

Configure Apple/Mac Computer for IRB Approval Stamp in .rtf Documents

When using an Apple/Mac computer, open Rich Text Format (.rtf) documents in Microsoft Word rather than the default text editor, so the IRB approval stamp appears in the upper right corner. Follow the instructions below to configure your Mac to open .rtf documents in Microsoft Word.

- 1 •Generate .rtf document template in HawkIRB. Do not open from download bar. Go to Finder. In Downloads, right click on document (Right click on Mac = 2 fingers on track pad)
- 2 •Select 'Get Info'
- 3 •Select 'Open with' and select Microsoft Word
- 4 •Select 'Change all'
- 5 •Close out of file info
- 6 •Re-open document (from Download or wherever it is saved)
- 7 •If the IRB stamp does not appear when you re-open the document, restart your computer

