

# LEP 2.0 LAW LIBRARY KIT

## INSTRUCTIONS FOR USE OF VIETNAMESE LAW LIBRARY KIT

This Vietnamese law library kit was developed under LSC TIG Grant #10064, by the Legal Aid Society of Mid-New York, Inc., and may be freely used by any civil legal aid program in the United States. Please just include the copyright notice that appears at the bottom of the Vietnamese law library page. Please also e-mail us at [cdh@wnylc.com](mailto:cdh@wnylc.com), so we can track usage of this kit and e-mail you any updates in the future.

### COMPONENTS:

#### Vietnamese Law Library Web Page

- ▲ An English version of the Vietnamese law library page is included. Please review it carefully. The paragraphs in the Vietnamese and English versions match up *exactly*. Therefore, if a paragraph does not apply to your program, simply delete it.
- ▲ You can cut and paste our Vietnamese law library page text directly into a web page of your own design. However, be aware that although the Vietnamese language uses our alphabet, it has a very complex set of phonetic marks to denote sounds and tones. *These phonetic marks are extremely important. Even one small mistake will result in an entirely different word.* Therefore, make sure to change your web page encoding to “Unicode.” It is also very important to make sure you use a font that supports Vietnamese (otherwise, the text will appear as gibberish). Times New Roman, Arial, Tahoma, Courier New, Arial Unicode MS and any other font with the “Latin Extended B” subset will support Vietnamese. Penn State University has an excellent “how to” guide at the following link:

<http://tlt.its.psu.edu/suggestions/international/bylanguage/vietnamese.html>

- ▲ To create a hypertext link to your new Vietnamese law library page, open the
- ▲ To create a hypertext link to your new Vietnamese law library page, open the document entitled “Hypertext Link.” The phrase “[Learn about your legal rights](#)” appears in Vietnamese. Cut and paste this onto your main Vietnamese web page, and set up a hypertext link.

#### Video Recordings

- ▲ A Vietnamese “welcome” video is included. Simply use video editing software to replace our scrolling text with your own organization’s name, phone number and addresses. If you have difficulty with this, the Western New York Law Center, Inc. (716-855-0203) may be able to customize the video for you, for a small fee.

Please include the following copyright notice at the end of your video: ©2012 by the Legal Aid Society of Mid-New York, Inc. Used with permission.

- ▲ Link the video to the “[Watch a video about legal aid](#)” prompt on the Vietnamese law library page.

### Audio Recordings

- ▲ This kit contains a series of audio recordings about domestic violence, as well as SSI for noncitizens. A document entitled “Audio Link Key” in the kit shows you which hypertext link on the Vietnamese law library page links to each recording.
- ▲ The recordings are purposefully generic, so as to be useful to as many other civil legal services providers as possible. However, please review the English translation of the recordings, to make sure the content is applicable in your area.
- ▲ The last link for the domestic violence topic is “Local hotline numbers.” Link this to a pdf with your own local domestic violence hotline numbers. You can use English for this (e.g., Oneida County: 797-7740)
- ▲ If you would like to have a written version of the recorded content pop up in a window next to the audio window, a pdf version of the content is included for your use. The domestic violence pdf is fillable—you will need to type in your local numbers and save (or print to pdf).

### Resource Links

- ▲ At the bottom of the Vietnamese law library page, you will see links to other online legal resources in Vietnamese. The “Vietnamese Web Links” folder contains a Word document entitled “Vietnamese Web Link Key.” For each link, the key shows you the English translation, the Vietnamese link, and the actual URL.
- ▲ Using the key, link the Vietnamese links to the corresponding URLs.

CAUTION: If you wish to customize the law library page further, to suit your own needs, please feel free to do so. However, you will need a person skilled in *written translation* from English to Vietnamese to assist you. *Do not try to use free translation apps from the internet.* The accuracy is questionable. After translation, you should have a second translator check for accuracy, once your page is ready to post. Have this second person read the web page back to you in English, line by line.