित्र - र यससँगतपाईंले प्रयोग गर्ने इशारारोज्नुहुन्छ।	Promoting a specific feature with the use of em-dash to emphasize 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.	एप्लिकेसनहरूलाई तपाईंको पिसिको स्थान, नाम, खाताको तस्विर र डोमेनसम्बन्धी अन्य जानकारीको आधारमा तपाईंलाई व्यक्तिगतकरण	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.

गरिएको सामग्री प्रदान गर्न  
दिनुहोस्।

### 2.2.3 Providing how-to guidelines

US English	Nepali target	Explanation
To go back and save your work, click Cancel and finish what you need to.	पछाडि गएर आफ्नो काम बचत गर्न, रद्द गर्नुहोस् क्लिक गरी आफूले गर्नुपर्ने काम पूरा गर्नुहोस्।	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.	आफ्नो हालको तस्बिर पासवर्ड पुष्टि गर्न, रिप्ले हेरेर तपाईंको तस्बिरमा देखाइएको उदाहरणको इशारालाई अनुकरण गरे पुग्छ।	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.	अब यो उत्पादन कुञ्जी प्रविष्टि गर्ने बेला भयो। जब तपाईं इन्टरनेटमा जडान हुनुहुन्छ, तब हामी तपाईंका लागि Windows सक्रिय गर्नेछौं।	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	Nepali target	Explanation
The updates are installed, but Windows 11 Setup needs to restart for them to work. After it restarts, we'll keep going from where we left off.	अद्यावधिकहरू स्थापना भए, तर तिनीहरूले काम गर्न Windows 11 सेटअप रिस्टार्ट गर्नुपर्ने हुन्छ। यो रिस्टार्ट भएपछि, हामीले जहाँबाट छोडेका थियौं त्यहीँबाट जारी राख्नेछौं।	The language is natural, the way people talk. In this case voice is reassuring, letting the user know that we're doing the work. Use of "we" provides a more personal feel.
If you restart now, you and any other people using this PC could lose unsaved work.	यदि तपाईंले अहिले नै रिस्टार्ट गर्नुभयो भने, तपाईं र यो पिसि प्रयोग गर्ने जो कोही व्यक्तिले बचत नगरेको काम गुम्न सक्छ।	Voice is clear and natural informing the user what will happen if this action is taken.
This document will be automatically moved to the right library and folder after you correct invalid or missing properties.	तपाईंले अमान्य वा छुटेका गुणहरूलाई सच्याएपछि यो कागजा स्वचालित रूपमा सही लाइब्रेरी फोल्डरमा सारिनेछ।	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.	केही गडबडी हुन गयो! तपाईंको बुटेबल USB फ्ल्यास ड्राइभ सिर्जना गर्नका लागि डाउनलोड गरिएका फाइलहरू फेला पार्न सकिएन।	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
<b>English examples</b>		<b>Target examples</b>	
primary/subordinate	master/slave	प्राथमिक/अधीनस्थ	मालिक/दास
perimeter network	demilitarized zone (DMZ)	परिधीय नेटवर्क	विसैन्यीकृत क्षेत्र (DMZ)
stop responding	hang	प्रतिक्रिया जनाउन बन्द गर्नुहोस्	ह्याङ्ग हुनु/गर्नु
expert	guru	विशेषज्ञ	गुरु
meeting	pow wow	बैठक	भेला
colleagues; everyone; all	guys; ladies and gentlemen	सहकर्मीहरू; सबैजना; सबै	केटाहरू; महिला र सज्जनहरू
lunch and learn; learning session	brown bag session	लन्च गर्ने र सिक्ने; सिकाइ सत्र	ब्राउन ब्याग सत्र
parent	mother or father	अभिभावक	आमा वा बुवा

### 3.1 Avoid gender bias

**Use gender-neutral alternatives for common terms.** Avoid the use of compounds containing gender-specific terms (*पुरुष, महिला, etc.*).

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

Use this	Not this	Comments
<b>Target examples</b>		
उहाँ अफिस जानुभयो।	उनी अफिस गइन्।	Use respectful tone and avoid using specific gender

उहाँले क्लिक गर्नुभयो।	उनले क्लिक गरे। (Masculine) उनले क्लिक गरिन् (Feminine)	Use respectful tone and avoid using specific gender
असल मानिसहरू/व्यक्तिहरू	असल महिलाहरू	Use common noun instead of differentiating male and female
असल व्यक्तिहरू	असल पुरुषहरू	
उहाँले पासवर्ड परिवर्तन गर्नुभएन।	उनले पासवर्ड परिवर्तन गरिन्। (Feminine) उनले पासवर्ड परिवर्तन गरेनन्। (Masculine)	Use common noun instead of differentiating male and female
सबैलाई धन्यवाद।	सबै महिला र पुरुषहरूलाई धन्यवाद।	Use common noun instead of differentiating male and female.

