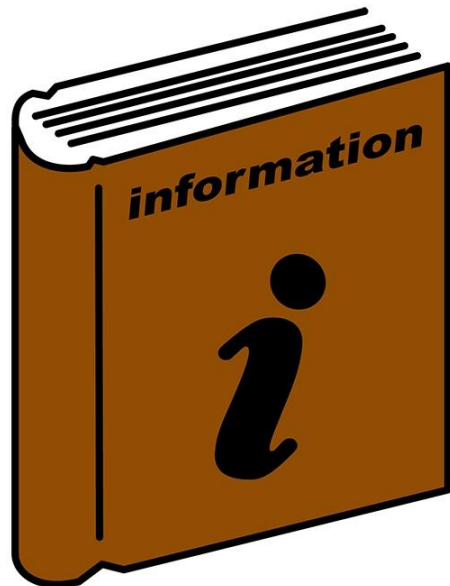


Easy Read Guide





Easy Read Guide

This is a short guide about the things you will need to think about when making easy read information.

Easy read information is presented in a certain way to help people understand information more easily.

While there is no single 'right way' to do this, this guide will help you to understand the basics of producing easy read resources.

This guide has been produced by Your Health Matters, part of the Leeds and York Partnership Foundation Trust.

Your Health Matters works with Easy on the i to produce accessible documents for people with learning disabilities.

Inside this guide, you will find out about:

Layout

.....> Pages

Letters

.....> Pages

Language

.....> Pages

Other information

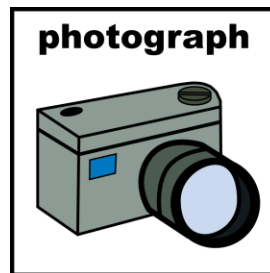
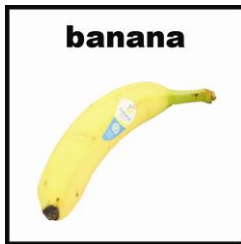
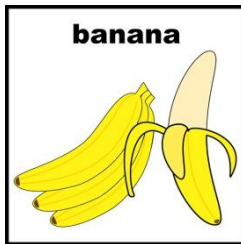
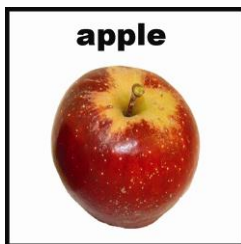
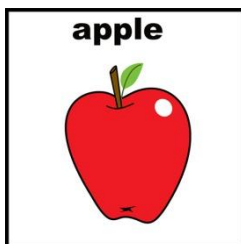
.....> Pages

Layout

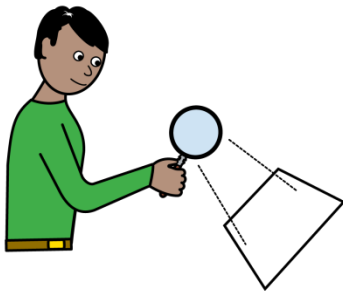
The layout is how words and images are shown on the page.

Good layout makes information easy to understand.

Good layout shows people the information that is most important.



Always use photos and images in your document.



Make your photos and images big enough to see.



Photos and images need to match what you have written.

cooking a healthy meal



How do I make the meal?



We washed our hands.
We washed the baking potatoes.



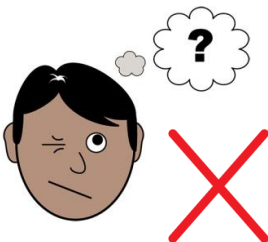
We used a knife to make holes in the potatoes.
Staff put the potatoes in the oven for 1 hour at 180°C .

Photos and images go on the left hand side of the page.

Writing goes on the right hand side of the photos and images.

Writing
in the
middle.

Writing is
spread and
justified.



Writing on the
left.




Writing that is lined up in the middle can be hard to read.

Writing that has big gaps between each word are also hard to read.

Make sure writing is lined up on the left hand side of the margin.



cooking a healthy meal



Cooking Form




Pumpkin Spaghetti



Ingredients

1 Small Pumpkin.
500g Spaghetti.
2 Onions.
1 Jar of tomato pasta sauce.
1 Can of chopped tomatoes.
2 Cloves of garlic.
1 Vegetable stock cube.

