Top Tips for Microsoft Translation into Sanskrit

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Here are the most important aspects to keep in mind when translating into Sanskrit.

1. Microsoft voice

The Microsoft voice is warm and relaxed, crisp and clear, and ready to lend a hand. Write short, easy-to-read sentences. Do not translate literally. Be pleasant and ensure that explanations are appropriate for the target audience and as enjoyable to read as is possible. Avoid slang and be careful with colloquialism—it is acceptable to reassure and connect with customers in a conversational tone but be professional in doing so.

Literal translations should be avoided, as these often fail to get the intended meaning across and sound unnatural, even ridiculous. If necessary, split or merge sentences.

Examples

Source	Use this	Not this
You may notice a new look. In August 2024, we updated our Privacy at Microsoft websites with a modern design built on a more secure platform.	भवान् नूतनं रूपम् अभिद्रष्टुम् अर्हति। 2024 तमस्य वर्षस्य अगस्त-मासे वयम् अधिके सुरक्षिते मञ्चे निर्मितायाः आधुनिक्याः परिकल्पनायाः माध्यमेन Microsoft-जालस्थानेषु अस्माकं गोपनीयताम् अद्यतनां कृतवन्तः।	भवन्तः नूतनं रूपं लक्षयितुं शक्नुवन्ति। २०२४ तमस्य वर्षस्य अगस्तमासे वयं अधिकसुरक्षितमञ्चे निर्मितेन आधुनिकेन डिजाइनेन Microsoft-जालस्थलेषु अस्माकं गोपनीयतां अद्यतनां कृतवन्तः ।
We hope this page will help you, as a young person, learn about and understand Microsoft's privacy practices and how to use our products in a way that protects your privacy.	आशास्महे यत्, एतत् पृष्ठं भवतः साहाय्यं करिष्यति, यतः युवत्वेन एतस्मिन् विषये इति पठ्यतां, Microsoft इत्यस्य गोपनीयता-अभ्यासान् एवञ्च भवतः गोपनीयतायाः रक्षणं भवेत्तथा अस्माकम् उत्पादानाम् उपयोगः कथं करणीयः इति अवगच्छतु।	आशास्महे यत् एतत् पृष्ठं भवन्तं, युवारूपेण, Microsoft इत्यस्य गोपनीयताप्रथानां विषये ज्ञातुं अवगन्तुं च साहाय्यं करिष्यति तथा च अस्माकं उत्पादानाम् उपयोगः कथं भवतः गोपनीयतायाः रक्षणं करोति इति।

2. Tone of voice and form of address

Always keep the tone of voice respectful, polite and formal.

Examples

Respectful inquiry संसदस्यः किं मन्यते?

Polite request भवता कृपया विचार्यताम्।

Product	Tone of voice	Form of address (pronoun “you”)
Microsoft privacy content	**Formal**	Pronoun “you” is written as **त्वम्** in singular form, **युवाम्** for 2 people, and **यूयम्** for 3 or more people.

3. Abbreviations

You might need to abbreviate some words due to lack of space, especially in the UI. This can be done in the following ways:

Expression (English)	Sanskrit (full)	Acceptable abbreviation (Sanskrit)
meter	मीटर	मी
kilometer	किलोमीटर	किमी
centimeter	सेंटीमीटर	सेमी
millimeter	मिलीमीटर	मिमी
gram	ग्राम	ग्रा
kilogram	किलोग्राम	किग्रा
liter	लीटर	ली
mililitre	मिलीलीटर	मिली
TV	टेलीविझन	टीवी

- Abbreviated terms can be used in the plural.

  Example: TVs - टिविस्

4. Acronyms

Acronyms are words made up of the initial letters of major parts of a compound term. Some well-known examples are DNS (Domain Name Server) or HTML (Hypertext Markup Language).

- Most acronyms are kept in English due to their wide acceptance and usage in Sanskrit. The plural forms follow the English pluralization rules.

Examples: LEDs, CPUs

- If an English acronym is to be used throughout a text, the first time it occurs, follow this structure: acronym (full form).

Example: DNS (Domain Name System)

In the subsequent cases, use only the acronym.
Example: DNS

5. Capitalization

Capitalization does not apply to Sanskrit. A single form is used for each letter.

