

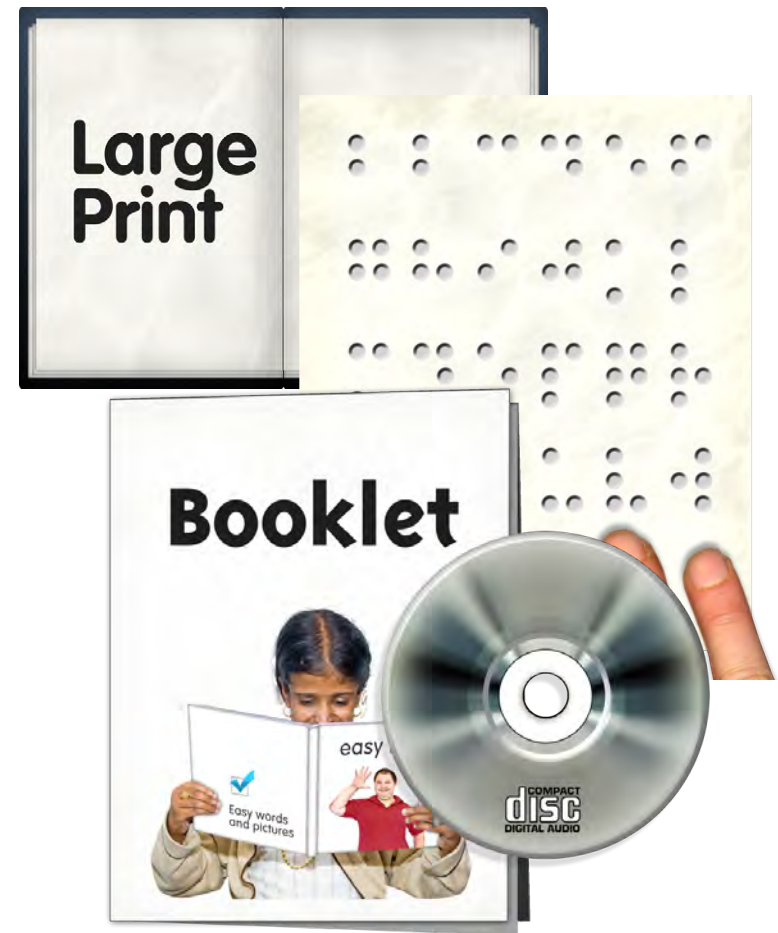
Making Easy Read



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.

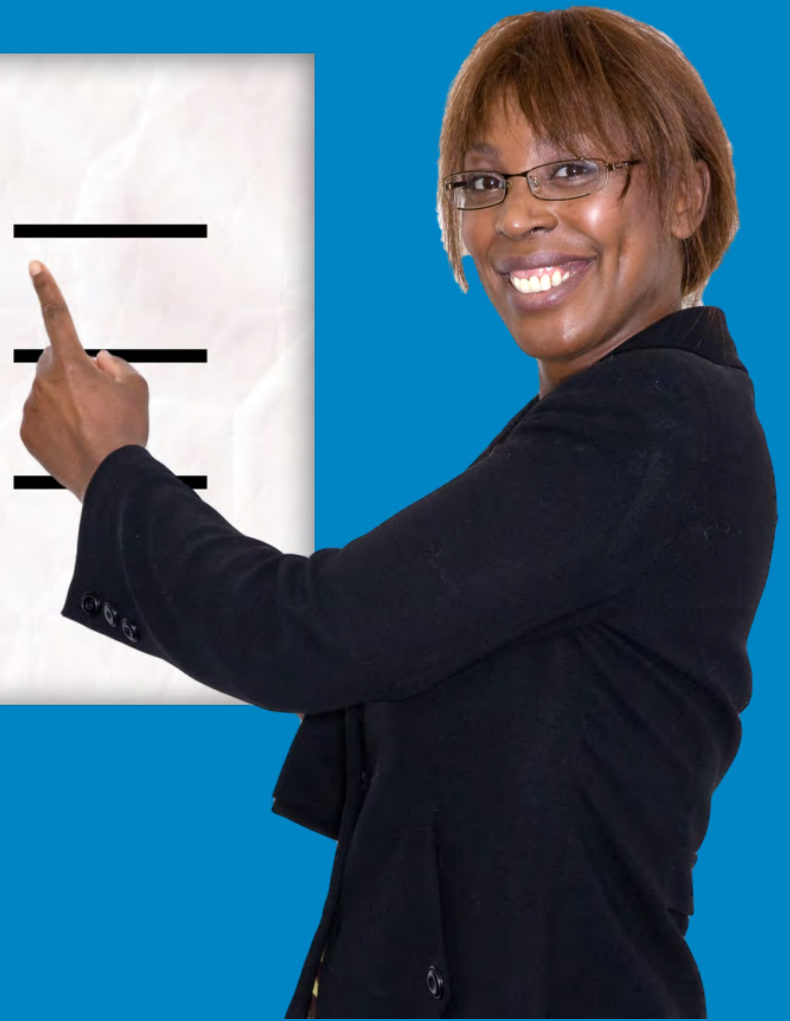
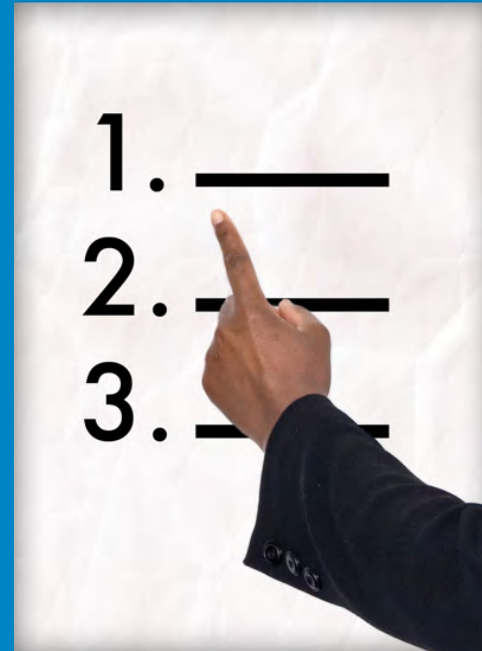


Some things to try

- ✓ 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.

Stop Hello Eat
Words
person Day Open
person Day Open

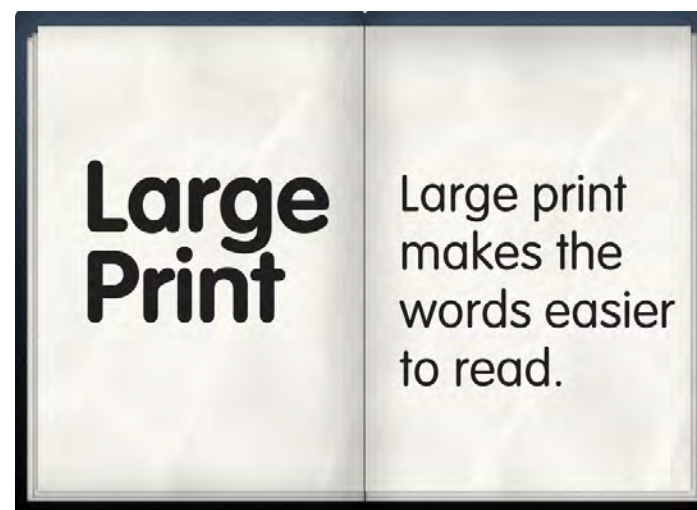
Keep sentences short

- ✓ 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

