



DEFINITION

“Easy to read” refers to the presentation of text in an accessible, easy to understand format. It is often useful for people with learning and cognitive disabilities, affecting how they process information.

LANGUAGE

- Use words that people will know well.
- Use always the same word (do not use synonyms).
- If you need to use difficult or less-frequently used words, explain them clearly.
- Use daily life examples to explain concepts.
- Write concretely. Avoid abstract language.
- Be direct and simple.

Don't use:

- Metaphors and fixed expressions. They may be misunderstood by some readers.
- Words in other languages.
- Acronyms.
- Abbreviations.
- Shortened words.
- Special characters.

NUMBERS

- Write them as digits, not as words.

Don't use:

- Percentages.
- Big numbers (instead, use few and many).
- Roman numerals.
- Ordinals.



SENTENCES

- Short: only one idea per sentence.
- Positive.
- Active voice.
- Where possible, always in present tense.
- With clear subjects: You, We, or specify the person.
- If possible, include a single sentence per line. If it doesn't fit in one line, cut the sentence where people would pause when reading out loud.
- Always start each sentence on a new line.

INFORMATION

- Lay out the text in a linear way and in a single column.
- Provide only crucial information needed to understand the idea.
- It's OK to repeat important information.
- Highlight the important information in bold or put it in a box.
- Include clear headings.
- Use bullet points to list things.
- Use very simple graphs and tables only when they explain things better than in writing.

Don't use:

- Footnotes.

FORMAT

- Align text on the left without indents.

Don't use:

- Italics.
- Everything in capitals.
- Underline (use them only for links).



IMAGES

- Add clear and simple images on the left of the text to describe what it is about.
- A picture which concretely depicts what is described in the text improves understanding and clarifies the message.
- Pictograms representing a concept or an object help persons with intellectual and cognitive disabilities understand content.
- Alternative texts must also be written in an easy-to-read language. Focus on what the image is meant to communicate, describing the most important information, not every detail.

DESIGN

- Keep booklets and leaflets short (with a maximum of 20 pages).
- Keep the background white, so colour or images do not disturb reading.
- Ensure that all elements have good colour contrast.
- Use easy-to-read font: Arial or Tahoma, size 14, black.
- Leave space between lines and leave extra space between paragraphs.

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