

Easy Read Information

Hello, and welcome to our guide for creating easy read information. You might be thinking about creating easy read documents because you work with people with learning disabilities or because you recognise your responsibility to make reasonable adjustments to the way you do business so that people can access written information about your services and products more easily.

Easy read uses both words and pictures which work together to help more people understand. So, what can you do to make a great easy read document? Let's start with the words.

1. The Words

Always think about your audience. Are you writing for children or adults? And why do they need Easy Read documents? Knowing this, will help you create more meaningful documents.

The words you use must be easy to understand.

This means that you should use simple everyday language and numbers rather than difficult words. And you shouldn't use jargon or abbreviations.



Think about
Meeting
100
Doctor
Computer screen



Consider
Appointment
One hundred
GP
Visual Display Unit (VDU)

If you have to use difficult words, define what they mean using easy words.

2. Sentences

Keep your sentences short. More than 15 words is harder to read



You may need to see the
Ophthalmologist.
This a Doctor who looks after
your eyes.

Keep your sentences short.

More than 15 words is harder
to read.



You may need to see the
Ophthalmologist.

Long sentences, complex
words and complex grammar
all require increased demands
on working memory and
processing skills; as well as
increased literacy skills.

3. Consistency

Be consistent. Use the same words and phrases; there really is
no need to say the same thing in lots of different ways.



Please come to a **meeting**
about your new service.

In your **meeting** we will talk
about your needs.

This **meeting** will be at the
Community Centre.



Please come to a **meeting**
about your new service.

During your **appointment** we
will discuss your needs.

This **discussion** will take place
in the Community Centre.

4. Images

Use images to help illustrate the main points in your text. You don't need to use images for every word - just pick out the main points that you want to emphasise.



Lunch is at 12 o'clock.



Please come to the cafe.



To find out more, please ring
01234 567890.

Decide whether a drawing, photo or symbol shows the meaning best.



Drawing



Photo



Symbol

Make sure that any image is clear, isn't distorted, and is big enough to see.



Unclear



Distorted



Too small

5. Layout

You can really help people by thinking about the layout and style of your document.

Use large print with ideally a 16 point font and separate the information clearly.

Clear type faces that use letters like this are much easier to read. Try Century Gothic, Arial or Comic Sans.



Some Typefaces are easier to read. Some Typefaces are harder to read

This is Century Gothic, font size 16.

This is Comic Sans, font size 16.

a g
a g



This is Arial, font size 10.

This is Lucida Handwriting, font size 12.

a g
a g

Your pictures should usually go on the left.
Each sentence or new idea should be on a new line with
spaces between the lines.



Dear Mark



We have finished making your photo diary.



You told me that you found it really useful.



If you would like more help please ring me on
01234 567890.



Yours sincerley
Jeff Smith, Speech and Language Therapist.

Start and finish sentences on the same page.
Keep long words together on the same line.



Start and finish sentences
on the same page.

Keep long words together
on the same line.



Start and finish sentences...

...on the same page.

Keep long words to-
gether on the same line.

6. Things to remember



Have a clear heading.

Have a list of contents (if appropriate).

Key points should be in a logical order.

Use a mixture of capitals and lowercase letters.

Use **bold** to highlight important points.



WHOLE WORDS in BLOCK CAPITALS.

Italics or underlining.

7. Finally

Please keep your documents **short**. Anything more than **20 pages** is much **too long**.

Before you start using your documents, check them out with people from your target audience.