

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

**Century Gothic**

**Comic Sans**

**Arial**

**Verdana**

**Tahoma**

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.
- 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.



- 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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 Charity No: SC 000951  
 Registered No: SC 153321  
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