

# Dyslexia-friendly formats

Thinking about the presentation and layout of information will help make it more 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 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 cost fonts like these in Microsoft Word or online)

- Use 1.5 or double line spacing and make sure margins are wide enough.
- Use lower case rather than capital letters.
- Use numbers or bullet points rather than continuous prose - but avoid using multiple levels of bullet points.
- Avoid the use of background graphics with text over the top.
- Use text boxes or borders for headings or to highlight important text.
- Use single colour backgrounds and avoid patterns and graduated colour.
- Avoid underlining and italics.
- Use bold text for titles and 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 simple flow charts, illustrations and diagrams to break up large sections of text or to demonstrate a particular procedure.
- Left justify text.



- 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.

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.



**Dyslexia Scotland**

Charity No: SC 000951

Registered No: SC 153321

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