



Advocacy in Greenwich

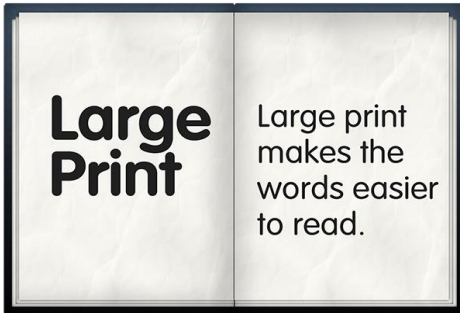
Quality checking Greenwich

Guide to making Easy read information



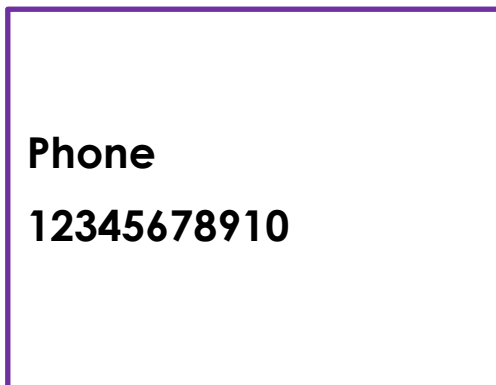
Easy read information is a reasonable adjustment. It helps people with learning disabilities and difficulties to access information.

Text



Main headings should be **bold** and a size 18 text.

The size of text means how big the words look.



Subheadings and important information like phone numbers should be in **bold** and a size 16 text.



Body of text

Use a size 14 text size or larger if possible

Use bullet points to split information up

Text

Do not put too much text together

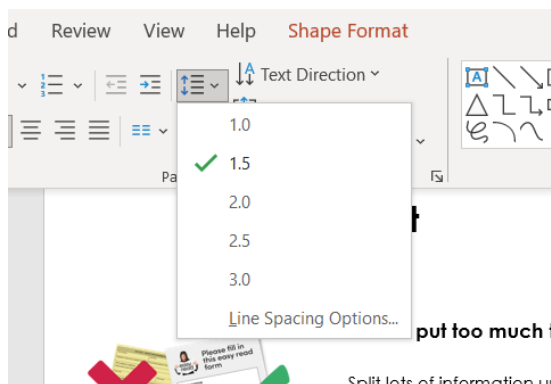
Split lots of information up into smaller paragraphs of information with maximum of 20 words.



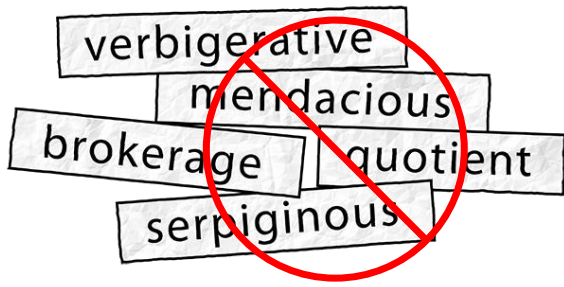
line spacing is how much space there is around words and between sentences.

Words with more space around them are easier to read.

Use a 1.5-line space



Text



No hard words/Jargon

Keep it simple

For example, instead of '**Reserve your place**' say '**phone to tell us you are coming along**'

A.S.A.P

Tbc

brb

Abbreviations are when words are made shorter to just letters.

When only letters are used it can be hard to understand what they mean.

**As soon as possible-
A.S.A.P**

to be confirmed - tbc

Use the full name and write the abbreviation beside it once, so when you use it again, people will know what it means.

Font and colour

Aa

Use a clear font that is easy to read.

Good fonts to use are

- **Arial**
- **Century gothic**
- **Calibri**

**Come to our
event**

Time 5pm – 9pm

Phone to book
your place

Do not use lots of different fonts in one document/leaflet/invite

Only use one font style

*Swirly text like
this is hard to
read*

*Italic style is hard
to read*

Do not use Italic or swirly text as this can make it harder to read the words

Can you read
this?

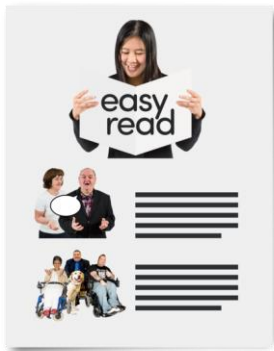
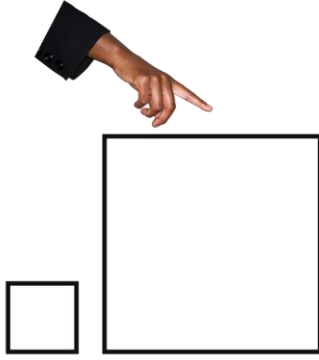
Can you read
this?

Can you read this?

Use a dark colour text on a white background – Black or navy blue or Purple are good

Don't use colour backgrounds and colour text together

Pictures



- Pictures should show what the sentence is saying
- The pictures should be large
- Pictures should be on the left
- Words on the right
- Pictures should be in colour when they can be to stand out.

Photosymbols is a bank of pictures that are good and uses people with a disability as models.

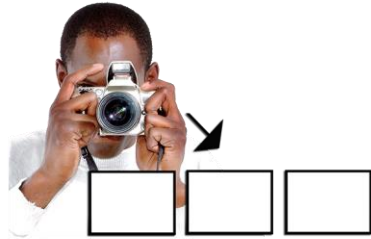
Go online to photosymbols.com



You can also use any of these resources:

- Draw with pens and pencils
- Take your own photos
- google images
- Icons
- Clip art

Getting to events/venues



Use Photo stories to show people how to get to a venue. Use pictures of landmarks for people to follow



- Pictures of maps are helpful
- Have a list of bus numbers and train stations near the venue



Telling the time




- Use a clock face and the digital time
- Don't use the 24-hour clock
- Write am or pm next to the time

Use pictures to help people understand what time of day it is

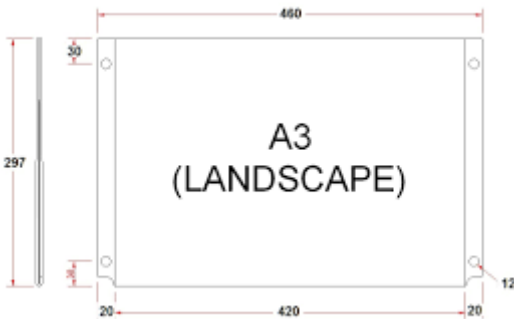


- Sun – during the day
- Moon – evening/night
- Sandwich –afternoon/lunch time

Timetables

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning 							
Afternoon 							
Evening 							

This is an example of a good Timetable



Have the timetable in an A3 size

This will allow for pictures , larger text and more space between information without having lots of extra pages.



Always include a phone number so people can phone up to get the information from someone.

Make it accessible



Some people with learning disabilities cannot read at all or can only read at an age 4 level.



Make a video about the information with words (captions) on the screen as well as someone speaking.



Always include a phone number so people can phone up to speak with someone if they can't read the information.



Putting information online is good and can reach more people but not everyone is able to go online

Make sure there are paper copies available for people who cannot go online.

Who we are



Advocacy in Greenwich

Quality checking Greenwich project is run by Advocacy in Greenwich.

We check services in the royal borough of Greenwich to see how accessible they are for people with learning disabilities.



The quality checkers are all experts by experience. They have made this guide because in the 3 years they have been quality checking, easy read information is hard to find.



The quality checkers can check any easy read information you make and give feedback.

Phone or email us using the information below.



qualitycheckers@advocacyingreenwich.org.uk



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