

How to write text in easy to read language

In this section, we will discuss the formal requirements for the production of easy-to-read text. Adhering to this guideline is just as important for adapting a text as it is for creating a path text. Poor choice of font, size, inconsistently spaced text or illustrations can make the text very difficult to understand, or even incomprehensible to many people who have difficulty reading it. This stage of text adaptation is therefore an integral part of easy text production. The following are guidelines for formatting the written text.

The font size of the ballot shall not be less than 14

One of the most important things about writing in easy-to-read language is to write in a sufficiently large, clear font. This is not only relevant for people with visual impairments, but also for other groups of users of easy-to-read language. Therefore, if you can, use a size **14** or even larger.

	
night	night

Use clear, easy-to-read font.

Easy-to-read fonts include Arial, Tahoma, Verdana and others.

It is important to choose a font that does not have a "tail" or additional forms.



It is also not appropriate to choose a font that resembles handwritten text.

It is preferable to choose a single font and use it for the entire text of the document.

	
Evening <i>diena</i>	Evening Day



Use capital letters as in normal text.

Writing only in capital letters is unusual and does not make reading easier. You should not capitalise the whole word.

	
WINTER	Winter



Leave the text unembellished.

Various embellishments, such as shading, strikethroughs, colours, italics, etc., are additional load on the text and make it very difficult to read. It is advisable to dispense with them.

	
<i>saulė</i>	sun
lietus	rain
VĖJAS	wind



Use blackening to punctuate the text.

To highlight key information, such as section headings or individual words, you can bold them or write them in a larger font. Use the same highlighting method for all parts of the text.

	
The monthly payment is €10. After the year 120 eur.	The monthly fee is €10 per month. The annual fee is €120 per year.

Write numbers in numerals instead of words.

Numbers should be written in numerals, but we remind you that large numbers should be avoided altogether.



	
The monthly fee is ten euro per month.	The monthly payment is €10.

Align the text from the left.

Left-aligned sections of text are easier to read.



Avoid centering or right alignment.

There is also no need to align the text across the width of the line.

	
When you clean your teeth, brush the tooth well with a tooth brush.	When you brush your teeth, rinse well the tooth brush.



Do not remove the first line.

The formatting principle of indenting the first line of a paragraph is no longer applicable to texts written in a language that is easy to read.

	
Brushing your teeth every day is very important. Brushing your teeth 2 times a day is essential	Brushing your teeth is very important every day. Brush your teeth 2 times a day.



Leave enough space between the lines.

Choose at least 1.5 line spacing. This will make the text easier to read.



	
Brushing your teeth every day is very important. Brushing your teeth should be done 2 times a day.	Brushing your teeth is very important. Brush your teeth 2 times a day.

Complete the word on one line.

When writing texts in easy-to-read language, the words in the lines should be arranged in such a way that they are not transposed.



	
It is very important to brush your teeth as much as possible.	Brushing your teeth every day is very important .

Always start a new sentence in a new line.

	
Shepherd call the goat. But the goat won't listen. The goat stood still and did not go home.	Shepherd call the goat. But the goat won't listen. The goat stood still and dont went home.

If you are moving a part of a sentence would normally to the next line, divide the sentence where you pause.

Sometimes a longer sentence does not fit on one line, so you have to write the sentence over two or three lines. In this case, it is very important to divide the sentence where a pause is naturally made. Usually the pause is where the comma is placed. If it is difficult to identify where the pause is in a sentence, read the sentence aloud. This will make it easier to identify the place in the sentence where the pause is made.

	
Brushing your teeth every day is very important.	Brushing your teeth every day is very important.

Finish the sentence and paragraph on the same page.

A sentence or paragraph started on one page must be finished on the same page. In other words, neither parts of a sentence nor individual lines of a paragraph are carried over to the next page.

Choose pastel rather than white backgrounds for your text.



If you can, choose pastel rather than white backgrounds for your text.

A pastel background reduces the glossiness of a white page and makes it easier to read.

The choice of which shade of background to use is up to the individual author.



