

ERASMUS+

KA2 - COOPERATION FOR INNOVATION AND THE EXCHANGE OF GOOD PRACTICES  
STRATEGIC PARTNERSHIPS FOR ADULT EDUCATION

# Puzzle. Developing easy to read formats for people with intellectual disabilities

*Grant Agreement: 2015-1-EL01-KA204-014123*



**Intellectual Output IO4  
Online platform for the education of people with  
intellectual disabilities**

FINAL VERSION

AUGUST 2017



Co-funded by the  
Erasmus+ Programme  
of the European Union



<b>Intellectual Output:</b>	Online platform for the education of people with intellectual disabilities (IO4)
<b>Authors:</b>	Kikis-Papadakis, Kathy FORTH/IACM e-mail: katerina@iacm.forth.gr
<b>Contributors:</b>	RIX/UEL, Smialek, JDC, MTM
<b>Status, Version No.</b>	Final
<b>Submission date:</b>	31/8/2017
<b>Start Date of the Agreement:</b>	1 September 2015
<b>Duration of the Specific Agreement</b>	24 Months
<b>Project coordinator:</b>	Kathy Kikis-Papadakis, FORTH/IACM <i>katerina@iacm.forth.gr</i>
<b>Financing:</b>	With the support of the Erasmus+ programme of the European Union

This project has been co-funded from the Erasmus+ programme of the European Union.

The European Commission support for the production of this publication does not constitute an endorsement of the contents which reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein



## Table of Contents

Summary .....	4
The Puzzle Project Web-Site .....	4
Introduction .....	4
Technical Implementation .....	5
Design and functionality .....	5
Structure.....	7
The Puzzle App .....	11
How the App works.....	11
The PUZZLE Project Course.....	12
Technical Implementation and Design .....	12
The Course Structure .....	12
Module 1: Easy-to-Read: Material about how to write easy-to-read information....	14
Module 2: Working with Multimedia.....	15
Module 3: The Easy-to-Understand approach .....	15
Module 4: Examples of Human Rights materials .....	16
Complementary resources .....	17



## SUMMARY

This document provides a summary of the design and implementation of the Puzzle Project web site and e-learning platform. The document includes a description of all the different components, the navigation structure and functions as well as the main technical details.

## THE PUZZLE PROJECT WEB-SITE

### INTRODUCTION

The website aims to inform stakeholders and the general public what PUZZLE is about. It provides information on the project, updates on progress and Project results in the form of training resources for trainers and material in Easy to Read (and Understand) format.

**PUZZLE**

Home The Puzzle Project Puzzle Resources News Get Involved The Puzzle Course

US DE GB YouTube Facebook Search

**THE PUZZLE COURSE**

Tools and methods  
for supporting learnability  
for persons with ID

READ MORE

**PUZZLE**

DEVELOPING EASY TO READ FORMATS FOR PEOPLE WITH INTELLECTUAL DISABILITIES

Erasmus+ KA2 - Cooperation for Innovation and the Exchange of Good Practices

**Welcome to the project Puzzle!**

This Project aims to facilitate access to information, education and training of young people and adults with intellectual disabilities (ID) in European countries. Project Puzzle's focus is on sharing 'Easy to Read' approaches to producing information and on developing further ways, using digital technologies, to improve communication **with, for and by people with intellectual disabilities**.

*The "easy to read" method facilitates the transformation of text into forms that are easily understandable by people with limited capabilities in reading. The use of this method is integrated in environments designed specifically for people with limited reading comprehension capabilities.*

To assist access to information for people with ID the Puzzle partnership has focused activity on the development of:

**Resources:** Instructions and guidance materials, session plans and training courses on various ways to make information

As a core element of the dissemination strategy of Puzzle project, the website is a dynamic environment to which information is added as it becomes available. All partners provide content to keep the information on the website up-to-date. In particular, the sections on 'Project Outputs', 'Puzzle Resources', 'News' and 'Links' are updated frequently.

## TECHNICAL IMPLEMENTATION

**Domain:** The domain name "puzzle-project.eu" has been registered. The registration was performed 30.09.2015 and the domain is valid until 30.09.2019. The domain reservation will be renewed on a two-year basis.