**When presenting generalization, use non-gendered noun forms (for example, मानिस, व्यक्तिहरू, विद्यार्थीहरू, etc.).**

**Don't use gendered pronouns (पुरुष, महिला, ऊ, उनी, etc.) in generic references.** Instead:

- Rewrite to use the second or third person (*तपाईं* or *कुनै व्यक्ति*).
- Avoid gendered pronouns (for example, कागजात/उक्त कागजात/सो कागजात instead of उसको कागजात/ उनको कागजात).
- Refer to a person's role (*पाठक, कर्मचारी, ग्राहक, or क्लाइन्ट*, for example).
- Use *मानिस* or *व्यक्ति*.

Use this	Not this	Use this	Not this
<b>English examples</b>		<b>Target examples</b>	
A user with the appropriate rights	If the user has the appropriate rights,	उपयुक्त अधिकारहरू भएका प्रयोगकर्ताले अन्य	यदि प्रयोगकर्तासँग उपयुक्त अधिकारहरू



can set other users' passwords.	he can set other users' passwords.	प्रयोगकर्ताको पासवर्ड सेट गर्न सक्छ।	छन् भनेउसले अन्य प्रयोगकर्ताहरूका पासवर्डहरू सेट गर्न सक्छ।
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.	विकासकर्ताहरूलाई उनीहरूको विकास परिवेशहरूमा सर्भरहरूमा पहुँच चाहिन्छ, तर उनीहरूलाई Azure का सर्भरहरूमा पहुँच आवश्यक पर्दैन।	एक विकासकर्तालाई आफ्नो विकास परिवेशमा सर्भरहरूमा पहुँच चाहिन्छ, तर उसलाई Azure का सर्भरहरूमा पहुँच आवश्यक पर्दैन।
When the author opens the document ....	When the author opens her document ....	जब लेखकले कागजात खोल्नुहुन्छ...	जब लेखिकाले उसको कागजात खोल्छे...
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.	कसैलाई कल गर्न, सो व्यक्तिको नाम चयन गर्नुहोस्, फोन कल गर्नुहोस् चयन गर्नुहोस् र त्यसपछि आफूले डायल गर्न चाहेको नम्बर छान्नुहोस्।	कसैलाई कल गर्न, उसको/उनको नाम चयन गर्नुहोस्, फोन कल गर्नुहोस् चयन गर्नुहोस् र त्यसपछि उसको/उनको नम्बर चयन गर्नुहोस्।

In Nepali, if you can't write around the problem, it's OK to use a respectful pronoun (उहाँ/उहाँहरू) in generic references. Don't use constructions like ऊ/उनी.

When you're writing about a real person, use the pronouns that the person prefers. It's OK to use gendered pronouns (like उनी, ऊ, and उनको/उसको) 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 *अङ्ग भौँच्चिएको/अन्धो/बहिरो/लङ्गडो* or *समस्याग्रस्त/रोगग्रस्त*. Don't mention a disability unless it's relevant.

Use this	Not this	Use this	Not this
<b>English examples</b>		<b>Target examples</b>	
person with a disability	handicapped	अक्षमता भएको व्यक्ति	अपाङ्ग; विकलाङ्ग
person without a disability	normal person; healthy person	अक्षमता नभएको व्यक्ति	सामान्य व्यक्ति; स्वस्थ व्यक्ति

**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	Use this	Not this
<b>English examples</b>		<b>Target examples</b>	
Select	Click	चयन गर्नुहोस्	क्लिक गर्नुहोस्

**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 *and*, *plus*, and *about*.** 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 Nepali.

### 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:

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

English	Nepali
Home	गृह
Profile	प्रोफाइल
People	व्यक्ति
Mail	पत्र

Some units of the International System of Units (usually these ones which are abbreviated as single capital letter) should be written in Latin, e.g. W (watt), V (volt), J (joule), Hz (hertz), kHz (kilohertz); other are written either in Latin or Hindi, e.g. *kg* as कि.ग्रा., *cm* as से.मि., etc.

Temperature is always measured using Celsius scale. All other temperature scales (e.g. Fahrenheit) must be recalculated into Celsius in the localized products.

