

This leaflet has been produced by Choices and Voices, a working group of the Warwickshire Learning Disability Partnership Board in 2006

Thanks to Change Picture Bank, Photosymbols for the pictures. For further information or additional copies please contact:



Warwickshire Learning Disability Partnership Board
Saltisford Office Park- Building 2
Ansell Way
Warwick
CV34 4UL



Email: ldpartnershipboard@warwickshire.gov.uk

Website: <http://warwickshire.ldpb.info>



Tel: 01926 742414



Making written information easier to read



Tel: 01926 742414

Partnership Board



**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

a not a Which typeface?

One that is clear

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

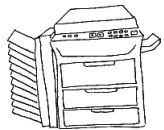
Green is not a good colour for paper

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 glass as it does not reflect



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

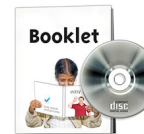
Use the same picture to mean the same thing each time you use it

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 then 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 numbers or contact details on the front page

Use a symbol for the telephone

