How to create accessible/easy read information
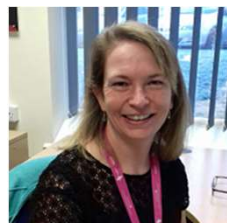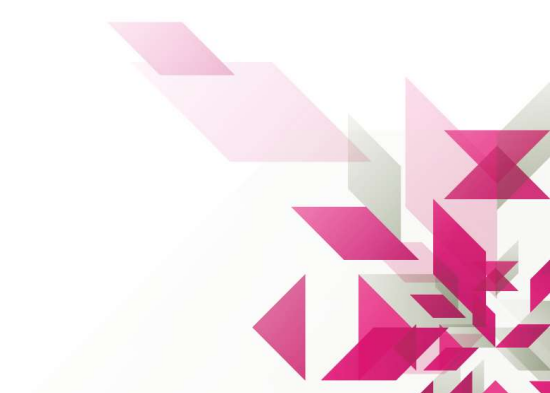
By Victoria Vale and

Michelle Drain

Community, Inclusion and Engagement Team

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Kevin White – Advocate for accessible information

Making easy read is really important to me, it makes information more understandable so that people can read it. I enjoy helping to make it and would rank it 10/10.

Me and other service users are the best people to give advice on easy read as we are the ones who use it so we are in the best position to tell you what we need.

When you are making accessible information, involve the person who the information is for so that they can advise you on what works for them.

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The Accessible Information Standard
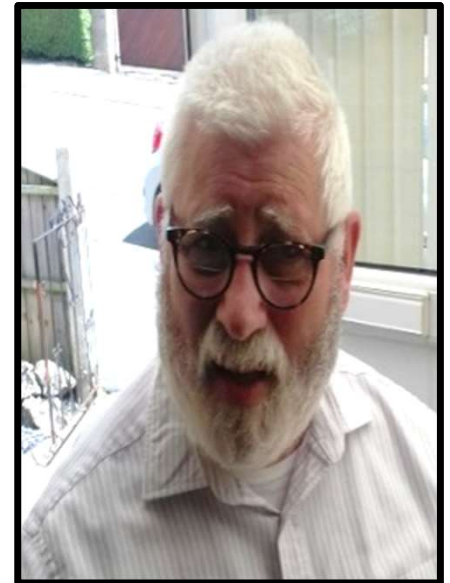
Accessible Information Standard

The Accessible Information Standard is to make sure that people who have a disability, impairment or sensory loss are given information they can easily read or understand.

It makes it clear that NHS and adult social care organisations must make sure people get information in different formats that meet their needs, for example easy read.

https://www.england.nhs.uk/about/equality/equality-hub/patient-equalities-programme/equality-frameworks-and-information-standards/accessibleinfo/

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What is accessible/easy read information?

- Visually presented written information, usually for people with a learning disability or autism, who like clearly written words with pictures to help them understand. It breaks down information into smaller step by step sentences.

- Each person with a learning disability should have a communication passport in their support plans, stating their communication styles and aids.

- If someone has communication difficulties, they will usually have support from a Speech and Language team, who will have helped them to learn and use additional or alternative communication methods.

- These communication methods may have been introduced from childhood, so it is important that what they are familiar with should be used.

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What software is available?

We use Photosymbols software https://www.photosymbols.com/ and Widgit software.

https://www.widgit.com/about-symbols/index.htm

Photosymbols is generally used for adults and is the primary resource we currently use for creating information in easy read.

Widgit is generally used with children and younger adults who will have used it in their schools and colleges.

Other free resources include:

https://www.changepeople.org/blog/december-2016/free-easy-read-resources

http://www.easyonthei-leeds.nhs.uk/

http://www.inspired.pics/

https://symbolworld.org/

https://www.easyhealth.org.uk/

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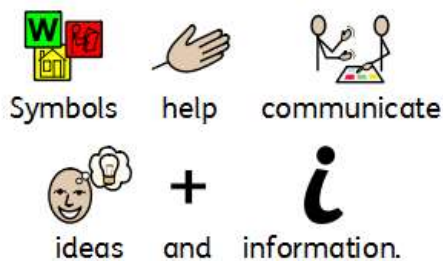# emh care & support
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Photosymbols and Widgit

Photosymbols use photos of real people and is usually cut and paste into another document or you can use their templates. Usually one picture is used per short sentence, that you choose.
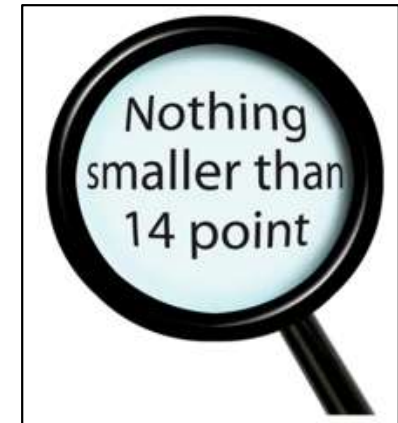
Widgit symbols are illustrated drawings for every word typed. It will generate an automatically chosen image which will appear above each word in a document. Experienced users will know which images to remove and exchange to make a sentence easier to understand.