The standard way to display temperature is: **x°C** (x is the temperature, then goes the degree sign and then the capital Latin letter C, even in Nepali). Although in Nepali it may also be written as x°से (x is the temperature, then goes the degree sign and then से, the abbreviation in Nepali)

If the temperature is below zero, then the minus sign (–) is displayed before the temperature. However, if the temperature is equal or above zero, the plus sign (+) is optional and is rarely used, e.g. **–273°C, 0°C, 25°C**

## Information units

Units of information are often abbreviated. Always use the following:

English	Nepali
KB	KB
MB	MB
Bit	Bit
Bit/s	Bit/s

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

List of common abbreviations:

Expression	Acceptable abbreviation
3-D	3-डि
ACL	एसिल
API	एपिआई
AVI	एभिआई
CPU	सिपियू
CSS	सिएसएस
DB	डिबी
Digital ID	डिजिटल आइडी
DLL	डिएलएल
DPA	डिपिए

DPI	डिपिआई
DTD	डिटिडी
HTML	एचटिएमएल
IP	आइपी
RGB	आरजिबी
SQL	एसक्युएल
TCP	टिसिपी
TCP/IP	टिसिपी/आइपी
URL	युआरएल
VBA	भिबिए
XML	एक्सएमएल
XSL	एक्सएसएल

Additional guidelines:

- Use a non-breaking space (CTRL+SHIFT+SPACEBAR) in any abbreviation.
- If non-breaking spaces cannot be used (in Help files, for example) it is also acceptable to write these abbreviations without a space to avoid having one letter move to the beginning of the next line.
- There are some words which are defined by the Nepali Sabdakosh for abbreviations.

Don't abbreviate such words as:

Expression (English)	Nepali (Full)
Pound	पाउण्ड
Degree	डिग्री
Ruble	रुबल
Yuan	यूआन
Yen	येन

#### 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).

#### Guidelines on the use of acronyms in Nepali

Since there are no capitalization rules in Nepali language, the writing system differentiates between the abbreviation and acronyms of names and organizations. For example, United Nations Educational, Scientific and Cultural Organization, whose initials are UNESCO is transliterated into Nepali as युनेस्को and not written as युएनईएससिओ. Sometimes this rule can get confusing to the translators who are not fully conversant in the English pronunciations of the acronyms and are used to pronouncing each character separately, which is true in this example in Nepal.

#### Localized Acronyms

These are the only localized acronym terms in Nepali. As we can see the word Data, Access, and Objects translation can be found in the Nepali Glossary.

Example:

en-US source	Nepali target
P.T.O. (Please turn over)	कृ.पा.प. (कृपया पाना पल्टाउनुहोस्)
PIN	पिन

## Unlocalized Acronyms

There is no rule defined for unlocalized acronyms. However, in modern Nepali translation, there are many popular English abbreviated terms which are kept as it is in Nepali, so that it looks modern stylistic readable, plus uses less characters.

Example:

en-US source	Nepali target
LAN	ल्यान
UNESCO	युनेस्को
UNICEF	युनिसेफ
UNICODE	युनिकोड
ZIP	जिप

### 4.1.3 Adjectives

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

The changing word which indicates and covers limitation specific information about noun is called as an adjective. Adjectives ending in « -ओ » can be changed according to the gender masculine «-ओ» or feminine «-ई » or if it is plural «-आ». Some adjectives derived from Sanskrit into Hindi and has no inflections. This is the case « असल - good » that we can change to say « असल केटा- good boy » **and** «असल केटी - good girl » or with the plural form « असल गाउँलेहरू - good villagers ».

Some Nepali suffix marks the creation of word that become adjectives. This is the case suffixes « -इलो » that can be used to change words like « हाँस- smile » in « हाँसिलो - smiling." The suffix"- ली " has the same value and can create adjectives with nouns. We can therefore form the word « गोर्खाली - in connection with the Gurkhas.

Example:

en-US source	Nepali target
New York is a <i>beautiful</i> city.	न्यूयॉर्क एक सुन्दर सहर हो।
I have learnt <i>many</i> languages.	मैले धेरै भाषासिकेको छु।
Adding <i>some</i> sugar will make the coffee tastier.	थोरै चिनी थप्नाले कफी अझ स्वादिलो हुनेछ।
<i>This</i> is the best day of my life.	यो मेरो जिन्दगीको सबैभन्दा राम्रो दिन हो।

### Possessive adjectives

The frequent use of possessives is a feature of English language. However, in Nepali, possessive adjectives are handled like in the following examples:

मेरो (mine), तिम्रो (your), तपाइँको (Your (respectful)), उनीहरूको (their), उसको (his), हाम्रो (our)

#### 4.1.4 Articles

### General considerations

There are no articles in Nepali language. Equally important is, there is no need to translate every A or AN used in English into Nepali. However, if context or meaning demands, sometimes we use English matching अव्यय terms as below:

