

Punjabi Style Guide

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What's New?

Last Updated: February 2011

New Topics

The following topics were added:

- n/a

Updated Topics

The following topics were updated:

- n/a

Introduction

This Style Guide went through major revision in February 2011 in order to remove outdated and unnecessary content.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

About This Style Guide

The purpose of this Style Guide is to provide everybody involved in the localization of Punjabi Microsoft products with Microsoft-specific linguistic guidelines and standard conventions that differ from or are more prescriptive than those found in language reference materials. These conventions have been adopted after considering context based on various needs, but above all, they are easy to follow and applicable for all types of software to be localized.

The Style Guide covers the areas of formatting, grammatical conventions, as well as language stylistic criteria. It also presents the reader with a general idea of the reasoning behind the conventions. The present Style Guide is a revision of our previous Style Guide version with the intention of making it more standardized, more structured, and easier to use as a reference. The guidelines and conventions presented in this Style Guide are intended to help you localize Microsoft products and materials. We welcome your feedback, questions and concerns regarding the Style Guide. You can send us your feedback via the [Microsoft Language Portal feedback page](#).

Scope of This Document

This Style Guide is intended for the localization professional working on Microsoft products. It is not intended to be a comprehensive coverage of all localization practices, but to highlight areas where Microsoft has preference or deviates from standard practices for Punjabi localization.

Style Guide Conventions

In this document, a plus sign (+) before a translation example means that this is the recommended correct translation. A minus sign (-) is used for incorrect translation examples.

In Microsoft localization context, the word *term* is used in a slightly untraditional sense, meaning the same as e.g. a segment in Trados. The distinguishing feature of a term here is that it is translated as one unit; it may be a traditional term (as used in terminology), a phrase, a sentence, or a paragraph.

References to interface elements really only refer to translatable texts associated with those interface elements.

Example translations in this document are only intended to illustrate the point in question. They are not a source of approved terminology. Always check for approved translation in the Microsoft terminology database.

Sample Text

ਪੰਜਾਬ ਪਰਦੂਸ਼ਟ ਕੰਟਰੋਲ ਬੋਰਡ ਨੇ ਪਰਦੂਸ਼ਟ ਕੰਟਰੋਲ ਨਿਯਮਾਂ ਦੀ ਉਲੰਘਣਾ ਕਰਨ ਦੇ ਦੋਸ਼ ਹੇਠ ਸੂਬੇ ਦੀਆਂ ਜਿਹੜੀਆਂ 176 ਸਨਅਤੀ ਇਕਾਈਆਂ ਬੰਦ ਕਰ ਦਿਤੀਆਂ ਹਨ। ਇਨ੍ਹਾਂ ਨਾਲ ਇਨ੍ਹਾਂ ਇਲਾਕਿਆਂ ਦੇ ਲੋਕਾਂ ਨੂੰ ਪੀਣ ਵਾਲਾ ਸਾਫ਼ ਸੁਥਰਾ ਪਾਣੀ ਵੱਧ ਮਾਤਰਾ ਵਿੱਚ ਮਿਲ ਸਕਣ ਦੀ ਸੰਭਾਵਨਾ ਦੀ ਜਿੱਥੇ ਆਸ ਬੱਝੀ ਹੈ, ਉੱਥੇ ਇੱਕ ਗੱਲ ਡੂੰਘੀ ਚਿੰਤਾ ਵਾਲੀ ਵੀ ਹੈ ਅਤੇ ਉਹ ਹੈ ਇਸ ਫੈਸਲੇ ਨਾਲ ਇਨ੍ਹਾਂ ਸਨਅਤੀ ਅਦਾਰਿਆਂ ਵਿੱਚ ਕੰਮ ਕਰਦੇ ਮਜ਼ਦੂਰਾਂ ਦੇ ਬੇਰੁਜ਼ਗਾਰ ਹੋਣ ਦਾ ਡਰ। ਜਿਹੜੇ ਸ਼ਹਿਰਾਂ ਵਿੱਚ ਇਹ ਆਦਾਰੇ ਬੰਦ ਕੀਤੇ ਗਏ ਹਨ, ਉਨ੍ਹਾਂ ਵਿੱਚੋਂ ਦੋ ਪ੍ਰਮੁੱਖ ਹਨ -- ਲੁਧਿਆਣਾ ਅਤੇ ਜਲੰਧਰ। ਲੁਧਿਆਣੇ ਵਿੱਚ 90 ਸਨਅਤੀ ਅਦਾਰੇ ਬੰਦ ਕੀਤੇ ਗਏ ਹਨ ਅਤੇ ਜਲੰਧਰ ਵਿੱਚ 45। ਬੋਰਡਾਂ ਵਿੱਚ ਇਸ ਫੈਸਲੇ ਦਾ ਬਹੁਤ ਸਾਰੇ ਸਨਅਤੀ ਅਦਾਰਿਆਂ ਅਤੇ ਮਜ਼ਦੂਰ ਮੁਲਾਜ਼ਮਾਂ ਵਲੋਂ ਸਖ਼ਤ ਨੇਟਿਸ਼ ਵੀ ਲਿਆ ਗਿਆ ਹੈ, ਕਿ ਉਨ੍ਹਾਂ ਨਾਲ ਧੱਕਾ ਕੀਤਾ ਗਿਆ ਹੈ। ਪਰ ਬੋਰਡ ਆਪਣੇ ਵਲੋਂ ਇਸ ਤਰਕ ਨਾਲ ਵਾਜਬੀਅਤ ਦਰਸਾਉਂਦਾ ਹੈ ਕਿ

ਉਸ ਨੇ ਇਕ ਨਹੀਂ, ਅਨੇਕਾਂ ਵਾਰੀ ਇਨ੍ਹਾਂ ਅਦਾਰਿਆਂ ਨੂੰ ਪਰਦੂਸ਼ਣ ਕੰਟਰੋਲ ਬੋਰਡ ਨਿਯਮ ਲਾਗੂ ਕਰਨ ਲਈ ਆਖਿਆ ਪਰ ਇਨ੍ਹਾਂ ਨੇ ਕਦੀ ਇਧਰ ਧਿਆਨ ਹੀ ਨਹੀਂ ਦਿੱਤਾ।

ਬੋਰਡ ਨੂੰ ਆਖਰ ਇਹ ਕਦਮ ਇਸ ਲਈ ਮਜਬੂਰੀ ਵਿੱਚ ਚੁੱਕਣਾ ਪਿਆ ਕਿਉਂਕਿ ਇਹ ਸਨਅਤੀ ਅਦਾਰੇ ਉਹ ਜ਼ਹਿਰੀਲਾ ਪਾਣੀ ਛੱਡਦੇ ਸਨ ਜਿਹੜਾ ਅੱਗੋਂ ਸੂਬੇ ਦੀਆਂ ਨਹਿਰਾਂ ਅਤੇ ਦਰਿਆਵਾਂ ਵਿੱਚ ਜਾਕੇ ਰੱਲਦਾ ਹੈ। ਅਸਲ ਵਿੱਚ ਲੁਧਿਆਣਾ ਅਤੇ ਜਲੰਧਰ ਦੇ ਅਜਿਹੇ ਸ਼ਹਿਰ ਹਨ ਜਿੱਥੇ ਇਸ ਉਲੰਘਣਾ ਕਰਕੇ ਸਤਲੁਜ ਅਤੇ ਹੋਰ ਨਦੀ ਨਾਲਿਆਂ ਦਾ ਪਾਣੀ ਲਗਾਤਾਰ ਦੂਸ਼ਿਤ ਹੋ ਰਿਹਾ ਹੈ ਕਿਉਂਕਿ ਇਨ੍ਹਾਂ ਸਨਅਤੀ ਅਦਾਰਿਆਂ ਦਾ ਸਾਰਾ ਕੂੜਾ ਕਰਕੱਟ ਅਤੇ ਗੰਦਾ-ਮੰਦਾ ਪਾਣੀ ਇਨ੍ਹਾਂ ਦਰਿਆਵਾਂ ਵਿੱਚ ਹੀ ਡਿਗਦਾ ਹੈ। ਹੈਰਾਨੀ ਦੀ ਗੱਲ ਫਿਰ ਇਹ ਹੈ ਕਿ ਅੱਗੋਂ ਇਨ੍ਹਾਂ ਨਹਿਰਾਂ ਵਿੱਚੋਂ ਹੀ ਮੁਕਤਸਰ, ਫਿਰੋਜ਼ਪੁਰ, ਮਾਨਸਾ ਅਤੇ ਬਠਿੰਡੇ ਦੇ ਕੁਝ ਹਿੱਸਿਆਂ ਨੂੰ ਪੀਣ ਲਈ ਪਾਣੀ ਦਿੱਤਾ ਜਾਂਦਾ ਹੈ। ਇਨ੍ਹਾਂ ਅਤੇ ਹੋਰ ਸ਼ਹਿਰਾਂ ਦੇ ਲੋਕਾਂ ਵੱਲੋਂ ਅਕਸਰ ਪਰਦੂਸ਼ਣ ਕੰਟਰੋਲ ਬੋਰਡ ਕੋਲ ਲਗਾਤਾਰ ਸ਼ਕਾਇਤਾਂ ਪੁੱਜ ਰਹੀਆਂ ਹਨ ਕਿ ਇਨ੍ਹਾਂ ਸਨਅਤੀ ਅਦਾਰਿਆਂ ਦੀ ਵਜ੍ਹਾ ਕਰਕੇ ਉਨ੍ਹਾਂ ਨੂੰ ਪੀਣ ਵਾਲਾ ਸਾਫ਼ ਪਾਣੀ ਨਹੀਂ ਮਿਲ ਰਿਹਾ। ਜਿਹੜਾ ਗੰਧਲਾ ਪਾਣੀ ਲੋਕ ਪੀ ਰਹੇ ਹਨ ਉਸ ਨਾਲ ਉਨ੍ਹਾਂ ਨੂੰ ਕਈ ਤਰ੍ਹਾਂ ਦੇ ਰੋਗ ਲੱਗ ਰਹੇ ਹਨ। ਮਾਨਸਾ, ਸੰਗਰੂਰ, ਅਤੇ ਬਠਿੰਡੇ ਜ਼ਿਲੇ ਦੇ ਕਈ ਪਿੰਡ ਇਸ ਦੀ ਗਵਾਹੀ ਦਿੰਦੇ ਹਨ। ਜਿੱਥੋਂ ਦੇ ਲੋਕ ਗੰਧਲਾ ਪਾਣੀ ਪੀਣ ਕਾਰਨ ਕਈ ਭਿਆਨਕ ਬੀਮਾਰੀਆਂ ਦਾ ਸ਼ਿਕਾਰ ਹੋ ਗਏ ਹਨ।

Source: ਪੰਜਾਬੀ ਟ੍ਰਿਬਿਊਨ Punjabi Tribune

ਪਤਾ:

ਦਿ ਟ੍ਰਿਬਿਊਨ ਹਾਊਸ,

ਸੈਕਟਰ 29-ਸੀ, ਚੰਡੀਗੜ੍ਹ,

ਭਾਰਤ

ਫੋਨ ਨੰਬਰ: 0172 2655066

ਟ੍ਰਿਬਿਊਨ ਦੇ ਟਰੱਸਟੀਜ਼ ਹਨ:

ਸ਼੍ਰੀ ਆਰ.ਐਸ. ਤਲਵਾੜ,

ਡਾ. ਆਰ.ਪੀ. ਬਾਂਬਾ,

ਜਸਟਿਸ ਐਸ.ਐਸ. ਸੇਢੀ,

ਸ਼੍ਰੀ ਐਨ.ਐਨ. ਵੇਹਰਾ,

ਲੈਫਟੀ. ਜਨਰਲ ਐਸ.ਐਸ. ਮਹਿਤਾ।

10 ਫਰਵਰੀ 2011 ਨੂੰ ਸਵੇਰੇ 10 ਵੱਜਕੇ 10 ਮਿੰਟ ‘ਤੇ ਤਿਆਰ ਕੀਤਾ ਗਿਆ

Recommended Reference Material

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

Normative References

These normative sources must be adhered to. Any deviation from them automatically fails a string in most cases. When more than one solution is allowed in these sources, look for the recommended one in other parts of the Style Guide.

1. Punjabi Grammar
2. An Intensive Course in Punjabi
3. A reference grammar of Punjabi, Punjabi university Patiala.
4. Ray, Jayanta: A REVIEW OF TERMINOLOGICAL WORK BEING DONE IN INDIAN LANGUAGES Term banks for tomorrow's world: Translating and the Computer 4.Proceedings of a conference ... 11-12 November 1982, ed. Barbara Snell. (London: Aslib, 1983)
5. ਪੰਜਾਬੀ ਵਿਆਕਰਨ: ਸਿਧਾਂਤ ਤੇ ਵਿਹਾਰ, ਚੇਤਨਾ ਪ੍ਰਕਾਸ਼ਨ ਲੁਧਿਆਣਾ

6. ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਵਿਗਿਆਨ, ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਅਕਾਦਮੀ
7. ਪੰਜਾਬੀ ਵਿਆਕਰਣ, ਪੰਜਾਬ ਯੂਨੀਵਰਸਿਟੀ ਪਬਲੀਕੇਸ਼ਨ ਬਿਊਰੋ ਚੰਡੀਗੜ੍ਹ
8. ਰੂਪ-ਵਿਗਿਆਨ ਅਤੇ ਪੰਜਾਬੀ ਸ਼ਬਦ ਰਚਨਾ, ਮਦਾਨ ਪਬਲੀਕੇਸ਼ਨਜ਼ ਪਟਿਆਲਾ
9. ਸਿਧਾਂਤਕ ਭਾਸ਼ਾ ਵਿਗਿਆਨ, ਮਦਾਨ ਪਬਲੀਕੇਸ਼ਨਜ਼ ਪਟਿਆਲਾ

Informative References

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

1. English Punjabi Dictionary – PSUTB -- Chandigarh
2. Punjabi English Dictionary, English Punjabi Dictionary – Punjabi University, Patiala
3. English Hindi Dictionary – Father Camil Bulecke
4. ਪੰਜਾਬੀ ਸ਼ਬਦ-ਜੋੜ ਕੋਸ਼ –ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ

Date

Country/region	India
Calendar/Era	21 ਜੇਠ ਨਾਨਕਸ਼ਾਹੀ ਸੰਮਤ 538
First Day of the Week	ਸੋਮਵਾਰ (Monday)
First Week of the Year	ਵਿਸਾਖ ਦਾ ਪਹਿਲਾ ਹਫ਼ਤਾ ।
Separator	Slash /
Default Short Date Format	d/M/yy
Example	17/3/11
Default Long Date Format	d MMMM yyyy
Example	17 ਮਾਰਚ 2011
Additional Short Date Format 1	n/a
Example	n/a
Additional Short Date Format 2	n/a
Example	n/a
Additional Long Date Format 1	n/a
Example	n/a
Additional Long Date Format 2	n/a
Example	n/a
Leading Zero in Day Field for Short Date Format	No
Leading Zero in Month Field for Short Date Format	No
No. of digits for year for Short Day Format	2
Leading Zero in Day Field for Long Date Format	No
Leading Zero in Month Field for Long Date Format	n/a

Number of digits for year for Long Day Format	4
Date Format for Correspondence	d MMMM yyyy
Example	17 ਮਾਰਚ 2011
Notes	n/a
Abbreviations in Format Codes	<p>d is for day, number of d's indicates the format (d = digits without leading zero, dd = digits with leading zero, ddd = the abbreviated day name, dddd = full day name)</p> <p>M is for month, number of M's gives number of digits. (M = digits without leading zero, MM = digits with leading zero, MMM = the abbreviated name, MMMM = full name)</p> <p>y is for year, number of y's gives number of digits (yy = two digits, yyyy = four digits)</p>

Time

Country/region	India
24 hour format	No
Standard time format	HH:mm:ss
Standard time format example	12:36:21
Time separator	colon : (: ਕੋਲੋਨ)
Time separator examples	"3:24:12" ; ਰਾਤ ਤਿੰਨ ਵਜ਼ਕੇ ਚੌਵੀ ਮਿੰਟ ਬਾਰਾਂ ਸਕਿੰਟ
Hours leading zero	No
Hours leading zero example	n/a
String for AM designator	n/a
String for PM designator	n/a
Notes	n/a

Days

Country/region: India

Day	Normal Form	Abbreviation
Monday	ਸੋਮਵਾਰ	ਸੋਮ

Tuesday	ਮੰਗਲਵਾਰ	ਮੰਗਲ
Wednesday	ਬੁੱਧਵਾਰ	ਬੁੱਧ
Thursday	ਵੀਰਵਾਰ	ਵੀਰ
Friday	ਸ਼ੁੱਕਰਵਾਰ	ਸ਼ੁੱਕਰ
Saturday	ਸ਼ਨਿੱਚਰਵਾਰ	ਸ਼ਨਿੱਚਰ
Sunday	ਐਤਵਾਰ	ਐਤ

First Day of Week: ਸੋਮਵਾਰ

Is first letter capitalized?: No

Notes: n/a

Months

Country/region: India

Month	Full Form	Abbreviated Form	Long Date Form
January	ਜਨਵਰੀ	n/a	26 ਜਨਵਰੀ 1950
February	ਫਰਵਰੀ	n/a	03 ਫਰਵਰੀ 1986
March	ਮਾਰਚ	n/a	20 ਮਾਰਚ 1990
April	ਅਪ੍ਰੈਲ	n/a	01 ਅਪ੍ਰੈਲ 2011
May	ਮਈ	n/a	05 ਮਈ 2010
June	ਜੂਨ	n/a	22 ਜੂਨ 1998
July	ਜੁਲਾਈ	n/a	17 ਜੁਲਾਈ 1993
August	ਅਗਸਤ	n/a	15 ਅਗਸਤ 1947
September	ਸਤੰਬਰ	n/a	23 ਸਤੰਬਰ 1990
October	ਅਕਤੂਬਰ	n/a	08 ਅਕਤੂਬਰ 1999
November	ਨਵੰਬਰ	n/a	26 ਨਵੰਬਰ 2008
December	ਦਸੰਬਰ	n/a	25 ਦਸੰਬਰ 2000

Is first letter capitalized?: No

Notes: n/a

Numbers

Phone Numbers

Country/ region	International Dialing Code	Area Codes Used?	Number of Digits – Area Codes	Separator	Number of Digits – Domestic	Digit Groupings – Domestic
India	+91	Yes	3, 4, 5 *	No separator used	11**	(0##) 2#####- -for metropolitan cities; (0###) 2#####- -for districts; (0####) 2##### for sub- divisions.
Country/ region	Number of Digits – Local	Digit Groupings – Local	Number of Digits – Mobile	Digit Groupings – Mobile	Number of Digits – International	Digit Groupings – International
India	8; 7; 6; ****	2#####; #####; 2#####; #####; 2#####	10	#####	13**	+91(0##)2##### ##; +91(0##)##### ##; +91(0###)2#### ##;+91(0####)## #####; +91(0####)2### ##

Notes:

*(1) 3 0+2 digits (for metropolitan cities, e.g. Delhi—011, Kolkata—033); (2) 4 0+3 digits (for other cities, e.g. Ludhiana—0161); (3) 5 0+4 digits (for sub-divisions, e.g. Nathowal—01624)

** (1) 11 0+2 digits + 8 digits (first digit is always 2 only for BSNL network, no such specification for Tata Indicom and Reliance networks) for metropolitan cities. (2) 11 0+3 digits + 7 digits (first digit is always 2 only for BSNL network, no such specification for Tata Indicom and Reliance networks) for other cities. (3) 11 0+4 digits + 6 digits (first digit is always 2 only for BSNL network) for sub-divisions.

