

# Make it clear

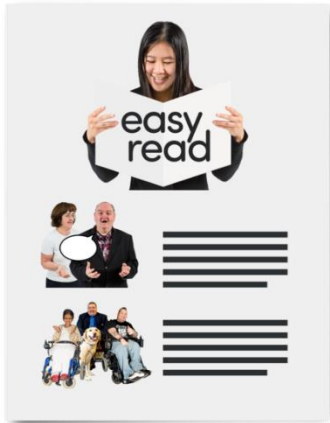


**A guide to making  
Easy Read information**



Everyone has the right to get information in a way they understand

## How to use words and pictures to make information easier to understand



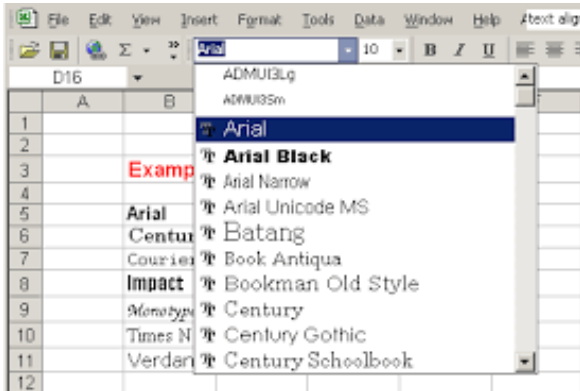
This guide will help you write information that is easy to understand.



There is a tick list in this document that you can tick off to help you.

## Design and Layout

The font should be in Arial



Here are some examples of fonts that are harder to read

Century is not easy to read  
Times new roman is not easy to read

	A	B	C	D	E
1					
2					
3		Examples of different sizes:			
4					
5		Arial, 8			
6		Arial, 10			
7		Arial, 12			
8		Arial, 14			
9		Arial, 16			
10		Arial, 18			
11		Arial, 20			
12					

The font is to be at least 14 or 16.

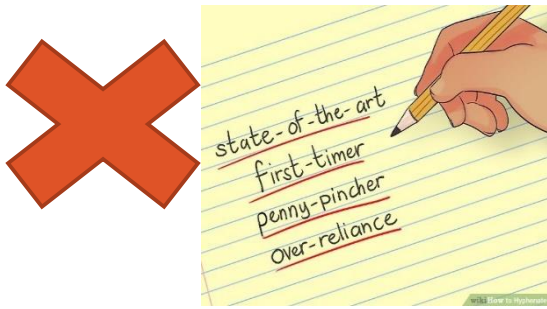
We recommend 16



Underlining and words in *italics* can make the text harder to read. We do not recommend using them.

**YELLOW**   **BLUE**   **ORANGE**  
**ORANGE**   **YELLOW**   **BLUE**  
**BLUE**   **ORANGE**   **YELLOW**  
**BLACK**   **WHITE**   **PURPLE**  
**CYAN**   **GREEN**   **PINK**  
**RED**   **RED**   **RED**   **RED**   **RED**

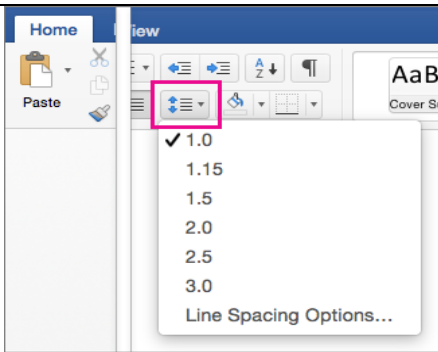
Where possible avoid writing in colour because some people cannot tell the difference between colours. Use black



Never split 1 word over 2 lines and never use a hyphen (-) to split a word.



Telephone numbers should be in bold



Check that there is 1.5 spacing between lines and paragraphs



Never use a background that makes it difficult to read the text.

For example, never use a picture or a pattern as a background.



Check that the information on your page is well spaced and that pages do not look cluttered with information.

## Words and Language



Make sure the information talks to the reader- using I, we or you within sentences

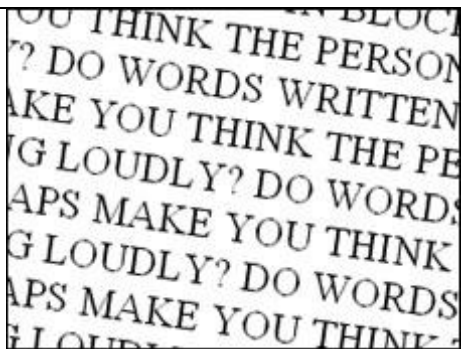


Do not use difficult words

Do not use shortened words like “e.g.” or “etc.”