**Server:** The portal has been deployed into a virtual private server hosted by FORTH.

**Data Back-up:** An automatic backup is performed at 11:00am and 11:00pm CET on a daily basis by the dedicated server.

## DESIGN AND FUNCTIONALITY

The official website of the Puzzle project can be accessed via the following link: <http://www.puzzle-project.eu>. The key functionality for the Puzzle website was agreed during the Project's kick-off meeting. Prior to the development phase, a benchmark of similar websites projects has been made to gather helpful ideas to optimize the selection of the information to be highlighted, its presentation and its spatial organization.

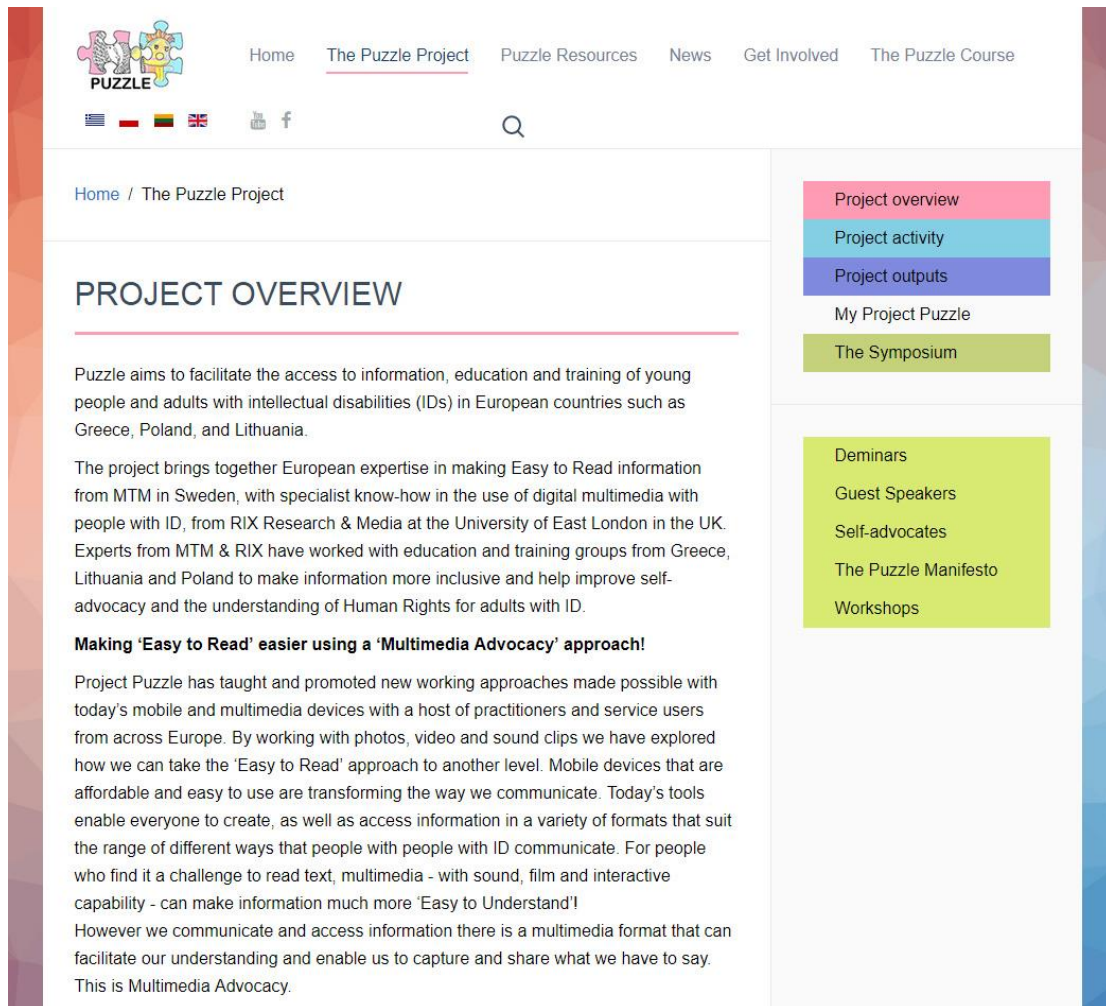
This website was created based on the Joomla CMS (Content Management System) and its design is fully responsive in order to provide an optimal viewing and interaction experience (i.e. easy reading and navigation with a minimum of resizing, panning, and scrolling) across a wide range of devices, such as desktop computer monitors, laptops, tables and smartphones.

