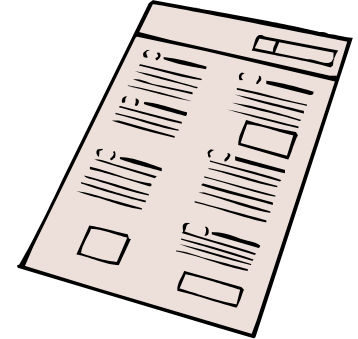# Ideas for Dyslexia-Friendly Formats

When producing documents and worksheets, it is important to focus on the presentation and lay-out to ensure that information is easily accessible.

The following suggestions may be helpful:

✦ Use text at pitch 12 or above

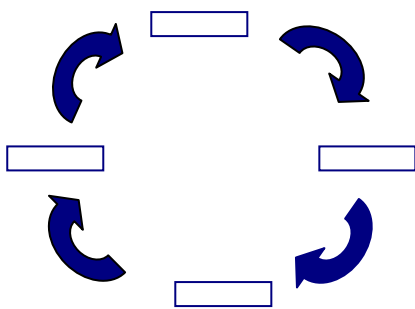✦ Use fonts which are clear, rounded and have a space between letters, such as:

| Century Gothic | Comic Sans | Arial | Verdana | Tahoma |

or a font which is similar to the handwriting style being taught in school.

| Sassoon Primary Type | Primary Cheynes | Sassoon Primary Infant |

✦ Use 1.5 or 2-line spacing

✦ Use wide margins

✦ If possible, avoid black text on a white background and light text on a dark background

✦ Use lower case rather than capital letters, where possible

✦ Use matt paper as it can help to reduces '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 <u>underlining</u> and *italics* which can make words 'run together' – use bold text for titles, sub-headings or to draw attention to important information, 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 and/or to demonstrate a particular procedure

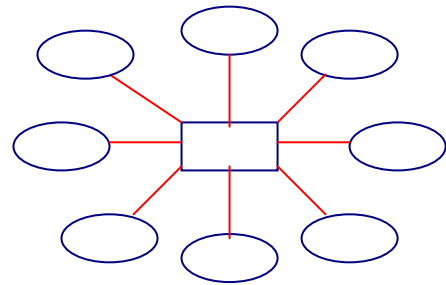- ✦ Ensure that data, charts and diagrams are easily accessible and not back-to-back with related tasks

- ✦ 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 on a worksheet or writing frame for people with dyslexia to write their responses