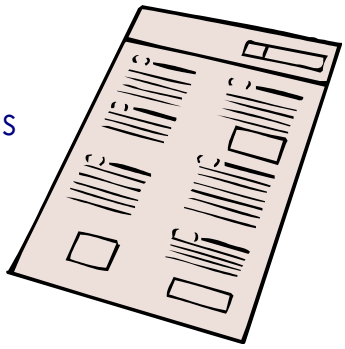
Dyslexia-friendly formats

When producing documents and worksheets, it is important to focus on the presentation and layout to ensure that information is easily accessible. The following suggestions may be helpful:



- Use font size 12 or above. Fonts should be clear, rounded and have a space between letters, such as:

Century Gothic	Comic Sans	Arial	Verdana

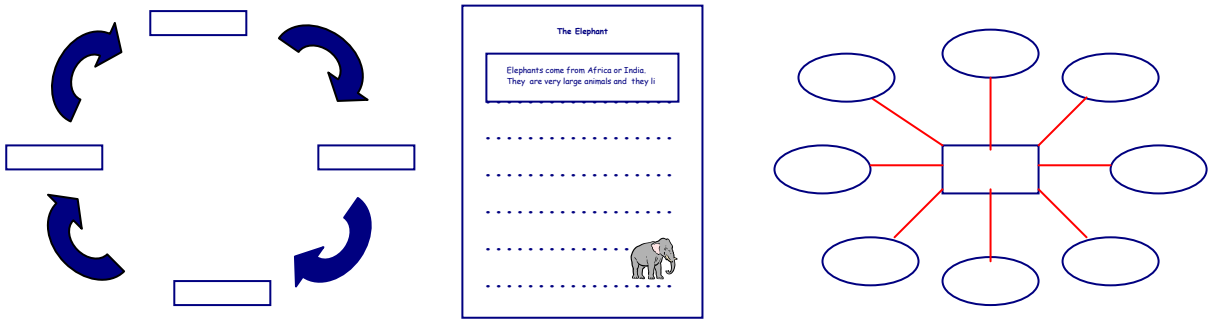
There are also fonts that are similar to a handwritten style, or ones that might be more 'dyslexia friendly' such as:

DK Cool Crayon	Dyslexie font

(You can find free or low costs fonts like these in Microsoft Word or online)

- Use 1.5 or double line spacing between lines
- Use wide margins
- Avoid black text on a white background and light text on a dark background
- Use lower case rather than capital letters
- Use matt paper as it can help to reduce glare
- Use pastel shades of paper (cream is a good alternative to white)
- Use numbers or bullet points rather than continuous prose
- Avoid the use of background graphics with text over the top

- Use text boxes or borders for headings or to highlight important text. Avoid underlining and *italics* which can make words 'run together' – use bold text for titles, sub-headings or to draw attention to important information or key vocabulary
- Colour-code text – information in one colour, questions in another
- Include flow charts, illustrations and diagrams to break up large sections of text or to demonstrate a particular procedure



- Ensure that data, charts and diagrams are logical and easy to follow
- Ensure sentences and written instructions are short and simple
- Dense blocks of text are difficult to read – keep paragraphs short
- Avoid too much text on the page. Make sure that it isn't too cluttered
- Remember to leave plenty of space for people to write their responses

If in doubt, ask the person with dyslexia what they prefer. Everyone is different but relatively simple changes can make a big difference, not just to people with dyslexia.