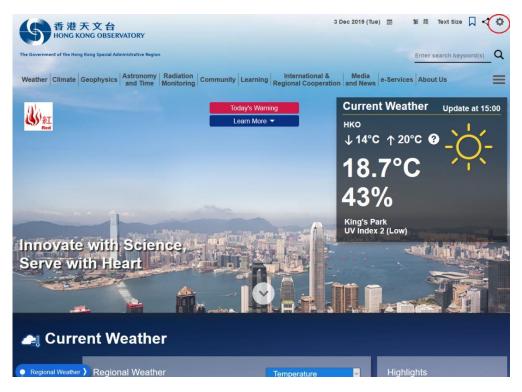
A Quick User Guide on HKO Website

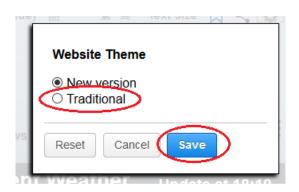
1. How to switch the front page of HKO website to

traditional view?

(i) Locate the gearwheel icon near the top right corner of the front page. Please follow the following steps to switch the front page of HKO website to traditional view. Note that traditional view applies for front page only and does not apply to inner webpages. If you are using mobile devices, please go to step (iv).



(ii) Select the checkbox of "Traditional" and then click "Save".



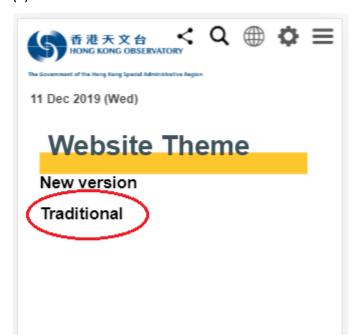
(iii) The front page will be switched to traditional view.



(iv) If you are viewing HKO website on mobile phone, the gearwheel icon can be located near top right corner of the front page.



(v) Select "Traditional".



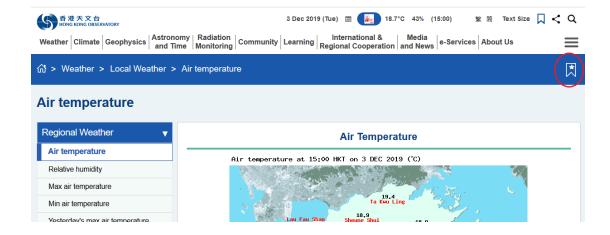
(vi) The front page will be switched to traditional view.



2. How to access frequently visited webpages using

Bookmark function of the HKO website?

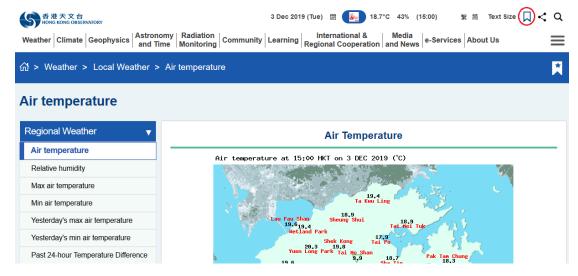
(i) Many webpages support the use of "Bookmark". To add a page to "Bookmark", click the "Bookmark with star" icon near the top right icon of the webpage.



(ii) When a webpage is bookmarked, the button will be highlighted in white.



(iii) You may go to the bookmark page through the bookmark button at top right hand corner as shown below.

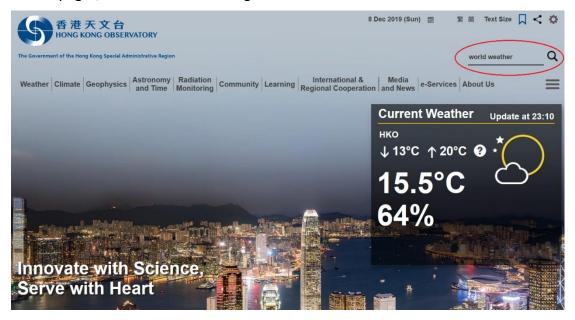


(iv) Your bookmarked pages can be accessed on this webpage on which the bookmarked pages may be removed by clicking the "Edit" button.

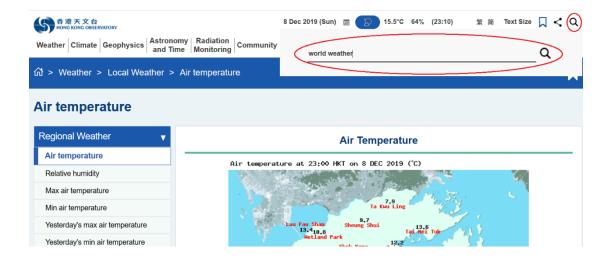


3. How to use the search function?

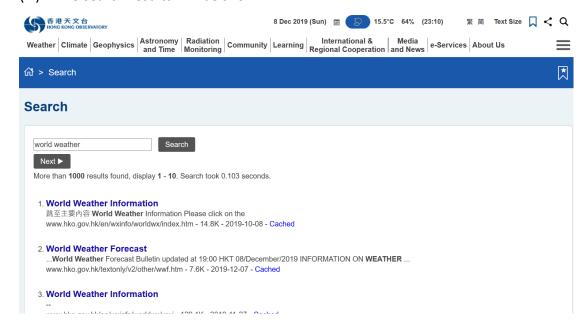
(i) You may input your search text in the search bar near the top right corner of webpages, and then click the magnifier button next to it.