The website is designed to be informative with plain language to ensure wide communication with diverse categories of stakeholders and external audience. When applicable, the information is also provided in EtR format, and color-coding and tags are used to distinguish EtR text.

The information is presented in four languages (English, Greek, Lithuanian and Polish). All pages include a language switcher bar for easy navigation. Links to Project's social media channels (Facebook and YouTube) as well as a Search function are implemented in all pages.



A top navigation bar is included in all pages to allow easy navigation around the site. Navigation submenus are also included in the left side on specific pages.



The screenshot shows the website's navigation menu with links for Home, The Puzzle Project, Puzzle Resources, News, Get Involved, and The Puzzle Course. Below the menu are flags for the UK, Germany, and France, and a search icon. The main content area is titled 'PROJECT OVERVIEW' and contains the following text:

Puzzle aims to facilitate the access to information, education and training of young people and adults with intellectual disabilities (IDs) in European countries such as Greece, Poland, and Lithuania.

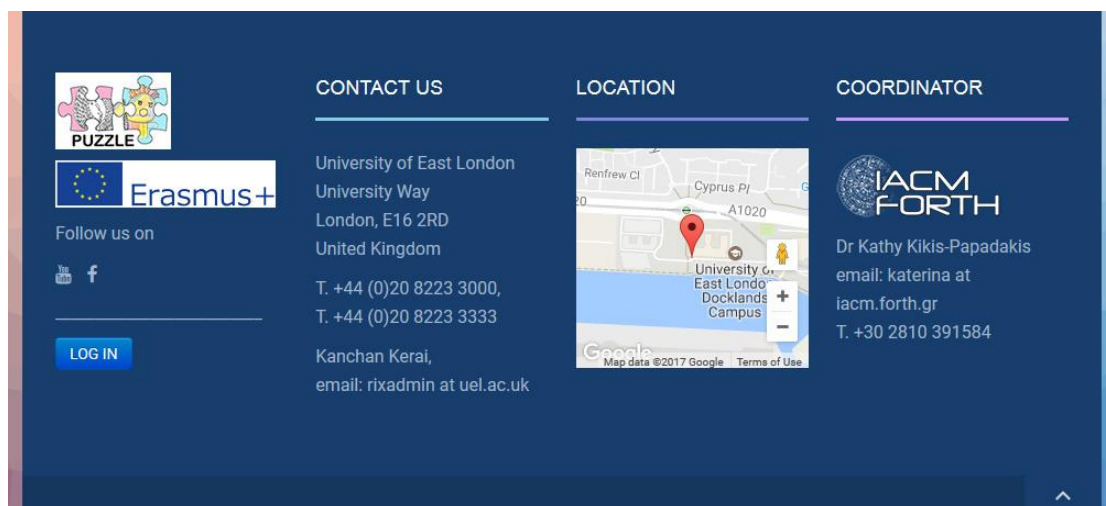
The project brings together European expertise in making Easy to Read information from MTM in Sweden, with specialist know-how in the use of digital multimedia with people with ID, from RIX Research & Media at the University of East London in the UK. Experts from MTM & RIX have worked with education and training groups from Greece, Lithuania and Poland to make information more inclusive and help improve self-advocacy and the understanding of Human Rights for adults with ID.

**Making 'Easy to Read' easier using a 'Multimedia Advocacy' approach!**

Project Puzzle has taught and promoted new working approaches made possible with today's mobile and multimedia devices with a host of practitioners and service users from across Europe. By working with photos, video and sound clips we have explored how we can take the 'Easy to Read' approach to another level. Mobile devices that are affordable and easy to use are transforming the way we communicate. Today's tools enable everyone to create, as well as access information in a variety of formats that suit the range of different ways that people with people with ID communicate. For people who find it a challenge to read text, multimedia - with sound, film and interactive capability - can make information much more 'Easy to Understand'!

However we communicate and access information there is a multimedia format that can facilitate our understanding and enable us to capture and share what we have to say. This is Multimedia Advocacy.

On the right side of the page, there is a sidebar with a list of links: Project overview, Project activity, Project outputs, My Project Puzzle, The Symposium, Deminars, Guest Speakers, Self-advocates, The Puzzle Manifesto, and Workshops.



