

We live in an information society, mainly dominated by written information. Amongst this large variety of information, only a very small part of this information is accessible to all !

People with intellectual disability do not receive information which is adapted to their needs and abilities. So they do not have access to essential information like how to defend their rights, how to improve their social inclusion and how to fight against discrimination.

As a result of this, they are far too often the victims of discrimination or social exclusion, not because of their (dis)abilities, but because of the environment which is not adapted to their needs.

Written information of all kinds (publications, Website, CD-Rom...) take a growing place in our daily lives.

Inclusion Europe is afraid that persons who do not have access to this information will be the victims of a growing discrimination in the future.

Facing this reality, Inclusion Europe has developed an expertise regarding easy-to-read information and has produced several guides on accessibility.

Our organisation also produced easy-to-read documents in order to allow people with intellectual disability to be full citizens, capable of defending their rights and interests.

Conditions for using this logo:

- This European logo may be used in all easy-to-read publications, which respect the advices given in this leaflet.
- The active participation of people with intellectual disability is a primary condition to the production of easy-to-read documents.
- You are requested to send us a copy of your easy-to-read publication in paper format.

The logo can be downloaded from our website.
The logotype must not be changed or distorted.

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The European easy-to-read logo



Accessibility of
information for people with
intellectual disability

The European easy-to-read logo !

Why a European logo?

The production of easy-to-read documents is a first step towards people with intellectual disability to have access to information.

But it is not enough! They have to be informed that some publications are specifically produced to meet their needs and abilities.

Inclusion Europe has thus developed a European easy-to-read logo. Thanks to this logo, people with intellectual disability can easily identify which publications are made for them.



For further information, you can consult the «Make it Simple » directives of Inclusion Europe.

The five steps to an easy-to-read document

1. Determine your objective

First of all, you have to determine the objectives of your approach. Two questions allow you to fix your objectives:

- What is the message you want to transmit?
- Why is it important for persons with intellectual disabilities?

Replying to these questions, you will be able to define your target audience, its needs and abilities.

2. Determine your message

After this, you have to analyse the content of the information in order to define your message:

- What is essential information?
- What are superfluous details?

You will only keep the information which is essential for a good comprehension of your text.

3. Write your document

You can now start writing the easy-to-read information while following the next recommendations :

- Use an easy-to-understand language
- Avoid difficult words or abstract concepts

- If you use difficult words, explain them.
- Explain with concrete examples.
- Present one idea per sentence.
- Address yourself directly to your readers.
- Address yourself to adults!
- Use short sentences (about 10 words per sentence).
- Avoid using the passive.

4. Make the lay-out

Avoid putting too much information on one page in your lay-out.

- Use a large and clear font (Arial 14)
- Print your text on a pale background.
- Try to put one sentence per line.
- Use drawings and pictures.
- Lighten your pages (about 150 words per page A4).
- Avoid italic or capital letters.
- Avoid splitting up words at the end of a line.

5. Evaluate your document

Before publishing your easy-to-read information, you will test it to a sample of your audience.

They will certainly propose some corrections to make the information more accessible.