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.

TEXT

Do use:

– Easy to understand words that people will know well.

– Always the same word (do not use synonyms),

– If you need to use difficult or less-frequently used words, explain them clearly.

– Daily life examples to explain concepts.

Do not use:

– Italics.

– Everything in capitals.

– Underline (use only for links).

– Hyphens to split words at the end of the line.

– Metaphors.

– Words in other languages.

– Acronyms.

– Abbreviations.

– Shortened words.

– Special characters.

NUMBERS

– Write them as digits, not as words.

– Do not use percentages or big numbers (instead, use few and many), Roman numerals or 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.

INFORMATION

- Lay out information in a linear way. Do not use more than one column for text.
- 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.
- Add clear and simple images next to the text to describe what it is about.
- Do not use footnotes.

DESIGN

- Keep the booklets or leaflets short.

- 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.

- Align text on the left without indents.

- Always start each sentence on a new line.

- If a sentence doesn't fit in one line, cut the sentence where people would pause when reading out loud.

- Leave space between lines, leave extra space between paragraphs.