*** (1)for metropolitan cities; (2)for other cities; (3)for sub-divisions.

**** (1) 2#####; #####(for metropolitan cities); (2) 2#####; ##### (for other cities); (3) 2#####(for sub-divisions).

Addresses

Country/region: India

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

Address Format:

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

Example Address:

Dr. Manjit Singh Jolly
Director CSR&TI (Retd.)
#11, K. Block,
J.T.K Layout,
Kuvempunagar
Mysore
PIN - 570 023
Karnataka
India

Local Postal Code Format: xxx xxx

Notes: n/a

Currency

Country/region	India
Currency Name	Indian Rupee (रुपिआ)
Currency Symbol	₹
Currency Symbol Position	Before the digit, for example (₹5,000)
Positive Currency Format	₹5,000
Negative Sign Symbol	n/a
Negative Currency Format	- ₹5,000
Decimal Symbol	₹5,000.00
Number of Digits after Decimal	2
Digit Grouping Symbol	,

Number of Digits in Digit Grouping	3-2
Positive Currency Example	₹5,000.00
Negative Currency Example	- ₹5,000.00
ISO Currency Code	INR
Currency Subunit Name	Paisa
Currency Subunit Symbol	p
Currency Subunit Example	99 ਪੈਸੇ

Digit Groups

Country/region: India

Decimal Separator: .

Decimal Separator Description: ਦਸਾਂਸ਼, ਦਸਮਲਵ (decimal) 'dot'

Decimal Separator Example:

(+) 52.11 ਕਿਗ੍ਰਾ '52.11kg' (+) ਬਵੰਜਾ ਕਿਲੋ ਗਿਅਰਾਂ ਗ੍ਰਾਮ

(+) ਰੁ. 10.50 'Rs. 10.50' (+) ਦਸ ਰੁਪਏ ਪੰਜਾਹ ਪੈਸੇ

Thousand Separator: ,

Thousand Separator Description: ਕਾਮਾ (comma)

Thousand Separator Example:

(+) ਰੁ. 10, 000 Rs. (+) 10, 000 ਦਸ ਹਜ਼ਾਰ ਰੁਪਏ

(+) ਰੁ. 1, 30, 700 Rs. (+) 1, 30, 700 ਇੱਕ ਲੱਖ ਤੀਹ ਹਜ਼ਾਰ ਸੱਤ ਸੌ ਰੁਪਏ

Notes: n/a

Measurement Units

Metric System Commonly Used?: Yes

Temperature: Celsius ਸੈਲਸੀਅਸ ਸੈ.ਸੀ.

Category	English	Translation	Abbreviation
Linear Measure	Kilometer	ਕਿਲੋਮੀਟਰ	ਕਿ.ਮੀ.
	Meter	ਮੀਟਰ	ਮੀ.
	Decimeter	ਡੈਸੀਮੀਟਰ	ਡੈ.ਮੀ.
	Centimeter	ਸੈਂਟੀਮੀਟਰ	ਸੈਂ.ਮੀ.
	Millimeter	ਮਿਲੀਮੀਟਰ	ਮਿ.ਮੀ.
Capacity	Hectoliter	ਹੈਕਟੋਲੀਟਰ	ਹੈ.ਲੀ.

	Liter	ਲੀਟਰ	ਲੀ
	Deciliter	ਡੈਸੀਲੀਟਰ	ਡੈ.ਲੀ.
	Centiliter	ਸੈਂਟੀਲੀਟਰ	ਸੈਂ.ਲੀ.
	Milliliter	ਮਿਲੀਲੀਟਰ	ਮਿ.ਲੀ.
Mass	Ton	ਟਨ	ਟਨ
	Kilogram	ਕਿਲੋਗ੍ਰਾਮ	ਕਿ.ਗ੍ਰਾ.
	Pound	ਪੌਂਡ	ਪੌਂ
	Gram	ਗ੍ਰਾਮ	ਗ੍ਰਾ
	Decigram	ਡੈਸੀਗ੍ਰਾਮ	ਡੈ.ਗ੍ਰਾ.
	Centigram	ਸੈਂਟੀਗ੍ਰਾਮ	ਸੈਂ.ਗ੍ਰਾ.
	Milligram	ਮਿਲੀਗ੍ਰਾਮ	ਮਿ.ਗ੍ਰਾ.
English Units of Measurement	Inch	ਇੰਚ	ਇੰ
	Feet	ਫੁਟ	ਫੁ
	Mile	ਮੀਲ	ਮੀ
	Gallon	ਗੈਲਨ	ਗੈ

Notes: n/a

Percentages

Country/region: India

Percentage Sign: %

Percentage Description: ਪ੍ਰਤੀਸ਼ਤ ਭਾਗ, ਪ੍ਰਤੀਸ਼ਤ

Percentage Example:

52 %, (52 Percent, (+) 52 ਪ੍ਰਤੀਸ਼ਤ)

Notes: n/a

Sorting

Sorting rules	<p>1. In the first place the sorting order will start with vowels ਅ, ਆ, ਇ, ਈ, ਉ, ਊ ਏ, ਐ, ਓ, ਔ; the words starting with vowels will then be combined along with the consonants in their alphabetical order ਓ, ਅ, ਏ, ਸ, ਹ, ਕ, ਖ, ਗ, ਘ, ਙ, ਚ, ਛ, ਜ, ਝ, ਞ, ਟ, ਠ, ਡ, ਢ, ਣ, ਤ, ਥ, ਦ, ਧ, ਨ, ਪ, ਫ, ਬ, ਭ, ਮ, ਯ, ਰ, ਲ, ਵ, ਡ, ਸ, ਖ, ਗ, ਜ, ਫ, ਲ</p> <p>2. The consonants will be combined with first primary vowels and will be arranged in their alphabetical order.</p> <p>3. Then the consonants will be combined with secondary symbols of the vowels.</p>
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	<p>4. Then the consonants will be combined with consonants according to alphabetical order i.e. cluster formation.</p> <p>5. Then the consonants will be combined with the secondary symbols of the consonants.</p>																																																
Character sorting order	<p>ਅ, ਆ, ਇ, ਈ, ਉ, ਊ ਏ, ਐ, ਓ, ਔ (These are vowels in Punjabi).</p> <p>ੳ, ਅ, ਏ, ਸ, ਹ, ਕ, ਖ, ਗ, ਘ, ਙ, ਚ, ਛ, ਜ, ਝ, ਞ, ਟ, ਠ, ਡ, ਢ, ਣ, ਤ, ਥ, ਦ, ਧ, ਨ, ਪ, ਫ, ਬ, ਭ, ਮ, ਯ, ਰ, ਲ, ਵ, ਡ਼, ਸ਼, ਖ਼, ਗ਼, ਜ਼, ਫ਼, ਲ਼ (These are consonants).</p> <table> <tr> <th>Char</th><th>Decimal Code</th></tr> <tr><td>ਅ</td><td>2565</td></tr> <tr><td>ਆ</td><td>2566</td></tr> <tr><td>ਇ</td><td>2567</td></tr> <tr><td>ਈ</td><td>2568</td></tr> <tr><td>ਉ</td><td>2569</td></tr> <tr><td>ਊ</td><td>2570</td></tr> <tr><td>ਏ</td><td>2575</td></tr> <tr><td>ਐ</td><td>2576</td></tr> <tr><td>ਓ</td><td>2579</td></tr> <tr><td>ਔ</td><td>2580</td></tr> <tr><td>ੳ</td><td>2675</td></tr> <tr><td>ਅ</td><td>2565</td></tr> <tr><td>ਏ</td><td>2674</td></tr> <tr><td>ਸ</td><td>2616</td></tr> <tr><td>ਹ</td><td>2617</td></tr> <tr><td>ਕ</td><td>2581</td></tr> <tr><td>ਖ</td><td>2582</td></tr> <tr><td>ਗ</td><td>2583</td></tr> <tr><td>ਘ</td><td>2584</td></tr> <tr><td>ਙ</td><td>2585</td></tr> <tr><td>ਚ</td><td>2586</td></tr> <tr><td>ਛ</td><td>2587</td></tr> <tr><td>ਜ</td><td>2588</td></tr> </table>	Char	Decimal Code	ਅ	2565	ਆ	2566	ਇ	2567	ਈ	2568	ਉ	2569	ਊ	2570	ਏ	2575	ਐ	2576	ਓ	2579	ਔ	2580	ੳ	2675	ਅ	2565	ਏ	2674	ਸ	2616	ਹ	2617	ਕ	2581	ਖ	2582	ਗ	2583	ਘ	2584	ਙ	2585	ਚ	2586	ਛ	2587	ਜ	2588
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	ਥ	2597
	ਦ	2598
	ਧ	2599
	ਨ	2600
	ਪ	2602
	ਫ	2603
	ਬ	2604
	ਭ	2605
	ਮ	2606
	ਯ	2607
	ਰ	2608
	ਲ	2610
	ਵ	2613
	ੜ	2652
	ਸ਼	2614
	ਖ਼	2649
	ਗ਼	2650
	ਜ਼	2651
	ਫ਼	2654
	ਲ਼	2611
Examples of	Sorting order according to Punjabi alphabetic system.	

sorted words	Vowels	
	ਉ ਊ ਓ ਅ ਆ ਇ ਈ ਐ ਔ	
	ਉਸ	us
	ਊਜ	uuj
	ਅਕਲ	akal
	ਆਰਾ	aaraa
	ਇਸ	is
	ਈਰਖਾ	iirkhaa
	ਏਕੜ	ekaR
	ਐਨਕ	ainak
	ਅਲੋਪ	alop
	ਔਰਤ	aurat
	With consonants	
	ਸੁਰ	sur
	ਹੂਰ	huur
	ਕਾਰਖਾਨਾ	kaarkhaanaa
	ਖਿਤਾਬ	khitaab
	ਗੀਤ	giit
	ਘੋਰਨਾ	ghernaa
	ਚੈਨ	caen
	ਛੋਕਰਾ	chokraa
	ਜੌਹਰੀ	jauhari
	Letters used for writing Urdu and Persian words ਸ਼ ਖ਼ ਗ਼ ਜ਼ ਫ਼	
	ਸ਼ਾਨ	shaan
	ਖ਼ੁਦਾ	khudaa
	ਗ਼ਜ਼ਬ	gazab
	ਜ਼ਮੀਨ	zameen
	ਫ਼ਰਸ਼	farash
	Nasal sounds – Bindi ਬਿੰਦੀ (ਂ) and Tippi ਟਿੱਪੀ (ੰ)।	
	Bindi and Tippi with vowels	
	ਉਂਗਲ	ungal
	ਊਂਘ	uungh
	ਆਂਦਰਾਂ	aandran
	ਐਂਠ	cnTh
	ਔਂਸੀ	ounsii

ੰ -- ਅੰਦਰ	andar	ਇੰਦਰ	indar
Bindi and Tippi with the consonants			
ਂ -- ਸਾਂਗ	saang		
ਮੇਂਗਣ	menngaN		
ਪੀਂਘ	piingh		
ਕੈਂਠਾ	kaenThaa		
ਗੋਂਗਲੂ	gonggluu		
ਖੇਂਚੀ	khouncii		
ੰ -- ਸੰਗ	sanj		
ਰਿੰਗ	hiṅ		
ਕੁੰਡਾ	kunDaa		
ਖੂੰਡਾ	khuunDaa		
Clusters: Clusters are not formed in Punjabi like other languages. These are formed by a symbol called Adhak ੱ which is used to double the sound of the consonants. It is always used above the left of the consonant to be doubled. Eg. ਸ+ਚ+ਚ = ਸੱਚ			
ਹੱਟਾ	haTTaa		
ਕੱਚੀ	kacci		
ਖਿੱਤਾ	khittaa		
ਗੈਰੱਤ	gairatt		
ਘੁੱਟ	ghuTT		
ਜੁੱਠ	juuThTh		

Geopolitical Concerns

Part of the cultural adaptation of the US-product to a specific market is the resolving of geopolitical issues. While the US-product should have been designed and developed with neutrality and a global audience in mind, the localized product should respond to the particular situation that applies within the target country/region.

Sensitive issues or issues that might potentially be offensive to the users in the target country/region may occur in any of the following:

- Maps
- Flags
- Country/region, city and language names
- Art and graphics
- Cultural content, such as encyclopedia content and other text where historical or political references may occur

Some of these issues are relatively easy to verify and resolve: the objective should be for the localizer to always have the most current information available. Maps and other graphic representations of countries/regions and regions should be checked for accuracy and existing political restrictions. Country/region, city and language names change on a regular basis and need to be checked, even if previously approved.

A thorough understanding of the culture of the target market is required for checking the appropriateness of cultural content, clip art and other visual representations of religious symbols, body and hand gestures.

Guideline

As country/region and city names can change, please use the most up-to-date Punjabi list for every release of your product. This list can be requested from your Microsoft project contact.

Grammar, Syntax & Orthographic Conventions

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

Adjectives

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

English - You are using **latest** version of this software.

Punjabi – (+) ਤੁਸੀਂ ਇਸ ਸੌਫਟਵੇਅਰ ਦੇ **ਨਵੀਨਤਮ** ਸੰਸਕਰਣ ਦੀ ਵਰਤੋਂ ਕਰ ਰਹੇ ਹੋ।

Here, in example term 'latest' as 'ਨਵੀਨਤਮ' in Punjabi is a adjective and it represents the property of software.

Possessive adjectives

The frequent use of possessives is a feature of English language. However in Punjabi, possessive adjectives can eliminate repetition in a sentence by replacing a determiner/noun phrase. For example, to say (+) X has saved his file to the desktop instead of (-) X has saved X's file to the desktop.

In the same way, in Punjabi we use (-) 'X ਨੇ ਆਪਣੀ ਫਾਈਲ ਸੁਰੱਖਿਅਤ ਕੀਤੀ' instead of (+)'X ਨੇ X ਦੀ ਫਾਈਲ ਸੁਰੱਖਿਅਤ ਕੀਤੀ।'

Here, in example term '**ਆਪਣੀ**' is a possessive adjective.

Articles

General considerations

Punjabi articles are words that combine with a noun to indicate the type of reference being made by the noun.

Generally articles specify the grammatical definiteness of the noun. Examples are "the, a, and an". Here are some examples: ਇਹ, ਇਸ, ਇੱਕ, ਇੱਕੋ, ਕਈ, ਕੁਝ, ਅਹਾਰ, ਖੁਰਾਕ, ਇਹ ਪੁਸਤਕ, ਕਈ ਪੁਸਤਕਾਂ etc.

Unlocalized Feature Names

Microsoft product names and non-translated feature names are used without definite or indefinite articles in the English language. We should treat them as proper nouns in Punjabi.