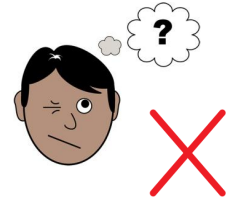
Page 1




Ingredients continued

2 Tablespoons of olive oil.
2 Two teaspoons of dried mixed herbs.
Salt.
Pepper.
Dried Parmesan cheese.

Page 2





Ingredients

1 Small Pumpkin.
500g Spaghetti.
2 Onions.
1 Jar of tomato pasta sauce.
1 Can of chopped tomatoes.
2 Cloves of garlic.
1 Vegetable stock cube.
2 Tablespoons of olive oil.
2 Two teaspoons of dried mixed herbs.
Salt.
Pepper.
Dried Parmesan cheese.



Try to keep each section to one page to make information look tidier.



What is good about it?

The exercises are fun.

It is free.

It is healthy.



What is bad about it?

It takes a long time to get there on the bus.

Use headings to break up information into sections.

All information on a single subject should be grouped together.



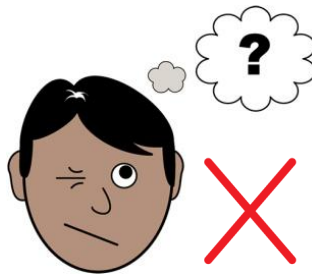
Letters



Use big letters.

The size of letters must be 14 points or bigger.

Broadway
Magneto
Curlz MT

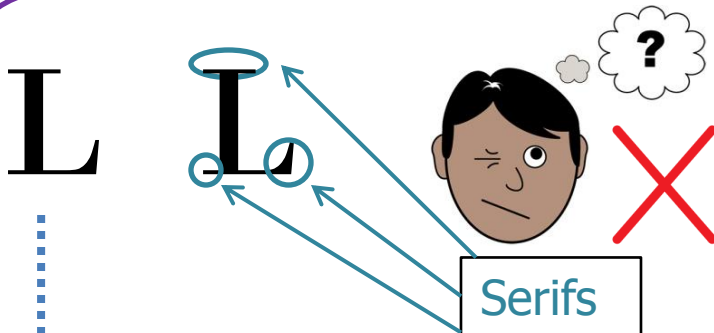


Make your letters easy to read.

Tahoma
Verdana
Arial



Choose a clear and simple style for letters.



Do not use letters that have lines at the edges of them. These lines are called **Serifs**.

Italics

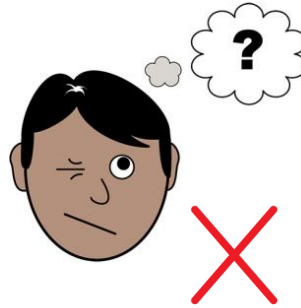
Underlining

CAPITALS

Effects

Do not use italics, underlining or capitals on letters.

Do not use special effects on letters.



These can confuse people if they need to use the shape of the word to help them read.



Tahoma

Tahoma

Arial

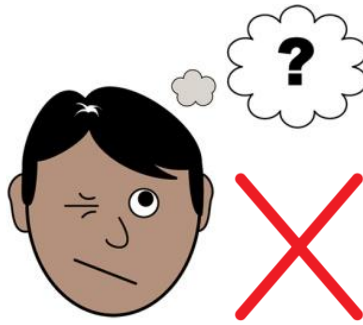
Arial

Use normal letters.

Bold writing helps make important words stand out.



One
Twenty
Eighteen
Thousand



1
20
18
1000



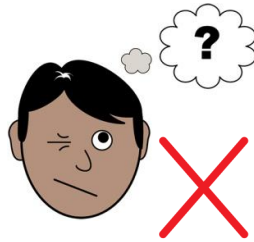
Write numbers
as figures.

Language

The language you use is very important. Any language needs to be short and simple.

Try reading your writing out loud. If it feels hard to say then it may be hard to read.

Consider
Improve
Excellent
Dreadful



Make your words and sentences easy to understand.

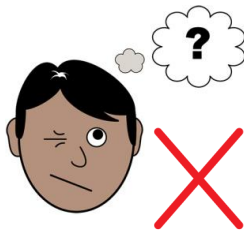
Do not use long or difficult words.