A/An = कुनै, एउटा, एक (mostly for singular and uncertainty cases)

The = उक्त, यो, त्यो, यही, त्यही (mostly for any number and more certainty cases)

### Unlocalized Feature Names

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



Example:

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

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

en-US source	Nepali target
Windows Mail shares your Internet Connection settings with Microsoft Edge	Windows Mail ले Microsoft Edge सँग तपाईंको इन्टरनेट सेटिङहरू साझा गर्दछ
Website addresses will be sent to Microsoft	वेबसाइट ठेगानाहरू Microsoft मा पठाइने छन्

### 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:

en-US source	Nepali target
Activate a window by hovering over it with the mouse	विन्डो सक्रिय बनाउन त्यसमाथि माउस होभर गर्नुहोस्
Select a location closest to your office	तपाईंको कार्यालयको सबैभन्दा नजिकको स्थान चयन गर्नुहोस्

## 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 [Nepali](#) language?
- Analogy: Is there an equivalent Nepali term whose article could be used?
- Frequency: Is the term used in other technical documentation? If so, what article is used most often?

The internet may be a helpful reference here.

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

### 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.

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

Example:

en-US source	Nepali target
Internet Accounts	इन्टरनेट खाताहरू
Logon script processing	लगअन स्क्रिप्ट प्रशोधन हुँदैछ
Internet News Server Name	इन्टरनेट समाचार सर्भर नाम

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

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

en-US source text	Nepali old use of conjunctions	Nepali new use of conjunctions
As <product> gains features, there is a risk that older content may not display correctly.	जब <product> ले सुविधाहरू प्राप्त गर्छ, पुराना सामग्रीहरू राम्रोसँग प्रदर्शन नहुन सक्छन्।	तर यी सुविधाहरूका कारण पुराना सामग्रीहरू राम्ररी प्रदर्शन नहुनु सक्छ।
Due to installation of downloaded updates some of the old features may not function.	डाउनलोड गरिएको अद्यावधिकहरू स्थापना गरेपछि केही पुराना सुविधाहरू नचल्न सक्छन्।	तर यी डाउनलोडहरू स्थापना गर्नाले केही पुराना सुविधाहरू नचल्न सक्छन्।
Install your new Windows, your old programs may not function.	नयाँ Windows स्थापना गर्नुहोस्, तपाईंका पुराना प्रोग्रामहरू नचल्न सक्छन्।	तर नयाँ Windows स्थापना गर्नाले तपाईंका केही प्रोग्रामहरू नचल्न सक्छन्।

#### 4.1.7 Gender

There are three Genders in Nepali: Masculine, Feminine and neuter gender.

Example:

पुलिङ्ग (Noun which is singular and ends with आ vowel has masculine gender.)

स्त्रीलिङ्ग (Noun which is singular and ends with ई vowel has feminine gender.)

समलिङ्गी (Noun which is plural and ends with ए vowel has neuter gender.)

#### 4.1.8 Genitive

Nepali nouns do not inflect for case. However, there are a number of postpositions which have a case-like function. These postpositions are clitics. That is, they are affixes which attach to an entire phrase, rather than a single word. These include -को, a possessive postposition, -ले, which performs an ergative function in the past tense, but also an instrumental postposition. A further important grammatical postposition is -लाई "lāi", which marks the direct object on animate nouns, as well as the indirect object on all nouns. Additionally, there are a number of postpositions which perform similar functions to normal prepositions in languages such as English. As well as simple postpositions, there are two-part postpositions. That is, a postposition, especially -को or -भन्दा, followed by another word, which together form a single positional meaning. Examples are -को बारेमा 'about', -को लागि 'for', and -भन्दा माथि 'above'.

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

Example:

Microsoft Office Word = It is protocol to write as "Microsoft Office Word", not as Microsoft Office Word's.

#### 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 Lao 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.

#### 4.1.10 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 Nepali 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:

en-US source	Nepali target
Delete this server.	यसलाई सर्भरबाट हटाउनुहोस्।
Enter a password to log into the server.	सर्भरमा लग इन गर्न पासवर्ड प्रविष्ट गर्नुहोस्।
DNS cannot resolve the server IP address.	DNS ले सर्भरको आइपी ठेगाना समाधान गर्न सक्दैन।
Verify the name of the server's certificate.	सर्भरको प्रमाणपत्रको नाम प्रामाणित गर्नुहोस्।

### Inflection

We talk of inflection when a word changes its end according to its function in the sentence. The inflection doesn't create new words, but simply derives the meaning of

the original word. We talk about nominal inflection when that change affects a noun and verbal inflections when this change affects a verb.

