Make it easy!

Making information easier to understand for people with a learning disability
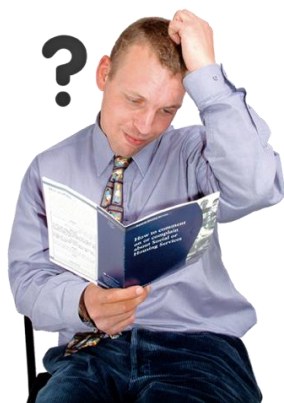
Why read this

NHS England works with people with a learning disability.

People should get information in a way that is easy for them to understand.

The **Accessible Information Standard** tells the NHS to do this.

Why read this

NHS England works with people with a learning disability.

Hard words

In this guide we show hard words in **bold**.

We explain these harder words at the end of this guide.

There are different ways of making information easier to understand for people with a learning disability

Everyone is different and has different ways they like to get their information.

- Simple text.

Why read this

NHS England works with people with a learning disability.

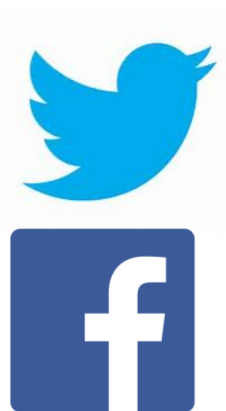- Easy read.

- Film.

Why read this

NHS England works with people with a learning disability.

- Sound- like CD, tape and MP3.

- Talking.

- The internet and social media.

Why read this

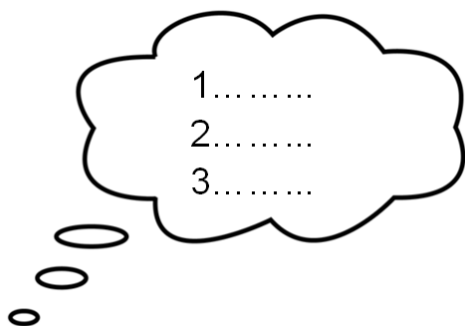NHS England works with people with a learning disability.

- Picture systems. Different people use different systems.

How to make information accessible

1. Think about the main ideas people need to know.
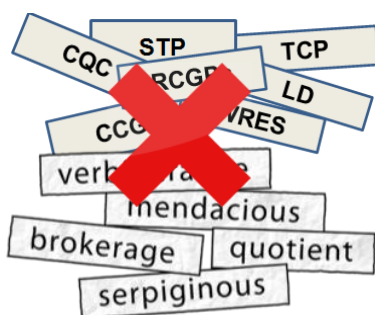
   Take out information people don't need.

2. Say things simply.

Why read this

NHS England works with people with a learning disability.

3. Get rid of difficult words.

4. Always check out the words with people with a learning disability.

➢ Use big writing.

At least 14 point font.

➢ Use short sentences.

Why read this

NHS England works with people with a learning disability.

➢ Use bullet points.

For meeting papers and presentations

1. You can use pictures from **Photosymbols** to describe the words.

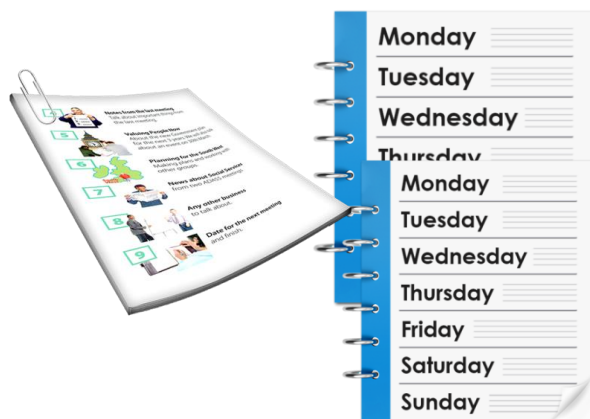   These pictures have been tested with people with a learning disability.

Why read this

NHS England works with people with a learning disability.

2. Check that your information is easy to understand with the people you want to read it.

   You should check with people in the group who you are meeting with.

- Give information to people with a learning disability in good time.

   This should be at least two weeks before a meeting.

For documents like reports that you want lots of people to read

1. Ask someone with a lot of experience to write the easy read.

   Pay a company which produces easy read.

2. Make sure the information is tested by people with a learning disability.

For documents like reports that you want lots of people to read

3. People with a learning disability should be paid.

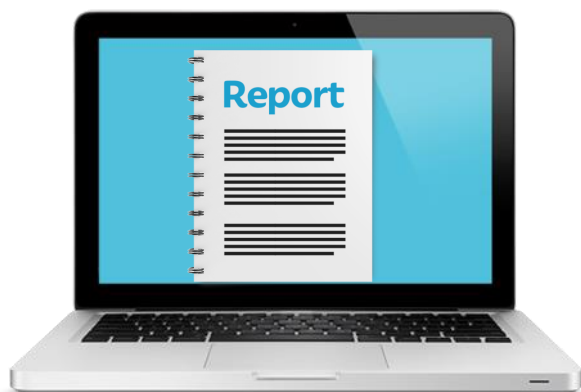- You should publish the easy read document at the same time as the non-easy read version.

More information

For documents like reports that you want lots of people to read

There are many reports to help people make information easier that we have used in this guide.

You can find a list of these guides in the longer (non easy read) NHS England guide to making information accessible for people with a learning disability.
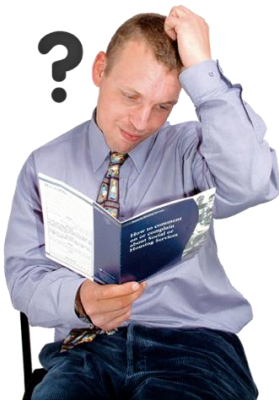
For documents like reports that you want lots of people to read

If you have any questions about this guide, or need it in a different format

Email - engage@nhs.net

Phone - 0113 824 9686

Hard words

In this guide we show hard words in **bold**.

We explain these harder words here.

For documents like reports that you want lots of people to read

The **Accessible Information Standard** is a rule which says that disabled people should get information in a way they can understand.

This is information from health and care organisations.

Photosymbols are a type of picture used for making easy read.

They have a big bank of pictures on the internet you can use.

Picture systems are pictures that people with a learning disability might use to communicate.

For example someone might use Makaton or the Picture Exchange Communication System (PECS).

For documents like reports that you want lots of people to read

Talk to the person or their family/carers to find out what works for them.