The footer section is divided into four columns:

- CONTACT US:** University of East London, University Way, London, E16 2RD, United Kingdom. T. +44 (0)20 8223 3000, T. +44 (0)20 8223 3333. Kanchan Kerala, email: rixadmin@uel.ac.uk
- LOCATION:** A Google Map showing the location of the University of East London Docklands Campus.
- COORDINATOR:** IACM FORTH, Dr Kathy Kikis-Papadakis, email: katerina@iacm.forth.gr, T. +30 2810 391584

On the left side of the footer, there is the Puzzle logo, the Erasmus+ logo, social media icons for YouTube and Facebook, and a 'LOG IN' button.

Through the Login module, the system provides user friendly authoring tools that allow the Puzzle project team to edit / create and publish the website content. To ensure clarity and consistency of information made visible on the website and overall security of the site, user



rights are assigned to Puzzle Consortium members which are based on pre-defined/agreed CMS roles. The rights allow members to perform certain functions while limiting them to perform other functions. Rights can be granted to interested parties upon request.

The screenshot shows a CMS article editor. At the top, there is a navigation menu with links: Home, The Project, Material & Tools, News, Resources, The Symposium, and Create an article. Below the menu are flags for various countries and social media icons. The main editor area has a title field containing 'Five rights you should know'. Below the title is a rich text editor with a toolbar containing various formatting options. The content of the article is as follows:

Before you buy, know your rights!

As a consumer, when you pay for a product or service, be it online or in a shop, in your home country or elsewhere in the EU, you have rights. Many Europeans are unaware of some of their most basic consumer rights. EU law guarantees you fair treatment, proper information and the possibility to claim your rights, if anything goes wrong.

- Know your rights.
- Get all the information before buying.
- Insist on your rights if there is a problem.

[livicon icon="download" background\_color="#d5f3bc" url="images/Docs/EN/FiveRightsYouShouldKnow.pdf" target="blank" border="0px solid #ffff" padding="3px"] Download the European Commission publication ["Five rights you should know"](#)

At the bottom of the editor, there is a path field showing 'p' and a word count of 'Words: 104'. A toolbar contains buttons for 'SLIDERS', 'MODULE', 'INSERT SHORTCODE', 'MODULE', 'MENU', 'CONTACT', 'ARTICLE', 'IMAGE', 'PAGE BREAK', and 'READ MORE'. At the very bottom, there are buttons for 'SAVE', 'CANCEL', and 'VERSIONS'.