The verbal inflections are the equivalent of conjugation and nominal inflections are very similar to cases, very common in languages like Latin, or Russian. In English, for example, the nominal inflection is extremely simple because it only allows to distinguish the number (singular or plural) by adding an "-s" at the end of the word. In Nepalese, inflections are much more numerous and vary in relation to the function of the word in the sentence. Nepali language is special as it is easy to confuse the nominal inflection and the addition of post-position at the end of a word. Indeed, in the Devanagari script, post-positions are attached to the word they accompany.

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

Example:

en-US source	Nepali target
Clients	क्लाइन्टहरू
Websites	वेबसाइटहरू
Downloads	डाउनलोडहरू
Proxys	प्रोक्सीहरू
Administrators	व्यवस्थापकहरू

### Plural Formation

Like in the English most of the plural formation takes place with the addition of 'हरू' in the prefix.

Example:

मेरो कार। Here 'कार' is singular.

मेरा कारहरू। Here 'कारहरू' is plural.

#### 4.1.11 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.

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

Source Text Expression	Nepali Expression
import to	मा आयात गर्नुहोस्
Import from	बाट आयात गर्नुहोस्
export to	मा निर्यात गर्नुहोस्
export from	बाट निर्यात गर्नुहोस्
update to	मा अद्यावधिक गर्नुहोस्
upgrade to	मा स्तरवृद्धि गर्नुहोस्
Change to	मा परिवर्तन गर्नुहोस्
Click on	मा क्लिक गर्नुहोस्
Connect to	मा जडान गर्नुहोस्

#### 4.1.12 Pronouns

For en-US modern voice, use of personal pronouns is a powerful way to express all the attributes of the modern voice. The source text is moving away from indirect methods of

referring to the user as “user” and instead addressing the user directly through the use of first- and second-person pronouns like “you.” Third-person references, such as “user,” are avoided as they sound formal and impersonal.

Some of the frequently used words as pronouns are as follows:

Example:

मेरो, तिमी, तपाईं, ऊ, तिम्रो

In Nepali language different pronouns are used for different ages of people or people with the different position level.

For example:

(तैं) It is generally used for people of low position or someone who is younger than you.

(तिमी) It is generally used for people of the same position or someone in the same age group.

(तपाईं) It is generally used for people of higher position than you or someone who is elder than you.

en-US old user reference	en-US new user reference
Users can change when new updates get installed.	You can change when new updates get installed.

ne-NP old user reference	ne-NP new user reference
अद्यावधिकहरू स्थापना भएपछि प्रयोगकर्ताहरूले परिवर्तन गर्न सक्नेछन्।	नयाँ अद्यावधिक स्थापना भएपछि तपाईं परिवर्तन गर्न सक्नुहुन्छ।

#### 4.1.13 Punctuation

- Do not use abbreviations. It is okay to use approved acronyms, however.



- Do not use semicolons. Two shorter sentences are better than a single long sentence and are easier to read.
- Do not use exclamation marks. Choose stronger words.
- An em dash is used to demarcate an isolated element or to introduce an item that is not essential to the meaning of the sentence.

## **Bulleted lists**

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

## **Comma**

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

Example: राम, श्याम, हरि

## **Colon**

(:;) colon informs that what follows proves, clarifies, explains, or simply enumerates elements of what is referred.

Example: थप जानकारीका लागि कृपया यहाँ सम्पर्क गर्नुहोस्:

## **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: Pop-up = पप-अप, Drop-down = ड्रप-डाउन

### **En Dash**

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

Example: 10–5 p.m.

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

Example: from page No. 1-5, पाना 1-5 सम्म

### **Em Dash**

The em dash should only be used to emphasize an isolated element or introduce an element that is not essential to the meaning conveyed by the sentence. This is used in writing and printing to indicate a break in thought or sentence structure, to introduce a phrase added.

Example: रामको गाडी—जुन रातो थियो—हिजो राती दुर्घटनामा प्यो।

### **Ellipses (Suspension Points)**

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

Example: मैले धेरै प्रयास गर्न खोजें।

### **Period**

A punctuation mark (.) used mostly after many abbreviations.

Example: डा. प्रेम प्रसाद

### **Quotation Marks**

Quotation marks are used when referring to speech or quotation.

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

"" used to denote either speech or a quotation.

“used to denote either speech or a quotation.

Example:

“आज गणेश चतुर्थी”

रामले सोध्यो, ‘मेरो कार कता हरायो?’

