# Easy Read quick start guide.
# Speak Out Service Lincolnshire
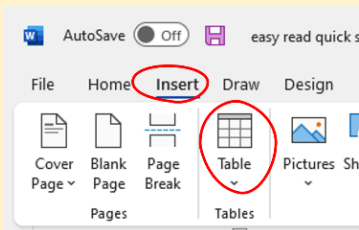
A 'quick start' to creating easy read documents.
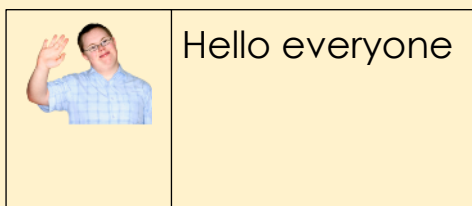
- Use photos or pictures to help us to understand.

- Pictures should be large enough, so they are clear.

- An easy way to do this in Microsoft Word is to use a table with two columns.
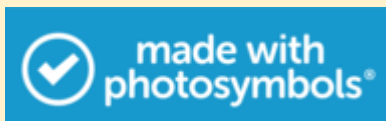
- Make the first column smaller than the second.

| | Hello everyone |
|---|---|

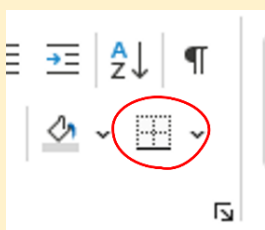- You put the picture in the first column.

- Use the second column for the words.
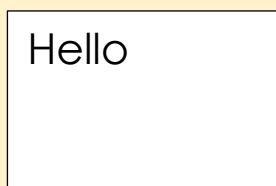
- It is best to use photosymbols.

made with photosymbols®

- When you have finished, you can remove the borders.
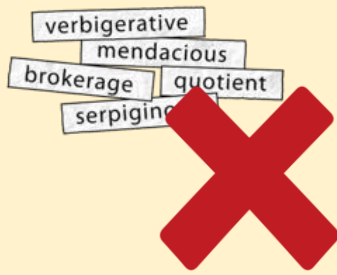
Hello
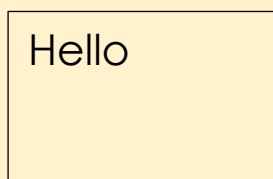
- Use a pale coloured background.

Hello

- Avoid black writing on a white background where possible.
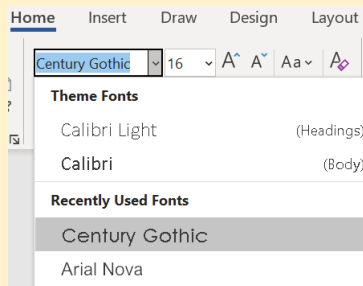
**Discrimination**

Discrimination is when you are treated unfairly because of who you are.

- Explain any hard words.

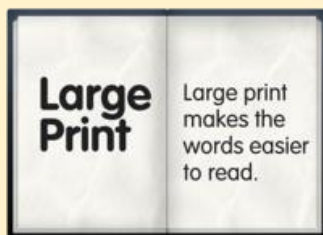# Easy Read quick start guide.
# Speak Out Service Lincolnshire

- Use easy words.

- Words should be in Century Gothic, Arial, or Comic Sans.

- Words should be large.  Size 14 or 16 work well.

- Make headings **Bold.**

- Keep sentences short.  Aim for 15 words or less.

# Easy Read quick start guide.
# Speak Out Service Lincolnshire
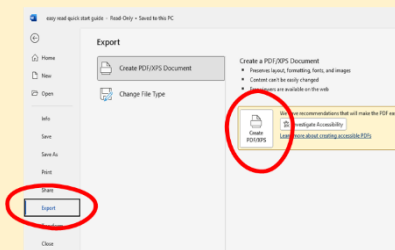
- Use small chunks of information.

- Leave lots of space.

- Sometimes the pictures can move around in a Word file. This is confusing.

- To keep it looking good you can save it as a pdf file if you:

- Press the 'File' tab.
- Select 'Export'
- Press the 'Create PDF/XPS' button.

We hope you have found this information helpful.