## STRUCTURE

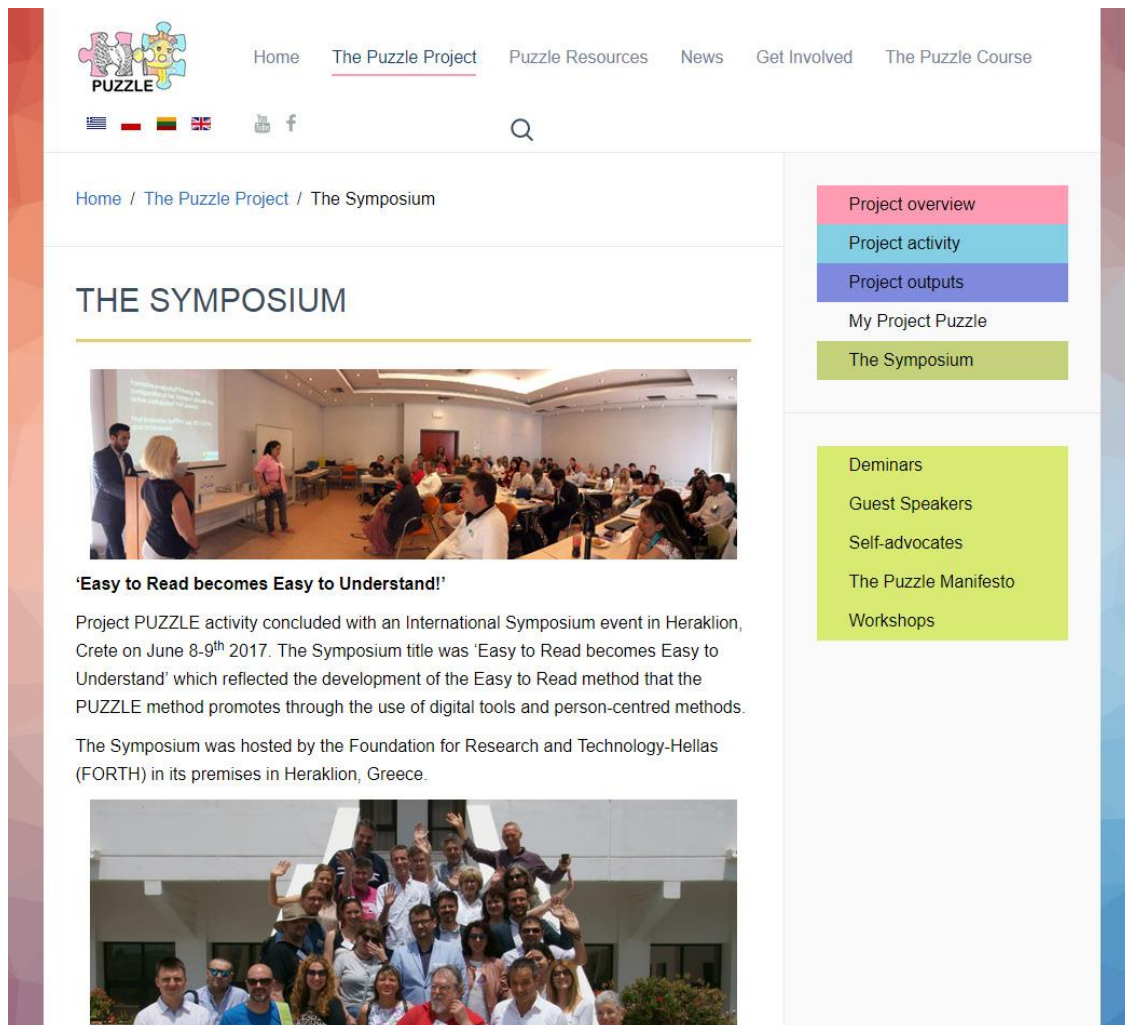
**Home page:** The home (welcome) page with the project logo is the first page appearing when the website address is entered <www.puzzle-project.eu>. It briefly describes the project and gives a direct view and access to the materials developed and the newsletters. A slideshow on the top of the home page focuses on main events/ achievements. At the bottom of the home page the contact information of the perspective partner is located, as well as the login module.

The main structure of the website consists of the following menu and submenus, shown above every page:

- A. The Puzzle Project:** This section contains the information about the project.
  1. **Project Overview:** Gives a brief overview on the project and its objectives



2. **Project activity:** Information on project implementation in five phases of interconnected activities.
3. **Project outputs:** Information on Project's IOs and links.
4. **My Project Puzzle:** Produced by Ajay Choksi, this section features an account of the Puzzle Project, on his experience of working on PUZZLE as part of his Research work at RIX
5. **The Symposium:** The Project Puzzle Symposium (Heraklion, Crete, on June 8 2017 –followed next day by two half-day Workshops) focused on innovative practices aiming to facilitate greater access to information and promotion of Human Rights for persons with ID. All this material (videos and presentations) are available here



The screenshot shows the PUZZLE website interface. At the top, there is a navigation menu with links: Home, The Puzzle Project (underlined), Puzzle Resources, News, Get Involved, and The Puzzle Course. Below the menu are flags for various countries and social media icons for YouTube and Facebook. A search icon is also present. The main content area is titled 'THE SYMPOSIUM' and features a large photograph of a symposium in progress. Below the photo, the text reads: 'Easy to Read becomes Easy to Understand!' followed by a paragraph: 'Project PUZZLE activity concluded with an International Symposium event in Heraklion, Crete on June 8-9<sup>th</sup> 2017. The Symposium title was 'Easy to Read becomes Easy to Understand' which reflected the development of the Easy to Read method that the PUZZLE method promotes through the use of digital tools and person-centred methods. The Symposium was hosted by the Foundation for Research and Technology-Hellas (FORTH) in its premises in Heraklion, Greece.' To the right of the main content is a sidebar with a vertical list of links: Project overview, Project activity, Project outputs, My Project Puzzle, The Symposium, Deminars, Guest Speakers, Self-advocates, The Puzzle Manifesto, and Workshops. The 'The Symposium' link is highlighted in green.