## Parentheses

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

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

Example:

Example:

(कृपया जुत्ता फुकाल्नुहोला।)

### 4.1.14 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. Similarly for Nepali:

en-US source text	ne-NP long form	ne-NP sentence fragment
Use the following steps:	निम्न चरणहरू प्रयोग गर्नुहोस्:	निम्नानुसार गर्नुहोस्:
Are you sure you want to continue with this action?	तपाईं निश्चित रूपमा यो कार्य जारी राख्न चाहनुहुन्छ?	तपाईं साँच्चिकै यो कार्य जारी राख्न चाहनुहुन्छ?
There isn't enough memory available to perform function.	यो प्रकार्य कार्यसम्पादन गर्नका लागि पर्याप्त मेमोरी उपलब्ध छैन।	यो कार्य गर्नका लागि पर्याप्त मेमोरी छैन।

#### 4.1.15 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.

Be consistent in how you translate verbs in error messages. If it is grammatical to omit the predicate “be” in your language, you can omit it in error messages, but you should be consistent in your usage across all error messages. Be concise without changing the meaning of the source string.

US English source text	Nepali use of verb tense	Comments
The document is too large. Document too large.	कागजातको साइज एकदमै ठुलो भयो।	Be consistent in your usage of the verb “to be”
Access was denied. Access denied.	पहुँच अस्वीकृत गरियो।	In complete sentences, use verbs and the same tense as in the source string.
The file '%s' is an unknown graphics format.	'%s' फाइल अज्ञात ग्राफिक्स फर्म्याट हो।	Rephrase “is” with “have” if necessary to produce an appropriate translation.
An unknown error has occurred. No error occurred.	अज्ञात त्रुटि देखापऱ्यो। त्रुटि देखा परेन।	Shorten this construction where possible, e.g. Unknown error. /No error.
A problem occurred while trying to connect to the network share '%1!s!'.	नेटवर्क साझेदारी '%1!s!' मा जडान गर्ने प्रयास गर्दा एउटा समस्या भयो।	Shorten and rephrase if necessary to “A problem occurred while connecting to the network share '%1!s!'”
The application may attempt to convert the graphic.	यो एप्लिकेसनले ग्राफिक्सलाई रूपान्तरण गर्ने प्रयास गर्न सक्छ।	may + Verb can be rephrased as Verb + possibly

Nepali verbs are words that convey action (bring, read, walk, run), or a state of being (exist, stand). In most languages a verb may agree with the person, gender, and/or number of some of its arguments, such as its subject, or object.

Example:

I write                    म लेख्छु

I drive                    म गाडी चलाउँछु

I love                    म माया गर्छु

Continuous operations are usually expressed in English with a gerund, which should be translated into Nepali. If in English the heading begins with a gerund, try to use a nominalized form in Nepali.

English example	Nepali example
Sending a file	फाइल पठाउँदै
Using styles	शैलीहरू प्रयोग गर्दै

## 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 Nepali, 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.

Please, make sure to always use current terminology and phrases for the product being localized by looking for the translations in the most recent version of the Microsoft terminology databases and other approved glossaries. Consistent use of Microsoft approved terminology in all localized products is one of the major factors in achieving the required quality for localized products.

## 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 Nepali-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™).

***There are no specific rules for Nepali regarding trademarking of the applications, product, and features.***

### 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	Nepali target
WCAG 6.2	WCAG 6.2

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	Nepali target
© 2023 Microsoft Corporation. All rights reserved.	© 2023 Microsoft Corporation. सर्वाधिकार सुरक्षित।

### 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/usage/default.aspx>.

### 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.

## 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 Nepali translation
Something went wrong.	केही कुरा गडबड भयो।
Not enough memory to process this command.	यो कमान्ड सम्पन्न गर्नका लागि पर्याप्त मेमोरी छैन।

### Nepali 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.

The common error is using First Person Singular Number in Nepali for Error messages. As the concept of computer telling the user does not gel with the tone of the language, we cannot use the error message as if the computer is talking to the user. We should use passive voice instead for making such sentence.

### Standard Phrases in Error Messages

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

Same here for Nepali, whatever the form the US is using, we should use passive voice in the error message as that is the proper Nepali way of instructing and informing. The computer talking in the first person just does not get with the flow.

