

**Your easy read guide to making accessible documents**

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| A poster with people in different poses  Description automatically generated | Easy read is a way of putting information across is an easy to understand way. |
| Words on a black background  Description automatically generated | It puts the important information in plain English. |
| A person holding a white sign  Description automatically generated | And has images to help show what it written. |
| A person holding a computer  Description automatically generated | Sentences should be kept short. |
| A person pointing at the camera  Description automatically generated | And addressed to you, the reader. |
| Words on a black background  Description automatically generated | Use simple words. |
| A person holding a book  Description automatically generated | But if a **difficult word** is needed put it in bold. |
| A person with his hands out  Description automatically generated | And use the next box to explain what the **difficult word** means. |

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| A person holding a white sign  Description automatically generated  **Don’t** | Only use full names and phrases. |
| A clock tower and a castle  Description automatically generated | Such as Houses of Parliament instead of HoP. |
| A person holding a white sign  Description automatically generated  **Do not** | And ‘Do not’ instead of ‘Don’t’. |
| A person holding a white sign  Description automatically generated  **One** | Use numbers not words. |
| A person holding a white sign  Description automatically generated  **1** | Such as ’1’ instead of ‘one’. |
|  | And try not to use big numbers. |
| A person holding a white sign  Description automatically generated  **Many** | Instead, say ‘many’, ‘few’ or ‘most’. |
| A calendar with a date and month  Description automatically generated | And write the date as day (number) and Month. |

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| A group of people holding signs  Description automatically generated | For example, the general election is on 4 July 2024. |
| A person holding a white sign  Description automatically generated  **: \* !**  **# % ~** | Tips for punctuation:   * Use capitals to start a sentence or names only. * Don’t use colons semi-colons or hyphens. * Commas and full stops are ok. * But don’t use too many. * Use plain bullets for lists. * But try not to make lists too long. |
| A person with arms raised in the air  Description automatically generated  **Can**  **Help** | Use positive language. |
| A person sitting at a table with a white table and yellow folders  Description automatically generated | For example, say ‘someone can help you fill out this form’  instead of  ‘you do not have to fill out this form on your own’. |
| A computer with a blue screen  Description automatically generated | Use one clear image for each sentence. |
| A green check mark on a black background  Description automatically generated | And make sure they are copyright free. |
| A blue rectangle with white text  Description automatically generated | Photosymbols are best if you have an account. |
| A computer with a blue screen  Description automatically generated | If you do not, Pixabay has a lot of options. |

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| A child holding a white sign  Description automatically generated | Easy read documents can look like they are long. |
| A person holding a piece of paper  Description automatically generated | But they are easier to read. |
| A person holding a green check mark  Description automatically generated | And many people prefer them. |
| A group of people in wheelchairs  Description automatically generated | You are being **inclusive** by publishing easy read documents. |
| A group of people looking through a magnifying glass  Description automatically generated | **Inclusive** means you are making sure more people can be involved. |
| A person in a red shirt  Description automatically generated | Especially people with learning disabilities. |
| A group of men sitting in chairs  Description automatically generated | There are lots of easy read documents for you to look at. |
| A computer with a blue screen  Description automatically generated | Please visit the My Vote My Voice website for lots more information. |
| A computer with a envelope on the screen  Description automatically generated | If you have questions, please email info@myvotemyvoice.org.uk |