- B. Puzzle Resources:** This section focuses on the development of materials and tools for people with IDs
1. **The Puzzle Approach:** The Easy to Understand Approach with an example
  2. **Easy to Read & Understand Methods:** Material on how to write text in forms easily understood by people with limited capabilities in reading

### 3. Working with Multimedia: User friendly digital ICT and multimedia material and tools

**Tools to assist with Multimedia Advocacy work**

- a. How to take photos with different devices [DOWNLOAD](#)
- b. Working with pictures tools and links [DOWNLOAD](#)
- c. How to take videos with different devices [DOWNLOAD](#)
- d. Working with video good practice guide [DOWNLOAD](#)
- e. Working with sound – record sound with different devices [DOWNLOAD](#)
- f. Working with sound good practice guide [DOWNLOAD](#)
- g. Guide to the Path Tool for Person Centre Planning [DOWNLOAD](#)

Project Puzzle YouTube Channel links to Videos Lectures


### 4. Examples of Human Right Resources: Documents and learning/teaching material in adapted format (easy to read text supported by friendly-to-use digital tools) on human rights


**Informative documents**

Puzzle Informative documents are grounded on the main principles of the United Nations Convention on the Rights of Persons with Disabilities.


The informative documents are produced using Project Puzzle's Easy to Understand (E2U) approach and can be used by teachers, family members, carers and practitioners working with people with learning disabilities (UK)/ intellectual and developmental disabilities (USA), autism spectrum conditions, and/or mental health problems.


All PUZZLE project partners hope that our experience and examples of good practice will inspire people with ID and professionals working with people with ID in other countries and organizations to make their one E2L and E2U products.

 **TRIP ADVISER**



**Language:** English  
**Format:** Powerpoint presentation  
**Description:** This is the tool to help people with ID to organize their own trip. According the Convention on the Rights of Persons with Disabilities [\[Article 20. Getting about\]](#)  
**Produced by:** JDC

 **SELF ADVOCACY**



**Language:** English  
**Format:** Video  
**Description:** This is the tool to help people with ID to represent themselves, to start the communication with other people and to ask for help if it is necessary. According the Convention on the Rights of Persons with Disabilities [\[Article 8. Giving people information about disability\]](#)

5. **Links:** A resource library including categorized external resources on Human

PUZZLE Αρχική Το Έργο Υλικό Νέα Βιβλιοθήκη

- ΑΝΘΡΩΠΙΝΑ ΔΙΚΑΙΩΜΑΤΑ (2)
- ΟΡΓΑΝΙΣΜΟΙ ΑΜΕΑ (6)
- ΣΥΜΒΟΥΛΕΣ ΓΙΑ ΑΜΕΑ (2)
- ΔΙΑΦΟΡΑ (1)

ΚΕΙΜΕΝΟ ΓΙΑ ΟΛΟΥΣ

ΔΙΕΘΝΗΣ ΣΥΜΦΩΝΙΑ ΓΙΑ ΤΑ ΔΙΚΑΙΩΜΑΤΑ ΤΩΝ ΑΤΟΜΩΝ ΜΕ ΑΝΑΠΗΡΙΑ

Όλη η συμφωνία για τα δικαιώματα των ατόμων με αναπηρία σε μορφή easy to read, ώστε να μπορεί να διαβάζεται εύκολα από άτομα με νοητική υστέρηση ή μαθησιακές δυσκολίες.

ΑΡΘΡΑ ΒΙΒΛΙΟΘΗΚΗΣ

- Ανθρώπινα δικαιώματα
  - Διεθνής συμφωνία για τα δικαιώματα των ατόμων με αναπηρία
  - Τα δικαιώματα του παιδιού
- Διάφορα
  - Σχεδι@ζω για όλους
- Οργανισμοί ΑμεΑ
  - ΑΛΜΑ, Αθήνα
  - ΕΣΤΙΑ, Αθήνα
  - Ζωοδόχος Πηγή
  - ΙΓΙΑΠ "Η ΘΕΟΤΟΚΟΣ"
  - ΚΕΑ
  - Παναγία Ελεούσα, Μεσολόγγι
- Συμβουλές για ΑμεΑ
  - Είμαι έτοιμος να πάω στο δικό μου σπίτι;
  - Εσείς και η υγεία σας

Ri  
gh  
ts,  
Or  
ga  
niz  
ati  
on  
s,  
pr  
ac  
tic  
al  
inf  
or  
m  
ati  
on  
for  
pe  
op  
le

with IDs, etc.

