

Questions and Answers regarding the Online Application Process

The following questions and answers provide information on Florida Housing's new online Application tool. The online Application is a Microsoft Word document that only allows an Applicant to add text in textboxes, click on checkboxes and radio buttons to select certain items, and select items within a drop down list. Applicants are not able to adjust the formatting in the document.

Having trouble editing anything in the document?

When the Application is first downloaded, there may be instances where the document may not be in edit mode. Go to the View menu at the top of the screen and, if "Edit Document" appears in the menu, click "Edit Document". A banner may also appear at the top which includes a button that says "enable editing". If the banner appears, click on the "enable editing" button to edit the document. If an Applicant does not see these options, the Applicant is in edit mode.

- **If unable to enter text within a text box or field:**

The Applicant should click on another box elsewhere in the document, then click back in the original box again. Using the TAB key to move from textbox to textbox may also resolve the problem.

- **If unable to mark a checkbox**

- The Applicant should be able to use a single click in any checkbox to select it. A double click may not seem to have any affect.
- Earlier versions of Word may not allow the selection of checkboxes. The forms were designed and testing in Microsoft Word from the Microsoft Office Professional Plus 2013 Office Suite. It is possible that earlier versions of Word will allow the user to click next to the checkbox and then delete the box. Then the user may also type in an "X" to mark the box, which will be deemed acceptable by Florida Housing.
- If this doesn't work, it is possible that the problem is caused by a issue that Microsoft has identified with one of their recent security patches. They have released an article describing the symptoms which can be found on the webpage http://blogs.technet.com/b/the_microsoft_excel_support_team_blog/archive/2014/12/13/forms-controls-stop-working-after-december-2014-updates-.aspx . Additionally, they have provided another article describing the manual solution and an automated solution on the webpage <http://support.microsoft.com/kb/3025036/EN-US> . The automated solution is called "Microsoft Fix It" and can be found at the bottom of the screen. Make sure that Word and Excel are both closed before clicking and installing this quick program/solution.

- **If unable to mark a radio button**

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Other questions/issues that may be experienced

1. **Question:** I see that I can copy text from another document and paste it into the textboxes, but all the formatting changes. Can I keep the formatting from my original document?

Answer: The formatting of the textboxes is locked to ensure consistent formatting for all Applicant answers. This cannot be adjusted by an Applicant. You may try to copy the original text, then right-click into the new textbox, click the icon with a clipboard and the letter “A”, which may retain the formatting; however, we recommend that you type your response in the textbox provided instead of copying and pasting your text from a separate document.

If a user experiences a technical issue not addressed within this document that affects the functionality of the online application, the user is encouraged to notify Jean Salmonsens via jean.salmonsens@floridahousing.org or 850-488-4197. Florida Housing may update this document with additional information as needed.

Florida Housing cannot provide advice in answering Application-specific questions and any questions regarding such will be ignored. Each RFA has a set Questions and Answer period with separate submission instructions outlined in the RFA.