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 pastel shades of paper (cream is a good alternative to white).
- Matt paper reduces ‘glare’.
- Avoid black text on a white background and light text on a dark background.
- Use text at font size 12 or above.
- Use fonts which are clear, rounded and have a space between letters, such as:

<table>
<thead>
<tr>
<th>Century Gothic</th>
<th>Comic Sans</th>
<th>Arial</th>
<th>Verdana</th>
<th>Tahoma</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>DK Cool Crayon</th>
<th>Dyslexie font</th>
</tr>
</thead>
</table>

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

- Use 1.5 or double line spacing
- Use wide margins
- Use lower case rather than capital letters
• 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 – for example, 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

![Diagram showing a flowchart and illustration]

• Ensure that data, charts and diagrams are logical and easy to follow
• Sentences and written instructions should be short and simple
• Keep paragraphs short - dense blocks of text are difficult to read
• 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 what they prefer.

Everyone is different but relatively simple changes can make a big difference, not just to people with dyslexia.

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