



# Tailable Easy Read How to Find Us sheet

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## How to use this sheet

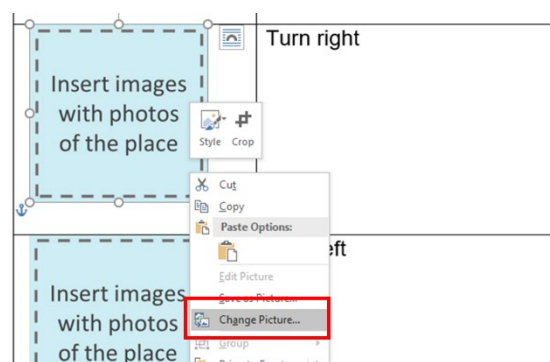
- Delete the rows you do not need (e.g. delete the 'Nearest tram stop' section if there are no trams nearby). To delete a row:
  1. Click the row you want to delete
  2. Right click (or Ctrl + click on Mac) and then click 'Delete'
  3. Click 'Delete Rows'.



- Insert relevant text where prompted. Text placeholders are marked in between brackets and in a different colour. E.g. [address].
- Instructions are marked in italics and in a different colour. E.g.  
*-if a large building like a hospital, or town centre, include level, clinic name-*
- Add the relevant images. You can photograph your building, along with the reception desk, and any specific points for directions as required. Photos taken with a mobile phone are fine.

We have added image placeholders. To replace a placeholder with a new image:

1. Save the new image in your computer
2. Right click (or Ctrl + click on Mac) on the placeholder
3. Click on 'Change Picture'
4. Select the new image.



- Change all font to black  
Select the table cells and choose font colour – black.
- Finally, remove the table lines.  
Select the table cells then go to table design and select no border.

## Easy Read basics





Follow these principles when tailoring and formatting the letter to ensure it is Easy Read:

- Nothing smaller than 14 point:
  - Use Arial, Verdana or Tahoma (sans serif fonts);
  - Size 14 for main text and 16 or larger for headings.
- Less is best, keep it simple:
  - Use short sentences and simple everyday words;
  - Avoid jargon, slang and technical terms;
  - Avoid unnecessary details, focus on what people need to know, not what it is nice to know.
- Ensure plenty of white space
  - Include no more than four images per page.

**\* The images included in this document have been purchased through stock sites and Photosymbols and cannot be reproduced, redistributed or used for any other purpose without their permission.**




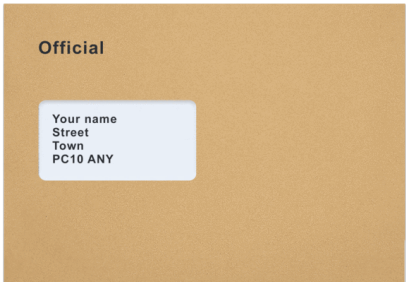
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## How to get to [clinic/address/our place]

 <p>Insert image of building</p>	<p>The appointment is at [address] <i>-if a large building like a hospital, or town centre, include level, clinic name-</i></p> <p>This is what the building looks like.</p>
	<p>The nearest bus stop is at [address]</p>
	<p>The nearest train station is [name].</p>
	<p>The nearest tram stop is [name].</p>

	<p>You can park on the street.</p>
	<p>You can park in a car park.</p> <p>There is one at [address]</p>
	<p>There is disability parking [at our clinic; on the street outside; in the car park].</p> <p>If you have a permit you can park in that spot.</p>

## Once you arrive

 <p>Insert image of building</p>	<p>The appointment is at [hospital or centre name]</p> <p><i>-if a large building like a hospital, or town centre, include level, clinic name- If not needed - delete</i></p> <p>This is what the building looks like.</p>
 <p>Insert images with photos of the place</p>	<p>Go in from [street name]</p> <p><i>Delete if not needed</i></p>
 <p>Insert an image of the reception desk at the hospital</p>	<p>Talk to the people at the desk.</p> <p>Tell them you need to get to [clinic name].</p> <p>Ask them to take you there.</p>
 <p>Official</p> <p>Your name Street Town PC10 ANY</p>	<p>You can show them this letter.</p>

 <p>Insert images with photos of the place</p>	Go to the end of the corridor
 <p>Insert images with photos of the place</p>	Turn right
 <p>Insert images with photos of the place</p>	Turn left
 <p>Insert images with photos of the place</p>	Take the lift to level X.
 <p>Insert images with photos of the place</p>	This is what our clinic door looks like.