Example:

English example	Punjabi example
Windows Mail shares your Internet Connection settings with Internet Explorer	(+) Windows Mail ਤੁਹਾਡੀ ਇੰਟਰਨੈਟ ਕਨੈਕਸ਼ਨ ਸੈਟਿੰਗਜ਼ ਨੂੰ Internet Explorer ਨਾਲ ਸਾਂਝਾ ਕਰਦਾ ਹੈ।
Website addresses will be sent to Microsoft	(+) ਵੈਬਸਾਈਟ ਪਤੇ Microsoft ਨੂੰ ਭੇਜੇ ਜਾਣਗੇ।

Localized Feature Names

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

Example:

English example	Punjabi example
Hide the Task Manager when it is minimized	(+) ਛੋਟਾ ਕਰਨ ਤੇ ਕਾਰਜ ਪ੍ਰਬੰਧਕ ਲੁਕਾਉ।
Check for updates in your installed Media Player's language	(+) ਤੁਹਾਡੇ ਸਥਾਪਿਤ ਕੀਤੇ ਮੀਡੀਆ ਪਲੇਅਰ ਦੀ ਭਾਸ਼ਾ ਵਿੱਚ ਅਪਡੇਟਸ ਲਈ ਦੇਖੋ।

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 Punjabi language?
- **Analogy:** Is there an equivalent Punjabi 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.

Example: 1. Please register this key.

(+) ਕਿਰਪਾ ਕਰਕੇ ਇਹ ਕੁੰਜੀ ਰਜਿਸਟਰ ਕਰੋ।

2. Access to this link is not possible.

(+) ਇਸ ਲਿੰਕ 'ਤੇ ਐਕਸੈਸ ਸੰਭਵ ਨਹੀਂ ਹੈ।

Capitalization

This section does not apply to Punjabi.

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.

In Punjabi new words can be formed from already existing word by a process known as compounding, in which individual words are joined together to form a compound word. For example, the noun ਲੋਕ can be joined with noun ਸਭਾ to form the compound noun ਲੋਕਸਭਾ.

Punjabi compound word formation has three types:-

1. Simple compounding:

ਰਾਜ+ਭਵਨ ਰਾਜਭਵਨ
ਧਰਮ+ਸ਼ਾਲਾ ਧਰਮਸ਼ਾਲਾ
ਬਨ+ਵਾਸ ਬਨਵਾਸ
ਸਿਰ+ਦਰਦ ਸਿਰਦਰਦ
ਫੁਲ+ਵਾੜੀ ਫੁਲਵਾੜੀ
ਧਰਮ+ਰਖਿਅਕ ਧਰਮਰਖਿਅਕ
ਬੁਧੀ+ਜੀਵੀ ਬੁਧੀਜੀਵੀ
ਨਿਰਮਲ+ਚਿਤ ਨਿਰਮਲਚਿਤ
ਘੋੜ+ਸਵਾਰ ਘੋੜਸਵਾਰ
ਘੋੜ+ਮੱਤ ਘੋੜਮੱਤ
ਹੂੜ+ਮੱਤ ਹੂੜਮੱਤ
ਰਿਸ਼ਟ+ਪੁਸ਼ਟ ਰਿਸ਼ਟਪੁਸ਼ਟ
ਨਿੱਕੜ+ਸੁਕੜ ਨਿੱਕੜ-ਸੁਕੜ

2. Hybridation Compounding:

ਚਿਟਾ+ਸਫੈਦ ਚਿੱਟਾਸਫੈਦ
ਲਾਲ+ਸੁਰਖ ਲਾਲਸੁਰਖ
ਕਾਲਾ+ਸਿਆਹ ਕਾਲਾਸਿਆਹ
ਬੱਸ+ਅੱਡਾ ਬੱਸਅੱਡਾ
ਨਾਰ+ਜੂਸ ਨਾਰਜੂਸ
ਰੇੜੀ+ਸਟੈਂਡ ਰੇੜੀਸਟੈਂਡ

3. Reduplication Compounding:

ਅੱਗ+ਉਗ ਅੱਗਉਗ
ਗੁੜ+ਗੜ ਗੁੜਗੜ
ਪੀੜ+ਪੂੜ ਪੀੜਪੂੜ
ਧੂੜ+ਧਾੜ ਧੂੜਧਾੜ
ਮਾਰ+ਮੂਰ ਮਾਰਮੂਰ
ਮੇਲ+ਮਾਲ ਮੇਲਮਾਲ

English examples	Punjabi examples
Internet Accounts	(+) ਇੰਟਰਨੈਟ ਖਾਤੇ
Logon script processing	(+) ਲੋਗਾਓਨ ਸਕ੍ਰਿਪਟ ਪ੍ਰੋਸੈਸਿੰਗ
Workgroup Administrator	(+) ਕਾਰਜਸਮੂਹ ਪ੍ਰਬੰਧਕ
Internet News Server Name	(+) ਇੰਟਰਨੈਟ ਖ਼ਬਰ ਸਰਵਰ ਨਾਂ

This section contains the following topics:

- Compounds with Product or Component Names
- Compounds with Acronyms, Abbreviations or Numerals

Compounds with Product or Component Names

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

English example	Punjabi example
Windows password	(+) Windows ਪਾਸਵਰਡ
Microsoft Word document	(+) Microsoft Word ਦਸਤਾਵੇਜ਼
Microsoft SQL Server Database	(+) Microsoft SQL ਸਰਵਰ ਡੇਟਾਬੇਸ
Microsoft BackOffice product family	(+) Microsoft BackOffice ਉਤਪਾਦ ਪਰਿਵਾਰ
ActivX Control	(+) ActivX ਨਿਯੰਤਰਣ

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

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

Compounds with Acronyms, Abbreviations or Numerals

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

English example	Punjabi example
CD-ROM drive	(+) CD-ROM ਡ੍ਰਾਇਵ
2-D gridlines	(+) 2-D ਗ੍ਰਿਡਲਾਈਨਸ
24 bit color value	(+) 24ਬਿਟ ਕਲਰ ਵੈਲਯੂ
3.5 Floppy	(+) 3.5 ਫਲੋਪੀ
5 1/4-inch Floppy	(+) 5 1/4-ਇੰਚ ਫਲੋਪੀ
35mm slides	(+) 35 ਮਿ.ਮੀ. ਸਲਾਇਡਸ

Gender

There are two genders in Punjabi, masculine and feminine. The gender system is partly semantically based and partly phonologically based. The rule of thumb is that inflected nouns endings in -aa (ਆ) are usually assigned masculine gender whereas the nouns ending in -ii (ਈ) are feminine. The semantic criterion takes precedence over the phonological criterion. Overall, the gender is unpredictable.

Coming to nouns, the regular masculine nouns in Punjabi ends in 'a' (ਆ), while the regular feminine nouns end in 'i' (ਈ). eg. Munda (ਮੁੰਡਾ), Kuri (ਕੁੜੀ). The feminine form of some nouns can be obtained by replacing the ending 'a' (ਆ) to 'i' (ਈ). eg. Ghora (ਘੋੜਾ), Ghori (ਘੋੜੀ). But you'll have to remember the gender of nouns because not all nouns follow the 'regular' pattern of 'a' (ਆ) and 'i' (ਈ) ending.

You will have to use femine form of adjective thin because in Punjabi, adjectives agree in gender with the noun. eg. The noun 'kitaab' (ਕਿਤਾਬ) is feminine but does not end with an 'i' (ਈ). And let us suppose you want to say 'thin book'. So you say 'patli kitaab' (ਪਤਲੀ ਕਿਤਾਬ) and not 'patla kitaab' (ਪਤਲਾ ਕਿਤਾਬ)

Another eg. The noun 'kamm' (ਕੰਮ) is masculine but does not end with an 'a' (ਆ). And let us suppose you want to say 'good job done'. You will have to use masculine form of adjective good so as to make it agree with gender of noun. So you say 'changa kamm kita' (ਚੰਗਾ ਕੰਮ ਕੀਤਾ) and not 'changi kamm kita' (ਚੰਗੀ ਕੰਮ ਕੀਤਾ)

However, there are always exceptions to the 'rules'. For eg. not all nouns ending in 'i' (ਈ) are feminine. Eg. 'nai' (ਨਾਈ) and aadmi (ਆਦਮੀ) end with an 'i' (ਈ) but are masculine nouns . And not all nouns ending in 'a' (ਆ) are masculine eg. Ma (ਮਾਂ) which is a feminine noun.

Besides, sometimes the same word which has different meanings can be both masculine and feminine depending on meaning. The word 'Punjabi' denoting language is feminine but 'Punjabi' denoting ethnicity is masculine. However some words aimed at a single meaning can be considered both masculine and feminine eg. ghah (ਘਾਹ). Other times some nouns sound 'appropriate' when preceded with either masculine or feminine adjective. eg. hassa (ਹੱਸਿਆ). Translation for 'loud laughter' included both options i.e. "ucha or uchi hassa" (ਉੱਚਾ ਜਾਂ ਉੱਚੀ ਹੱਸਿਆ).

Genitive

Genitive case is a case in which the referent of the marked noun is the possessor of the referent of another noun. In some languages, genitive case may express an associative relation between the marked noun and another noun but it can also indicate various relationships other than possession.

Genitive case in Punjabi (Possessive case or Second case)

In Punjabi the genitive case markers are: - ਦਾ, ਦੇ, ਦੀ, ਦਿਆਂ, ਦੀਆਂ।

Some examples are bellow:

- (+) ਉਹਦਾ ਘਰ ਬਹੁਤ ਸੋਹਣਾ ਹੈ। (Genitive masculine singular direct)
- (+) ਉਹਦੇ ਘਰ ਨੂੰ ਅੱਗ ਲੱਗ ਗਈ। (Genitive masculine singular oblique)
- (+) ਉਹਦੇ ਸਾਰੇ ਘਰ ਹੀ ਸੁੰਦਰ ਹਨ। (Genitive masculine plural direct)
- (+) ਉਹਦਿਆਂ ਸਾਥੀਆਂ ਨੂੰ ਪੁਲਿਸ ਨੇ ਫੜ ਲਿਆ। (Genitive masculine plural oblique)
- (+) ਉਹਦੀ ਕਾਰ ਚਿੱਟੇ ਰੰਗ ਦੀ ਹੈ। (Genitive Feminine singular direct)
- (+) ਉਹਦੀ ਮਾਂ ਨੂੰ ਬੁਖਾਰ ਹੋ ਗਿਆ। (Genitive Feminine singular oblique)
- (+) ਉਹਦੀਆਂ ਸਾਰੀਆਂ ਕਿਤਾਬਾਂ ਭਾਸ਼ਾ ਵਿਗਿਆਨਿਕ ਵਿਸ਼ੇ ਨਾਲ ਸੰਬੰਧਿਤ ਹਨ। (Genitive Feminine plural direct)

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.)

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

Modifiers

Modifier is an optional element in phrase structure. The removal of the modifier typically doesn't affect the grammaticality of the construction. Modifiers can be a word, a phrase or an entire clause. Semantically, modifiers describe and provide more accurate definitional meaning for another element.

Example:

English example	Punjabi example
Disk space too low.	(+) ਡਿਸਕ ਥਾਂ ਬਹੁਤ ਘੱਟ ਹੈ।
Delete some unnecessary files from the folder.	(+) ਫੋਲਡਰ ਵਿੱਚੋਂ ਕੁਝ ਬੇਲੋੜੀ ਫਾਈਲਾਂ ਮਿਟਾਉ।

Nouns

General considerations

Noun refers to the name of a living being, place, thing, abstract idea etc. Typically, it can be anything that we call by name. For example, ਮੁੰਡਾ for 'boy', ਕਿਤਾਬ for 'book', ਕਾਰ for 'car', ਸਕੂਲ for 'school', ਘਰ for 'house' are all nouns. Nouns can be of various semantic types, like proper nouns, common nouns, countable nouns, collective nouns etc.

Punjabi nouns have assigned gender, and it can be either masculine or feminine, though some nouns (e.g. common nouns) can be used for both the genders (due to dialectical variations). Punjabi nouns can be in two numbers – singular or plural. There are two cases – direct and oblique, which apply to almost all the nouns. A typical Punjabi noun can have on an average five-six different forms depending upon the values of number and case, e.g. ਮੁੰਡਾ muṇḍā 'boy' has five different forms –ਮੁੰਡਾ muṇḍā (singular-direct), ਮੁੰਡੇ muṇḍē (singular-oblique, plural-direct), ਮੁੰਡਿਆਂ muṇḍiāṃ (plural-oblique), ਮੁੰਡਿਆ muṇḍiā (singular-vocative), and ਮੁੰਡਿਓ muṇḍiō (plural-vocative).

Example:

English example	Punjabi example
Delete it from server .	(+) ਇਸਨੂੰ ਸਰਵਰ ਤੋਂ ਹਟਾਉ।
Enter a password to log into the server	(+) ਸਰਵਰ ਵਿੱਚ ਲੋਗਾਓਨ ਕਰਨ ਦੇ ਲਈ ਕੋਈ ਪਾਸਵਰਡ ਦਾਖਲ ਕਰੋ।
DNS cannot resolve the server IP address	(+) DNS ਸਰਵਰ ਦੇ IP ਪਤੇ ਨੂੰ ਹੱਲ ਨਹੀਂ ਕਰ ਸਕਦਾ।

Verify the name of the server 's certificate	(+) ਸਰਵਰ ਦੇ ਪ੍ਰਮਾਣਪੱਤਰ ਦੇ ਨਾਂ ਦੀ ਤਸਦੀਕ ਕਰੋ।
---	---

Inflection

The examples below show how English loanwords inflect for number in Punjabi

Example:

English example	Punjabi example
Clients	(+) ਕਲਾਇੰਟਸ
Websites	(+) ਵੈਬਸਾਈਟਸ
Downloads	(+) ਡਾਊਨਲੋਡਸ
Proxies	(+) ਪ੍ਰੋਕਸੀਸ

Plural Formation

A large number of nouns end with kanna (ਆ) or bihari (ਈ) such as ਘੋੜਾ (Horse), (+)ਮੁੰਡਾ (Boy) ,(+)(ਗੁੜੀ (Girl), (+)ਕੁਰਸੀ (Chair) etc .The plural (ਬਹੁ ਵਚਨ) forms of regular nouns are obtained by replacing ਆ or ਈ with ਆਂ ,ਏ, ਇਆਂ, ਓਂ.

Example

1. Horse: (+) ਘੋੜਾ – (+) ਘੋੜੇ
2. Boy: (+) ਮੁੰਡਾ – (+) ਮੁੰਡੇ
3. Girl: (+) ਗੁੜੀ – (+) ਗੁੜੀਆਂ
4. Chair: (+) ਕੁਰਸੀ – (+) ਕੁਰਸੀਆਂ etc

Prepositions

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

Punjabi has no preposition, only post-position. The post-positions in Punjabi are like prepositions English but they are placed behind the noun or pronoun.

Common Punjabi post-positions are:

ਦਾ ,ਦੇ ,ਦੀ ,ਦਿਆਂ ,ਦੀਆਂ ,ਨੇ ,ਨੂੰ ,ਵਿੱਚ ,ਉੱਤੇ ,ਨਾਲ ,ਪਰ ,ਤੋਂ ,ਕੋਲੋਂ ,ਪਾਸੋਂ ,ਲਈ ,ਨਾਲ ,ਕੋਲ ,ਵਾਂਗ etc.

US-English expression	Punjabi expression
migrate to	(+) ਤੱਕ ਲੈ ਜਾਉ
Migrate from	(+) ਤੋਂ ਲੈ ਆਉ
import to	(+) ਤੋਂ ਲਉ
import from	(+) ਨੂੰ ਦਿਉ
export to	(+) ਨੂੰ ਦਿਉ

export from	(+) ਤੋਂ ਲਉ
update to	(+) ਨੂੰ ਨਵਾਂ ਕਰੋ
upgrade to	(+) ਨੂੰ ਵਧਾਉ
change to	(+) ਨਾਲ ਬਦਲੋ
click on	(+) 'ਤੇ ਕਲਿਕ ਕਰੋ
connect to	(+) ਨਾਲ ਜੋੜੋ
welcome to ...	(+) ਜੀ ਆਇਆਂ ਨੂੰ...

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

US Expression	Punjabi Expression
in the toolbar	(+) ਸਾਧਨਪੱਟੀ ਵਿੱਚ
on the tab	(+) ਟੈਬ 'ਤੇ
on the menu	(+) ਮੇਨੂ 'ਤੇ
on the net	(+) ਨੈਟ 'ਤੇ
on the Internet	(+) ਇੰਟਰਨੈਟ 'ਤੇ
on the Web	(+) ਵੈਬ 'ਤੇ
on a web site	(+) ਇੱਕ ਵੈਬਸਾਈਟ 'ਤੇ
on a web page	(+) ਇੱਕ ਵੈਬ ਪੰਨੇ 'ਤੇ

Pronouns

Pronouns usually refer to some noun or other pronoun, in sentences. These are used to make sentences look less awkward, and thus help reduce repetition. If pronouns are used as modifiers in sentences, then their use will be termed as adjectival. They are pronouns only if used independently. Except first and second person personal pronouns and reflexive pronouns, all other pronouns can be used as adjectives including the genitive case forms of all the pronouns. Basic Punjabi Pronouns which are commonly used: - ਮੈਂ, ਅਸੀਂ, ਤੂੰ, ਤੁਸੀਂ, ਉਹ, ਇਹ, ਮੈਨੂੰ, ਤੈਨੂੰ, ਉਹਨੂੰ, ਇਹਨੂੰ, ਮੇਰਾ, ਮੇਰੇ, ਸਾਡਾ, ਸਾਡੇ, ਤੇਰਾ, ਤੇਰੇ, ਤੁਹਾਡਾ, ਤੁਹਾਡੇ, ਉਹਦਾ, ਉਹਦੇ, ਆਪ, ਆਪਣਾ, ਆਪਣੀ, ਕੋਈ, ਸਭ, ਕਈ, ਕੁਝ, ਜਿਹੜਾ, ਜਿਹੜੀ, ਕਿਹੜਾ, ਕਿਹੜੀ, ਕੀ, ਕੌਣ, ਕਿਸ, ਕਿਸਦਾ, ਕਿਨ੍ਹਾਂ] etc.