Think
Better
Good
Bad



Use short and simple words.

We put nuts and seeds in the bowl and we mixed it all together but it was hard to mix.

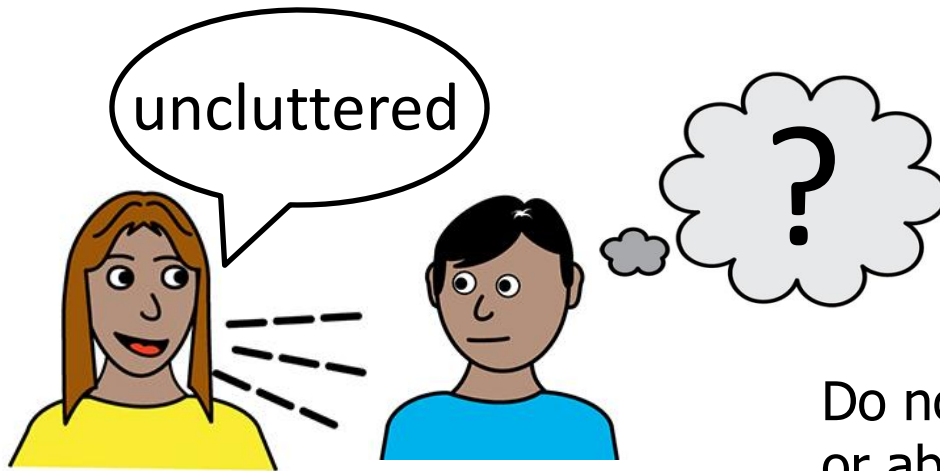


Write short sentences with less than 20 words.

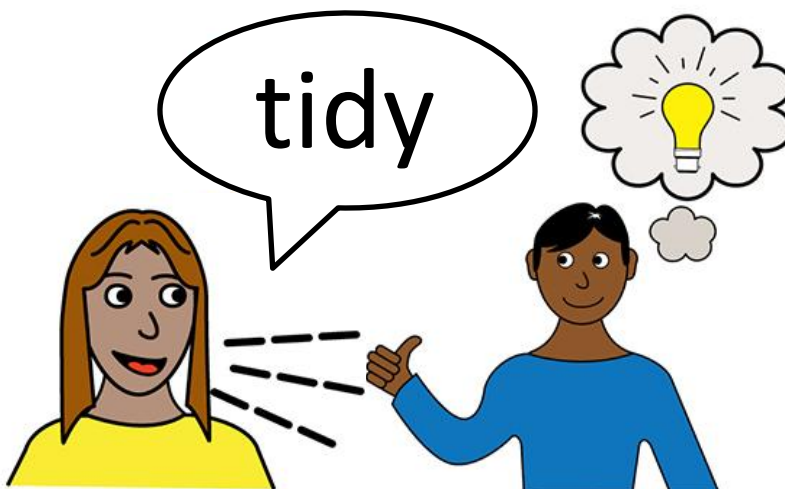
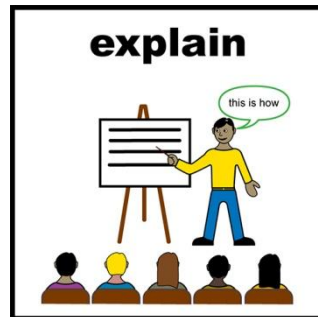
We put nuts and seeds in the bowl. We mixed it all together. It was hard to mix.



Two short sentences are better than one long sentence.



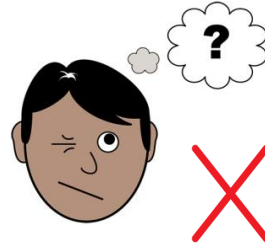
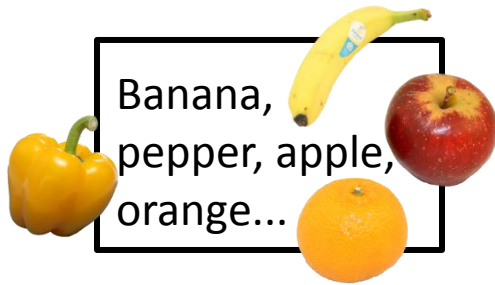
Do not use jargon or abbreviations. These are words that people might not understand because most people do not use them.