6. Punctuation

The colon (:) is different from the Sanskrit visarga (ः). However, many people mistakenly use the colon in place of the visarga. For example, instead of "रामः", " रामः" is used. Please ensure that the correct visarga (ः) is used in Sanskrit text.

Bulleted lists

In Sanskrit, punctuation such as full stops, question marks, and other marks should be used in a bulleted list only if the list item is a complete sentence. If the list item is not a complete sentence, there are no specific rules for punctuation.

Example

Source	Target
• Improve and develop our products. • Personalize our products and make recommendations.	• अस्माकं उत्पादानाम् उन्नतिं विकासं च कुर्वन्तु। · अस्माकम् उत्पादनानि व्यक्तिगतानि कृत्वा परामर्शान् प्राप्नोतु।

Dashes and hyphens

Hyphen

The hyphen (-) is the shortest of the three dash characters. Use hyphens for:

- Compound words
- Breaking words at the end of a line
- Page numbers, dates, and other number intervals
- To establish relationships between two concepts

Examples

Source	Target
third-party account	तृतीय-पक्षस्य लेखा
Pages 30-52	पृष्ठानि 30-52

En dash

The en dash (–) is obtained by pressing Alt + 0150 or Ctrl + - (num) in Windows. It's used in arithmetic operations and negative numbers.

Example

Source	Target
Temperature is -10°C .	तापमानं -10°C अस्ति।

Em dash

The em dash (—) is obtained by pressing Alt + 0151 or Ctrl + Alt + - (num) in Windows. Avoid extensive use of the English em dash and use commas or parentheses instead. You can also start a new sentence. Feel free to change the sentence (you can remove the em dash) so that it will look and sound more natural in Sanskrit.

Example

Source	Target
Search and browse products connect you with information and intelligently sense, process, and act on information—learning and adapting over time.	अन्वेषणं गवेषणं च उत्पादनानि भवन्तं सूचनाभिः सह संयोजयन्ति एवञ्च बुद्धिपूर्वकं सूचनां बोधयन्ति, संसाधयन्ति, कार्यं च कुर्वन्ति —कालान्तरे शिक्षणं अनुकूलनं च।

Quotation marks

Straight quotation marks (" ") are typically used in Sanskrit.

- Use quotation marks whenever someone is speaking in Sanskrit.
- Do not use quotation marks when referring to user interface (UI) items.

Example

Source	Target
On the website and in the app, users enter “prompts” that provide instructions to Copilot (e.g., “Give me recommendations for a restaurant that accommodates parties of 10 near me”).	जालस्थाने अनुप्रयोगे च उपयोक्तारः “प्रोम्प्ट्स्” प्रविशन्ति, ये Copilot - इत्यस्मै निर्देशान् प्रदास्यन्ति (उदा., “मम समीपे १० जनानां पक्षेषु युक्तस्य भोजनालयस्य अनुशंसाः ददातु”)

7. Usage of Nuqta

The **Nuqta** is a diacritic used in the Devanagari script to describe modern sounds borrowed from languages not native to Devanagari, mainly Urdu (Arabic, Farsi) and English. It appears as a dot and is used in some Hindi letters. However, it is not used in Sanskrit. **Please ensure that the Nuqta is strictly avoided in Sanskrit.**

8. Numbers, symbols, and non-breaking spaces

Numbers

In documentation, numbers from one to ten need to be spelled out, the other numbers are written with numerals.

Non-breaking space

Use a non-breaking space between the numeral and the symbol or unit of measure that goes with it.

Examples: 30 cm, 1 h, 75 %, 20 °C.

Ampersand

Always translate “&” as “च” when it refers to running text. Do not keep “&” in the target, unless it is part of a tag, placeholder, shortcut or other type of code.

Example

Source	Target
Cookies & Similar Technologies	गुटिकाः, समानप्रौद्योगिक्यश्च

9. Date

Date format: DD/MM/YYYY

Example: 01/01/2025

When only the month and year are included, such as “March 2025,” use the date format MM YYYY.

Example

Source	Target
Last updated March 2024	मार्च 2024 मध्ये अन्तिमवारम् अद्यतनं कृतम्

10. Inclusive language

Microsoft technology reaches every part of the globe, so it's critical that all our communications are inclusive and diverse.

General guidelines

- Comply with local language laws.
- Use plain language.
- Be mindful when you refer to various parts of the world.
- In text and images, represent diverse perspectives and circumstances.

