

Hints and tips for creating an Easy Read document

An easy read document uses words and images to make information easier to understand and access.

It is one form of communication and can't meet the communication needs of everyone.

The following information is provided to empower staff to create their own easy read documents and improve access to information across the organisation.

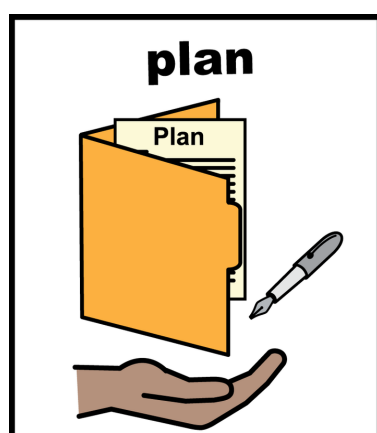


RESEARCH

Explore national guidance to support the creation of easy read resources. See helpful links in the Toolkit.

Some things to consider:

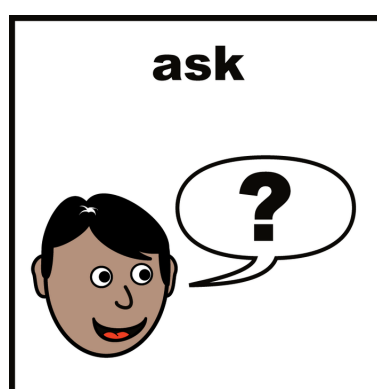
- Show rather than tell.
- Font size, format, spacing and language need to be tailored to meet the needs of your audience.
- Don't overlay pictures with text.
- Space the information in the document. This will make it long - that is ok.
- Eye catching documents might be hard to read.



PLAN

Think about what you want to say.

Use plain language and avoid using acronyms, abbreviations and jargon. If you have to use them, tell your audience what they mean.

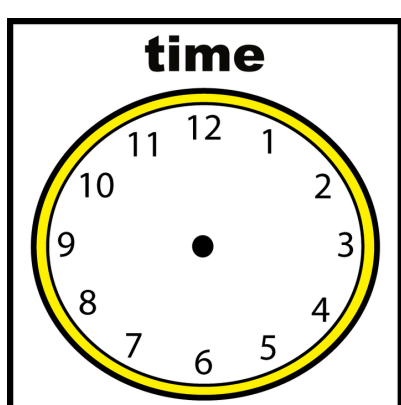


ASK YOUR AUDIENCE

Different people have different needs and preferences.

If you have a specific audience, ask them what information and communication needs they have.

Coproduce an easy read document with the intended audience, if you can.



TIME

Creating an easy read document can take longer than expected. Give yourself time to do it properly.



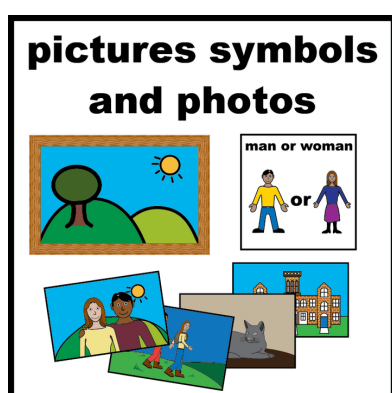
SOFTWARE

Use software that makes it easier for you to create and edit an easy read layout.

This document has been created using Canva Pro.

Images courtesy of Leeds and York Partnership NHS Foundation Trust, Learning Disability Service - Image Bank.

PICTURES, SYMBOLS & PHOTOS



Use consistent images.

These help the reader to understand the text.

The ICB supports the use of:

- Leeds and York Partnership NHS Foundation Trust, Learning Disability Service - Image Bank (credit them for use)
- Support Services for Education (Somerset Symbols) (access via Konrad Bakalarczyk, Access Officer at Nottinghamshire County Council)

These images/photos can also be used but consider whether they enhance understanding:

- Widgit symbols
- Pixabay (royalty-free images and royalty-free stock)
- Microsoft Office stock images
- British Library Royalty Free Images - <https://www.flickr.com/photos/britishlibrary/>
- Canva.com images

PRINTING & PHOTOCOPYING

If you need to print/photocopy your document:

- Use high resolution
- Good quality paper
- Check the images haven't degraded before sharing it with your audience.

GET FEEDBACK

Ask people with lived experience if the document works for them.

If you can't, ask colleagues with experience of producing Easy Read documents what they think.

ASK FOR HELP

Whilst staff are empowered to create their own documents, there is help available if you get stuck.

Konrad Bakalarczyk, Access Officer at Nottinghamshire County Council has a lot of experience in producing accessible information and can support the review of documents created by ICB staff.

For Konrad's contact details or for more support creating easy read documents, email the Coproduction Team via nnicb-nn.icbcoproductionteam@nhs.net.

SHARE

If you get any helpful feedback about the documents you create, learn from it and share it.

This will help us all to create more accessible resources.