Example:

English example	Punjabi example
Save this file to your My Documents folder.	(+) ਇਸ ਫਾਈਲ ਨੂੰ ਤੁਹਾਡੇ ਮੇਰੇ ਦਸਤਾਵੇਜ਼ ਫੋਲਡਰ ਵਿੱਚ ਸੁਰੱਖਿਅਤ ਕਰੋ।
The file you are trying to download is not available.	(+) ਜਿਹੜੀ ਫਾਈਲ ਨੂੰ ਤੁਸੀਂ ਡਾਊਨਲੋਡ ਕਰਨ ਦੀ ਕੋਸ਼ਿਸ਼ ਕਰ ਰਹੇ ਹੋ ਉਹ ਉਪਲਬਧ ਨਹੀਂ ਹੈ।

Punctuation

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

Comma

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

Example:

English example	Punjabi example
To enhance the security and performance of your computer, we recommend that you turn on Windows Update.	(+) ਤੁਹਾਡੇ ਕੰਪਿਊਟਰ ਦੀ ਸੁਰੱਖਿਆ ਅਤੇ ਕੰਪਿਊਟਰ ਨੂੰ ਵਧਾਉਣ ਲਈ, ਅਸੀਂ ਸਿਫਾਰਿਸ਼ ਕਰਦੇ ਹਾਂ ਕਿ ਤੁਸੀਂ Windows Update ਚਾਲੂ ਕਰੋ।

Colon

(:) Use colons to inform that what follows proves, clarifies, explains, or simply enumerates elements of what is referred to before.

Example:

English example	Punjabi example
Full computer name:	(+) ਪੂਰਾ ਕੰਪਿਊਟਰ ਨਾਂ:
Computer description:	(+) ਕੰਪਿਊਟਰ ਵਿਆਖਿਆ:

The example below shows the wrong use of colon, and should be avoided.

English example	Punjabi example
(-) We travelled to: Ludhiana, Chandigarh and Shimla.	(-) ਅਸੀਂ: ਲੁਧਿਆਣਾ, ਚੰਡੀਗੜ੍ਹ ਅਤੇ ਸ਼ਿਮਲਾ ਦੀ ਯਾਤਰਾ ਕੀਤੀ।
(-)This saved file: could be viewed in Internet explorer.	(-) ਇਸ ਸੁਰੱਖਿਅਤ ਫਾਈਲ ਨੂੰ: Internet explorer ਵਿੱਚ ਦੇਖਿਆ ਜਾ ਸਕਦਾ ਹੈ।

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.

When flowing text, hyphen is sometimes preferable to break a word in half so that it continues on another line rather than moving the entire word to the next line.

Hyphens are mostly used to break single words into parts, or to join ordinarily separate words into single words. Spaces should not be placed between a hyphen.

Example:

E-mail = (+) ਈ-ਮੇਲ

Drop-down = (+) ਡ੍ਰੌਪ-ਡਾਊਨ

Dashes

A dash is noticeably longer than a hyphen. The most commonly used are the **En dash (–)** and the **Em dash (—)**. They are so named because they are the same width as the small letter n and capital letter M, respectively.

It is similar in appearance to a hyphen, but a dash is longer and it is used differently.

En Dash

The En dash is used as a minus sign, usually with spaces before and after. In English, the En dash is used in ranges, such as 6–10 years, read as "six to ten years".

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" or "ਤੋਂ" in Punjabi, such as

Example:

May–June 1967 = (+) ਮਈ–ਜੂਨ 1967 will read as '(+) ਮਈ 1967 ਤੋਂ ਜੂਨ 1967 ਤਕ'

1:00–2:00 p.m. = (+) ਦੁਪਹਿਰ 1:00–2:00 ਵਜੇ will read as '(+) ਦੁਪਹਿਰ 1.00 ਤੋਂ 2.00 ਵਜੇ'

For ages 6–9 = (+) 6–9 ਸਾਲ ਦੀ ਉਮਰ ਲਈ will read as '(+) 6 ਤੋਂ 9 ਸਾਲ ਦੀ ਉਮਰ ਲਈ'

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. 15–20 = (+) ਪੰਨਾ ਸੰਖਿਆ 15–20 will read as '(+) ਪੰਨਾ ਸੰਖਿਆ 15 ਤੋਂ 20'

Em Dash

An em dash is most often used to indicate a break in thought or to set an appositive off from the rest of the sentence. It can also be used to show a date when the time frame in question has not yet ended (Example: John Smith, 1976—).

Em Dash (—), Denotes a pause in thought, a parenthetical statement. Use of an em dash sparingly in formal writing. In informal writing, em dashes may replace commas, semicolons, colons, and parentheses to indicate added emphasis, an interruption, or an abrupt change of thought.

The Em dash is used in much the way a colon or a set of parentheses is used; it can show an abrupt change in thought or be used where a full stop (or "period") is too strong and a comma too weak. Em dashes are sometimes used in lists or definitions, but that is a style guide issue; a colon is often recommended for use instead.

Example:

1. I need three items at the store—biscuits, chili, and cheese.
(+) ਮੈਨੂੰ ਸਟੋਰ ਤੋਂ ਤਿੰਨ ਚੀਜ਼ਾਂ ਲੈਣ ਦੀ ਲੋੜ ਹੈ—ਬਿਸਕੁਟ, ਮਿਰਚਾਂ, ਅਤੇ ਪਨੀਰ।
2. We can save this file with different names, like—file1, file2, file3 etc.
(+) ਅਸੀਂ ਇਸ ਫਾਈਲ ਨੂੰ ਅਲੱਗ-ਅਲੱਗ ਨਾਂਵਾਂ ਨਾਲ ਸੁਰੱਖਿਅਤ ਕਰ ਸਕਦੇ ਹਾਂ, ਜਿਵੇਂ ਕਿ—ਫਾਈਲ1, ਫਾਈਲ2, ਫਾਈਲ3 ਆਦਿ।

Ellipses (Suspension Points)

Ellipses (Suspension Points) are often used in taskbars or web browser tabs to indicate longer titles than will fit. Hovering the cursor over the tab often shows a pop-up balloon of the full title. When many programs are open, or during a "tab explosion" in web browsing, the tabs may be reduced in size so much that no characters from the actual titles show, and ellipses take up all the space besides the program icon.

In many user interface guidelines, a "..." after the name of a command implies that the user will need to provide further information, for example in a subsequent dialog box, before the action can be completed. A typical example is the Save As... Command, which after being clicked will usually require the user to enter a file name, as opposed to save where the file will usually be saved under the existing name of the file. Also, an ellipsis character after a status message signifies that an operation may take some time, as in "Downloading updates...".

The most common form of an ellipsis is a row of three periods or full stops (...)

Example:

Save As... = (+) ਇਸ ਤਰ੍ਹਾਂ ਸੁਰੱਖਿਅਤ ਕਰੋ...
Downloading updates... = (+) ਅਪਡੇਟਸ ਡਾਊਨਲੋਡ ਕਰ ਰਿਹਾ ਹੈ...
Updating the software... = (+) ਸੌਫਟਵੇਅਰ ਨੂੰ ਅਪਡੇਟ ਕਰ ਰਿਹਾ ਹੈ...

Period

A full stop or period (.) is used as (।) in Punjabi, that is the punctuation mark commonly placed at the end of sentences and other statements thought to be complete. The punctuation mark (.) is used after many abbreviations.

Example:

1. Please try again later. = (+) ਕਿਰਪਾ ਕਰਕੇ ਬਾਅਦ ਵਿੱਚ ਦੁਬਾਰਾ ਕੋਸ਼ਿਸ਼ ਕਰੋ।
2. File is being saved. = (+) ਫਾਈਲ ਨੂੰ ਸੁਰੱਖਿਅਤ ਕੀਤਾ ਜਾ ਰਿਹਾ ਹੈ।
3. Delete this file. = (+) ਇਸ ਫਾਈਲ ਨੂੰ ਮਿਟਾਉ।

Quotation Marks

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

When we quote somebody's speech without any change or modification then we have to use quotation mark i.e. 'Double Inverted Comma'.

Example:

(+) “ਮਾਰਫ਼ਾਲੈਜੀ ਮਿਸ਼ਰਿਤ ਸ਼ਬਦਾਂ ਦੀ ਅੰਦਰੂਨੀ ਸੰਰਚਨਾ ਦਾ ਵਿਸ਼ਲੇਸ਼ਣ ਹੈ।”

(+) “ਭਾਸ਼ਾ ਦੀ ਛੋਟੀ ਤੋਂ ਛੋਟੀ ਇਕਾਈ ਧੁਨੀ ਹੈ।”

(+) “ਇਹ ਮੂਲਾਸ਼ ਹੀ ਹੁੰਦਾ ਹੈ ਜਿਸ ਨਾਲ ਵਿਭਕਤੀ-ਮੁਲਕ ਵਧੇਤਰ ਹੀ ਸੰਜੁਗਤ ਕੀਤੇ ਜਾਂਦੇ ਹਨ।”

If one needs to insert quoted phrase or word within a sentence that is already quoted then 'Single Inverted Commas' are used for the phrase which is inserted.

Example:

(+) ਮਾਰਫੀਮ ਭਾਸ਼ਾ ਦੀ ਸਾਰ ਵਸਤੂ ਹੈ, ਜੋ ਅਵਿਕਤ, ਅਮੂਰਤ ਤੇ ਨਿਰਾਕਾਰ ਹੈ ਅਤੇ ਜਿਸ ਨੂੰ ਕਿਸੇ ਧੁਨੀਆਤਮਕ ਸ਼ਕਲ ਦੇ ਰਾਹੀਂ ਸਾਕਾਰ ਪ੍ਰਗਟ ਕੀਤਾ ਜਾਂਦਾ ਹੈ, ਇਸ ਧੁਨੀਆਤਮਕ ਸ਼ਕਲ ਨੂੰ ਹੀ ‘ਮਾਰਫ਼’ ਕਿਹਾ ਜਾਂਦਾ ਹੈ।

(+) ਸ਼ਬਦ ਦੇ ਖੰਡ ਜਾਂ ਟੋਟੇ ਨਹੀਂ ਹੁੰਦੇ ਹਨ, ਕਿਉਂਕਿ ਮਾਰਫੀਮਾਂ ਦੀ ‘ਸ਼ਬਦ’ ਵਿੱਚ ਕੋਈ ਪੁਜ਼ੀਸ਼ਨ ਨਹੀਂ ਹੈ, ਉੱਥੇ ਤਾਂ ਮਾਰਫੀਮਾਂ ਦਾ ਕਾਰਜੀ ਰੋਲ ਹੈ।

Parentheses

In English, there is no space between the parentheses and the text inside them. Parentheses are used to contain optional or additional material in a sentence that could be removed without destroying the meaning of the main text. Parentheses may be used to add supplementary information. They can also indicate shorthand for "either singular or plural" for nouns – Exp., "the file(s)"

Example:

- English = You have received a "cookie" (Internet information stored on your computer) from a website.
- Punjabi = (+) ਤੁਸੀਂ ਇੱਕ ਵੈਬਸਾਈਟ ਤੋਂ ਕੋਈ "ਕੁਕੀ"(ਤੁਹਾਡੇ ਕੰਪਿਊਟਰ 'ਤੇ ਸਟੋਰਡ ਇੰਟਰਨੈਟ ਜਾਣਕਾਰੀ) ਪ੍ਰਾਪਤ ਕੀਤੀ ਹੈ।
- English = The system cannot find the file(s).
- Punjabi = (+) ਸਿਸਟਮ ਫਾਈਲ(ਲਾਂ) ਨੂੰ ਨਹੀਂ ਲੱਭ ਸਕਦਾ।

Singular & Plural

Punjabi nouns can be in two numbers - Singular or Plural.

Number or 'ਵਚਨ' of a part of speech tells us whether the word refers to single person, place or thing in which case it is Singular (ਇੱਕ-ਵਚਨ (Exp: ਕਿਤਾਬ i.e. 'Book' or more than one such persons, places or things in which case it is Plural (ਬਹੁ-ਵਚਨ (Exp: 'ਕਿਤਾਬਾਂ' i.e. 'Books'.

Punjabi Plurals are grammatical numbers, typically referring to more than one of the referent in the real world. In English language, Singular and Plural are the only grammatical numbers.

Example:

<u>Singular</u>		<u>Plural</u>	
Eng.	Pun.	Eng.	Pun.
Open this file.	(+) ਇਸ ਫਾਈਲ ਨੂੰ ਖੋਲ੍ਹੋ।	Open these files.	(+) ਇਹਨਾਂ ਫਾਈਲਾਂ ਨੂੰ ਖੋਲ੍ਹੋ।
Internet Account	(+) ਇੰਟਰਨੈਟ ਖਾਤਾ	Internet Accounts	(+) ਇੰਟਰਨੈਟ ਖਾਤੇ
E-mail message has been sent to the user.	(+) ਈ-ਮੇਲ ਸੁਨੇਹਾ ਉਪਭੋਗਤਾ ਨੂੰ ਭੇਜ ਦਿੱਤਾ ਗਿਆ ਹੈ।	E-mail messages have been sent to the users.	(+) ਈ-ਮੇਲ ਸੁਨੇਹੇ ਉਪਭੋਗਤਾਵਾਂ ਨੂੰ ਭੇਜ ਦਿੱਤੇ ਗਏ ਹਨ।

Split Infinitive

A split infinitive is an English-language grammatical construction in which a word or phrase, usually an adverb or adverbial phrase, comes between the marker *to* and the bare infinitive (uninflected) form of a verb. Example 'To boldly go where no one has gone before.' Here, the adverb "boldly" splits the full infinitive "to go."

Example:

It is strongly recommended that you scan any received files.

(+) ਇਸਦੀ ਪ੍ਰਭਾਵੀ ਰੂਪ ਤੋਂ ਸਿਫਾਰਿਸ਼ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਤੁਸੀਂ ਕੋਈ ਵੀ ਪ੍ਰਾਪਤ ਕੀਤੀ ਫਾਈਲਾਂ ਨੂੰ ਸਕੈਨ ਕਰੋ।

Subjunctive

Subjunctive is a verb mood typically used to express a wish, emotion, possibility, judgment, opinion, necessity, or action that has not yet occurred. Subjunctive is only noticeable in certain forms and tenses.

Subjunctive looks like the infinitive form of the verb, and all persons (including the third person singular) are written or spoken without an "s". It takes the same form whether we are referring to the present, future or past.

But it doesn't effect the forms and tenses in Punjabi sentences.

Example:

He **tries** to save file.

(+) ਉਹ ਫਾਈਲ ਸੁਰੱਖਿਅਤ ਕਰਨ ਦੀ ਕੋਸ਼ਿਸ਼ ਕਰਦਾ ਹੈ।

It is important (expression) that he **try** to save file. (*Subjunctive form of "try"*)

(+) ਇਹ ਮਹੱਤਵਪੂਰਨ ਹੈ (expression) ਕਿ ਉਹ ਫਾਈਲ ਸੁਰੱਖਿਅਤ ਕਰਨ ਦੀ ਕੋਸ਼ਿਸ਼ ਕਰਦਾ ਹੈ।

Symbols & Non-Breaking Spaces

There are no particular concerns about symbols in Punjabi localization of MS products.

Example:

It is not a practice to include a non-breaking space during localization of MS products in Punjabi. Moreover, there is little need for doing the same. Non-breaking spaces are needed in order to keep some words together, so that an automatic line-break at any white space character does not leave them in different lines of text (e.g. the word 5 MB should not appear as the number '5' at the end of one line and 'MB' at the beginning of the next line. They should rather be together to make their sense).

In Punjabi, we may remove the white space character in case of some quantitative expressions to keep consecutive words together. For example, 5 MB may be written as 5MB to prevent their breaking-away.

In HTML text, the non-breaking space may be created by using instead of white space.

Example:

(+) 5km

(+) 5 km

Syntax

Syntax and register differ between Punjabi and English in the following ways:

1. Difference #1: The syntax of direct speech and that of indirect speech are not different from each other in English language. Unlike English, Punjabi prefers the discourage strategy of 'direct speech'. For English expressions such as 'He asked me what the matter was.' Punjabi prefer to use the direct narration form, as (+) 'ਉਸ ਨੇ ਪੁੱਛਿਆ ਕਿ ਕੀ ਗੱਲ ਹੈ'।

Other examples are:

Eng – The link you tried to send was blocked because it was reported as unsafe.

Pun – (+) ਜਿਹੜੇ ਲਿੰਕ ਨੂੰ ਤੁਸੀਂ ਭੇਜਣ ਦੀ ਕੋਸ਼ਿਸ਼ ਕੀਤੀ ਹੈ ਉਹ ਬਲੈਕ ਸੀ ਕਿਉਂਕਿ ਉਸਨੂੰ ਅਸੁਰੱਖਿਅਤ ਰਿਪੋਰਟ ਕੀਤਾ ਗਿਆ ਸੀ।

Eng – It is recommended that you use plain text.

Pun – (+) ਇਸਦੀ ਸਿਫਾਰਿਸ਼ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਤੁਸੀਂ ਸਾਦਾ ਪਾਠ ਉਪਯੋਗ ਕਰੋ।

Therefore, regardless of meaning, the syntax of these examples is that of direct speech in English.

