



HALTON SEN SERVICE  
SERVICE FOR THE VISUALLY IMPAIRED



## ADAPTING WORKSHEETS FOR THE VISUALLY IMPAIRED

- CHECK SIZES AND OTHER REQUIREMENTS FOR INDIVIDUAL PUPILS. The most visually accessible font is Arial as this is an easy font for reading. Common sizes used are from N14-N18, this document is produced in Arial font size N14.
- *Comic Sans* is also easy to read but needs to be 1 point larger in size, e.g. N15-N19 and also has wider spaced lines.
- Keep the margins quite wide (at least 2.5 cm) so pupils have less distance to scan across lines.
- Keep the layout as simple as possible and be consistent throughout the work. NEVER have random layout.
- Leave an empty line between paragraphs and space out lines for bullet points.
- Type all main headings in CAPITALS and **BOLD** on a line on their own and with an empty line following. Side headings do not need an empty line underneath and can be in **bold** lower case.
- Avoid using the underline key as this can be difficult for large print users to read.
- Use capitals only for short pieces of text as they are difficult to read for the visually impaired and those with reading difficulties.
- Avoid using *italics* as this is also difficult to read.
- Tasks need to be clearly numbered and on the same page or the facing page of the information to which they refer.
- All tasks/questions should start at the left of the page so that the reader can anticipate where they will start each time and will not miss any out.

- Diagrams need to be as simple and uncluttered as possible with labels of the same size as the rest of the text. Label line pointers should be of different width to lines in diagrams so they are not confused with the diagram. If the print size is so large that it obliterates much of the diagram use a key system i.e. use a letter to indicate the point on the diagram, in the key write the letter and what it refers to e.g:

### KEY

A - Chester

B – Liverpool

C – Preston

- A key should always come before the diagram to ensure understanding of the content, not at the end where it could be easily missed.
- Text should always be horizontal, never vertically up the side of a diagram.
- Multiple columns should not be used but if this is unavoidable there should be no more than two columns divided by a thick black line. A line indicates to the reader that there is work on the other side of it. A space gives no indication that there is another column of text to look for.

a	$2+3=5$	d	$4+3=7$
b	$3+2=5$	e	$4+5=9$
c	$3+4=7$	f	$5+4=9$

- Questions in maths should be identified vertically using letters. Question numbers can easily be mistaken as part of the calculation. NEVER zigzag across the page as this is difficult to follow visually.
- In comprehension tasks the questions should come before a text, not at the end. This will ensure the reader will know the purpose of the reading task.
- Do not put boxes or borders around blocks of text as this is visually distracting unless there is plenty of space to do so effectively.