- Don't generalize or stereotype people by region, culture, age, or gender, not even if the stereotype is positive.
- Don't use profane or derogatory terms.
- Don’t use slang that could be considered cultural appropriation.
- Don't use terms that may carry unconscious racial bias or terms associated with military actions, politics, or controversial historical events and eras.

Use this	Not this	Use this	Not this
English examples		Target examples	
expert	guru	तज्ज्ञः	गुरुः
colleagues; everyone; all	guys; ladies and gentlemen	सहकर्मिणः; सर्वे	सहयोगिनः; महिलाः, पुरुषाः च

i. Avoid gender bias

Use gender-neutral alternatives for common terms. Avoid the use of compounds containing gender-specific terms (*नरनायकः*, *स्त्रीशिक्षिका*, etc.). Instead, use gender-neutral terms such as नेता, शिक्षकः.

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

Use this	Not this	Comments
Target examples		
त्वं प्रपत्रं पूरय।	भवान् प्रपत्रं पूरयतु।	त्वं is a gender-neutral form.
युवां तत्र गच्छथः।	भवत्यौ तत्र गच्छतः।	युवां means “you both,” which is a gender-neutral form.
यूयं पुस्तकं पठत।	भवन्तः पुस्तकं पठन्तु।	यूयं means “you all”, which is a gender-neutral form.

When presenting generalization, use plural noun forms (for example, *जनाः*, *प्रत्येकं*, *छात्राः*, etc.).

Don't use gendered pronouns (सा, तां, सः, तं, ***etc.*****) in generic references.** Instead:

- Rewrite to use the second or third person (*भवान्* or *कश्चन*).
- Rewrite the sentence to have a plural noun and pronoun.
- Refer to a person's role (*पाठकः*, *कर्मचारी*, *क्रयणकर्ता*, or *ग्राहकः*, for example).

When you're writing about a real person, use the pronouns that the person prefers, whether it's सः, सा, they, or another pronoun. It's OK to use gendered pronouns (like सः, सा, तस्य, and तस्याः) when you're writing about real people who use those pronouns themselves.

ii. Accessibility

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

Focus on people, not disabilities. Sanskrit, being a highly structured language, allows flexibility in expression while maintaining a respectful tone.

Use this	Not this	Use this	Not this
English examples		Target examples	
person without a disability	normal person; healthy person	स्वस्थः जनः	N/A
blind	blind people	नेत्रविहीनः	अन्धः

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

Use this	Not this	Use this	Not this
English examples		Target examples	
Select	Click	चिनोतु	नुदतु

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

11. Application, products, and features

Application/product names that are trademarked are not translatable. Before translating any application, product, or feature name, verify that it is in fact translatable and not protected in any way.

Version numbers

Version numbers always contain a period.

Source	Target
Version 4.2	संस्करणम् 4.2

12. Trademarks

Trademarked names and the name Microsoft Corporation shouldn’t be localized unless local laws require translation and an approved translated form of the trademark is available. A list of Microsoft trademarks is

available for your reference at the following location: https://www.microsoft.com/en-us/legal/intellectualproperty/trademarks

13. Reference information

Terminology

Approved terminology related to the translation project being translated will be provided in the translation editing environment, including product names. It is also available at the Microsoft Terminology Search page, but translators need to be aware that the terminology on this site is not as fresh as the terminology provided in the editing environment. It does however provide terminology across all Microsoft products.

Use approved terminology, especially for key terms, technical terms, and product names.

Normative references

Adhere to these normative references. When more than one solution is possible, consult the other topics in this guide for guidance.

1. Ashtadhyayi
2. Laghushiddhant Kaumudi
3. Any English to Sanskrit dictionary

Note: If more than one spelling is acceptable, opt always for the spelling adopted on Microsoft approved terminology and it the normative dictionaries mentioned above. Use a consistent spelling across Microsoft products.

Informative references

These sources may provide supplementary and background information.

1. **Sanskrit Documents** – https://sanskritdocuments.org
2. **Monier-Williams Sanskrit Dictionary** – https://www.sanskrit-lexicon.uni-koeln.de/monier/
3. **Digital Corpus of Sanskrit (DCS)** – http://www.sanskrit-linguistics.org/dcs/ (Corpus for linguistic research)