2. Difference #2: In procedural text, which tells the user to perform certain actions in a certain number of steps, the order in which interface terms are to appear in the translation is usually top to bottom (for example, “menu,” “command,” “dialog box,” “dialog box controls”). This order reflects the sequence in which the action needs to be performed, and it should be maintained unless there are technical reasons preventing it.

Example:

Eng – On the View menu, click Filter.

Pun – (+) ਦ੍ਰਿਸ਼ ਮੇਨੂ ਤੇ, ਫਿਲਟਰ ਕਲਿਕ ਕਰੋ।

Eng – On the Tools menu, click Internet Options, and click the Security tab.

Pun – (+) ਸਾਧਨ ਮੇਨੂ ਤੇ, ਇੰਟਰਨੈਟ ਵਿਕਲਪ ਕਲਿਕ ਕਰੋ, ਅਤੇ ਸੁਰੱਖਿਆ ਟੈਬ ਕਲਿਕ ਕਰੋ।

3. Difference #3: In some cases, instructions or procedures are translated before the actions to be performed. In such cases translated sentences starts from the second part of English source. See an example for this.

Example:

Eng - Run the installation without any input from the user.

Pun – (+) ਉਪਭੋਗਤਾ ਦੇ ਬਿਨਾਂ ਕਿਸੇ ਇਨਪੁਟ ਦੁਆਰਾ ਸਥਾਪਨਾ ਚਲਾਉ।

Eng – Click this link to download the file on your computer from Internet Explorer.

Pun – (+) Internet Explorer ਤੋਂ ਇਸ ਫਾਈਲ ਨੂੰ ਆਪਣੇ ਕੰਪਿਊਟਰ ਤੇ ਡਾਊਨਲੋਡ ਕਰਨ ਲਈ ਇਸ ਲਿੰਕ ਤੇ ਕਲਿਕ ਕਰੋ।

Verbs

Punjabi 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. A verb expresses action, event, state of being, state of happening etc. For example, ਜਾ 'go', ਕਰ 'do', ਸੁਣ 'listen', ਹੱਸ 'laugh', ਲਿਖ 'write' are all verbs. A Punjabi verb root is always in second person singular form in imperative mood. In a Punjabi sentence, verbs must agree with the subject or object of the sentence in terms of gender, number, and person. Punjabi verbs take forms for three persons – first, second, and third. Punjabi verbs can be in perfect or non-perfect forms. Perfect refers to the action completed or perfected at the time of saying, and non-perfect refers to the remaining states of the action like ongoing or not yet started. Punjabi verbs take

forms for future tense, present tense and past tense. For example, ਜਾਂਦਾ ਹੈ jāndā hai '(he) goes' is for present tense, ਜਾਂਦਾ ਸੀ jāndā sī '(he) was going' is for past tense, and ਜਾਵੇਗਾ jāvēgā '(he) will go' is for future tense.

Example:

English	Punjabi	Punjabi	Punjabi
chat	(+) ਚੈਟ ਕਰਦਾ	(+) ਚੈਟ ਕੀਤੀ	(+) ਚੈਟ ਕਰੇਗਾ
save	(+) ਸੁਰੱਖਿਅਤ ਕਰਦਾ	(+) ਸੁਰੱਖਿਅਤ ਕੀਤਾ	(+) ਸੁਰੱਖਿਅਤ ਕਰੇਗਾ
download	(+) ਡਾਊਨਲੋਡ ਕਰਦਾ	(+) ਡਾਊਨਲੋਡ ਕੀਤਾ	(+) ਡਾਊਨਲੋਡ ਕਰੇਗਾ

Be consistent in how you translate verbs in messages. Be concise without changing the meaning of the source string.

English example	Punjabi example	Explanation
The document is too large. Document too large.	(+) ਦਸਤਾਵੇਜ਼ ਬਹੁਤ ਵੱਡਾ ਹੈ।	Be consistent in your usage of the verb "to be"
Access was denied. Access denied.	(+) ਐਕਸੈਸ ਵਰਜਿਤ।	In complete sentences, use verbs and the same tense as in the source string.
The file '%s' is an unknown graphics format.	(+) ਫਾਈਲ '%s' ਦਾ ਗ੍ਰਾਫਿਕ ਸਰੂਪ ਅਗਿਆਤ ਹੈ।	Rephrase "is" with "have" if necessary to produce an appropriate translation.
The application may attempt to convert the graphic.	(+) ਐਪਲੀਕੇਸ਼ਨ ਗ੍ਰਾਫਿਕ ਨੂੰ ਰੂਪਾਂਤਰਿਤ ਕਰਨ ਦਾ ਜਤਨ ਕਰ ਸਕਦੀ ਹੈ।	may + Verb can be rephrased as Verb + possibly
A problem occurred while trying to connect to the network share '%1!s!'.	(+) ਨੈਟਵਰਕ '%1!s!' 'ਤੇ ਕਨੈਕਟ ਕਰਨ ਦੀ ਕੋਸ਼ਿਸ਼ ਕਰਦੇ ਹੋਏ ਸਮੱਸਿਆ ਉਤਪੰਨ ਹੋਈ।	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!)	(+) ਨਿਮਨਲਿਖਿਤ ਤਰੁਟੀ ਉਤਪੰਨ ਹੋਈ: '%1!s!' (error #%2!lx!)	Shorten this construction where possible, e.g. Error: '%1!s!' (error #%2!lx!).
An unknown error has occurred. / No error occurred.	(+) ਅਗਿਆਤ ਤਰੁਟੀ ਉਤਪੰਨ ਹੋਈ।/ਕੋਈ ਤਰੁਟੀ ਨਹੀਂ।	Shorten this construction where possible, e.g. Unknown error. / No error

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

Example: Send – Sending (+) (ਭੇਜੋ – ਭੇਜਣਾ)

Edit – Editing (+) (ਸੰਪਾਦਿਤ ਕਰੋ – ਸੰਪਾਦਨ)

Delete – Deleting (+) (ਮਿਟਾਉ – ਮਿਟਾਉਣਾ)

Word Order

Punjabi has a canonical word order of SOV (Subject-Object-Verb). It has postpositions rather than prepositions. Subject Object Verb (SOV) is the type of languages in which the subject, object, and verb of a sentence appear or usually appear in that order. If English were SOV, then "Antivirus virus detects" would be an ordinary sentence, as opposed to the actual standard English "Antivirus detects virus".

Example:

English example	Punjabi example
Download file from Internet Explorer .	(+) Internet Explorer ਤੋਂ ਫਾਈਲ ਡਾਊਨਲੋਡ ਕਰੋ।
Select Punjabi language from the drop-down menu.	(+) ਡ੍ਰੌਪ-ਡਾਊਨ ਮੇਨੂ ਤੋਂ ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਚੁਣੋ।
Save file to My Computer.	(+) ਮੇਰੇ ਕੰਪਿਊਟਰ ਤੇ ਫਾਈਲ ਸੁਰੱਖਿਅਤ ਕਰੋ।

Style and Tone Considerations

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

Audience

The people who will use computers with localized software products installed are largely beginner computer users. Therefore, the content should be localized to accommodate the requirements of beginner computer users who depend heavily on the localized terminology in their software to understand how to use that software.

Example:

English example	Punjabi example
My Computer	(+) ਮੇਰਾ ਕੰਪਿਊਟਰ
My Documents	(+) ਮੇਰੇ ਦਸਤਾਵੇਜ਼
Recycle Bin	(+) ਰੀਸਾਈਕਲ ਬਿਨ
Shut down	(+) ਸ਼ਟ ਡਾਊਨ ਕਰੋ
Control Panel	(+) ਨਿਯੰਤਰਣ ਪੈਨਲ
My Network Places	(+) ਮੇਰੇ ਨੈਟਵਰਕ ਸਥਾਨ

Style

Following are the general style of writing that localizer should know for the language:-

1. In the pronouns with consonant ਸ (s) at the second place changes its place with ਹ (h). In writing both forms are used like (+) ਇਸ ਦਾ -- ਇਹਦਾ / (+) ਉਸ ਦਾ -- ਉਹਦਾ। ਇਸ ਦਾ and ਉਸ ਦਾ are recommended while localizing.
2. In the words of Sanskrit origin, Punjabi pronunciation of consonant ਰ is like ਪਰਗਟ, ਪਰੇਰਨਾ, ਪਰੇਮ etc. but while writing these words it is mostly recommended to be used as (+) ਪ੍ਰਗਟ, (+) ਪ੍ਰੇਰਨਾ, (+) ਪ੍ਰੇਮ.

3. There are many variations like ਵ takes the place of ਬ and ਜ takes the place of ਯ like ਵਾਈ - ਬਾਈ ; ਵੰਦਨਾ - ਬੰਦਨਾ; ਵਾੜਾ - ਬਾੜਾ ; ਯੁੱਧ - ਜੁੱਧ, ਯੰਤਰ - ਜੰਤਰ which should be followed in our writing style.

Tone

One of the unique features of Punjabi, in the variety of modern South Asian Languages, is the presence of pitch contours. These change the meaning of the word depending on the way it sounds. In technical terms these are called 'tones' and there are three types: low, high and level. The Punjabi tone system is far less complex than Chinese, the best known tone language. The low tone is characterised by lowering the voice below the normal pitch and then rising back in the following syllable. In the high tone the pitch of the voice rises above its normal level falling back at the following symbol. The level tone is carried by the remaining words. Tones are not represented by any letters or symbols in the Gurmukhi script.

Examples:

Low tone		Level tone		High tone	
(+) ਝਾ	peep	(+) ਚਾਅ	desire	(+) ਚਾਹ	tea
(+) ਘੋੜਾ	horse	(+) ਕੋੜਾ	whip	(+) ਕੋਹੜਾ	leper
(+) ਘੜੀ	watch	(+) ਕੜੀ	link of a chain	(+) ਕੜੀ	turmeric curry

Voice

Depending upon the context / person to whom one is addressing 'you' may be translated as (Hon.) ਤੁਸੀਂ (intimate) ਤੈਂ, (inferior) ਤੂੰ. Use of 3rd person (honorific) i.e. ਤੁਸੀਂ is recommended.

Example:

English	Translation
You are now connected to the Internet.	(+) ਤੁਸੀਂ ਹੁਣ ਇੰਟਰਨੈਟ ਨਾਲ ਕਨੈਕਟੇਡ ਹੋ।

Localization Guidelines

This section contains guidelines for localization into Punjabi.

General Considerations

Consistency and the adaptation of the product to the local language (idiomaticity) play an equally important role for localization. Idiomatic syntax and terminology should be followed in target language while localizing the product. At the same time, the language must maintain a high level of terminological consistency, to guarantee the maximum user experience and usability.

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

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:

Punjabi abbreviations are formed by the first or two letter of the word and also by taking the first syllable of the word followed by a dot (.).

List of common abbreviations:

Dictionary usage

Punjabi Expression	Acceptable Abbreviation
ਵਿਸ਼ੇਸ਼	(+) ਵਿਸ਼ੇ.
ਕਿਰਿਆ ਵਿਸ਼ੇਸ਼	(+) ਕ੍ਰਿ. ਵਿਸ਼ੇ.
ਪੜਨਾਵ	(+) ਪੜ.
ਪੁਲਿੰਗ	(+) ਪੁ.
ਇਸਤਰੀਲਿੰਗ	(+) ਇ. ਲਿੰਗ
ਉਪਭਾਸ਼ਾ	(+) ਉਪ.
ਵਿਆਕਰਣ	(+) ਵਿਆ.
ਭੂਗੋਲ	(+) ਭੂਗੋ.
ਬਨਸਪਤੀ	(+) ਬਨ.
ਪਰਸਰਗ	(+) ਪਸ.
ਅੰਗਰੇਜ਼ੀ	(+) ਅੰਗ.

ਰੇਖਾਗਣਿਤ	(+) ਰੇਖਾ.
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Geographical /Directional

Punjabi Expression	Acceptable Abbreviation
ਉੱਤਰ	(+) ਉ.
ਦੱਖਣ	(+) ਦ.
ਪੂਰਬ	(+) ਪੂ.
ਪੱਛਮ	(+) ਪ.
ਪਟਿਆਲਾ	(+) ਪਟਿ.
ਲੁਧਿਆਣਾ	(+) ਲੁਧਿ.
ਪੰਜਾਬ	(+) ਪੰਜ.

Administrative/ Commercial

Punjabi Expression	Acceptable Abbreviation
ਪੰਜਾਬ ਪੁਲਿਸ	(+) ਪੰਜ. ਪੁ.
ਕੰਪਨੀ	(+) ਕੰ.
ਪ੍ਰਾਈਵੇਟ ਲਿਮਿਟਿਡ	(+) ਪ੍ਰਾ. ਲਿ.
ਰਜਿਸਟਰਡ	(+) ਰਜਿ.
ਰੁਪਇਆ	(+) ਰੁ.
ਪ੍ਰੋਫੈਸਰ	(+) ਪ੍ਰੋ.
ਪ੍ਰਿੰਸੀਪਲ	(+) ਪ੍ਰਿੰ.
ਪੰਨਾ	(+) ਪੰ.
ਡਾਕਟਰ	(+) ਡਾ.
ਇੰਜਨੀਅਰ	(+) ਇੰਜ.

Measurements

Punjabi Expression	Acceptable Abbreviation
ਮੈਲਸੀਅਸ	(+) ਮੈ.
ਕਿਲੋਮੀਟਰ	(+) ਕਿ.ਮੀ.
ਮੈਟੀਮੀਟਰ	(+) ਮੈ.ਮੀ.
ਕਿਲੋਗ੍ਰਾਮ	(+) ਕਿ. ਗ੍ਰਾ.
ਗ੍ਰਾਮ	(+) ਗ੍ਰਾ.

Use the common abbreviations listed in this section, but avoid extensive use of abbreviations. Do not abbreviate such words as “and,” “or,” “something,” “someone,” or any other word that users might not recognize. If you have any doubt, spell out the word rather than using an abbreviation.

Accessibility

Microsoft provides people with disabilities (single-handed or with hearing or motion disabilities) with more accessible products and services. These may not be available in India. Please check with your Microsoft contact and remove these references from Punjabi text if necessary.

Acronyms

Acronyms are words made up of the initial letters of major parts of a compound term. Some well-known examples are WYSIWYG (What You See Is What You Get), OLE (Object Linking and Embedding), or RAM (Random Access Memory). In Punjabi acronyms are formed by taking the first letter or the first syllable of the word.

List of common acronyms:

(+) ਐਨਜੀਓ	ਨੈਨ ਗਵਰਨਮੈਂਟ ਔਰਗਨਾਈਜ਼ੇਸ਼ਨ	NGO
(+) ਯੂਨੇਸਕੋ	ਯੂਨਾਈਟਡ ਨੇਸ਼ਨਜ਼ ਐਜੂਕੇਸ਼ਨਲ ਸਾਇੰਟੀਫਿਕ ਐਂਡ ਕਲਚਰਲ ਔਰਗਨਾਈਜ਼ੇਸ਼ਨ	UNESCO
(+) ਸਾਰਕ	ਸਾਉਥ ਏਸ਼ੀਅਨ ਐਸੋਸੀਏਸ਼ਨ ਫਾਰ ਰਿਜਨਲ ਕੋਅਪਰੇਸ਼ਨ	SAARC
(+) ਯੂਨੀਸੇਫ	ਯੂਨਾਇਟਡ ਨੇਸ਼ਨਜ਼ ਇੰਟਰਨੈਸ਼ਨਲ ਚਿਲਡਰਨਜ਼ ਐਮਰਜੈਂਸੀ ਫੰਡ	UNICEF
(+) ਪੂਡਾ	ਪੰਜਾਬ ਅਰਬਨ ਡੀਵੈਲਪਮੈਂਟ ਆਥੋਰਿਟੀ	PUDA
(+) ਐਸਜੀਪੀਸੀ	ਸ਼੍ਰੋਮਣੀ ਗੁਰਦੁਆਰਾ ਪ੍ਰਬੰਧਕ ਕਮੇਟੀ	SGPC

Caution: Do not include a generic term after an acronym or abbreviation if one of the letters in the acronym stands for that term. Even though this might occur in the US-English version, it should be “corrected” in the localized version. The following examples show the redundancy in red for English terms.

- (-) RPC **call**
- (-) HTML **language**
- (-) TCP/IP-**Protocol**
- (-) PIN **Number**

The following examples show the redundancy in red for Punjabi terms.

- (-) ਐਸਜੀਪੀਸੀ **ਕਮੇਟੀ**
- (-) ਬਸਪਾ **ਪਾਰਟੀ**
- (-) ਭਾਜਪਾ **ਪਾਰਟੀ**

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 .

Example:

- (+) ਡੇਟਾ ਐਕਸੈਸ ਐਬਜੈਕਟ, ਡੀਏਓ (Data Access Objects, DAO)
- (+) ਰੈਂਡਮ ਐਕਸੈਸ ਮੈਮਰੀ, ਰੈਮ (Random Access Memory, RAM)

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.

Example:

- ANSI (American National Standards Institute)
- ISO (International Standards Organization)
- ISDN
- DOS
- DSL
- CD
- DVD

Applications, Products, and Features

Application/product names are often trademarked or may be trademarked in the future and are therefore rarely translated. Occasionally, feature names are trademarked, too (e.g. IntelliSense™). Before translating any application, product, or feature name, please verify that it is in fact translatable and not protected in any way.