Make sure that all words are easy to understand.



Check that words have not been written in capitals



Keep the punctuation simple.

For example, do not write

Yesterday, I bought a green/yellow bike (a new one!) For my son – whose name is Michael.



We will try to make sure we talk and give you information in a way that is easy for you.



If English is hard for you, we can get an **interpreter** to help explain things in your language.



We will also make sure you get written information in your language.

Instead, write

My son's name is Michael.

Yesterday, I bought a new bike for him.

The new bike is green and yellow.



When using time, write it in the 12 hour clock.

**NHS**  
England

Don't miss out on your free health check!

- Do you have a learning disability?
- Ask reception or your doctor to put you on the learning disability register.
- You need to be on the register to get a free health check every year.
- Having a health check will help you stay healthy.
- Find out more about what the health check is by talking to your doctor.

Always start a new sentence on a new line.

**Why should we change?**

We need to change the way we give people health and social care because:

- Our current health and social care services are not meeting people's needs
- Some services are good, but some are not. We want to make all the services good
- There are some services that are doing the same thing. This wastes money. Our changes will save money

Keep your sentences short.

You could do this by writing only 1 idea per sentence.

Use a full stop before starting a new idea, instead of using a comma or an "and".



Always make sure you give people all the information they need.

Make sure it is clear who the information is for and what it is about.

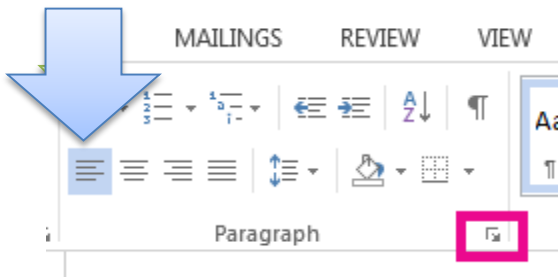


We know that a power cut can be worrying and difficult and we want to help when one happens.



This extra help is **free** and we call it our **Priority Services**.

Highlight the important information in **bold**.



Justify all of your writing to the left.

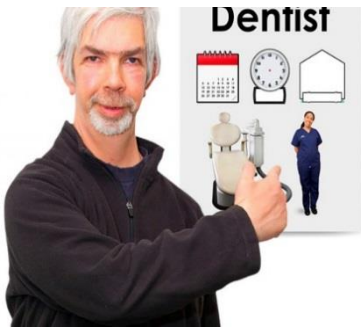


Number the pages at the bottom right hand side.

# 8

Use numbers not the words for numbers: 8 not eight.

## Using Pictures



Many people find it hard to read text.

To help them understand your text, you should put images next to it to describe what it is about.



Use Photosymbols or free pictures from the internet.



Check that pictures are big enough to see clearly and are of good quality





Always use images that are good and right for the people you are writing for.

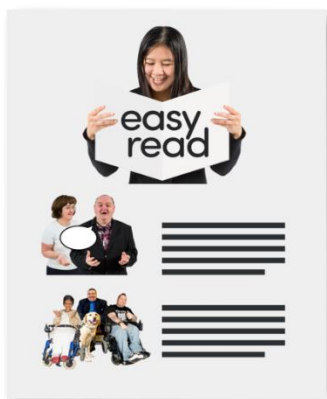
For example, never use images for children when you are writing for adults.



Always choose images that are clear, easy to understand and go well with the piece of text they are helping to explain .



Choose images with plain backgrounds.



Keep the pictures to the left of the writing.



Usually 4-5 pictures to a page is the maximum.



You don't have to have a picture for each bullet point you can have one just for the main point

## What can the Galway Advocacy Council offer?



Advocates on the Council can act as advisors on documents that you produce. This means that you have a go at producing an Easy Read document and we will work with you to make sure the information and photos are in line with all Easy Read guidelines.



## Check list

Write in short sentences of 15-20 words.

Write as if you are speaking.

Use active verbs as much as possible.

Keep the language personal e.g. you, we, I.

Use Arial font – at least size 16.

Don't underline, use **bold** to emphasise a word.

Each sentence has one idea.

Don't use jargon or acronyms or italics.

Don't write in upper case.

Don't use don't – use do not.

Always use numbers – don't write numbers.

Use full names e.g. road, not Rd

Reduce punctuation as much as you can.