Inclusion Europe

Easy-to-Read: Making All Types of Information Accessible

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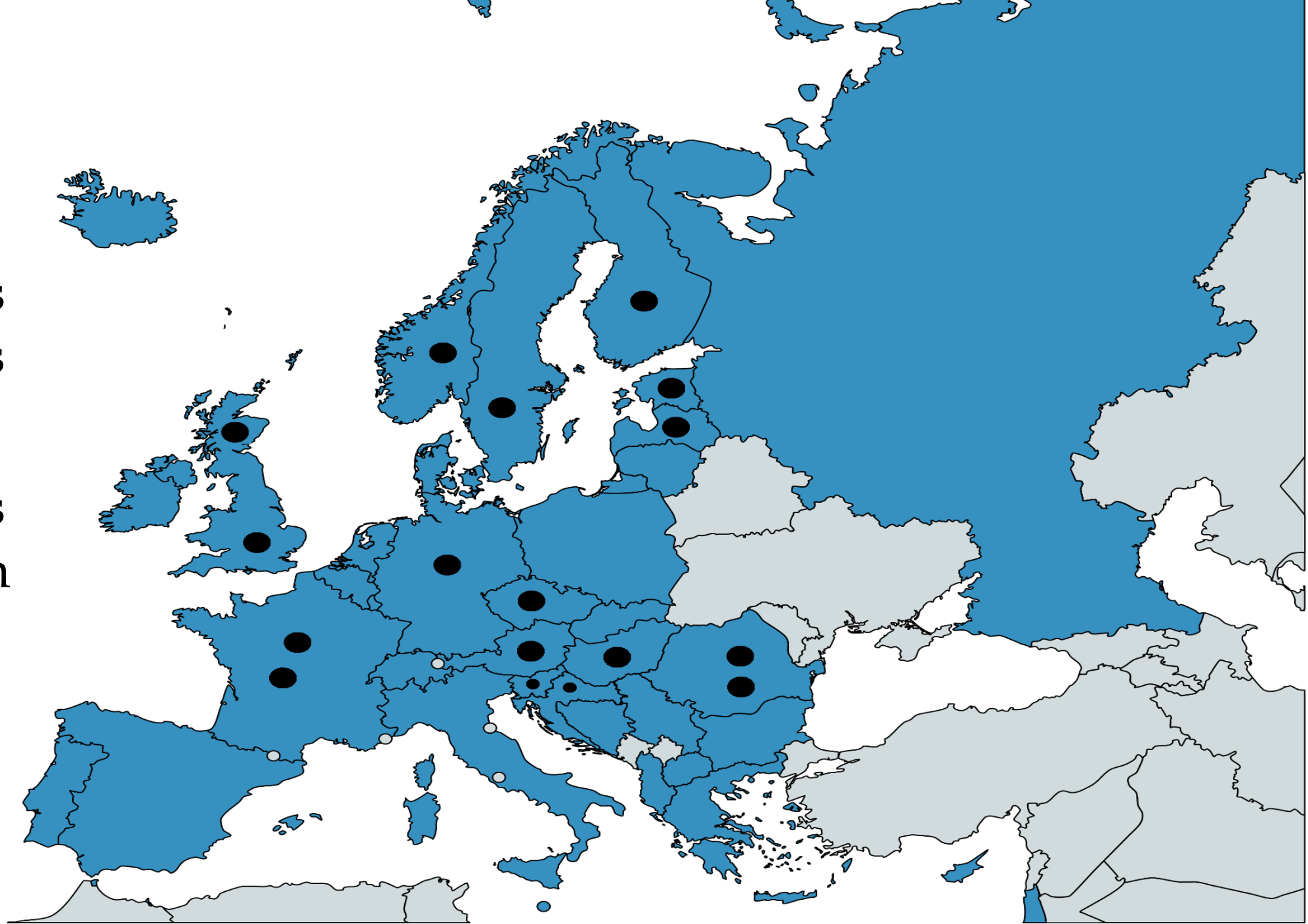
Inclusion Europe members

■ Members
● European platform of self-advocates

71 members
38 countries

18 members of European platform of self-advocates

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Who we are

- Inclusion Europe is an organisation that defends and speaks for people with intellectual disabilities and their famillies in Europe.