General Information for Punjabi:

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

Example:

You are using Microsoft Expression Web 6.2

(+) ਤੁਸੀਂ Microsoft Expression Web 6.2 ਦੀ ਵਰਤੋਂ ਕਰ ਰਹੇ ਹੋ।

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

Version strings that contain copyright information should always be translated.

Example:

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

(+) Copyright © 2001-2007 Microsoft Corporation. ਸਭ ਹੱਕ ਰਾਖਵੇਂ।

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

Frequent Errors

1. Product names should not be localized.

Example: Feedback has not been sent to Microsoft. It will be stored and resent to Microsoft.

(-) ਫੀਡਬੈਕ ਮਾਇਕ੍ਰੋਸਾਫਟ ਨੂੰ ਨਹੀਂ ਭੇਜਿਆ ਗਿਆ ਹੈ। ਇਸ ਨੂੰ ਸੰਭਾਲਿਆ ਜਾਵੇਗਾ ਅਤੇ Microsoft ਨੂੰ ਦੁਬਾਰਾ ਭੇਜਿਆ ਜਾਵੇਗਾ।

(+) ਫੀਡਬੈਕ Microsoft ਨੂੰ ਨਹੀਂ ਭੇਜਿਆ ਗਿਆ ਹੈ। ਇਸ ਨੂੰ ਸੰਭਾਲਿਆ ਜਾਵੇਗਾ ਅਤੇ Microsoft ਨੂੰ ਦੁਬਾਰਾ ਭੇਜਿਆ ਜਾਵੇਗਾ।

2. Variables and place holders are appropriate as per source term, and it should be well placed in target language.

Example: The name "%1!ws!" specified in the box is not valid.

(-) "%1!ws!" ਬਾਕਸ ਵਿੱਚ ਨਿਸ਼ਚਿਤ ਕੀਤਾ ਨਾਂ ਪ੍ਰਮਾਣਿਤ ਨਹੀਂ ਹੈ।

(+) ਬਾਕਸ ਵਿੱਚ ਨਿਸ਼ਚਿਤ ਕੀਤਾ ਗਿਆ "%1!ws!" ਨਾਂ ਪ੍ਰਮਾਣਿਕ ਨਹੀਂ ਹੈ।

Glossaries

You can find the translations of terms and UI elements of Microsoft products at Microsoft Language Portal (<http://www.microsoft.com/Language/en-US/Default.aspx>).

Fictitious Information

Fictitious content is legally sensitive material and as such cannot be handled as a pure terminology or localization issue. Below is some basic information and contact points when dealing with fictitious content:

Vendors and Localizers are not allowed to create their own fictitious names. You must either use the source names or use the list of legally approved names.

Please contact your product team representative for further information on how to deal with fictitious companies, names, addresses, email addresses, phone numbers, etc. in your product. For technical products, you may also check with the product team representative whether localized fictitious content is required or not (e.g. Visual Studio).

Recurring Patterns

This section does not apply to Punjabi.

Standardized Translations

There are a number of standardized translations mentioned in all sections of this Style Guide. In order to find them more easily, the most relevant topics and sections are compiled here for your reference.

- [Syntax](#)
- [Verbs](#)
- [Style and Tone Considerations](#)
- [Word Order](#)
- [Applications, Products, and Features](#)
- [Frequent Errors](#)
- [Messages](#)
- [Error Messages](#)
- [The importance of standardization](#)
- [Error Messages Containing Placeholders](#)

- [Standard Shortcut Keys](#)
- [Titles](#)

Unlocalized Items

Trademarked names and the name Microsoft Corporation shouldn't be localized. A list of Microsoft trademarks is available for your reference at the following location: <http://www.microsoft.com/trademarks/t-mark/names.htm>.

The following list of Microsoft Trademarks is provided here for your reference:

Word	Comment
.Net logo	
Access	database software
Active Accessibility	programming interfaces tools
Active Desktop	interface item
Active Directory	directory service
ActiveMovie	application programming interface
ActiveStore	retail technology architecture
ActiveSync	Technology
ActiveX	technologies, platform, controls, scripting, server framework
Advisor FYI	personalized financial guidance
Aero	desktop experience
Age of Empires	video game
Age of Mythology	video game
Amalga	software for healthcare
Ask for Genuine Microsoft Software	computer software
Authenticode	Technology
AutoRoute	road atlas
AutoRoute Express	road atlas
AutoRoute Plus	professional road atlas
Azurik	video game
Bankshot Billiards	video game
BattleTech	game universe
BitLocker	drive encryption
Bizspark	Technology
BizTalk	Server
Blinx	video game

Blood Wake	video game
Blue Dragon	video game
Bookdings	Font
Brute Force	video game
BugLight	IT pro technology
Calibri	Font
Cambria	Font
Candara	Font
Carbonated Games	video games
Cariadings	Font
ClearType	display technology
Consolas	Font
Constantia	font
Convection	font
Convergence	Conference
Corbel	Font
Cortana	action figure
Crackdown	video game
Crimson Skies	video game
DataTips	pop-up information
DaunPenh	Font
Dexterity	Software
Digital Anvil	video games
Direct3D	application programming interface
DirectAnimation	application programming interface
DirectBand	wireless technology
DirectDraw	application programming interface
DirectInput	application programming interface
DirectMusic	application programming interface
DirectPlay	application programming interface
DirectShow	application programming interface
DirectSound	application programming interface
DirectX	application programming interface
DreamSpark	Technology
DreamScene	visualization technology
Drivatar	AI technology

Encarta	multimedia encyclopedia/online encyclopedia
Encarta logo (graphic only)	
Ensemble Studios	Games
Entourage	e-mail and personal information manager
ESP	visual simulation platform
Excel	spreadsheet software
Exhibition	demo disc
Expression	design software
Expression Blend	design software
FASA Studio	video games
Finty Flush	video game
FlexGo	prepaid and subscription technology
Fluent	user interface
Forefront	client security
Forza Motorsport	video game
Fox head logo	
Freelancer	video game
Fringer	video game
FRx	Software
Fuzion Frenzy	video game
GameSpring	subscription service
Game with Fame	Event
Genuine Advantage Logo	
Georgia	Font
Gisha	Font
Great Plains	Software
Groove	Software
Habu	gaming mouse
Halo	video game
Halo logo	
Halo Wars	video game
Halo 2 logo	
HDCCD	audio enhancement technology
HDCCD logo	
HealthVault	healthcare website technology

HealthVault logo	
Hexic	video game
High Road to Revenge	video game
Hotmail	web-based e-mail service
HotStart	Technology
Hyper-V	Technology
Imagine Cup logo	
Infinite Undiscovery	video game
InfoPath	information-gathering program
Inkseine	computer search engine software
IntelliMirror	management technologies
IntelliMorph	Software
IntelliMouse	pointing device
IntelliSense	Technology
IntelliShrink	text compression system
Internet Explorer	internet browser
Iskoola Pota	Font
It's Mr. Pants	video game
Jawbreaker	video game
JScript	development software
Kung Fu Chaos	video game
Laser Technology logo	
LifeChat	Headset
LineDrive	mapping feature
Lionhead	video game
Lionhead logo	
Lips	video game
Live Mesh logo	
Lost Odyssey	video game
MapPoint	business mapping software
Marine Mania	video game
Master Chief	action figure
Maximum Chase	video game
MechAssault	video game
MechCommander	video game

MechWarrior	video game
Mediaroom	multimedia software platform
Mediaroom logo	
MedVault	computer software for medical database/storage
Microsoft	Software
Microsoft Auto logo	
Microsoft Digital by Choice logo	
Microsoft Dynamics	business software
Microsoft Dynamics logo	
Microsoft eMbedded Visual Tools logo	
Microsoft Game Studios logo	
Microsoft Internet Explorer logo (graphic only)	
Microsoft .NET Connected logo	
Microsoft Points logo	
Microsoft Press	Books
Microsoft Surface	software and touch computing platform
Microsoft Surface logo	
Midtown Madness	video game
Monster Truck Madness	video game
MorphX	Software
Motocross Madness	video game
Mozaki	video game
MS	computer software
MS-DOS	operating system
MSDN	developer program
MSN	network of Internet services
MSN logo (butterfly)	
MultiPoint	Technology
Natural	keyboard mouse
Navision	Software
NavReady	Software
Nina	Font
Ninety-Nine Nights	video game
Office logo (puzzle design)	
Office logo	

OneCare	computer protection and maintenance software and services
OneCare logo	
OneNote	note-taking program
OpenType	font technology
Optical Technology logo	
OptiMatch	game matchmaking system
Outlook	messaging and collaboration client
Outlook Launch Icon (2007)	
OutSmart	online game
Passport logo	
People Ready	business software
Perfect Dark Zero	video game
PerformancePoint	business intelligence software
PGR	video game
Phantom Dust	video game
Photosynth	Technology
Photosynth logo	
PinPoint	online business marketplace
PivotChart	dynamic views
PivotTable	dynamic views
PlayFX	suite of audio enhancement technologies
PlayReady	content access technology
PlaysForSure logo	interoperability and compatibility logo
Popfly	Technology
PowerPoint	presentation graphics program
PowerPointLaunch Icon (2007)	
ProClarity	business analysis software
Project Gotham Racing	video game
Quantum Redshift	video game
Rally	device connectivity service
Rare	video game
Rare logo	
Reader logo	
ReadyBoost	Technology

ReadyDrive	Technology
Reclusa	gaming keyboard
Response Point	phone system software
Response Point logo	
Rise of Legends	video game
Rise of Nations	video game
Rise of Perathia	video game
RoundTable	communications and archival system
RP Stylized	computer hardware/software for voice over IP services
Sabre Wulf	video game
SeaDragon	Technology
Security Shield logo	
Segoe	Font
Shadowrun	video game
SharePoint	team services portal server services
ShapeSheet	shape extensibility
SideGuide	wi-fi access service
SideShow	Technology
SideShow logo	
SideWinder	joystick game pad computer mice keyboard
SideWinder logo	
Silverlight	browser plug-in browser plug-in development tool
Silverlight logo	
SkyDrive	storage technology
SmartArt	Graphics
Smarter Hospitality	technology architecture
Smarter Retailing	retail technology architecture
SmartShapes	Symbols
Sneakers	video game
SoftGrid	Technology

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

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

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

Using the Word Microsoft

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

In Punjabi, Never localize or translate the word Microsoft in UI and text. It is also prohibited in Punjabi to use MS as an abbreviation for Microsoft.

Example: English – Send feedback to **Microsoft**.

Punjabi – (+) **Microsoft** ਨੂੰ ਫੀਡਬੈਕ ਭੇਜੋ।

Software Considerations

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

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

User Interface

This refers to all menus, menu items, commands, buttons, check boxes, etc., which should be consistently translated in the localized product. These all are explained below :

Main Menus

Main menus are the menus that appear at the top of the user interface. Main menus typically include File, Edit, View, Insert, Format, Tools, Table, Window, Help etc.

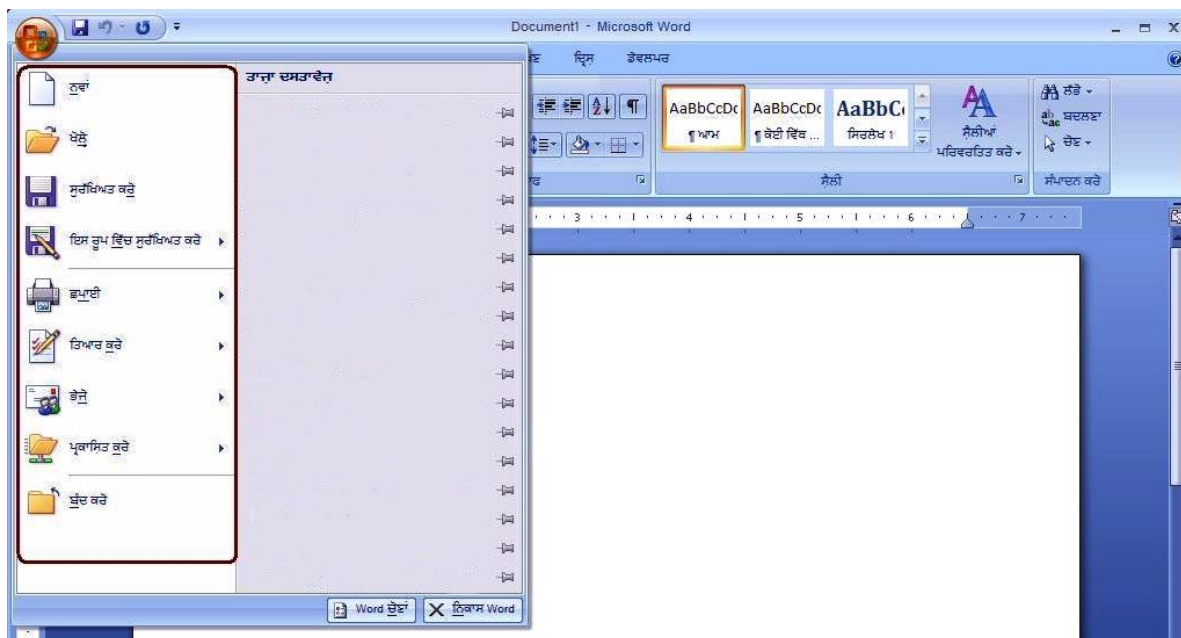
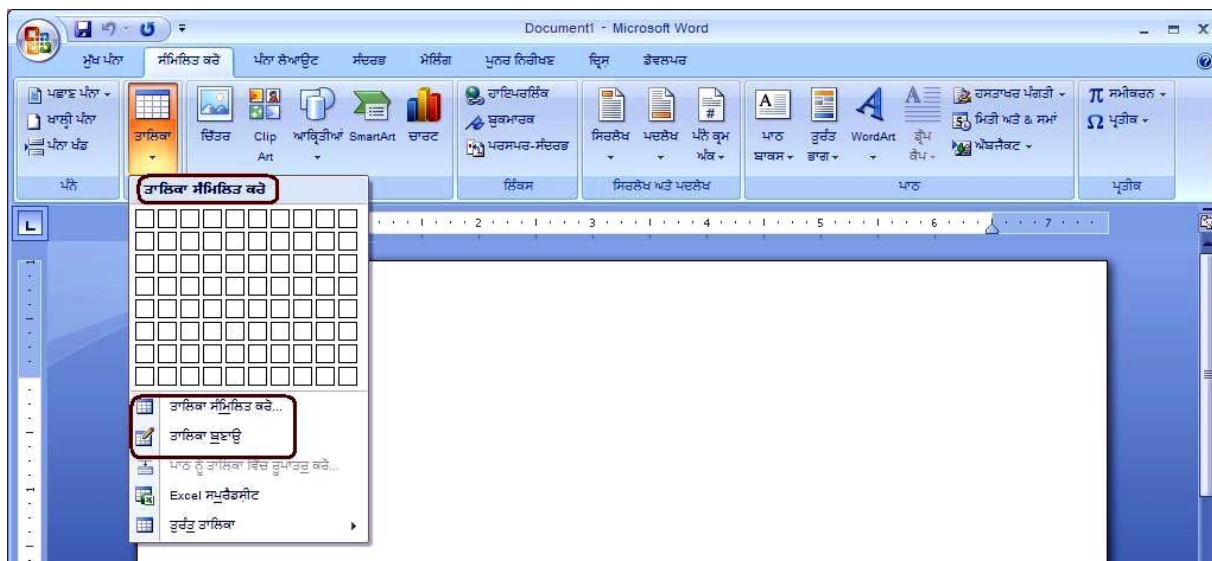


Examples:

English	Punjabi	Grammatical categories
File	(+) ਫਾਈਲ	Noun
Edit	(+) ਸੰਪਾਦਿਤ ਕਰੋ	Verb
View	(+) ਦ੍ਰਿਸ਼	Noun
Insert	(+) ਸੰਮਿਲਿਤ ਕਰੋ	Verb
Format	(+) ਸਰੂਪ	Noun
Tools	(+) ਸਾਧਨ	Noun
Table	(+) ਤਾਲਿਕਾ	Noun
Help	(+) ਮਦਦ	Noun
Data	(+) ਡੇਟਾ	Noun

Here in all the translations nouns and verbs have been used. Wherever noun and verb forms cannot be used adjectives can be made use of.