C. **News:** Information on project activities

D. **Get Involved:** A contact form

E. **The Puzzle Course:** Link to the e-learning platform

## THE PUZZLE APP

The PUZZLE App is available on Android and Apple mobile App stores at no cost and provides access to some of the Project's Easy to Understand materials on Smart Phones, to assist people with ID to operate independently in their communities. This fits with the Project Puzzle goal to support adults with ID as they go about daily life in the public domain; providing relevant local and general information that can assist individuals to achieve independent living to the best of their ability. The PUZZLE App features content produced by the Project partners in Easy to Read & Understand formats in their native languages. The information features a blend of 'photo-symbols' and self-made photographs with video clips and audio that is either self-made or, for the English content, also rendered automatically via a 'text to speech' feature.

The first Human Rights theme that is addressed on the App is Article 19: Living independently and being included in the community. The Homepage of the App provides buttons illustrated with the flags of Greece, Lithuania and Poland that link directly to content in Easy to Understand form that applies the relevant language and character set. We anticipate further production of content on human rights that will be uploaded over the coming months. In the meantime the Project has trialed the App with users with ID in the partner organisations and evaluation as a proof-of-concept study of effective use of an App on a Smart Phone to provide information and guidance for adults with ID in their communities.

### HOW THE APP WORKS

The PUZZLE App represents a working prototype built to demonstrate some of the additional ways in which today's digital media can serve the needs of people with ID for practical information in formats that are suitable for their use. The App has been developed so that project Partners can use the existing RIX Wiki software to develop content simply that will automatically then be accessible for users on their mobile devices. Each country's RIX Wiki sits behind the App interface and simple navigation gives the App user easy access to the content. This provides partners with a simple and easy way to populate the App.

The simplicity of this content development feature is designed to enable people with intellectual disabilities to take part in making content for the App themselves with minimal support. This model is demonstrated most extensively in the English speaking section of the App that accesses the comprehensive Easy to Understand content set that has been produced by Wiki specialist, Ajay Choksi in his peer support Website, 'Ajay Advice 2'.

As partners develop further text and photo content in easy-to-read explaining the human rights of people with disabilities, applying their learning from the Puzzle training resources, they will upload this using the RIX Wiki software. This will then be visible and available on the App. This model of working enables content producers to keep material displayed up-to-date in a way that can be adapted for local user needs.



## THE PUZZLE PROJECT COURSE

***Tools and methods for supporting learnability for persons with ID: Competence development on the Easy to Understand methods focusing on Human Rights.***

### TECHNICAL IMPLEMENTATION AND DESIGN

**Domain:** The sub-domain name "course.puzzle-project.eu" has been assigned to the course.

**Server:** The e-learning platform has been deployed into a virtual private server hosted by FORTH<sup>1</sup>.

**Data Back-up:** An automatic backup is performed at 11:00am and 11:00pm CET on a daily basis by the dedicated server.

**E-Learning platform:** This Course was developed under Moodle 3.3 open-source learning platform.

**Access:** The PUZZLE Course (<http://course.puzzle-project.eu>) can be easily accessed through the site's main navigation menu. It is a publicly accessible free online course.

**Design:** The course is fully responsive in order to provide an optimal viewing and interaction experience (i.e. easy reading and navigation with a minimum of resizing, panning, and scrolling) across a wide range of devices, such as desktop computer monitors, laptops, tables and smartphones.

### THE COURSE STRUCTURE

The Puzzle Course aim to support trainers/supporters of people with ID to empower them to live and function as independently as possible.

The work conducted with trainers/supporters within the Puzzle project suggests that trainers are in need of enhancing their resources through ideas, suggestions and tools, thematically grouped, rather than following a conventional natured course. The project work has further demonstrated that persons with ID benefit most when a collaborative approach is applied between learner and trainers. Exploratory learning is supportive of the learnability potential of persons with ID.

This "course" is founded on the understandings that emerged from the activities undertaken in the Puzzle project which was implemented between September 2015 and August 2017. The partnership involved in the process of building tools and understandings for supporting the challenging work done by trainers/supporters of persons with ID comprised of: FORTH (GR), SMIALEK (PL), JDC (LT), UEL (UK) and MTM (SE).