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
Cannot ...	गर्न सकिँदैन...	यो फाइल हटाउन सकिँदैन/सकिएन
Could not ...	गर्न सकिएन...	यो कार्य गर्न सकिएन
Failed to ...	...गर्न सकिएन	यो कार्य गर्नमा असफलता भयो
Failure of ...	...गर्नमा असफलता	फाइल खोज्न सकिँदैन/सकिएन
Cannot find ...	...खोज्न सकिँदैन	फाइल खोज्न/पता लगाउन सकिएन
Could not find ...	...खोज्न सकिएन	
Unable to find ...	...खोज्न सकिएन	
Unable to locate ...	...पता लगाउन असमर्थ	
Not enough memory	पर्याप्त मेमोरी छैन	
Insufficient memory	अपर्याप्त मेमोरी	पर्याप्त मेमोरी छैन मेमोरी अपर्याप्त छ
There is not enough memory	पर्याप्त मेमोरी छैन	पर्याप्त मेमोरी उपलब्ध छैन
There is not enough memory available	पर्याप्त मेमोरी उपलब्ध छैन	
... is not available	...उपलब्ध छैन	नेटवर्क उपलब्ध छैन
... is unavailable	...अनुपलब्ध छ	नेटवर्क अनुपलब्ध छ

### 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."

Same applies for Nepali also. A translator should first try to find out what exactly is the placeholder, because that will decide whether the sentence should use feminine form or masculine or singular form or plural. The entire sentence may become wrong if this is not done.

### 5.4.3 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. For example, the following menu options:

New

Cancel

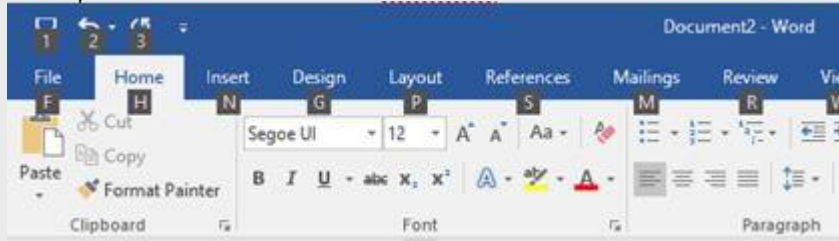
Options

***There are no Nepali specific keyboard shortcuts. English keys apply.***

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 down strokes, such as g, j, y, p and q can be used as keyboard shortcuts	No

Extended characters can be used as keyboard shortcuts	No
An additional letter, appearing between brackets after item name, can be used as a keyboard shortcut	No
A number, appearing between brackets after item name, can be used as a keyboard shortcut	No
A punctuation sign, appearing between brackets after item name, can be used as a keyboard shortcut	No
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)	No

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

Term	Usage
<b>access key</b>	<p>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&amp;ome            In keyboard shortcuts, most access keys are used with the Alt key.</p>
<b>key tip</b>	<p>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</p> 

**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.

#### 5.4.4 Keys

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

English Key Name	Nepali Key Name
Alt	Alt
Backspace	Backspace
Break	Break
Caps Lock	Caps Lock
Ctrl	Control
Delete	Delete
Down Arrow	तल बाण
End	End
Enter	Enter
Esc	Escape
Home	Home
Insert	Insert
Left Arrow	बायाँ बाण
Num Lock	Num Lock
Page Down	Page Down

English Key Name	Nepali Key Name
Page Up	Page Up
Pause	Pause
Right Arrow	दायाँ बाण
Scroll Lock	Scroll Lock
Shift	Shift
Spacebar	स्पेसबार
Tab	Tab
Up Arrow	माथि बाण
Windows key	Windows की
Menu Key	मेनु की
Print Screen	Print Screen

#### 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.

#### 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	Nepali Command	Nepali Shortcut key
<b>General Windows Shortcut keys</b>			
Help window	F1	मद्दत विन्डो	n/a
Context-sensitive Help	Shift+F1	प्रसङ्ग-संवेदनशील मद्दत	n/a
Display pop-up menu	Shift+F10	प्रदर्शन पप-अप मेनु	n/a
Cancel	Esc	रद्द गर्नुहोस्	n/a
Activate\Deactivate menu bar mode	F10	मेनुपट्टी मोड सक्रिय/निष्क्रिय गर्नुहोस्	n/a
Switch to the next primary application	Alt+Tab	अर्को प्राथमिक एप्लिकेसनमा स्विच गर्नुहोस्	n/a
Display next window	Alt+Esc	अर्को विन्डो देखाउनुहोस्	n/a
Display pop-up menu for the window	Alt+Spacebar	विन्डोको पप-अप मेनु प्रदर्शन गर्नुहोस्	n/a
Display pop-up menu for the active child window	Alt+-	सक्रिय सानो विन्डोको पप-अप मेनु देखाउनुहोस्	n/a
Display property sheet for current selection	Alt+Enter	हालको छनौटको लागि गुण शिट प्रदर्शन गर्नुहोस्	n/a
Close active application window	Alt+F4	सक्रिय एप्लिकेसन विन्डो बन्द गर्नुहोस्	n/a
Switch to next window within (modeless-compliant) application	Alt+F6	(मोडविहीन-अनुपालन) एप्लिकेसन भित्र अर्को विन्डोमा स्विच गर्नुहोस्	n/a

