**Checking your written information is easy to read**

Why is this so important? **6 out of 10** people in Derbyshire are unable to understand basic health information.

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| **Words and Language** [Click here for more](https://view.pagetiger.com/healthliteracytoolkit/Writteninfo.pdf). | Checkmark with solid fill |
| No use of abbreviations or jargon (or explained if so). |  |
| Easy and short words are used (e.g. ‘other’ rather than ‘alternative’). |  |
| Bullet points are used to divide up complicated information, or when writing lists. |  |
| For each point a capital letter is used at the start, and a full stop at the end. |  |
| Numbers from one to nine are written in words (e.g. one, two). |  |
| Any numbers from 10 are written as numbers (e.g. 11, 13). |  |
| Text is aligned to the left. |  |
| Time is written using the 12 hour clock (e.g.1pm or 2.30pm, not 13:00). |  |
| Sentences are short (e.g. one message per sentence). |  |
| Information is broken up into clear chunks using headings and text boxes. |  |
| Information is in a logical order. |  |
| A readability tool (such as [Hemingway Editor](https://hemingwayapp.com/)) has been used to check the reading age. Aim for as near to age 9 as possible. |  |

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| **Design and Layout** | Checkmark with solid fill |
| Arial font or comic sans (ideal for children). |  |
| Font is at least 12pt or 14pt. |  |
| Headings are 16pt. |  |
| *Italics*, underlining words and use of UPPER CASE letters have been avoided. |  |
| **Bold** has only been used when necessary. |  |
| Words have not been split over two lines with a dash or hyphen. |  |
| Contact details are included. |  |
| There is 1.5 spacing between paragraphs. |  |
| There is spacing of 1.19 between lines. |  |
| The information on each page is well spaced out. |  |
| Boxes are used to make key points stand out, where appropriate. |  |
| Page numbers are used, starting from page 2. |  |
| Text is dark and on a white or light-coloured background. |  |
| If pictures are used, they are clear and relevant to the text.  [Click here for more guidance](https://view.pagetiger.com/healthliteracytoolkit/health-literacy-toolkit/Toptip4PicturesPDF.pdf). |  |