

This leaflet has been produced  
by Choices and Voices, a working group of  
the Warwickshire Learning Disability  
Partnership Board

Thanks to Change Picture Bank for the pictures  
For further information or additional copies  
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## Making written information easier to read



Tel: 01926 430492



Warwickshire  
Learning Disability  
Partnership Board

## 14-24 Size is important

Text should be size 14pt or bigger

## Headings

Do not use capitals

Do not underline

Use bold print

Should be larger size

Make it clear what the information is about

## Which typeface?

One that is clear

**a** not *a* One that forms the letters in the way they are usually written - Comic Sans MS or Arial is good

## Colour

Think about the colour of the paper and the colour of the print

Good contrast between the print and the paper makes reading easier

Black printing on yellow paper works well

Be aware of the colour you choose for the background

Pastel shades are better than bright colours

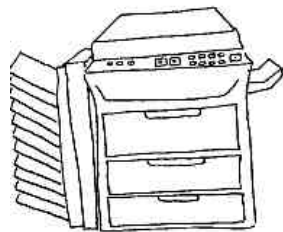
Green is not a good colour for paper

White printing is very hard to read, whatever the background colour

You cannot go far wrong with black on white, boring but safe!

Make sure copied pages are readable

Matt finish is better than gloss as it does not reflect



black on white



## Other factors

Make sure the picture on the front tells you what the leaflet or information is really about

The information should have: -

Clear pictures and photographs

Short sentences

Cut out jargon (big words)

Bullet points or numbers work well for long sentences

Not too much writing

Think about the clearest way to get the information across

Text on right picture on left

Use the same picture to mean the same thing each time you use it

Pages are numbered

Do not use abbreviations

Do not use long words

Be inclusive

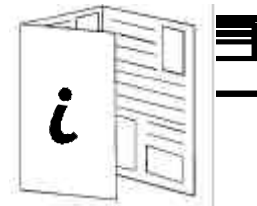


## Think about your customers

Make it clear and easy to use

The more groups of people you can reach with one leaflet style the cheaper it is

Make the information available in other ways if you can



## Open book

Information in a "book form" is much easier to follow

A5 size or larger as this makes it easier to hold and turn the pages



## Contact details

Put telephone number or contact details on the front page

Use a symbol for the telephone