(ii) Alternatively, you may click on the magnifier button at top right corner of each page, and then input your search text at the pop-up section. Afterwards, click the magnifier button next to it.

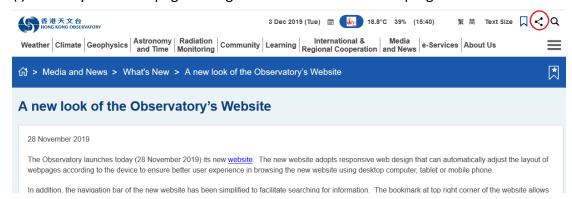


(iii) The search results will be shown.

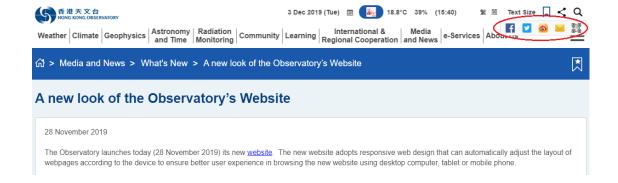


4. How to share the page

(i) You may share the page through the share button near top right corner.



(ii) Select the platform you would like to share.

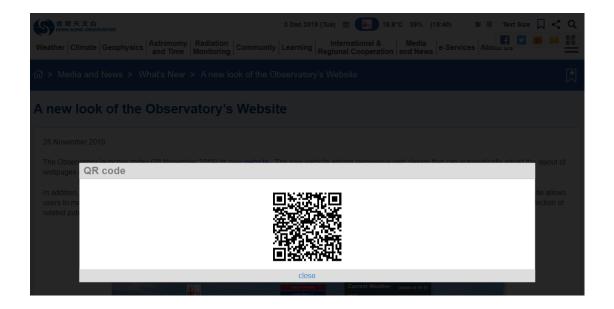


(iii) You may share the webpage to social media platform such as Facebook.



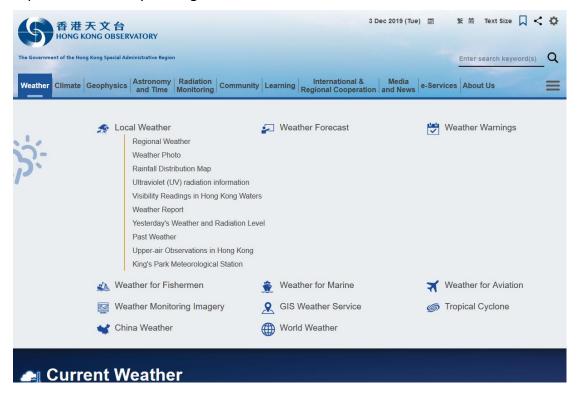


(iv) You may also share using QR code.

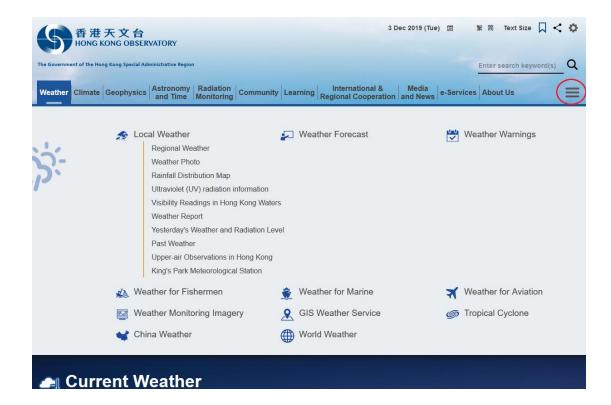


5. Locate information on the website using the menu

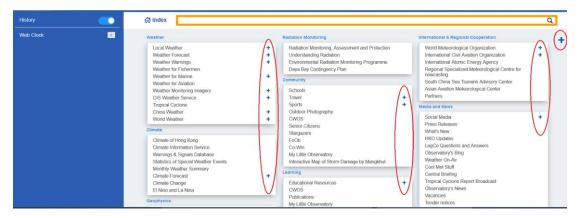
(i) Webpages of the website are categorized in the menu by topics. You may expand the menu by clicking on various items in the menu.



(ii) The full menu may be viewed by clicking the button at right of the menu.



(iii) Clicking the "+" symbol will expand items while clicking "-" symbol will collapse them.



(iv) You may also use the search bar at top to search for items in the menu.

