

Information checklist



A guide to making
accessible information

Coventry Learning Disabilities



Partnership Board

October 2004



Less is more

- your information will be more effective if people don't have to read lots of it to find out what they need to know



Think about whom the information is for

- is the information appropriate



Make it clear and easy to use



Make information available in other ways



Writing



Easy words

- have you used the most easiest to understand word (s) and not jargon?
- or have you explained the jargon word?

Sentences

Have you used clear sentences with less than 20 words ?
15 words is even better

Abbreviations

Have you used the full word and not the abbreviation?
Or, have you explained the abbreviation

Size of text

Text should be at least 14 font, but bigger if you can make it

Font or typeface

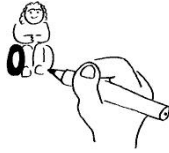
Have you used a clear writing font?
- comic sans and arial are clear fonts

Colour

Have you thought about the colour of the paper and the colour of the print
- black printing on yellow paper is clear, as is black printing on white paper

Appearance

Have you used clear headings?
Have you used bullet points and/or boxes to make points clear?
Is there space around the writing and pictures?
Have you avoided using italic, underlining or capitals?
Information in a "book form" is easier to follow



pictures or drawings



Have you used pictures or drawings? The picture bank called *Change* is recommended.
(If you do use the Picture Bank images please recognise the organisation and their copyright in your document)

Have you used a picture for each main bit of writing?

Have you placed the picture to the left of the text?

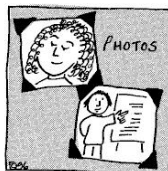
Is the picture clear and easy to understand?
The picture should be appropriate to the writing and:

- easy to recognise
- familiar and used a lot
- not too complicated

Are your pictures easy to see?
The picture needs to be:

- large enough to be seen easily
- not too much detail

Do your pictures help to explain what the text means?



photographs



Have you used photographs that mean something to the person or people who will see them?

Photos are very good to communicate about a specific building or person



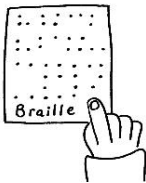
symbols and signs



If you are using symbols and signs have you used the same principles as in pictures and drawings

For someone who doesn't see very well symbols are easier to see than drawings

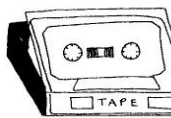
Think about using Change Picture Bank, clip art or wing dings (a font which has pictures). Those used need to be clear and simple and appropriate.



braille



Do you offer the information in Braille?





audio or video tape



Do you offer the information on tape?

Do you offer the information on video tape?

 <p style="text-align: center;">computer</p>	✓
<p>DVD or CD ROM Do you offer the information on DVD or CD Rom?</p>	
<p>Web site or e-mail</p>	

 <p style="text-align: center;">language</p>	✓
<p>Do you offer the information in different languages?</p>	

The Communication Sub Group of the Coventry Learning Disabilities Partnership Board has produced this checklist. The Board recommends this checklist and it's approach to making information more accessible and easier to understand.

The Communication Sub Group can provide information and guidance to help you make your information accessible. They provide an approval service with involvement of people with learning disabilities to help set standards for information. The group can be contacted on:



024 7678 5481