



TRANSLATION GUIDELINES

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Basic Instructions

- **Word to word translation should be avoided**

For Example:

Assign Background Page - मानाङ्कन गर्नुहोस् पृष्ठभूमि पाना

- **Sense-to-sense translation should be done.**

For Example:

Assign Background Page: पृष्ठभूमि पाना मानाङ्कन गर्नुहोस्



Basic Instructions

- **Consistent use of the same term.**

For Example:

Document: कागजात

- **Ensure multiple terms are not used to refer to the same element (words, UI elements, commands).**

For Example:

Document: मिसिल, दस्तावेज, कागच पत्र, कागजात



Basic Instructions

○ Context Translation

For Example:

Control Bar -नियन्त्रण पट्टी

Empty-खाली

Empty Presentation -प्रस्तुती खाली गर्नुहोस्

Should not be:

Control Bar -पट्टीलाई नियन्त्रण गर्नुहोस्

Empty-खाली गर्नुहोस्

Empty Presentation -खाली प्रस्तुती



Basic Instructions

- Using Words of respect prevalent to Nepali language.

For Example:

Exit: निस्कनुहोस्

Should not be:

Exit: निस्क



Basic Instructions

○ Articles that should be in English.

- Functions and operators and functional parameters.

`ACOS, AND, XOR, OR`

- Standard English terms

`ANSI, ASCII`

- Words with an underscore in between and field names of table(database)

`data_X, DaysInMonth`



Hot Keys

○ Issues of Hot keys

For Example:

~Save: ~बचत

S~ave As: मा ब~चत गर्नुहोस्



Miscellaneous

- Glossary of terms should be maintained.
- Creating new terms should be avoided as far as possible.
- Same words with multiple meanings should be avoided.



Thank You