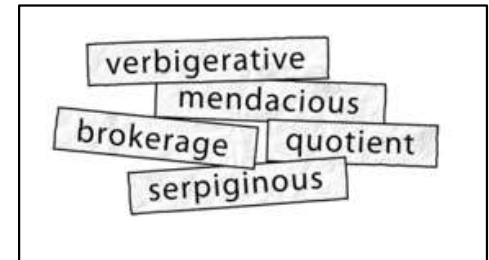Both are paid for licenced software, accessible online and are copywritten.

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1. The text needs to be size 14 or 16 and should ideally be Comic Sans MS or Century Gothic font.

2. Sentences need to be clearly separate, short and to the point

3. Ensure pictures are working with the words and not instead of them.

4. Make sure the pictures are big enough to see clearly

Nothing smaller than 14 point

Come to our EVENT

Report
easy read

VV

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5. Do not use abbreviations, long words or jargon

6. Think before you type, what is the most important information you want to include.

7. Keep documents as short as possible, less is definitely more

8. Above all, use your common sense, the more you do it the easier it will become

verbigerative
mendacious
brokerage   quotient
serpiginous

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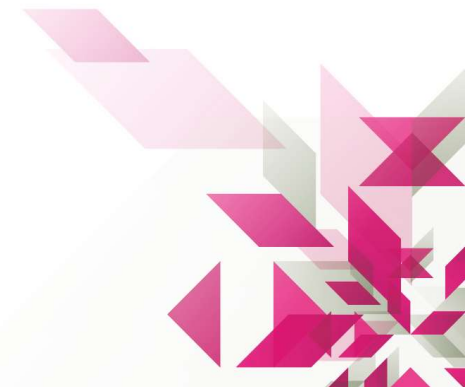
If you are new at creating information in easy read, the best thing to do is do an ordinary text version that contains **ALL** the information you might want to include in that letter and then give it a 'Spring Clean'.

You could think of it like decluttering your wardrobe, just go through it one sentence at a time and ask yourself the following questions:

1. Does this sentence need to be here?
2. Can this sentence be shorter?

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Original sentences

| Easy Read versions |
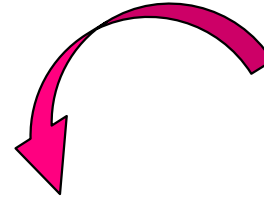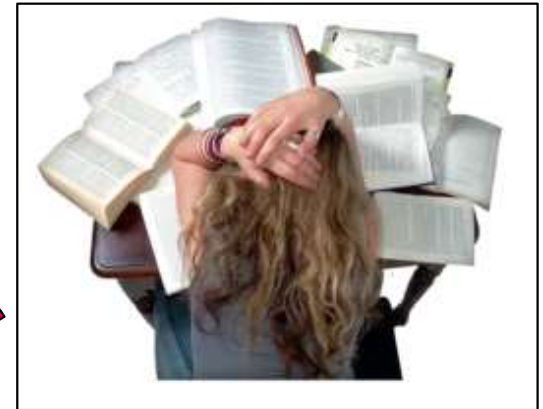
Original sentences

He gave the forum a list of the most common causes of fires with examples and gave advice on how to prevent fires

This is a guide which is all about my work in the digital inclusion project.

It includes my goals and what I have achieved.

We want to work with people using our services and their support circles to develop their digital skills opportunity, helping people access online activities, social groups and other opportunities.

Easy Read versions
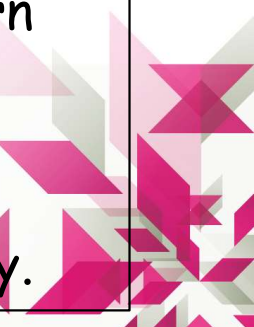
He talked about how fires usually start and how to stop them from happening

This is a guide which is all about my work in the service user online project.

It includes what I have learnt and done well.

We want to work with support staff and service users to learn digital skills.

Digital skills are the things we need to know to use technology.

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Easy Read Sample

What would you like to learn?

Keep learning

What makes you happy?

Is there anything you are afraid of?

Where do you like to go?

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Easy Read Sample

Zoom Activities

Date	Activity	How to join
February 7	**Make pancakes**	Meeting ID: 712 3445 5794 Passcode: zoom23
March 7	**Disco**	Meeting ID: 712 3445 5794 Passcode: zoom23
April 4	**Rainbow Quiz**	Meeting ID: 712 3445 5794 Passcode: zoom23
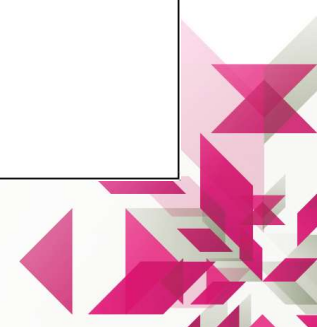
Thank you for listening

If you would like any more information, advice or support, please feel free to get in touch with us:

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