# **User Manual**

# **Show Original Document**

• Displays the original PDF document as uploaded by the user.

#### **Show Extracted Document**

- Displays the extracted text from the PDF document, divided into pages.
- Each page is separated by a horizontal rule.

## **View Sections**

- Allows the user to select specific sections of the document by checkboxes.
- Displays the content of the selected sections.
- Provides an option to look up a word within each section.

## **Dictionary Lookup**

- Provides a sidebar option to enter a word and fetch its definition using the WordsAPI.
- Displays the definition of the word if found.
- Alerts if no definition is found.

#### **Table of Contents**

- Lists all documents stored in the specified folders with their metadata.
- Provides sorting options for titles.
- Each row has a select button to navigate directly to the corresponding PDF document and display it.
- **Title**: The name of the act or document.
- Act Number: The numerical identifier of the act.
- Act Year: The year associated with the act.
- **Date**: The date when the act was enacted.
- **PDF**: The filename of the PDF containing the act.

## **Update Circulars**

- **Automatic Document Retrieval:** The function automatically fetches the latest circulars from the Ministry of Home Affairs website, saving users the time and effort of manual downloads.
- **Up-to-Date Information:** It ensures users have access to the most recent circulars and notifications, keeping them informed about the latest government communications.
- **Organized Storage:** All downloaded circulars are neatly stored in a dedicated folder, making it easy for users to locate and access the documents they need.
- Progress Tracking: Users can see real-time updates on the download process, including which documents are new, which already exist, and any issues encountered during the update.