

THE CLEAR COMMUNICATION PEOPLE LTD

Quick guide to producing EasyRead Information

The words

- **Use a large clear font** - 20pt Arial size is best. 16pt Arial is the minimum size.
- **Use easy words** - not long words or jargon that people can't understand.
- **Words should be spaced out** - no long chunks of text. Plenty of breaks between paragraphs.



The pictures

- **Pictures should help to tell the story** - The pictures have to go with the words. Get as close as you can to the meaning.
- **It's okay to have one big picture or lots of smaller pictures.**
- **Be careful when using symbols** - many are abstract and hard for people to understand unless they have been taught them.



Layout

- **Put different subjects in different sections or boxes.**
- **Nice big bold heading and a good contents page.**
- **The front page should show what the information is about.**
- **A page should look tidy.**