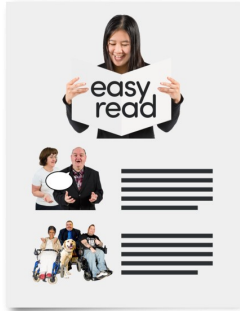


Staff Guide for Creating Easy Read Documents



The Easy Read style can be used for any written information for people with learning disabilities, for example, policies, newsletters, support plans, or important letters.

Staff can use this guide to produce documents, or email marketing@creativesupport.co.uk for further support.

How to Layout Your Easy Read Document

Introduce the document and note that the reader can have support to read it.

A Letter from Creative Support.



Your support worker can help you to read this letter.

Present each point separately, with a picture on the left which reflects the key message.



This letter is about your care home.

Images can be requested from marketing. Please send your finished document so we can put appropriate images in.

Text

- Keep the document as short as possible, and only include necessary information.
- Use FS Me or Arial fonts, in size 16 or larger.
- Don't worry about proper grammar, the sentence just needs to make sense when spoken.
- Keep text aligned to the left
- Use words and sentences which are easy to understand—or if you need to use a technical word, highlight it and explain what it means.
- Don't use *italics* or underlines—use **bold** to highlight difficult words.

Format

- Only include a 'contents' page if the document is longer than 10 pages.
- Don't use too many pictures or too many blocks of text on each page.
- Use contrasting colours so that text shows up clearly.

For the best Easy Read documents it is good practice to get feedback from the people it is aimed at.

You can ask your service users to tell you if your document makes sense, or contact the Communications team if you would like input from other services and service users.

Further Advice

Long Documents

- Choose simple, explanatory titles for each section
- List the sections with page numbers in a 'contents' page at the front
- Use the section titles as a header on every page in that section
- If the document will have lots of hard words, make a glossary at the back to explain the hard words.

View the full guidance at the following link:



Department
of Health

<https://www.gov.uk/government/publications/making-written-information-easier-to-understand-for-people-with-learning-disabilities-guidance-for-people-who-commission-or-produce-easy-read-information-revised-edition-2010>



marketing@creativesupport.co.uk



0161 236 0829



@crtvspprt