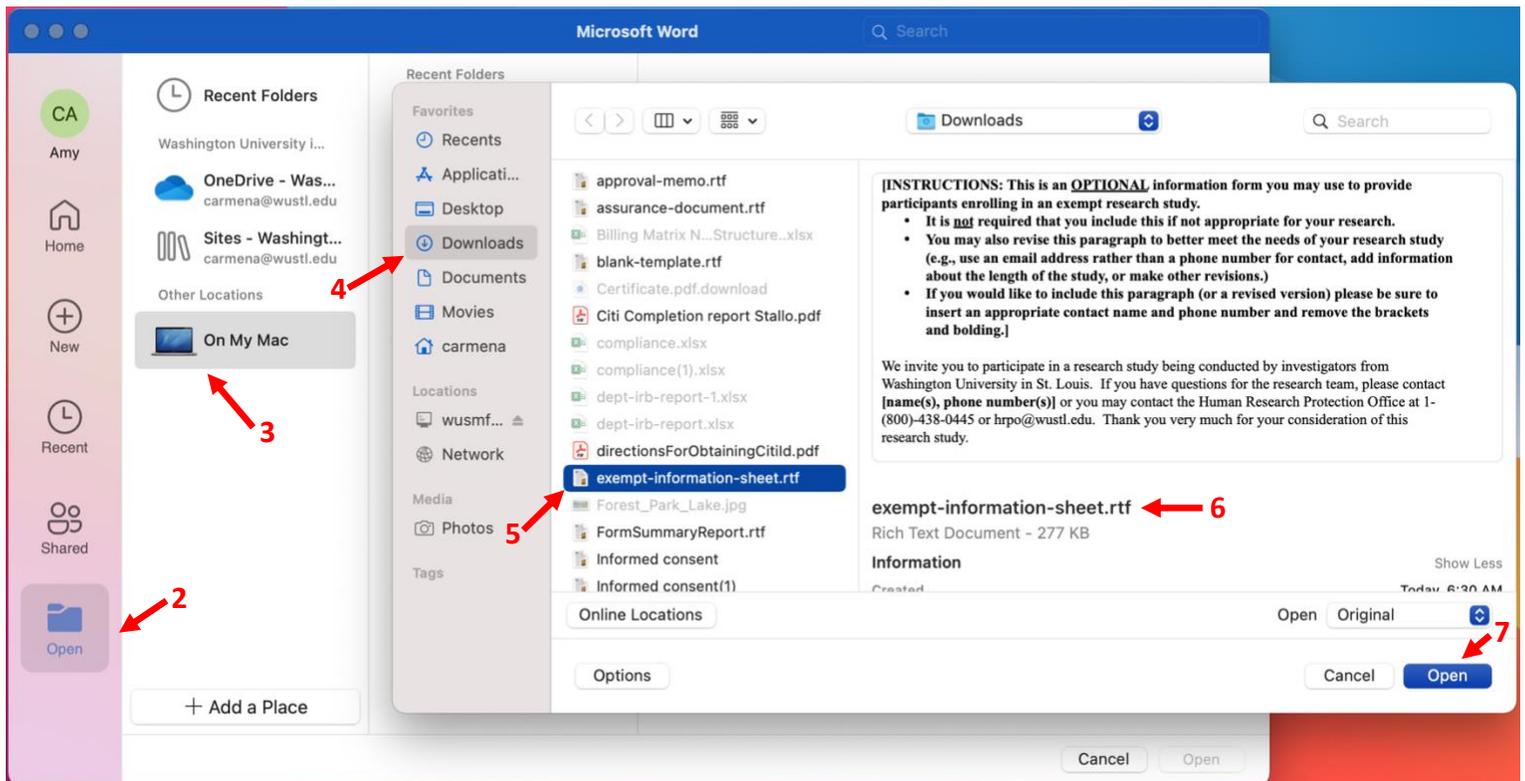


## Using myIRB Stamped Templates with a Mac

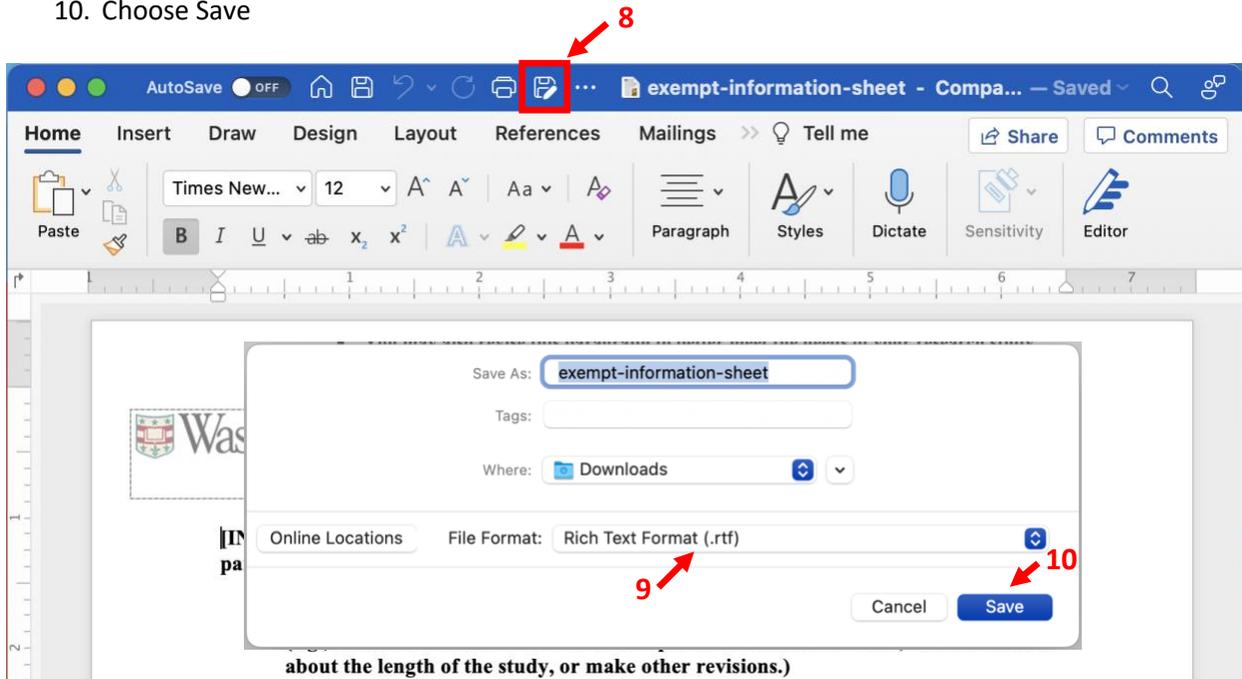
Stamped templates from myIRB must remain in rich text format (.rtf) in order for the electronic stamp to remain intact. Rich text format files are a product of Microsoft. The templates are compatible with Macs, but require special consideration to be used. This applies regardless of whether you download the file directly from myIRB or from an email.

Prior to attempting to open the file, make sure you're using a full word processor, like Microsoft Word, rather than a rich text editor. Follow the directions and images provided below to...

1. Download the stamped file (not shown in below image), but do **not** open it directly from your browser's download folder
2. Choose Open from the left side menu in MS Word
3. Select On My Mac as the location
4. Choose Downloads
5. Scroll to find the file you downloaded
6. Confirm when clicked on the preview shows it has the .rtf file extension
7. Choose Open



8. When you are finished editing the file, choose Save As
9. Be sure the file remains in rich text format (.rtf)
10. Choose Save



If the above steps do not work for you, then another solution will need to be found to address the issue. The few users who struggle with this typically contact the WashU IT help desk (by calling 314-933-3333) assistance setting their Mac to work with rich text files in a way that preserves the “.rtf” format. Alternatively, some users choose to find a computer with the Windows operating system and Microsoft Office to use when working with a stamped template.

Users are strongly urged to find a long-term solution because there’s a good chance additional edits will need to be made in the future (either in response to reviewer contingencies or due to changes required during the life of the project).