Jefferson County Multi-Language Guidelines

Drafted: 1/29/2009

I. Purpose

The guidelines listed herein explain the processes Jefferson County employs to address the needs, requests and preferences of the general public to view Jefferson County Web content in multiple languages. The County, under the authorization and supervision of participating departments or through legal mandate, may offer content that is available in languages other than English (U.S.).

II. Automated Translation Statement

Because automated translation (compared to certified translation from authorized employees and affiliates) is more prone to misinterpretation, the Jefferson County Web site does not officially rely on automated translation for the total conversion of its Web content from English to multiple languages. Yet, there are certain County departments that offer translated material (e.g., the Office of Community Development). Content translation, for County-prepared material, is provided by authorized employees or approved internal/external affiliates in certain Jefferson County departments.

As such, while Web content originating from Jefferson County is not automatically translated on the site, several elements of the user interface (visual options available on each Web page) offer this ability, nonetheless. Together with authorized translation, as described above, multi-language capability is an available option for County Web content. Again, this option is contingent upon each department's approved decision as to the practicability of offering a multi-language option in this manner– and to what degree.

III. Multi-Language Software

To assist with the translation of Jefferson County Web content, users can simply change the settings in their respective browser(s) to view Web pages in your preferred language, where applicable. Alternatively, browser and translation software options are available below as a free download:

Browsers

- <u>Microsoft Internet Explorer Worldwide</u>
- Firefox International Versions
- Mozilla No longer supported
- <u>Safari</u>
- Netscape No longer supported (as of 3/1/2008)
- <u>Opera</u>

Translation Software

• Yahoo! Babel Fish

- Google Language Tools
- <u>SDL</u>

IV. Disclaimer

Because the software in Section III above is owned and operated by third-party vendors, Jefferson County does not support or guarantee the accuracy of any Web content translation that was originally listed in English (U.S.) on the County Web site. Due to this, Jefferson County is not accountable for any issues related to third-party browser/translation software or any resulting misinterpretations of County Web content.

V. Multi-language Assistance

For assistance with the translation of County Web content, department information/services, e-government applications or to inquire as to whether translation services are available, please contact the respective County department using the Jefferson County <u>Contact</u> listing.