



Developing Easy To Read Information
Checklist for Staff

For more information on this checklist or about developing easy to read information please contact Lesley Gledhill, Participation and Engagement Practitioner, CWP West.
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Before You Start	Tick Box
Have you read the developing easy to read information presentation?	
Do you have the correct leaflet template for your information?	
Words and Language	
Check that the information talks to the reader – using I, we or you within sentences	
Check that no abbreviations or jargon have been used	
Check that easy words have been used throughout	
Check that words have not been written in capitals	
Check punctuation – use full stops only	
Check that any numbers have been written as figures	
Check that time has been written in the 12 hour clock	
Check that each sentence is on a new line	
Check that information has been broken up into clear chunks – each chunk focusing on one main piece of information	
Check that the information is in the right order – read it out to yourself and check that it makes sense	

Design and Layout	
Check that the font is in Arial or Fs Me throughout	
Check that the font is at least 14 or 16 throughout	
Check that words are not in italics or underlined	
Check that words have not been split over two lines with a dash or hyphen	
Check that telephone numbers are in bold	
Check that there is 1.5 spacing between lines and paragraphs	
Check that the information on your pages is well spaced and that pages do not look cluttered with information	
Using Pictures	
Check that pictures are big enough to see clearly and are of good quality	
Check that you have not used any abstract graphics or symbolic pictures	
Check that pictures are clear and have not been distorted when changing their size, moving them etc	
Check that the pictures used are close to the relevant text and reflect what the text is saying	
Check that you have written consent for any pictures you have taken of people and have a witness signature of obtaining consent	
Finally	
Send your draft leaflet to Lesley Gledhill for checking in line with the CWP Patient Information Policy	

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