



Centre for Inclusive Living
Perth & Kinross

Empowering individuals to live independently

How to: Easy Read



What is Easy Read?



Easy Read is a form of communication. It is used to make information easier to understand.



It was made for people with disabilities. It is now used by anyone.



It uses pictures and simple language.

Writing Easy Read Text

**SHORT
SENTENCE**

Keep it short

Aim for sentences no longer than 15 words.



Plain English

Use simple, everyday language

WE/US/OUR

Active Language

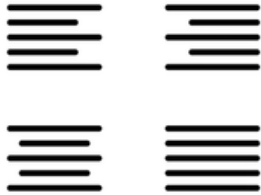
Use words such as we, your, our in sentences



Numbers

Use digits (e.g 3) instead of words

Formatting Easy Read Text



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Text Alignment:

Align text to the left

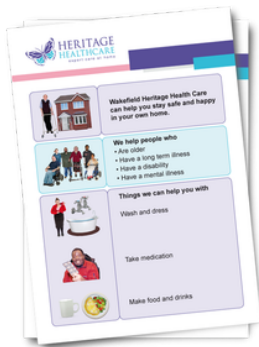


Image Alignment

Place a relevant image on the left and text to the right

Do not place text on top of images

Arial	Tahoma
Times New Roman	Helvetica
Stylus	ONYX
Gothic	Revue
Courier	Nyala
Script	broadway
	CASTELLAR

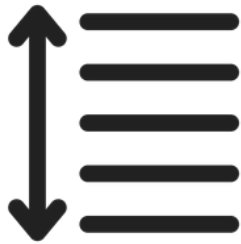
Font

Use a clear font like Nunito, Trebuchet or Helvetica.

Aa **Aa** **Aa**
16px 36px 52px

Font Size

Use a large font like 14 or 16



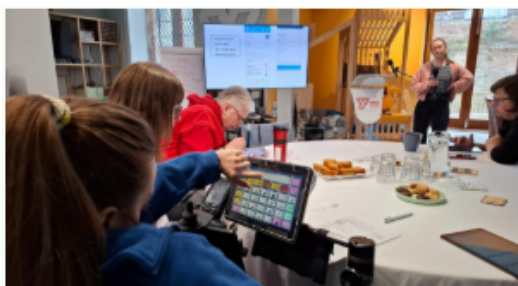
Line Spacing

Leave space between lines

Do not crowd the page

White space makes text easier to read

Easy Read Images



Use inclusive pictures

Show realistic and diverse pictures of people



Use the same style in your work

Use either real pictures or cartoons

Alt Text ▼ ✕

How would you describe this object and its context to someone who is blind or low vision?

- The subject(s) in detail
- The setting
- The actions or interactions
- Other relevant information

(1-2 detailed sentences recommended)

Alt text

Write a line of alternative text on images for screen readers

An Example:

What is CILPK?



CILPK stands for Centre for Inclusive Living Perth and Kinross



We help people with disabilities make choices about their lives



We work in partnership with local services to improve access for people with disabilities



We give advice about services, independent living and local opportunities



We run meetings, groups and activities.

This lets people meet others.

People can share experiences and have their voice heard.



Our aim is to make sure that disabled people are included and listened to

When Making Your Own Easy Read Documents



Check who use Easy Read if it works well



Listen to their advice



Make the changes they suggest

Resources

For further information on Easy Read, visit:



**Disability
Equality
Scotland**

Disability Equality Scotland:

Website:

<https://disabilityequality.scot/>



Mencap:

Website:

<https://www.mencap.org.uk/>

Contact Us



Get in touch with us by Email:
info@cilpk.org.uk



Visit our Website:
<https://www.cilpk.org.uk/safe-place/>



Arrange a visit with a member of
our team.

07751 559007



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