Maintain contrast between text and background.

If you choose a pastel background, please note a few things. Firstly, the chosen background should not be too bright and the text too faint. In other words, it is important to maintain the contrast between the text and the background.

	
Brushing your teeth every day is very important	Brushing your teeth every day is very important

Choose a solid background with no additional markings or writing.



Even blurred background objects will blend into the text, making it difficult to read.

	
Brushing your teeth every day is very important.	Brushing your teeth is very important every day.

Leave enough blank space on the page.

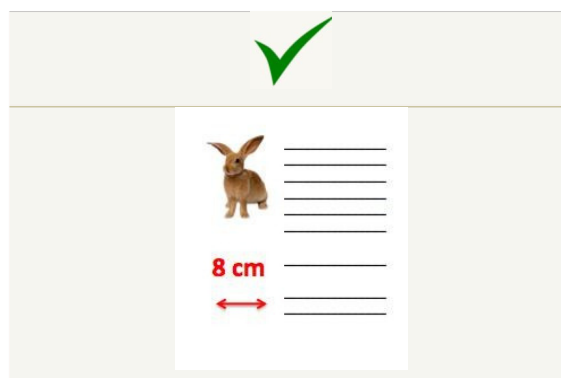
Try not to overload the page with information - it's better to leave more blank space. A page that is not cluttered with text or illustrations will look less intimidating and will not take away the desire to read.

It is also easier to navigate on a blank page.

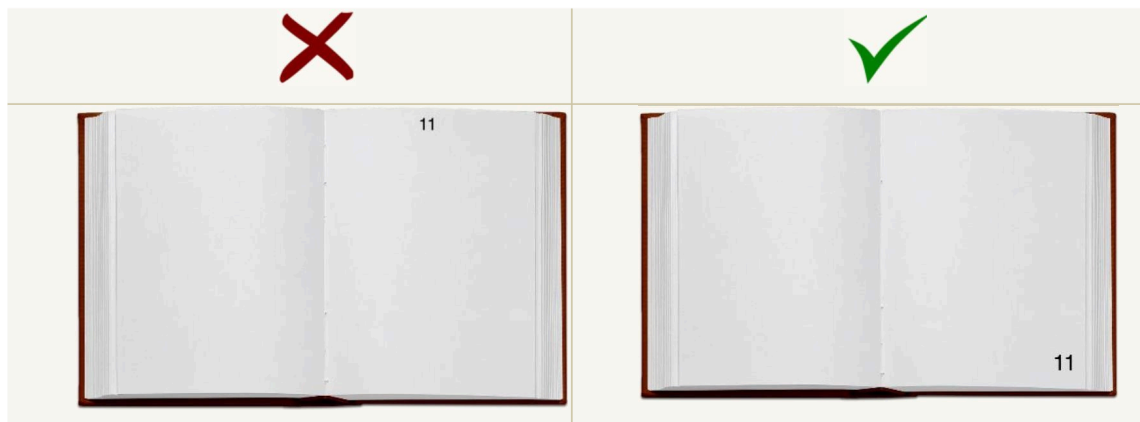
	
	

Leave a wide margin for images.

If text illustrated with pictures, please leave them to enough space of 8 centimetres or more in the margin.



Number the pages at the bottom right-hand side of the page.



Think about the colour codes in your document.

Reading a very long document can be quite a challenge for some readers. If the document you are writing is long enough, the use of colours can help to structure it. Marking different parts of the text in different colours will help the reader to orientate himself in the document. Remember to explain the colour code at the beginning of the document.

?	✓
1 Chapter	1 Chapter <input type="checkbox"/>
2 Chapter	2 Chapter <input type="checkbox"/>
3 Chapter	3 Chapter <input type="checkbox"/>

Choose from a range of standard sheet sizes.

When it comes to the principles of plain language, it is important to pay attention not only to the layout of the text, but also to its presentation to the reader. If you intend to print text written in easy-to-read language, choose formats that are of a normal size.

A4 or A5 sheets are ideal; other sizes should be avoided.