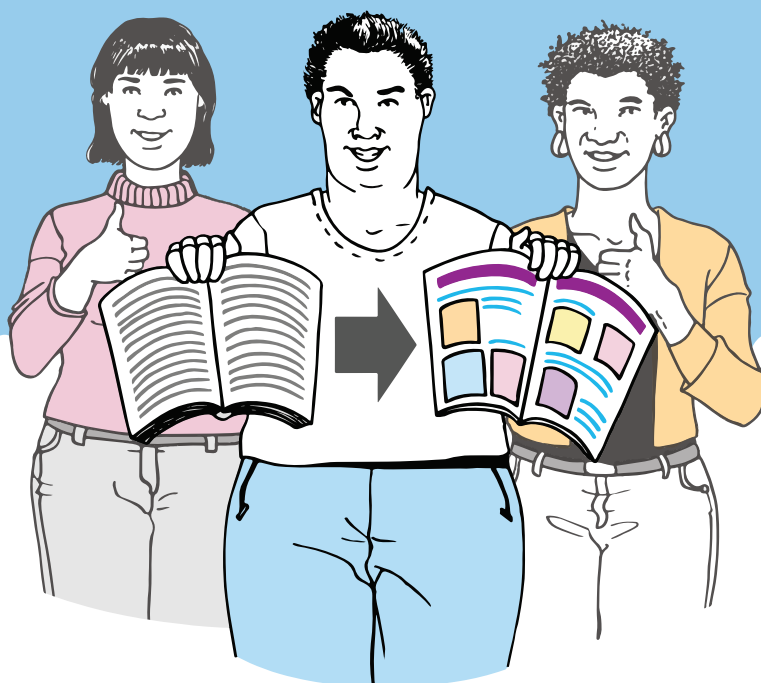


HOW TO MAKE INFORMATION ACCESSIBLE

A SHORT GUIDE AND CHECKLIST



**COMIC
RELIEF**

This is a short guide which provides guidance and a checklist for producing documents such as leaflets and posters in an accessible way using easy words and pictures. Producing information in a more accessible way helps people with learning disabilities have information so they can take control of their lives.

This guide focuses on Easy Words and Pictures which help people who find reading and writing difficult. This can be people with learning disabilities but also people with English as an additional language, people with dyslexia, autism, Asperger's or dementia.

We hope you will use this checklist to make your information more accessible for people with learning disabilities.

STEPS

CHOOSE YOUR DOCUMENT

It takes time and effort to produce documents in easy words and pictures so think first which documents would be most useful and are priorities.

Who is your target audience and are they likely to need the information more accessible?




LAYOUT

Think about the size and layout of your information.


Will it be big enough to see or is it easy to handle?

TEXT

- Is the text in short easy to read sentences?
- Try to ~~eradicate~~ ^{take out}  or explain hard words or jargon
- Try to have only one bit of information in each sentence
- Break down points into smaller chunks

 ← Can you use bullet points?

- Is the text in a format that is easy to read?
- Use a **large** font size 14 or 16 at least
- *Use a clear plain font*

-  Leave a good gap between the lines of writing

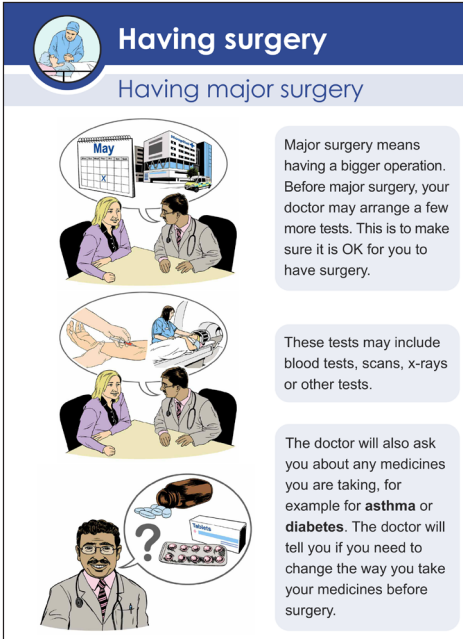


IMAGES

- Have you used pictures or photos?
- Do the pictures reflect what the text is saying?
- Are the pictures arranged so it's clear which part of the text they belong to?
- Are the images good quality and easy to see?
- Are they large enough to see the detail?
- Will they look good in black and white?
- Only use pictures if they help clarify the text, it's better to not include pictures if they do not back up what the text is saying.

REVIEW YOUR LAYOUT

- Do your pages look cramped, cluttered or too busy?
- Could the layout be simplified or text or pictures removed?



Having surgery

Having major surgery

Major surgery means having a bigger operation. Before major surgery, your doctor may arrange a few more tests. This is to make sure it is OK for you to have surgery.

These tests may include blood tests, scans, x-rays or other tests.

The doctor will also ask you about any medicines you are taking, for example for **asthma** or **diabetes**. The doctor will tell you if you need to change the way you take your medicines before surgery.

↑ EASY READ EXAMPLE

OTHER THINGS

- Could you add a **toned background** behind the text to reduce glare from the whiteness of the paper to help with people with dyslexia?
- Alternatively, can the information be printed in black and white into pale coloured paper?
- When printing avoid glossy paper that can have glare and thin paper where the back of the document may come through.



If you can involve people with learning disabilities in the process, they will be able to advise what works best for them and check the document before it is finished.



CHANGE is a leading human rights organisation led by Disabled People. We work in the UK and across the world for equal rights.

Our aim is inclusion for all people with learning disabilities. We employ people with learning disabilities to co-run projects, co-deliver training and co-create accessible information.

For more detailed information and advice about easy words and pictures you click on **download our guide:** **(click on the link below)**

[How to make information accessible](#)

Get in touch with us to get a quote or to subscribe to our picture library.



CHANGE
4th Floor
Calls Landing
36 - 38 The Calls
Leeds
LS2 7EW



0113 242 6619



www.changepeople.org
info@changepeople.org



/changepeople



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