

Working Together to Benefit our Community



Community Team for People with Learning Disabilities Easy Read Standards

7th November 2016



These guidelines are for people who produce information in an easy read format in North Somerset.

Please remember everyone is an individual and information should be presented in a way that the person can understand.

Easy Read information can also be used by supporters and carers as a tool to help an individual to understand.

The easy read standards have been developed by health and social care professionals who work with Adults with Learning Disabilities.

Many of these standards can also be applied to other groups with varying disabilities or cultural beliefs who prefer information to be in a large print, colourful or picture format.

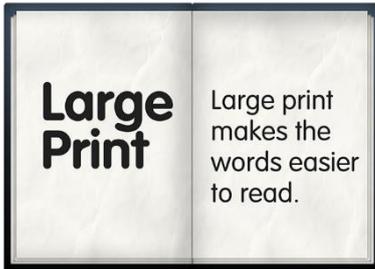
Easy Read is the name given to information that is clear and not detailed with a lot of pages.

Easy Read documents are different to documents that are designed to help one person which are known as **accessible**.

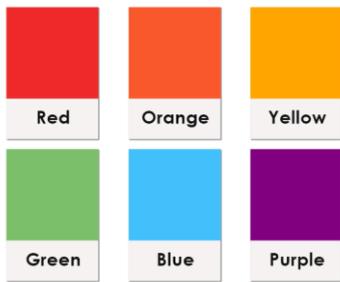
Accessible documents such as support plans or communication passports contain pictures of actual family members, real items or places in a person's own community.



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- Information must be **clear**.
- Use **short sentences**.
- **Bullet Points** are often a good choice.
- **Use bold or colours** rather than underlining or italics for emphasis.
- **Use a clear font** where the lettering is as close to the style taught in schools as possible. The current standard font is **Century Gothic**.
- **Letters should be as large as possible** with a minimum font size of **14 points**.
- Use **photographs and symbols** to explain words.
- Ideally, find a **photograph** or **clear picture** that represents an item or action as closely as possible.
- **Pictures** should always be to the **left of the text**.
- **Ideally, the document should explain the content without the words.**
- **All pictures must be licensed.** North Somerset has a license with **Photosymbols**.
- **Photographs** should be as **up to date** as possible.
- **Pictures** should be **scaled properly** to reduce size but not change dimensions.
- **Portable Network Graphic (png) files should be transparent.**
- Remember that too many pictures, symbols or details can be **confusing**.



- Think about the **title** of your document and make sure it also has a **picture**.
- Think about separating sections using different **colour headings** – all with pictures.

A	B	C
D	E	F
G	H	I

- If documents are in a **table format the borders should be removed** in the final document as these can clutter the document and are distracting for the reader.

A **B** **C**
D **E** **F**
G **H** **I**

- **Avoid abbreviations** but if they are used the words must also appear in full before the letters.



For example:

CTPLD should not be used on its own. This should read Community Team for People with Learning Disabilities (CTPLD) – in this instance the Team is also known as the CTPLD therefore the abbreviation could be shown in brackets following a full description.



- **Common phrases** like TV, BBC, NHS, DVD can be used but may need clarification. Do not assume that people know what these are.



- **Avoid apostrophes** to connect words as they can be confusing. Words should be in full.

For example:

You're – You are

We're – We are

They're – They are

Don't – Do not

- Avoid hard words known as **jargon**.
- If using hard words include a description with the word at the end.



For example:

My Social Worker helped me to work on a document which explains what care I need, this is known as a **Support Plan**.

Or

If I do not feel very well my doctor could order some tablets for me called **medication**.