- Inclusion Europe was created in 1988.

- The European Platform of Self-Advocates is part of Inclusion Europe since the year 2000.

Inclusion Europe is a member of the following organsations:

- Inclusion International

- European Disability Forum

What we do

- Inclusion Europe fights for the rights and full inclusion for all people with intellectual disabilities and their families.

- Inclusion Europe speaks for its members in Europe.

- Inclusion Europe tries to make European laws better to defend people with intellectual disabilities and their families.

- Inclusion Europe gives people with intellectual disabilities a way to speak up in Europe.
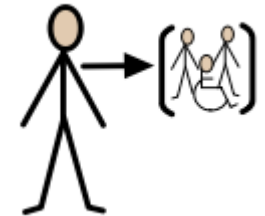
Easy-to-read?

European easy-to-read Logo

Easy to read is information that people with intellectual disabilities can read and understand.

Why
easy-to-read?

- Easy-to-read makes information accessible.

- Easy-to-read allows people to make informed decisions and to take part in society.

- Easy-to-read benefits all people,
  not only people with intellectual disabilities.
  Older people, immigrants, people with low reading skills benefit too.

- Easy-to-read does not fix everything.

- Some people would prefer a spoken word (audio or video) or other forms of expressing themselves and of receiving information.

- Meetings and procedures need to be accessible too. People with disabilities must be involved.

Standards of easy-to-read
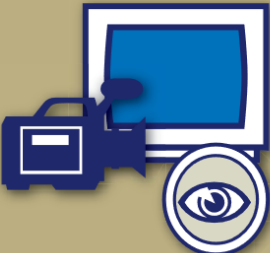
European standards for making information easy to read and understand

www.easy-to-read.eu

Choose the best format for your information.

This is easy to read

This is not easy to read

Always use a font that is clear and easy to read.
A font is a type of writing.
For example Arial or Tahoma
are clear and easy to read fonts.

⊙ **Never use writing that is too light and does not print off well.**

Example: This is Eras 14 Light.
This is not easy to read because it is too light.

⊙ **Never use italics.**

Example: *This text is in italics.*
It is not easy to read.

⊙ **Never use a special writing design.**

Example:
This is text with shadows.
It is not easy to read.

- Find out as much as you can about the people who will use your information and about their needs.

- Use the right language.

- For example do not use language for children when your information is for adults.

- Make sure you explain the subject clearly and also explain any difficult words to do with that subject.

- Always involve people with intellectual disabilities when making your information.

Use the right words

- Use words that people will know well.

- Do not use difficult words. If you need to use difficult words, explain them clearly.

- Use the same word to describe the same thing throughout your document.

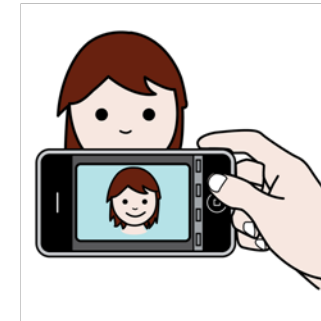- Do not use difficult ideas such as metaphors.

- Do not use words from other languages unless they are very well known.

- Avoid using initials.

  - Use the word in full.

- Try not to use percentages and big numbers.

- Use words like "few" and "many".

Examples

Pictures

We give a lot of information on the Internet.

Would I give this information to someone I do not know?

No!

How to Include People with Intellectual Disabilities

- Accessibility
  - Cards at meetings
  - Building accessibility (entrance, toilets, lifts)

- Flexibility meeting (place, hours)
- Make sure the voice of self-advocates are heard

Europe for us newsletter

- Able to include project created Kolumba, a Gmail interface (with Google) easy to use:
  - Accessible for different kind of disabilities.
  - Simplified mailbox to receive/send messages, manage contacts.

also created:

- [Text2Picto: Text to pictogram translator](#)

- [Simplitex: Text Simplifier](#)

- [Text to speech](#)

Video

- [How to safely use the internet](#)

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