

Using Forensic Report Templates

Opening a Report Template:

1. Double-click on the specific template appropriate to your case.
2. Save the template to your computer as a *Microsoft Word* document.
3. Personalize your template by adding your letterhead and name where indicated.
4. Save the file under a new name when you start to write your report.
5. If your computer is set by default to open word processing documents with a program other than *Word*, right-click on the file and “open with *Word*.” If you do not have *Word*, you may still be able to use the template, but it will be more difficult to review.
6. You should be able to view instructional comments in balloons in the margin of the report. If not, go to the “view” menu and select “print layout.” You can also click on the “reviewing pane” icon to view instructions at the bottom of the document.

Writing Your Report:

1. Download and study my *Report Writing Tips* document.
2. Read the instructional comments in the margin of the template for more specific guidance pertinent to the template you have selected.
3. After reading an instructional comment, you may delete it by right-clicking on the balloon. You may also delete all of the instructions at once: go to the icon with the red *X* in the reviewing toolbar and select “delete all comments in document.”
4. Proofread your report. An automatic spelling and grammar check may be helpful.

Sending Your Report for Review:

1. Make a copy of your report by saving it with a file name that does not include the name of the subject. This will be the confidential version you send for review.
2. Go to the “edit” menu and use the “find... replace” function to replace the last name of your subject with a typographical symbol not otherwise used in the report (for example, “%,” “#,” or “&”). Save again.
3. Use the “insert comment” icon in the reviewing toolbar to insert any specific questions you would like me to consider when I review your report.
4. Send an e-mail to DrHicks@forensicmind.com with your saved report attached.

Finalizing Your Report:

1. I will return your report with “(rev)” attached to the file name to indicate it is the reviewed version. Save the file on your computer as a *Word* document file.
2. New comments will be visible in the margin of the document, along with editorial additions and deletions. If the edits are not visible (in color), toggle from “final” to “final showing markup” in the reviewing toolbar, or use the reviewing pane.
3. Right-click or use the icons in the reviewing toolbar to “accept,” “reject,” or “delete” changes and comments. You can do so one at a time or all together.
4. Make any additional changes in response to editorial suggestions.
5. E-mail your revised report to me if you would like me to review it again.
6. When finished, restore the name of your subject to the report by using the “find... replace” function. Proofread one last time before submitting your report.