Accessible Information Toolkit.

Golden Rule

Making information easier to understand for people with learning disabilities is about working with the people your information is for. When possible work together to find out how you can make the information useful, accessible and tailor-made for each and every individual.

When you make information easy to understand you must have a well equipped toolbox.

Words and Layout

Do's

- Make the font size no smaller than **16** and line spacing at **1.5**.
- Use a simple typeface like **arial** or **comic sans** and avoid italics and underlining.
- If you want to make something stand out it is best to use **bold**, change the colour or simply make a word bigger.
- Use bullet points to space out information.
- Make your sentences short and avoid using jargon.

Using Symbol and Picture Banks

Symbols are generic and will cater for a broad range of topics when promoting information.

Providing in house information:

- **Boardmaker Symbols** are great for team and individual plans.
- This bank contains images that are great for signs, directions and procedures.
- Try and import drawings and photographs to reach more people.
- It is also possible to send **Boardmaker** pictures into **Microsoft Word** and then send via email.

Information that can be shared across services via the internet:

- **Change Picture Bank** is great to support **Word Documents**.
- This resource would be very suitable when completing risk assessments, reviews, meeting minutes and guidelines.

•**Photosymbols** would also benefit shared information.

Using Photographs

• If you want to show a specific person or place, nothing beats a photo and the message is instant.

•Photo's can be highly relevant to a person so you can really tailor make information to each and every individual.

•Edit your pictures by cropping the photo and removing the background. This will remove unnecessary information.

Using Drawings

•Drawings are great for giving your information a unique look.

•You can also be in control of what your pictures look like.

•It is a fantastic visual aid to be used in such forums as group discussions and planning meetings.

Using multimedia equipment

- Making movies and using multimedia equipment ensures a greater number of people can access information.

- You can tailor make information to cater for the sensory needs of each and every individual.

- This enables people to have more ownership over the information they receive.

Contact me

If you need guidance or support with 'making information easier to understand' please contact Stuart on:

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