



Easy Read Top Tips



Before you start



Who the information is for

What do people need to know

Why do people need to know

Layout



Sans serif font (such as Arial)

16 point minimum font size

Use headings

Keep left aligned

Bold important information and headings

Use bullet points

1.5 line spacing

Use page numbers



Words

Use common words

Short, clear sentences

Avoid putting more than one idea in a sentence

Use numerals (1 instead of one)

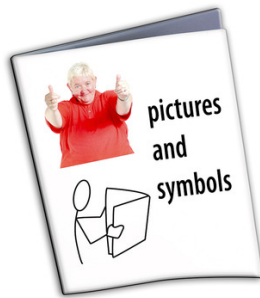
Images

Clear and large

1 image for each important point

Place to the left of text

Use images that sum up the words



Testing

Discuss the draft with a group of people who might use the document

Listen to feedback

Act on changes

Agree sign off



photosymbols®