



## Easy Write Training

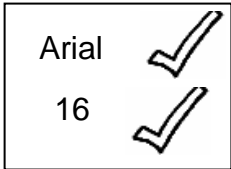
How to make written information easier to understand.



These are the things we will be doing in the training



We will be looking at the Easy Write guidelines'. These are pages of information that tell you how to make written information easier to understand.

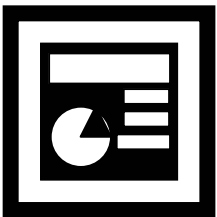


They have things on them like what sort of writing to use – this is called a font. It also has a checklist that you can use to make sure you are doing things right.



We will be looking at Three different Picture Banks from CHANGE.

These are a set of line drawings that you can use to make your information easier to understand  
I have used Change Picture Bank on this page.



We will be using Microsoft PowerPoint.

This is something that you can use on your computer to make things like posters and presentations.

We show you how to use PowerPoint with Change Picture Bank. You can use other things like Word or Publisher but we only show you how to use it on PowerPoint in this training.



We give you an email address and telephone number so that you can call or email us if you need more help.



We give you information about how to get more training.



At the end of the training you will be able to take your CD with you once you have understood and signed the licence agreement.



Please remember that this is free 3 hour training so we will not be able to cover everything. We want to make sure that you are supported so we will always try to help you after the training. You can talk to us about any part of making things easier to understand.

We hope you enjoy the training.

We look forward to seeing you there.

This was written by Miranda Graham from Leicestershire Valuing People Team for the 'how to make written information easy to understand' training please email [accessible@leics.gov.uk](mailto:accessible@leics.gov.uk) for more copies or further information. You can also phone her on 0116 305 7983