Creating an Easy Read document

Open a word document

Set up the page with Arial 14 font

Set line spacing at 1.3 or 1.5

Set a left-hand margin of 5 for pictures

Don't publish as a pdf.

Review your work – or better still, get someone else to!

Are sentences short?

Is the language simple?

Can I take out any unnecessary words?

Is it clear and concise?

Is the message complete?

Fifteen Top Tips for Easy Read

INCLUSION

TRAINING AND DEVELOPMENT
EXPERTS BY EXPERIENCE

1. Give the document a meaningful title.
2. Use clear and simple language.
3. Keep sentences and paragraphs short.
4. Use bullet points, numbered steps and subheadings.
5. Use a sans serif font like Arial or Helvetica with a minimum size of 12 points.
6. Avoid capital text and italics.
7. Align text to the left. Do not justify it.
8. Avoid underlining, except for links
9. Do not use footnotes. Give explanations of what is meant in the body of the document.
10. Keep the layout simple with continuous columns of text.
11. Link text must clearly describe where the link goes and what it is about.
12. Do not use colour or shape only to show meaning, for example 'click the big green button.'
13. If you need to use technical terms or abbreviations explain what they mean.
14. Use tables for data only. Keep them simple and add a text explanation.
15. Do not use images containing text.