## Brief Guide to the "Whole Enactment Download" feature of the Bilingual Laws Information System of the Department of Justice

Under the existing structure of the Bilingual Laws Information System ("BLIS"), users may view and print the contents of a piece of legislation on a section-by-section basis. Search facilities are also available to help users retrieve relevant sections.

With the newly added feature, the "Whole Enactment Mode", it is also possible to view and print the complete text of a piece of legislation in one go. Simply take the following steps –

- 1. Click [Legislation Database] on the BLIS homepage to enter the Individual Section Mode (i.e., the current BLIS setting).
- 2. Click the [Whole Enactment Download] button at the Selection Menu to enter the Whole Enactment Mode.
- 3. The right frame will display the list of current Laws starting from Chapter 1. Please click the [Next List] or [Previous List] button to scroll forward or backward.
- 4. To view a complete list of the titles of an Ordinance and of all the Subsidiary Legislation under it, click on the title of the Ordinance. You may also view the list by entering the chapter number of the Ordinance at the Selection Menu and then clicking the [Enter] button.
- 5. To view the complete text of an Ordinance or Subsidiary Legislation, click on the title of the Ordinance or Subsidiary Legislation. A full list of the section headings of the Ordinance or Subsidiary Legislation will be displayed. Then click the [Select All] and [View] buttons. (To view multiple sections of an Ordinance or Subsidiary Legislation, you may highlight the selected sections by clicking the mouse with the [Ctrl] or [Shift] keys pressed and then click the [View] button.)
- 6. The list of sections selected and their contents will be displayed at the right frame. You can use the print and save functions of your web browsers to print or save them.
- 7. Due to technical limitations, the contents of sections that contain images or are heavily formatted (e.g. tables and forms) may not be displayed in the usual format. If you wish to view the content

- of a section as displayed in the Individual Section Mode, please click the [Back to Individual Section Format] link of that section.
- 8. To go to another Ordinance, enter the chapter number of the Ordinance at the Selection Menu and then click the [Enter] button. Alternatively, you can click the [Back to List of Laws] link at the top right corner and then click on the title of the Ordinance.