

APPENDIX C

Preparation of Report

1. **Obtain Case History:** include age, gender, handedness and additional factors that must be considered when doing the analysis (See Appendix B).
2. **Request handwriting samples** (see Appendix B for instructions for an ideal writing sample).
3. **Determine goal of report:** Ask Client what he wants to learn/or how he wishes to use the report.
4. **Analyze the writing and synthesize the analysis:** many useful checklists are available on the AHAF website (www.ahafhandwriting.org/education). Put it all together—how does one trait affect the others, how do all the traits work together to complement or detract from each other to make up the total personality? Consider any external factors that might be affecting the writer and thus the handwriting.
5. **Prepare report:** Organize the report to include all pertinent areas of personality.

Suggested categories:

- intellect
 - social skills
 - drives and vitality
 - coping mechanisms – controls, inhibitions, defenses
 - self-image
7. **Do not assume the role** of physician, psychologist, psychotherapist, or counselor unless you have special training or certification in these areas
 8. **Present report** – oral, taped or written, depending on client or analyst's preference.