

LEP 2.0 WEB KIT

INSTRUCTIONS FOR USE OF VIETNAMESE WEB KIT

This Vietnamese web 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 include the following language at the bottom of your Vietnamese web page: “© 2012 by the Legal Aid Society of Mid-New York, Inc. All rights reserved. Used with permission.” Please also e-mail us at cdh@wnylc.com, so we can track usage of this page and e-mail you any updates in the future.

1. The Vietnamese language uses our alphabet, but with a very complex set of phonetic marks to denote sounds and tones. *These phonetic marks are extremely important.* Even one small mistake can result in a completely different word than you intended. When you cut and paste our text into your website, it is 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. Also, make sure to change your web page encoding to “Unicode.” Penn State University has an excellent “how to” guide at the following link.*

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

2. The Vietnamese web page text indicates in red where you should enter your organization’s name, state and counties served, phone number and list of offices. Use English for this information – there is no need to translate it to Vietnamese.

3. An English version of this web page is included in this Vietnamese web kit. 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. For example, if you do not handle immigration law cases, just delete the eighth line in the bulleted list of legal problems.

4. You can cut and paste our Vietnamese web text directly into a web page of your own design. Again, as stated above, make sure your encoding is set to “Unicode.” You should have a local trained interpreter tell you what it says in English, line by line. This will ensure your font and web page encoding are correct. *Please note: Vietnamese has a northern and southern dialect. To the maximum extent possible, we chose words understandable by speakers of both dialects.*

5. To create a link to your Vietnamese web page, open the file in this web kit entitled “Vietnamese Word for Vietnamese.” Use this word to create a link from your main web page.

6. 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 copyright notice at the end of your video. Link your video to the aqua colored text near the top of the page, which translates as “Watch a Video About Legal Aid.”

CAUTION: If you wish to customize the 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 web page is ready to post. Have this second person read the web page back to you in English, line by line.

*Link provided with permission of Penn State University