Menu Items and Commands

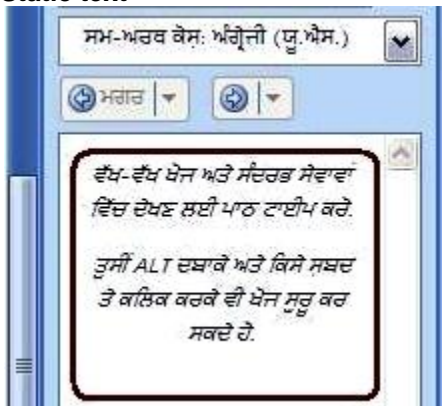


Examples:

English	Translation	Grammatical categories
Save As...	(+) ਇਸ ਤਰ੍ਹਾਂ ਸੁਰੱਖਿਅਤ ਕਰੋ...	Verb
Print...	(+) ਛਪਾਈ ਕਰੋ...	Verb
Select All	(+) ਸਾਰੇ ਚੁਣੋ	Verb

Open	(+) ਖੋਲ੍ਹੋ	Verb
Close	(+) ਬੰਦ ਕਰੋ	Verb
Save	(+) ਸੁਰੱਖਿਅਤ ਕਰੋ	Verb
Cut	(+) ਕੱਟੋ	Verb
Copy	(+) ਪ੍ਰਤੀਲਿਪੀ	Noun
Paste	(+) ਚਿਪਕਾਉਣਾ	Verb
Stop	(+) ਰੁਕੋ	Verb
Refresh	(+) ਤਾਜ਼ਾ ਕਰੋ	Verb
Merge Cells	(+) ਕੇਸ਼ ਮਿਲਾਉ	Verb
Exit	(+) ਨਿਕਾਸ	Noun
Links	(+) ਲਿੰਕਸ	Noun
Home Page	(+) ਮੁੱਖ ਪੰਨਾ	Noun

Static text



Examples:

English	Translation
Print more than one copy	(+) ਇੱਕ ਤੋਂ ਵੱਧ ਕਾਪੀ ਦੀ ਛਪਾਈ ਕਰੋ
File Name	(+) ਫਾਈਲ ਨਾਂ
Enter page number	(+) ਪੰਨਾ ਨੰਬਰ ਦਾਖਲ ਕਰੋ
Text to display	(+) ਪ੍ਰਦਰਸ਼ਿਤ ਕਰਨ ਲਈ ਪਾਠ

Not in dictionary	(+) ਸ਼ਬਦਕੋਸ਼ ਵਿੱਚ ਨਹੀਂ
Cannot start line	(+) ਪੰਗਤੀ ਸ਼ੁਰੂ ਨਹੀਂ ਹੋ ਸਕਦੀ
Search Text	(+) ਪਾਠ ਦੀ ਖੋਜ ਕਰੋ
Search for function	(+) ਫੰਕਸ਼ਨ ਦੀ ਖੋਜ ਕਰੋ
Evaluation	(+) ਮੁਲਾਂਕਣ
Column Input Cell	(+) ਥੰਮ੍ਹ ਇਨਪੁਟ ਕੋਸ਼
Validation Rule	(+) ਪ੍ਰਮਾਣਿਕਤਾ ਨਿਯਮ
Description	(+) ਵਰਣਨ
Verify	(+) ਤਸਦੀਕ ਕਰੋ
Server name	(+) ਸਰਵਰ ਨਾਂ
Find what	(+) ਕੀ ਲੱਭੀਏ
Replace with	(+) ਇਸ ਨਾਲ ਬਦਲੋ
Type in the keyword to find	(+) ਲੱਭਣ ਲਈ ਕੀਵਰਡ ਟਾਈਪ ਕਰੋ
Mailing Address	(+) ਮੇਲਿੰਗ ਪਤਾ
Password to open	(+) ਖੋਲ੍ਹਣ ਲਈ ਪਾਸਵਰਡ

Dialog Box Titles



Dialog titles should be consistent with the menus items or menu commands that call them. Typically, menus are nouns and verbs, therefore dialog titles should be nouns and verbs.

Examples:

UI Category	English	Translation
Menu Item	Split cells	(+) ਕੇਸ ਵੰਡ ਕਰੋ
Dialog Title	Split cells	(+) ਕੇਸ ਵੰਡ ਕਰੋ

The parts of speech of the menu items correspond to the dialog titles. Parity is maintained, mostly nouns are used.

Group Box Titles

ਛਪਾਈ ਚੋਣਾਂ

- ☒ Word ਵਿੱਚ ਬਣਾਏ ਗਏ ਚਿੱਤਰਾਂ ਦੀ ਛਪਾਈ ਕਰੋ ⓘ
- ☐ ਪਿਛੋਕੜ ਰੰਗਾਂ ਅਤੇ ਪ੍ਰਤੀਕਾਂ ਦੀ ਛਪਾਈ ਕਰੋ
- ☐ ਦਸਤਾਵੇਜ਼ ਗੁਣਾਂ ਦੀ ਛਪਾਈ ਕਰੋ
- ☐ ਲੁਕੇ ਹੋਏ ਪਾਠ ਦੀ ਛਪਾਈ ਕਰੋ
- ☐ ਛਪਾਈ ਤੋਂ ਪਹਿਲਾਂ ਖੇਤਰ ਅਪਡੇਟ ਕਰੋ
- ☐ ਛਪਾਈ ਤੋਂ ਪਹਿਲਾਂ ਲਿੰਕ ਕੀਤੇ ਗਏ ਡੇਟਾ ਅਪਡੇਟ ਕਰੋ

Typically, group box titles should use noun forms.

Examples:

English	Translation
Borders and shadows	(+) ਕਿਨਾਰੇ ਅਤੇ ਪਰਛਾਵਾਂ
Printing Options	(+) ਛਪਾਈ ਵਿਕਲਪ
Page Border	(+) ਪੰਨਾ ਕਿਨਾਰਾ
Table Properties	(+) ਤਾਲਿਕਾ ਗੁਣ
Effects	(+) ਪ੍ਰਭਾਵ
Search Options	(+) ਖੋਜ ਵਿਕਲਪ
Character spacing	(+) ਵਰਣ ਵਿੱਥ

Check boxes

Typically, check boxes should be sentences having the present indefinite verb form in third person (honorific), active voice.

Examples:

English	Translation
Enable reminder	(+) ਸਮਰਨ ਪੱਤਰ ਸਮਰੱਥ ਕਰੋ
Don't show me this dialog again.	(+) ਮੈਨੂੰ ਇਹ ਸੰਵਾਦ ਦੁਬਾਰਾ ਨਾ ਦਿਖਾਉ।
Always ask me first	(+) ਹਮੇਸ਼ਾ ਪਹਿਲਾਂ ਮੈਨੂੰ ਪੁੱਛੋ
Find all word forms	(+) ਸਾਰੇ ਸ਼ਬਦ ਰੂਪ ਲੱਭੋ
Keep lines together	(+) ਪੰਗਤੀਆਂ ਇਕੱਠੀਆਂ ਰੱਖੋ
Always suggest corrections	(+) ਹਮੇਸ਼ਾ ਸੁਧਾਈ ਸੁਝਾਉ
Check grammar with Spelling	(+) ਵਿਆਕਰਣ ਦੇ ਨਾਲ ਸ਼ਬਦ ਜੋੜ ਦੀ ਜਾਂਚ ਕਰੋ
Find whole words only	(+) ਸਿਰਫ ਪੂਰੇ ਸ਼ਬਦ ਲੱਭੋ

Buttons

Examples:

English	Translation
Add	(+) ਜੋੜੋ
Cancel	(+) ਰੱਦ ਕਰੋ
Continue ->	(+) ਜਾਰੀ ਰੱਖੋ ->
Browse	(+) ਥ੍ਰਾਉਜ਼ ਕਰੋ
Save Now...	(+) ਹੁਣ ਸੁਰੱਖਿਅਤ ਕਰੋ...
OK	(+) ਓਕੇ
Open	(+) ਖੋਲ੍ਹੋ
Options	(+) ਵਿਕਲਪ
Go To	(+) ਇਸ ਤੇ ਜਾਉ
Back	(+) ਪਿੱਛੇ
Next	(+) ਅਗਲਾ
Stop	(+) ਰੋਕੋ
Finish	(+) ਖਤਮ ਕਰੋ
Clear All	(+) ਸਭ ਹਟਾ ਦਿਉ

Dialog Box Tabs



Examples:

English	Translation
Print	(+) ਛਪਾਈ
Changes	(+) ਪਰਿਵਰਤਨ
Format	(+) ਸਰੂਪ
Margins	(+) ਹਾਸ਼ੀਏ
Layout	(+) ਲੇਆਉਟ
Printers	(+) ਪ੍ਰਿੰਟਰ
Shortcut key	(+) ਸ਼ੌਰਟਕਟ ਕੁੰਜੀ
Find	(+) ਲੱਭੋ
Replace	(+) ਇਸ ਨਾਲ ਬਦਲੋ
Toolbars	(+) ਸਾਧਨਪੱਟੀ
Commands	(+) ਆਦੇਸ਼

Lists Boxes/Tables



Use parallel language for UI elements that are parallel in function, such as lists and tables. Make sure to make all items:

- Similar in form.
- Use the same part of speech.

For example, make them all begin with an infinitive verb, or make them all Noun/Gerund, or make them all imperative verbs.

English	Translation
Do not include original message	(+) ਮੂਲ ਸੁਨੇਹਾ ਸ਼ਾਮਲ ਨਾ ਕਰੋ
Include original message text	(+) ਮੂਲ ਸੁਨੇਹਾ ਪਾਠ ਸ਼ਾਮਲ ਕਰੋ
Attach original message	(+) ਮੂਲ ਸੁਨੇਹਾ ਨੱਥੀ ਕਰੋ
Prefix each line of the original message	(+) ਮੂਲ ਸੁਨੇਹੇ ਦੀ ਹਰ ਪੰਗਤੀ ਨਾਲ ਉਪਸਰਗ ਲਗਾਉ

Messages

Messages cover a wide range of topics (for example, prompting the user to perform an action, informing the user for an ongoing process, or informing the user of an error that requires rebooting the computer). While localizing the messages the tone should be formal and easy to understand.

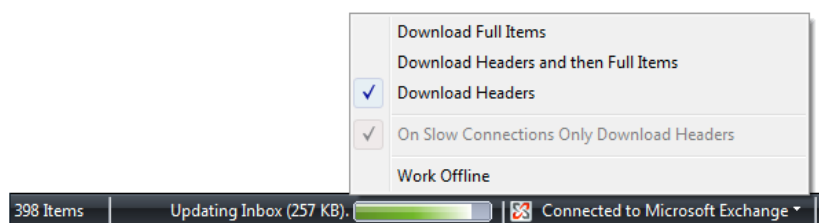
Example:

English example	Punjabi example
If you click download, you will be redirected to another page.	(+) ਜੇਕਰ ਤੁਸੀਂ ਡਾਊਨਲੋਡ ਤੇ ਕਲਿਕ ਕਰਦੇ ਹੋ, ਤਾਂ ਤੁਹਾਨੂੰ ਕਿਸੇ ਦੂਜੇ ਪੰਨੇ ਤੇ ਨਿਰਦੇਸ਼ਿਤ ਕਰ ਦਿੱਤਾ ਜਾਵੇਗਾ।
Insert a disk in the disk drive.	(+) ਡਿਸਕ ਡ੍ਰਾਇਵ ਵਿੱਚ ਕੋਈ ਡਿਸਕ ਸੰਮਿਲਿਤ ਕਰੋ।
Scanning files...	(+) ਫਾਈਲਾਂ ਸਕੈਨ ਹੋ ਰਹੀਆਂ ਹਨ...
Object doesn't support current locale setting.	(+) ਐਬਜੈਕਟ ਵਰਤਮਾਨ ਸਥਾਨਕ ਸੈਟਿੰਗ ਦਾ ਸਮਰਥਨ ਨਹੀਂ ਕਰਦਾ।

Status Messages

What is a Status Bar Message?

A status bar message is an informational message about the active document or a selected command as well as about any active or selected interface item. Messages are shown in the status bar at the bottom of the window when the user has chosen a menu, a command or any other item, or has started a function. The status bar messages refer to actions being performed or already complete (for example in Outlook below).



Messages reporting that a process is executing usually use a verb in the “-ing” form plus three dots after the text. In Punjabi you should choose a verb tense and/or aspect that express the ongoing nature of the action.

Difficulties can arise if this convention is not kept in the US text and the status or progress message is not immediately recognizable as such (although sometimes the Resource ID will tell). The standard syntax should be applied to status bar messages wherever possible.

Examples:

English example	Punjabi example
Updating Inbox	(+) ਇਨਬਾਕਸ ਅਪਡੇਟ ਕਰ ਰਿਹਾ ਹੈ
Opening message...	(+) ਸੁਨੇਹਾ ਖੋਲ੍ਹ ਰਿਹਾ ਹੈ...

Punjabi Style in Status bar Messages

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

Name	Punjabi Name	Category	English Status Bar message	Punjabi Status Bar message
Edit	(+) ਸੰਪਾਦਿਤ ਕਰੋ	Menu	Contains editing commands	(+) ਸੰਪਾਦਨ ਆਦੇਸ਼ ਸ਼ਾਮਲ ਕਰਦਾ ਹੈ
Copy to Folder...	(+) ਫੋਲਡਰ 'ਤੇ ਪ੍ਰਤੀਲਿਪੀ ਕਰੋ...	Menu	Copies the selected items to a new location	(+) ਚੋਣਵੀਆਂ ਆਇਟਮਾਂ ਨੂੰ ਨਵੀਂ ਥਾਂ 'ਤੇ ਪ੍ਰਤੀਲਿਪੀ ਕਰਦਾ ਹੈ
New	(+) ਨਵਾਂ	Command	Creates a new document	(+) ਕੋਈ ਨਵਾਂ ਦਸਤਾਵੇਜ਼ ਬਣਾਉਂਦਾ ਹੈ
Action	(+) ਕਿਰਿਆ	Question	Make object visible?	(+) ਔਬਜੈਕਟ ਦ੍ਰਿਸ਼ਮਾਨ ਕਰੋ?
Process	(+) ਪ੍ਰਕਿਰਿਆ	Status	Word is converting the document. Press Esc to stop.	(+) Word ਦਸਤਾਵੇਜ਼ ਨੂੰ ਰੂਪਾਂਤਰਿਤ ਕਰ ਰਿਹਾ ਹੈ। ਰੋਕਣ ਲਈ Esc ਦਬਾਉ।
View	(+) ਦ੍ਰਿਸ਼	Menu	Datasheet View	(+) ਡੇਟਾਸ਼ੀਟ ਦ੍ਰਿਸ਼
Active	(+) ਸਕ੍ਰਿਆ	Command	Done	(+) ਸੰਪੰਨ

The importance of standardization

In the US product you can often find messages that are phrased differently even though they have the same meaning. Try to avoid this in the localized Punjabi version. Use one standard translation as in the examples below:

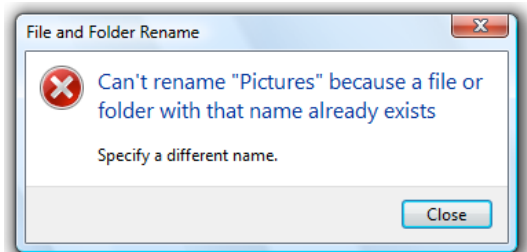
English term	Correct Punjabi translation
Press F1 to get Help	(+)ਮਦਦ ਲਈ F1 ਦਬਾਉ
If you want Help press F1	
To get Help press F1	

Not enough memory	(+) ਲੋੜੀਂਦੀ ਸਿਮਰਤੀ ਉਪਲਬਧ ਨਹੀਂ
Insufficient memory	
There is not enough memory	
Save changes to %1?	(+) ਕੀ ਤੁਸੀਂ %1 ਵਿੱਚ ਕੀਤੇ ਪਰਿਵਰਤਨਾਂ ਨੂੰ ਸੁਰੱਖਿਅਤ ਕਰਨਾ ਚਾਹੁੰਦੇ ਹੋ?
Do you want to save changes to %1?	

Error Messages

What Is An Error Message?

Here is an example:



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

New localizers frequently ask for help with error messages. The main principles for translation are clarity, comprehensibility, and consistency.

Punjabi Style in Error Messages

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

In Punjabi, The sentences can be formed by placing the negative marker after the main verb or even by placing the adjective (describing the negative quality) before the verb.

Standard Phrases in Error Messages

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

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

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

Examples:

English	Translation	English example	Punjabi example
Cannot ... Could not ...	(+) ਨਹੀਂ ਸਕਦਾ...	File could not be open File cannot be open	(+) ਫਾਈਲ ਖੋਲ੍ਹ ਨਹੀਂ ਸਕਦਾ।
Failed to ... Failure of ...	(+) ਅਸਫਲ ਰਿਹਾ...	Failed to connect Failure to connect	(+) ਕਨੈਕਟ ਕਰਨ ਵਿੱਚ ਅਸਫਲ ਰਿਹਾ।
Cannot find ... Could not find ... Unable to find ... Unable to locate ...	(+) ਨਹੀਂ ਲੱਭ ਸਕਦਾ...	Cannot find driver software Could not find driver software Unable to find driver software Unable to locate driver software	(+) ਡ੍ਰਾਇਵਰ ਸੌਫਟਵੇਅਰ ਲੱਭ ਨਹੀਂ ਸਕਦਾ।
Not enough Insufficient	(+) ਲੋੜੀਂਦੀ ਸਿਮਰਤੀ ਨਹੀਂ	Not enough memory Insufficient memory There is not enough memory There is not enough memory available	(+) ਇਸ ਵਿੱਚ ਲੋੜੀਂਦੀ ਸਿਮਰਤੀ ਨਹੀਂ ਹੈ।
... is not available ... is unavailable	(+) ਉਪਲਬਧ ਨਹੀਂ...	The command is not available The command is unavailable	(+) ਇਹ ਆਦੇਸ਼ ਉਪਲਬਧ ਨਹੀਂ ਹੈ।

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".

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.

