

Dyslexia-Friendly Style Guide Print Pack

Every printable sheet from the free page at inchyapp.com/dyslexia-friendly-style-guide, in one file. No sign-up, no ads. Last checked October 6, 2026.

1. Dyslexia-Friendly Document Checklist (1 page)

Thirty quick checks for type, spacing, layout, color, wording and file format. Tick it off before you send or print.

2. Plain-Language Rewrite Sheet (1 page)

A five-step rewrite routine, a before-and-after example and a table of everyday word swaps.

3. My Reading Preferences Card (1 page)

Two fill-in cards a student or employee can hand to a teacher or manager: the font, size, color, spacing and formats that work for them.

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Research claims on the sheets are cited on the sheet or in the Sources list on the web page. Spotted a mistake? Tell us at inchyapp.com/contact.

Dyslexia-Friendly Document Checklist

Run through this before you send, post or print a handout, letter, slide deck or web page. Every item is explained, with its source, at inchyapp.com/dyslexia-friendly-style-guide

Type

- ☐ Plain sans serif font (for example Arial, Verdana, Calibri, Tahoma)
- ☐ Body text 12–14 pt in print, or about 16–19 px on screen
- ☐ Headings at least 20% larger than body text
- ☐ Emphasis in **bold**; no italics or underlining for emphasis
- ☐ No whole sentences or paragraphs in CAPITALS
- ☐ Links look different from headings and body text

Spacing and layout

- ☐ Line spacing 1.5, with extra space between paragraphs
- ☐ Text left-aligned, not justified
- ☐ Lines no longer than about 70–80 characters
- ☐ One column for running text
- ☐ Short paragraphs (aim for under 50 words)
- ☐ Headings break up long documents; contents list if it's long
- ☐ Bullets or numbered steps instead of long prose where possible
- ☐ Diagrams or flow charts support step-by-step processes

Color and print

- ☐ Plain background, with no pictures or patterns behind text
- ☐ Dark text on a light background (cream or pastel is fine)
- ☐ Contrast at least 4.5:1 for body text
- ☐ Color is never the only way information is shown
- ☐ Matte paper, thick enough that the back doesn't show through

Words

- ☐ Main point first
- ☐ Short sentences, one idea each
- ☐ Active voice ("Send the form," not "The form should be sent")
- ☐ Everyday words; jargon explained or in a glossary
- ☐ Abbreviations spelled out the first time
- ☐ No double negatives
- ☐ Instructions as numbered steps

File

- ☐ Built with real heading and list styles, not hand formatting
- ☐ No paragraphs of text inside images
- ☐ Images that carry meaning have alt text
- ☐ An editable version (Word, Google Doc or web page) is available
- ☐ Link text says where the link goes

Reviewed against sources on October 6, 2026. Based on the British Dyslexia Association Dyslexia Style Guide (2023, archived); WCAG 2.2 success criteria 1.3.1, 1.4.1, 1.4.3, 1.4.5, 1.4.8 and 2.4.4; W3C, Making Content Usable for People with Cognitive and Learning Disabilities (2021); Digital.gov plain language guides; Rello & Baeza-Yates (2013, 2016). Full list with links on the web page.

Plain-Language Rewrite Sheet

A five-step routine for turning a hard-to-read paragraph into a clear one. Works for emails, assignment briefs, policies and letters home.

- 1 Find the point.** Write, in one sentence, what the reader must know or do. Put that sentence first.
- 2 Split long sentences.** One idea per sentence. Look hard at any sentence over about 25 words.
- 3 Make it active.** Name who does what: “Your tutor will email you,” not “You will be emailed.”
- 4 Swap the hard words.** Use the table below. Explain any term you can’t avoid, or add it to a glossary.
- 5 Shape it.** Turn steps into a numbered list, add a heading, and leave white space. Then read it aloud.

BEFORE

It should be noted that, prior to the commencement of the examination period, students are required to ensure that all outstanding library materials have been returned, failing which their results may not be released.

AFTER

Return your library books before exams start. If you don’t, we can’t release your results.

Try it: rewrite your own paragraph

Everyday word swaps

Instead of	Try
utilize	use
commence	start
terminate	end
prior to	before
subsequent to	after
in order to	to
approximately	about
sufficient	enough
facilitate	help
in the event that	if
with regard to	about
is required to	must
endeavor	try
at this point in time	now
a number of	some / many
in addition	also
demonstrate	show
obtain	get
purchase	buy
submit	send / hand in

Check before you send

- ☐ Main point in the first sentence
- ☐ No sentence over about 25 words without a reason
- ☐ Paragraphs under about 50 words
- ☐ Someone outside your team could follow it

Reviewed against sources on October 6, 2026. Steps draw on Digital.gov’s plain language guides (put the most important information first; one idea per sentence; active voice) and the W3C’s Making Content Usable for People with Cognitive and Learning Disabilities (2021; use clear words, a simple tense and voice, short paragraphs). The 25-word mark is a rule of thumb, not a standard. Word swaps are common plain-language substitutions; always check the meaning still fits.

My Reading Preferences Card

Fill in one card and give it to a teacher, tutor or manager; keep the other. This card isn't a diagnosis or a formal accommodation. For those, talk to your school's disability or student services office, or your HR team.

My Reading Preferences

These settings make reading easier for me. Thank you for using them where you can.

Name	_____	Date	_____
Font	☐ Arial ☐ Verdana ☐ Calibri ☐ Other: _____		
Text size	☐ 12 pt ☐ 14 pt ☐ 16 pt ☐ Larger: _____		
Line spacing	☐ 1.5 ☐ Double ☐ No preference		
Paper / screen	☐ ☐ White ☐ ☐ Cream ☐ ☐ Yellow ☐ ☐ Peach ☐ ☐ Blue Other: _____		
Formats that help	☐ Editable file (Word / Google Doc) ☐ Slides before class ☐ Audio / text-to-speech ☐ Printed copy		
Please avoid	☐ Italics ☐ Justified text ☐ Text over pictures ☐ Small print		
Anything else	_____ _____		

✂ cut here

My Reading Preferences

These settings make reading easier for me. Thank you for using them where you can.

Name	_____	Date	_____
Font	☐ Arial ☐ Verdana ☐ Calibri ☐ Other: _____		
Text size	☐ 12 pt ☐ 14 pt ☐ 16 pt ☐ Larger: _____		
Line spacing	☐ 1.5 ☐ Double ☐ No preference		
Paper / screen	☐ ☐ White ☐ ☐ Cream ☐ ☐ Yellow ☐ ☐ Peach ☐ ☐ Blue Other: _____		
Formats that help	☐ Editable file (Word / Google Doc) ☐ Slides before class ☐ Audio / text-to-speech ☐ Printed copy		
Please avoid	☐ Italics ☐ Justified text ☐ Text over pictures ☐ Small print		
Anything else	_____ _____		

Reviewed against sources on October 6, 2026. Options reflect the British Dyslexia Association Dyslexia Style Guide (2023, archived), which notes that some dyslexic readers have their own color and size preferences, and WCAG 2.2 success criterion 1.4.8 (Visual Presentation).