If you need to use big words, explain what they mean first.

Use short and simple words.

Other information



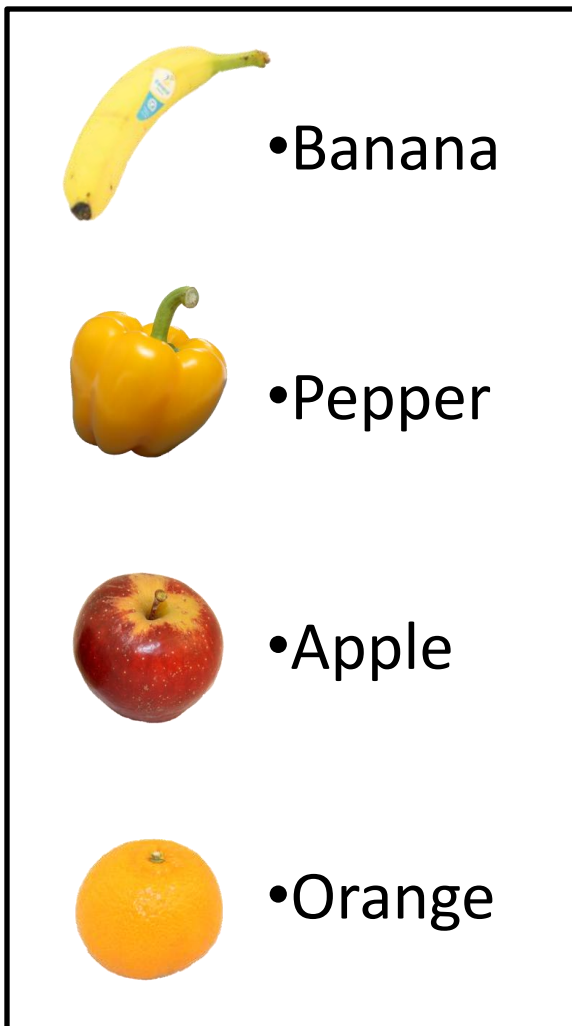
If you are writing a list, write each word on a new line.

Use bullet points.

Put photos and images on the left.

Make sure your writing is not covered up.

The writing needs to be clear and spaced out.





How do I make the meal?



We washed our hands.
We washed the fruit.



We cut the fruit up.



We put the fruit in a bowl.
We mixed the fruit in the bowl.

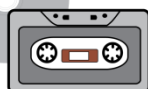
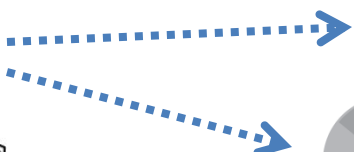


We added greek yoghurt.
We ate the fruit salad with the yoghurt.

Make sure there is plenty of white space on the page.

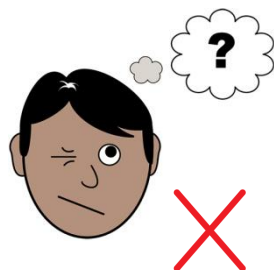
The document should not be overloaded with too much information.

information



You can put information on a DVD or tape to show people.

Apple
Banana
Orange

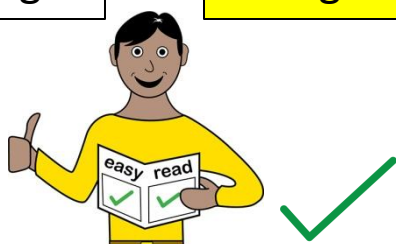


Think about the colours
you use for letters and
backgrounds.
The writing needs to
stand out.



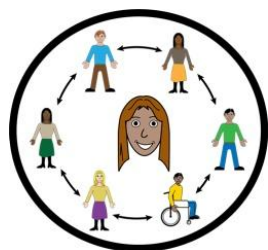
Apple
Banana
Orange

Apple
Banana
Orange



Black letters on a white
background are easy to
read.

Black letters on a
yellow background are
easy to read too.



Team up with someone who has a
learning disability to make easy read
information.

Ask for their feedback.



give feedback