Example:

English example	Message User will see	Punjabi example
Replace invalid %s?	Replace invalid data? Replace invalid file?	(+) ਅਯੋਗ %s ਬਦਲੋ?
%s already exists	File already exists Name already exists	(+) %s ਪਹਿਲਾਂ ਤੋਂ ਮੌਜੂਦ ਹੈ।
%s is now set as your personal contact.	Regina is now set as your personal contact Mr. Kim is now set as your personal contact	(+) %s ਨੂੰ ਹੁਣ ਤੁਹਾਡੇ ਨਿੱਜੀ ਸੰਪਰਕ ਲਈ ਸੈਟ ਕੀਤਾ ਹੈ।
%s stopped working and was closed	The application stopped working and was closed The program stopped working and was closed	(+) %s ਨੇ ਕੰਮ ਕਰਨਾ ਬੰਦ ਕਰ ਦਿੱਤਾ ਅਤੇ ਬੰਦ ਹੋ ਗਿਆ ਸੀ।

Keys

The *keyboard* is the primary input device used for text input in Microsoft Windows. For accessibility and efficiency, most actions can be performed using the keyboard as well. While working with Microsoft software, you use keys, key combinations and key sequences.

In English, References to key names, like arrow keys, function keys and numeric keys, appear in normal text (not in small caps). Names of keys appearing on keyboard should not be translated.

ALT

ALT GR

BACKSPACE

BREAK

CAPS LOCK

CLEAR

COMMAND (Macintosh)

CTRL

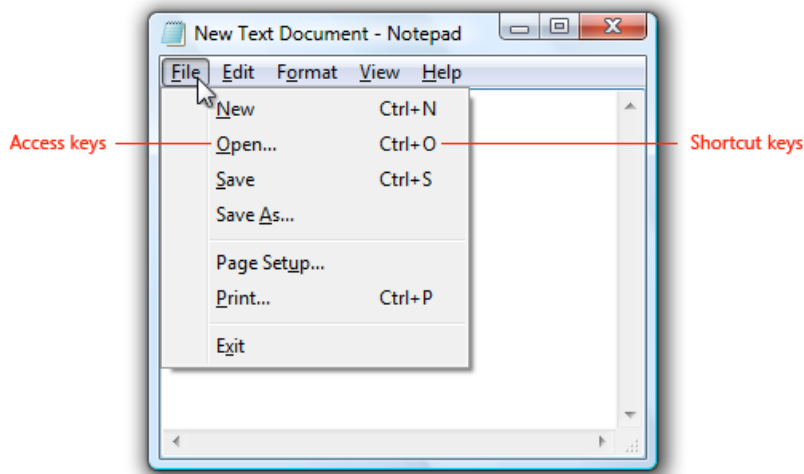
DEL

DELETE (Macintosh)

DOWN ARROW

END
ENTER
ESC
F1-F12
HOME
INS
LEFT ARROW
NUMPAD ENTER
NUM LOCK
NUMPAD +
NUMPAD -
NUMPAD *
NUMPAD /
NUMPAD 0-9
OPTION (Macintosh)
PAGE DOWN
PAGE UP
PAUSE
PRINT SCREEN
RETURN (Macintosh)
RIGHT ARROW
SCROLL LOCK
SHIFT
SPACEBAR
SYS RQ
TAB
UP ARROW

Access Keys/Hot keys



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

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

To find whether the shortcut key or hotkey is to be localized or not, we have to find:

- User's preference: Use of native language keyboard, sticker or soft keyboard and whether people prefer localized shortcuts etc.
- Localization: Localization User experience.
- Keyboards: Whether Indic Language keyboards, stickers and soft keyboard versions are available.

Punjabi is the language spoken in Punjab. InScript Keyboard is used. So the letters on this keyboard are similar (In sound) to Devanagari Languages like Hindi, Marathi etc.



▪ **Suggestion:**

Hindi and Punjabi use the same keyboard layout and the words of most of the hotkey words are almost similar. So we may localize same keys for both languages.

Some of the reasons to localize the Hindi/Punjabi hotkeys are:

- With a large population of Hindi end users among which a good proportion seems to use Hindi Keyboards.
- Keyboards available are NOT PHONETIC i.e., the Hindi letters do not appear along with the English-sounding letters on the keyboard.
- Soft keyboard (virtual) versions in several applications follow phonetic keyboards. The soft keyboards are not used much when compared to the transliteration Softwares.
- There are no complications or multiple formats in localizing it to the Hindi version. There is only one format of typing which is the standard Devanagari (mangal) and CapsLock/Shift is used to type mahaprana consonants(refer appendix), Diacritics and special cases.
- The Devanagari Keyboard stickers are available in the market (North Indian states) for rural area users and for school children.

Shortcut Key / Hot Key	Hindi	Transliterate	Punjabi	transliterate
Save - &S	सहेजें	sahejein	ਸੁਰੱਖਿਅਤ ਕਰੋ	Surakhyat karo
Find - &F	ढूँढें	Doondein	ਲੱਭੋ	labho
Cut - &X	काटें	kaatein	ਕੱਟੋ	Katto
Copy - &C	प्रतिलिपि	Prathilipi (kaapy)	ਪ੍ਰਤਿਲਿਪੀ	prathilipi
Paste - &V	चिपकाएँ	chipkayein	ਚਿਪਕਾਉਣਾ	Chipkauna
Undo - &Z	पूर्ववत्करें	Poorvavarth karein	ਪਹਿਲੇ ਵਰਗਾ ਕਰੋ	Pahile varaga karo
Select all - &A	सभीचुनें	Sabi chune	ਸਾਰੇ ਚੁਣੋ	Sare chuno
Print - &P	प्रिंट	print	ਪ੍ਰਿੰਟ/ਛਪਾਈ	Print/chapayi
Open - &O	ओपन/खुला	Open/kula	ਖੋਲ੍ਹੋ	kholo
Quit - &Q	quit	quit	quit	quit
Close - &W	बंदकरें	Bandh karein	ਬੰਦ ਕਰੋ	Band karo
Bold - &B	बोल्ड	Bold	bold	bold

Shortcut Key / Hot Key	Hindi	Transliterate	Punjabi	transliterate
Italic - &I	इटैलिक	Itailik	ਇਟੈਲਿਕ	Itailic
Underline-&U	underline	underline	underline	underline
New - &N	new	new	new	new
Help -&?	&?	&?	&?	&?

GREY AREA – CONSISTENT / SIMILAR words

As seen in the table (Hindi-Punjabi Table) Punjabi hotkey terms are very similar to those of Hindi.

There is consistency with other north Indian Languages. So we can localize SAME KEYS as set for HINDI/PUNJABI.

We can use the same localized hotkeys used in the Devanagiri script as the language and the script are both similar with subtle difference with respect to hot key terms.

Hence we maintain consistency among 4 languages namely Hindi, Marathi, Konkani, Gujarati and Punjabi.

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

Hot Key Special Options	Usage: Is It Allowed?	Notes
"Slim characters", such as l, I, t, r, f can be used as hot key	yes	But Punjabi characters cannot be termed as slim characters as compared to roman ones.
Characters with downstrokes, such as g, j, y, p and q can be used as hotkeys	no	Generally in Punjabi, characters are written not simply with downstrokes but having a kind of downward movement is used for <i>Matras</i> like ੁ, ੂ etc which collides with the symbol of hotkeys and creates confusion. So, in such cases it cannot be allowed to use hotkeys in words containing these <i>Matras</i> .
Extended characters can be used as hotkeys	no	Punjabi conjuncts (gemination) are combination of two consonants and take an extra symbol to mark it. So cannot be used as hot keys.
An additional letter, appearing between brackets after item name,	yes	Yes, it can be allowed.

can be used as hotkeys		
A number, appearing between brackets after item name, can be used as hotkey	yes	Yes, it can be allowed.
A punctuation sign, appearing between brackets after item name, can be used as hotkey	no	Punctuation mark are not needed to be used as hot keys as there are many clear and simple letters which can be used for that purpose.
Duplicate hotkeys are allowed when no other character is available	yes	If there is no alternate, duplicate hotkeys are allowed.
No hotkey is assigned when no more characters are available (minor options only)	yes	If no more character are available for hotkeys, duplicate hotkeys are allowed.

Additional notes: In Punjabi only the primary characters can be used as hot keys. Even secondary symbols when added to consonants cannot be used as hot keys.

List of characters suitable as hot keys

ਕ ਗ ਜ ਪ ਬ ਹ ਡ ਰ ਤ ਚ ਟ ਲ ਸ ਯ ਦ ਨ ਮ ਵ

Arrow Keys

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

Numeric Keypad

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

It is not applicable for Punjabi.

Shortcut Keys

Shortcut keys are keystrokes or combinations of keystrokes used to perform defined functions in a software application. Shortcut keys replace menu commands and they are sometimes given next to the command they represent. In opposition to the access keys, which can be used only when available on the screen, shortcut keys can be used even when they are not accessible on the screen.

Standard Shortcut Keys

US Command	US English Shortcut Key	Punjabi Command	Punjabi Shortcut key
General Windows Shortcut keys			
Help window	F1	ਮਦਦ ਵਿੰਡੋ	F1
Context-sensitive Help	Shift+F1	ਸੰਦਰਭ-ਸੰਵੇਦਨਸ਼ੀਲ ਮਦਦ	Shift+F1
Display pop-up menu	Shift+F10	ਪੌਪ-ਅਪ ਮੇਨੂ ਪ੍ਰਦਰਸ਼ਿਤ ਕਰੋ	Shift+F10
Cancel	Esc	ਰੱਦ ਕਰੋ	Esc
Activate/Deactivate menu bar mode	F10	ਮੇਨੂ ਪੱਟੀ ਮੋਡ ਸਕ੍ਰਿਆ/ਅਸਕ੍ਰਿਆ ਕਰੋ	F10
Switch to the next primary application	Alt+Tab	ਅਗਲੀ ਮੁੱਖ ਐਪਲੀਕੇਸ਼ਨ 'ਤੇ ਸਵਿਚ ਕਰੋ	Alt+Tab
Display next window	Alt+Esc	ਅਗਲੀ ਵਿੰਡੋ ਪ੍ਰਦਰਸ਼ਿਤ ਕਰੋ	Alt+Esc
Display pop-up menu for the window	Alt+Spacebar	ਵਿੰਡੋ ਲਈ ਪੌਪ-ਅਪ ਮੇਨੂ ਪ੍ਰਦਰਸ਼ਿਤ ਕਰੋ	Alt+Spacebar
Display pop-up menu for the active child window	Alt+-	ਸਕ੍ਰਿਆ ਚਾਈਲਡ ਵਿੰਡੋ ਲਈ ਪੌਪ-ਅਪ ਮੇਨੂ ਪ੍ਰਦਰਸ਼ਿਤ ਕਰੋ	Alt+-
Display property sheet for current selection	Alt+Enter	ਹਾਲੀਆ ਚੋਣ ਲਈ ਗੁਣ ਪੱਤਰ ਪ੍ਰਦਰਸ਼ਿਤ ਕਰੋ	Alt+Enter
Close active application window	Alt+F4	ਸਕ੍ਰਿਆ ਐਪਲੀਕੇਸ਼ਨ ਵਿੰਡੋ ਬੰਦ ਕਰੋ	Alt+F4
Switch to next window within (modeless-compliant) application	Alt+F6	ਐਪਲੀਕੇਸ਼ਨ (ਮੋਡਰਹਿਤ-ਸਿਕਾਇਤ) ਦੇ ਅੰਦਰ ਅਗਲੀ ਵਿੰਡੋ 'ਤੇ ਸਵਿਚ ਕਰੋ	Alt+F6
Capture active window image to the Clipboard	Alt+Prnt Scrn	ਸਕ੍ਰਿਆ ਵਿੰਡੋ ਪ੍ਰਤੀਬਿੰਬ ਨੂੰ ਕਲਿਪਬੋਰਡ 'ਤੇ ਕੈਪਚਰ ਕਰੋ	Alt+Prnt Scrn
Capture desktop image to the Clipboard	Prnt Scrn	ਡੈਸਕਟੌਪ ਪ੍ਰਤੀਬਿੰਬ ਨੂੰ ਕਲਿਪਬੋਰਡ 'ਤੇ ਕੈਪਚਰ ਕਰੋ	Prnt Scrn
Access Start button in taskbar	Ctrl+Esc	ਕਾਰਜਪੱਟੀ ਵਿੱਚ ਅਰੰਭ ਬਟਨ ਐਕਸੈਸ ਕਰੋ	Ctrl+Esc
Display next child window	Ctrl+F6	ਅਗਲੀ ਚਾਈਲਡ ਵਿੰਡੋ ਪ੍ਰਦਰਸ਼ਿਤ ਕਰੋ	Ctrl+F6
Display next tabbed	Ctrl+Tab	ਅਗਲਾ ਟੈਬਡ ਉਪਖੰਡ ਪ੍ਰਦਰਸ਼ਿਤ ਕਰੋ	Ctrl+Tab

pane			
Launch Task Manager and system initialization	Ctrl+Shift+Esc	ਕਾਰਜ ਪ੍ਰਬੰਧਕ ਅਤੇ ਸਿਸਟਮ ਅਰੰਭੀਕਰਨ ਲਾਂਚ ਕਰੋ	Ctrl+Shift+Esc
File Menu			
File New	Ctrl+N	ਨਵੀਂ ਫਾਈਲ	Ctrl+N
File Open	Ctrl+O	ਫਾਈਲ ਖੋਲ੍ਹੋ	Ctrl+O
File Close	Ctrl+F4	ਫਾਈਲ ਬੰਦ ਕਰੋ	Ctrl+F4
File Save	Ctrl+S	ਫਾਈਲ ਸੁਰੱਖਿਅਤ ਕਰੋ	Ctrl+S
File Save as	F12	ਫਾਈਲ ਇਸ ਤਰ੍ਹਾਂ ਸੁਰੱਖਿਅਤ ਕਰੋ	F12
File Print Preview	Ctrl+F2	ਫਾਈਲ ਛਪਾਈ ਪੂਰਵਦਰਸ਼ਨ	Ctrl+F2
File Print	Ctrl+P	ਫਾਈਲ ਦੀ ਛਪਾਈ ਕਰੋ	Ctrl+P
File Exit	Alt+F4	ਫਾਈਲ ਤੋਂ ਨਿਕਾਸ ਕਰੋ	Alt+F4
Edit Menu			
Edit Undo	Ctrl+Z	ਸੰਪਾਦਨ ਪਹਿਲਾਂ ਵਰਗਾ ਕਰੋ	Ctrl+Z
Edit Repeat	Ctrl+Y	ਸੰਪਾਦਨ ਦੁਹਰਾਉ	Ctrl+Y
Edit Cut	Ctrl+X	ਸੰਪਾਦਨ ਕੱਟੋ	Ctrl+X
Edit Copy	Ctrl+C	ਸੰਪਾਦਨ ਪ੍ਰਤੀਲਿਪੀ ਕਰੋ	Ctrl+C
Edit Paste	Ctrl+V	ਸੰਪਾਦਨ ਚਿਪਕਾਉ	Ctrl+V
Edit Delete	Ctrl+Backspace	ਸੰਪਾਦਨ ਮਿਟਾਉ	Ctrl+Backspace
Edit Select All	Ctrl+A	ਸੰਪਾਦਨ ਸਾਰੇ ਚੁਣੋ	Ctrl+A
Edit Find	Ctrl+F	ਸੰਪਾਦਨ ਲੱਭੋ	Ctrl+F
Edit Replace	Ctrl+H	ਸੰਪਾਦਨ ਬਦਲੋ	Ctrl+H
Edit Go To	Ctrl+B	ਸੰਪਾਦਨ 'ਤੇ ਜਾਉ	Ctrl+B
Help Menu			
Help	F1	ਮਦਦ	F1
Font Format			
Italic	Ctrl+I	ਇਟੈਲਿਕ	Ctrl+I
Bold	Ctrl+G	ਗੂੜ੍ਹਾ ਕਰੋ	Ctrl+G
Underlined\Word	Ctrl+U	ਰੇਖਾਅੰਕਿਤ/ਸ਼ਬਦ ਰੇਖਾਅੰਕਿਤ	Ctrl+U

underline			
Large caps	Ctrl+Shift+A	ਵੱਡੇ ਅੱਖਰ	Ctrl+Shift+A
Small caps	Ctrl+Shift+K	ਛੋਟੇ ਅੱਖਰ	Ctrl+Shift+K
Paragraph Format			
Centered	Ctrl+E	ਮੱਧ ਭਾਗ	Ctrl+E
Left aligned	Ctrl+L	ਖੱਬੇ ਕਤਾਰਬੱਧ	Ctrl+L
Right aligned	Ctrl+R	ਸੱਜੇ ਕਤਾਰਬੱਧ	Ctrl+R
Justified	Ctrl+J	ਸਮਾਯੋਜਿਤ	Ctrl+J

Document Translation Considerations

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

Titles

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

Example:

English example	Punjabi example
Sending a file	(+) ਕੋਈ ਫਾਈਲ ਭੇਜਣਾ
Using Styles	(+) ਸੈਲੀਆਂ ਦੀ ਵਰਤੋਂ

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

English Titles	Punjabi Titles
Do this	(+) ਇਹ ਕਰੋ
How to use	(+) ਕਿਵੇਂ ਵਰਤਿਆ ਜਾਵੇ
First do this	(+) ਪਹਿਲਾਂ ਇਹ ਕਰੋ
Then do this	(+) ਫਿਰ ਇਹ ਕਰੋ
How to:	(+) ਕਿਵੇਂ:

Copyright

Copyright protection is granted to any original work of authorship fixed in any tangible medium of expression from which it can be perceived, reproduced, or communicated.

Example:

English text	Punjabi translation
Copyright	(+) ਕਾਪੀਰਾਈਟ
All rights reserved	(+) ਸਭ ਹੱਕ ਰਾਖਵੇਂ
Microsoft Corporation	(+) Microsoft Corporation