

Plain Language Resources

Guidelines and Examples of Plain Language or Easy Read

- [Autistic Self-Advocacy Network](#) has many examples of plain language and easy read documents.
- [CDC's Everyday Words for Public Health Communication](#) – Examples of plain language using words about health.
- [Getting Your Message Across](#) – A guide written by Green Mountain Self-Advocates (GMSA) on Communicating With People Who Have Intellectual Disabilities. [A Self-Advocate's Guide to COVID-19](#) – a plain language toolkit created by GMSA.
- [Mencap's Make it Clear](#) - A guide to making easy read information
- New Zealand Office of Disability Issues - [A Guide to Making Easy Read Information](#)
- [PlainLanguage.gov](#) - The [Plain Writing Act of 2010](#) requires federal workers to use clear words that the public can understand. This website explains the law. It has:
 - Guidelines
 - Examples
 - Training

Measure Readability

- [Automatic Readability Checker](#) - Paste a sample of your writing in a text box. This website will tell you what reading level and grade level of your text

- [Readable.com](https://readable.com) – It checks your text **and** shows you how to make improvements. It is free to use a few times. To use it all the time is costs money. ASAN and SARTAC do pay for and use [Readable.com](https://readable.com).
- [Up-Goer Five Text Editor](https://www.up-goer-five.com) - identified 1,000 most common words. Paste a sample of your writing in a text box and see if you are using these words. This is for writing at a very basic level. A first-grade student may know between 5,000 and 20,000 words.
- You can use Microsoft Word – Go to the File menu > then click on Options > then click on the Proofing tab. Then look for the section that says “When correcting spelling and grammar in Word,” click on the box that says “Show **readability** statistics.”

Icons and Graphics

For non-graphic designers:

- clip art
- [Symbolstix](https://www.symbolstix.com)
- [the noun project](https://www.thenounproject.com)
- Google Image search
 1. Go to [Advanced Image Search](https://www.google.com/search?as_ssp=as_ssp)
 2. Find the "all these words" box. Then type what you are looking for.
 3. Below find the "Usage rights" box. Click on the arrow and select “free to use or share”

Google says they are NOT always able to know if an image is free to use. If this concerns you we suggest you go to a website like [iStock](https://www.iStock.com) or [Shutterstock](https://www.shutterstock.com) (there are many more options) and pay to use photos

or graphics. [24 websites where you can download culturally diverse stock photos](#) Please take the time to find photos of people who are:

1. racially diverse
2. LGBTQ+
3. have different body types <http://www.representationmatters.me/>
4. and of course, people with disabilities <https://www.photoability.net/>

For people with graphic design skills: These options cost money - [Vecteezy](#) and [Envato](#)

Finding Words with the Same Meaning

- [Simple English Wikipedia](#)
- [Children's Writer's Word Book](#) Second Edition by Alijandra Mogilner
GMSA uses this book all the time. It helps us find words with a similar meaning that are on a lower grade level.

Website Accessibility and Electronic Accessibility

- [Design Electronic and Print Resources with Access in Mind](#)
- <https://www.w3.org/standards/webdesign/accessibility>
- <https://www.usability.gov>