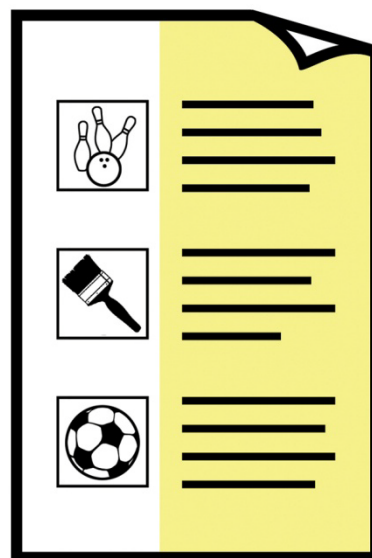


Of course, it's not just about pictures

Easy-Read Good Practice Guidelines



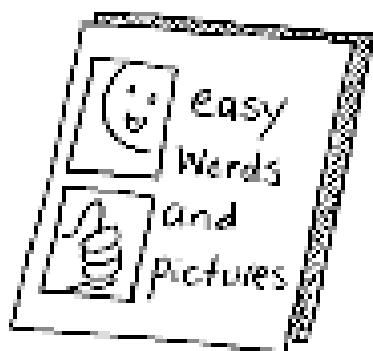
Our Funders:



Introduction

Making information easier to understand is important for everyone especially people

- ❑ with learning difficulties
- ❑ with traumatic brain injury, for example stroke
- ❑ with poor literacy skills
- ❑ who do not read or speak the language of the text (in this case English).



Easy-Read

- ❑ Easy – read is one way of making written information easier to understand.
- ❑ Easy-read is not just about adding some pictures to the text. It is also about choosing the right words and laying the information out so that it is easy to follow

Basic Rules for Easy-Read



- Yes to clear, simple language
- Yes to as few words as possible
- Yes to pictures/symbols that support the text.
- Yes to clear layout
- Yes to good size print and plain font
- Yes to left aligned text



- No to difficult words/ jargon/ abbreviations
- No large blocks of text
- No to *Italics* or UPPERCASE
- No to pictures unrelated to text
- No to cantered or justified text alignment

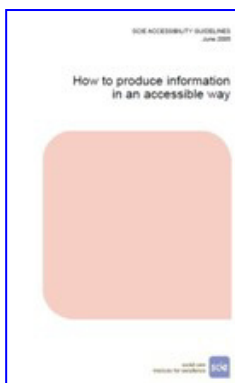
Guides to Writing Easy Read

There are several good guides to writing easy read. Here are some of them:



Change

[How to make information accessible](#): a guide to producing easy read documents.



Social Care Institute for Excellence

[How to produce information in an accessible way](#)

Produced in partnership with Inspired Services



Mencap

[Make it Clear](#) A guide to making easy-read materials.



Office of Disability Issues

[Making written information easier to understand](#) for people with learning disabilities.