Capture active window image to the Clipboard	Alt+Prnt Scrn	सक्रिय विन्डोको छवि क्लिपबोर्डमा क्याप्चर गर्नुहोस्	n/a
Capture desktop image to the Clipboard	Prnt Scrn	डेस्कटपको छवि क्लिपबोर्डमा क्याप्चर गर्नुहोस्	n/a
Access Start button in taskbar	Ctrl+Esc	कार्यपट्टीमा रहेको सुरु गर्ने बटन प्रयोग गर्नुहोस्	n/a
Display next child window	Ctrl+F6	अर्को बाल विन्डो प्रदर्शन गर्नुहोस्	n/a
Display next tabbed pane	Ctrl+Tab	अर्को ट्याबयुक्त प्यान प्रदर्शन गर्नुहोस्	n/a
Launch Task Manager and system initialization	Ctrl+Shift+Esc	कार्य प्रबन्धक र प्रणालीको सुरुवात सुरु गर्नुहोस्	n/a
<b>File Menu</b>			
File New	Ctrl+N	नयाँ फाइल	n/a
File Open	Ctrl+O	फाइल खोल्नु	n/a
File Close	Ctrl+F4	फाइल बन्द गर्नु	n/a
File Save	Ctrl+S	फाइल बचत गर्नु	n/a
File Save as	F12	फाइललाई यस रूपमा बचत गर्नु	n/a
File Print Preview	Ctrl+F2	फाइल छपाइ पूर्वावलोकन	n/a
File Print	Ctrl+P	फाइल छाप्नु	n/a
File Exit	Alt+F4	फाइलबाट बाहिर निस्कनु	n/a
<b>Edit Menu</b>			

Edit Undo	Ctrl+Z	सम्पादन पूर्ववत गर्नु	n/a
Edit Repeat	Ctrl+Y	सम्पादन दोहोर्ज्याउनु	n/a
Edit Cut	Ctrl+X	सम्पादन काट्नु	n/a
Edit Copy	Ctrl+C	सम्पादन प्रतिलिपि बनाउनु	n/a
Edit Paste	Ctrl+V	सम्पादन टाँस्नु	n/a
Edit Delete	Ctrl+Backspace	सम्पादन हटाउनु	n/a
Edit Select All	Ctrl+A	सम्पादन सबै चयन गर्नु	n/a
Edit Find	Ctrl+F	सम्पादन खोज्नु	n/a
Edit Replace	Ctrl+H	सम्पादन प्रतिस्थापन गर्नु	n/a
Edit Go To	Ctrl+G	सम्पादन यहाँ जानु	n/a
<b>Help Menu</b>			
Help	F1	मद्दत	n/a
<b>Font Format</b>			
Italic	Ctrl+I	इटालिक	n/a
Bold	Ctrl+B	बोल्ड	n/a
Underlined\Word underline	Ctrl+U	रेखाङ्कित\शब्द रेखाङ्कन	n/a
Large caps	Ctrl+Shift+A	n/a	n/a
Small caps	Ctrl+Shift+K	n/a	n/a
<b>Paragraph Format</b>			
Centered	Ctrl+E	केन्द्रित	n/a
Left aligned	Ctrl+L	बायाँ पङ्क्तिबद्ध	n/a



Right aligned	Ctrl+R	दायाँ पङ्क्तिबद्ध	n/a
Justified	Ctrl+J	समायोजित	n/a

## 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/accents 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 Nepali phonetic system if the original pronunciation sounds very awkward in Nepali.

Example	Phonetics	Comment
SecurID	[sɪ'kjʊər aɪ di:]	n/a
.NET	[dot net]	n/a
Skype	[skaip]	Product names are always pronounced the way there are pronounced in the source language.

### Acronyms and Abbreviations

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

Example	Phonetics
RADIUS	रेडियस
RAS	र्यास
ISA	आइएसए
LAN	ल्यान
WAN	व्यान
WAP	व्याप
MAPI	मापी
POP	पोप
URL	युआरएल

Other abbreviations are pronounced letter by letter.

Example	Phonetics
ICMP	आइसीएमपी
IP	आइपी
TCP/IP	टिसिपी/आइपी
XML	एक्सएमएल
HTML	एचटिएमएल

OWA	ओडब्लुए
SQL	एसक्युएल

## URLs

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

"www" should be pronounced as डब्ल्यु डब्ल्यु डब्ल्यु.

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

Example	Phonetics
http://www.microsoft.com/cze	डब्ल्यु डब्ल्यु डब्ल्यु डट माइक्रोसोफ्ट डट कम

## 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 Nepali 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.

### 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