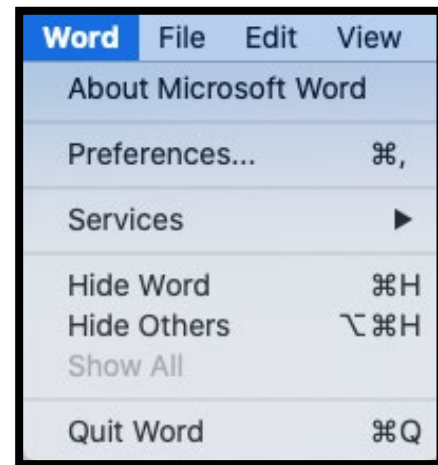
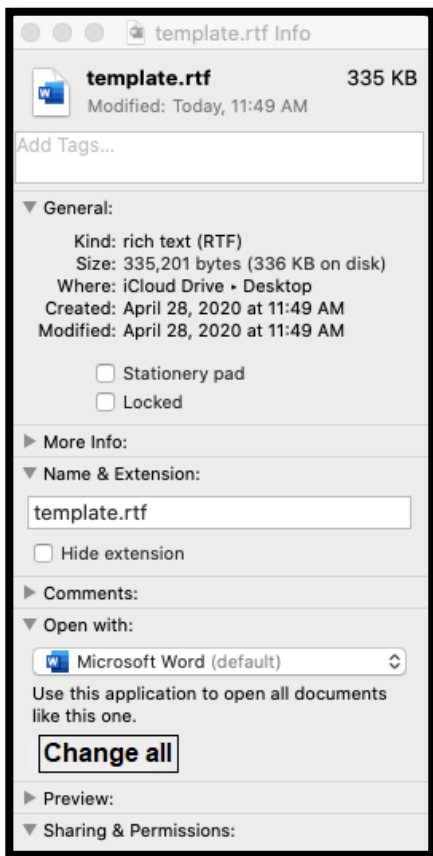
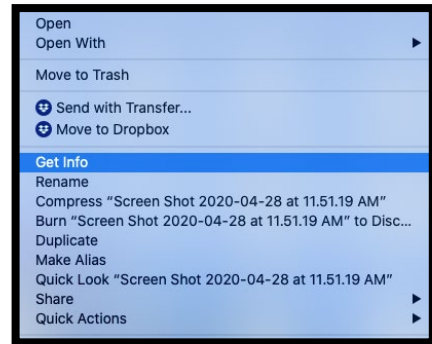


# IRB Stamp & Configuring RTF's for Mac

When you are using an Apple computer, it is important to configure your Mac to open Rich Text Format (RTF) documents in Microsoft, otherwise, the IRB Stamp will not appear. The information below provides a step by step guide to open all future RTF documents in Microsoft Word.

- 1 • Select RTF document & right click  
• Right click on Mac = 2 fingers on track pad
- 2 • Open File Menu  
• Select 'Get Info'
- 3 • Open with 'Microsoft Word'
- 4 • Click 'Change all'
- 5 • Quit Word  
• Restart Word
- 6 • Restart computer - if restarting Word is unsuccessful



If the document does not open with the IRB approval stamp after quitting Word, restart the computer.

