



How to make good easy read information

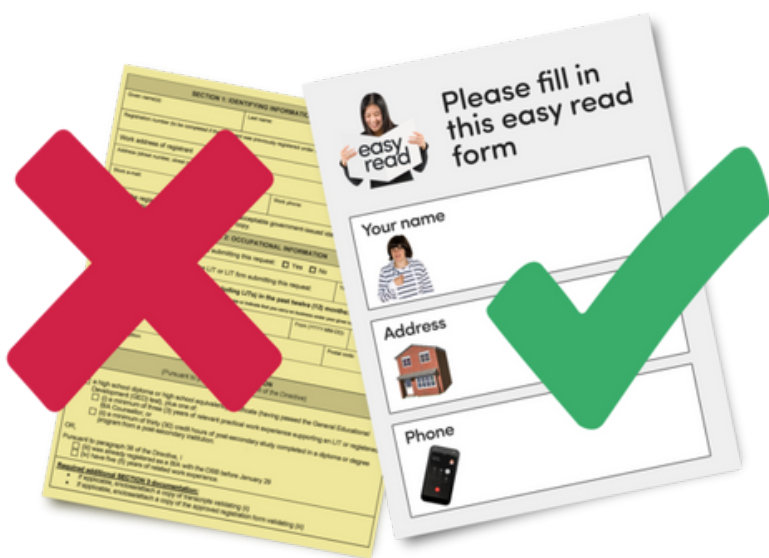
Take time to think about the information you are making



- Think about who the information is for.
- Think about what the important things are that you want to say.
- Think about the type of information it is. Is it a letter, a factsheet, a report, a questionnaire?
- This helps you decide the best way to make it.



Keep information short and to the point



- Use short sentences and simple words.
- Try not to use difficult words or jargon.
- Make sure that abbreviations are explained in full first.
- Do not split words over two lines.

Explain hard words

BIG
words



- **Bold** hard words and explain what they mean the first time you use them.
- **Bold** important bits of information to make it stand out.
- Use a glossary (words explained) for big documents with lots of difficult words.

Think about the layout



- Put pictures to the left of the words.
- Line up the text with the right picture.
- Remember that pictures are a clue to the information you write.
- They do not replace writing.
- Make sure there is plenty of white space on the page.
- Keep the page uncluttered.
- Use numbers or bullet points.
- Try to keep one topic to a page for large documents.

Use a clear font



- Use a font like Arial or FSME.
- PDF documents as this makes sure the pictures, text and font stay the same.
- The font should be at least 14point (bigger if possible).
- Use a bigger size font for headings.
- Use light, regular, and heavy settings to help make information stand out.

Pictures



fruit

- Photographs make the best picture clue.
- Drawings are the next best to use.
- Some people like symbols. They can be confusing unless the person has learnt them.
- Use the same picture or photograph to say the same thing.
- Make sure photographs are good quality and that you have permission to use them.
- Make sure the picture is big enough.



Using colour



- Make sure text is clear on the page.
- Black on white is good for the main text.
- Colour makes information more interesting. Just be careful that the text is still clear.
- Colours help to make information stand out.
- Colour in a title can help to group information.
- Black text on yellow can help a person with a visual impairment.

Take your time



- Making easy read information takes time to get it right.
- Take time to plan it out.
- Check when the information is needed and say 'no' if you are not given enough time.
- When you have finished the information read it out loud. This will help you see if you can get rid of any words.
- Check out the information with self-advocates or people who will read the information. They will tell you if it makes sense.
- It is okay to make mistakes. That is how we learn and do a better job next time.



Good support and good information



- Not everybody will be able to read and understand 'easy read' information.
- Most people need good support to help them understand information.
- Support staff, carers, family, and friends should help.