Making Easy Read

Easy words and pictures
Easy Read

Easy read is a kind of accessible information - like large print, braille and audio.

It is used by people with learning disabilities.
3 Main things

✓ Make words easier.
✓ Use pictures alongside words.
✓ Keep document length short.
Some things to try

✓ Letters.
✓ Health information.
✓ Appointment cards.
Top Tips to get you started...
Use easy words

✓ Think of easy words that people use all the time.

✓ If you must use a hard word, explain what it means.
Keep sentences short

✓ Aim for 15 words or less per sentence.
✓ No more than 4 sentences in each paragraph.
✓ Start sentences with and, but and or if it helps break up the text.
Fonts

✓ Use a sans serif font like Arial, Helvetica or Frutiger.

✓ Main text should be at least 16pt.
Pictures

✓ Use pictures that match the words.

✓ Put pictures together to explain more ideas.

✗ Don’t just place pictures randomly.
Layout

☑ Put pictures on the left and words on the right.

☑ Leave white space.

☑ You need a good reason to have more than 1000 words.
A Picture of HEALTH