The "course" put together here does not by any means address all the training needs of trainers/supporters of persons with ID. Such an attempt is unrealistic as the nature of their

---

<sup>1</sup> The course is temporarily hosted at <http://course.puzzle-project.eu>. As of January 1, 2018 it is to be immigrated at <https://dojo-ibl.appspot.com>. This is done as the recently established LMS accessible through <https://dojo-ibl.appspot.com> allows for a more reflecting approach to the interaction of learners with the resources, concepts, each other and the Puzzle partners.



activity is diversified –driven by the level of ID, the persons with ID tacit knowledge and background, and the support system embedded in the national regulatory framework and its implementation.

On the basis of the above the Puzzle project is hereby contributing to the “learning needs” of trainers a set of four distinct dimensions for awareness development and reflection that are essential for the support of persons with ID. Specifically, learning content of this training endeavor aims to facilitate

- the drafting of texts in Easy-to-Read (EtR) format ([Module 1](#))
- the use of Multimedia for supporting learning of persons with ID, supported with Guides and Multimedia applications ([Module 2](#))
- the transformation of text into forms that are easily understandable by people with limited capabilities in reading: Easy-to-Understand (EtU) approach ([Module 3](#))
- the demonstration of content development based on the EtU approach (enriched with multimedia) as examples of what a trainer/supporter can achieve through a collaborative approach with persons with ID ([Module 4](#))
- 

☰ Call us : +30 2810 391582 ✉ E-mail : [info@puzzle-project.eu](mailto:info@puzzle-project.eu) You are not logged in. (Log in)



Co-funded by the  
Erasmus+ Programme  
of the European Union



[Home](#)

### Available courses

Tools and methods for supporting learnability for persons with ID: Competence development on the Easy to Understand methods focusing on Human Rights.



A set of four distinct dimensions for awareness development and reflection that are essential for the support of persons with ID. Specifically, learning content of this training endeavor aims to facilitate

- the drafting of texts in Easy-to-Read (EtR) format (Module 1)



MODULE 1: EASY-TO-READ: MATERIAL ABOUT HOW TO WRITE EASY-TO-READ INFORMATION

This module aims to facilitate the drafting of texts in Easy to Read (EtR) format. The module consists of two parts: In **Part 1** of this module one can expect to get acquainted with the EtR method and how to implement it to produce text people with ID can read and understand. **Part 2** aims to facilitate the transformation of EtR text to Easy-to-Understand (EtU).

	In order to...	use the learning material ...	which...	Notes
<b>Part 1 EtR</b>	get acquainted with the EtR method and how to implement it	<b>Comprehensive Tutorial</b>	describes in detail the stages of creating text in a form suitable for people with limited capabilities in reading	
		<b>Checklist for writing Easy-to-Read</b>	serves as a self-assessment tool	
<b>Part 2 EtU</b>	get acquainted on how to transform EtR text to Easy-to-Understand (EtU)	<b>Supplement</b>	describes the evolution of EtR text to EtU	<i><b>It is recommended to access these resources but revisit these once you have studied Modules 2 and 3</b></i>
		<b>To run a Workshop in Easy-to-Read</b>	guides trainers on how to organize and run a workshop for staff and other professionals on EtR and the concept of EtU	

The screenshot shows a website interface with a navigation menu on the left and a main content area. The navigation menu includes: Tools and methods for supporting learnability for persons with ID, General, Introduction, Module 1: Easy-to-Read, Module 2: Working with Multimedia, Module 3: The Easy-to-Understand approach (highlighted), Module 4: Examples of Human Rights materials, Complementary resources, Home, and Calendar. The main content area lists several PDF documents and video lectures related to multimedia advocacy and self-advocacy. A note at the bottom states that all resources are also available in Greek, Polish, and Lithuanian and are accessible through the respective national sections on the Puzzle platform (GR, LT and PL). Support on Module 2 can be sought by the Puzzle expert partner Andy Minnion, Rix Research & Media, University of East London (UK).



## MODULE 2: WORKING WITH MULTIMEDIA

This module aims to facilitate the use of Multimedia for supporting learning of persons with ID, supported with Guides and Multimedia applications.

In order to...	use the learning material ...	which...
get familiarized with innovative ways of using ICT and multimedia technologies to engage people with ID actively in learning in new and accessible ways	the manual of the developed short training course <b>Multimedia Advocacy</b>	guides on how to use new media tools and EtR information in an effective way that serves people with IDs
	<b>How to Guides</b>	is a series of 7 Training guides to engage people with IDs actively in learning in new and accessible ways
	<b>Video Lectures</b>	consists of 8 videos presenting different aspects of Multimedia Advocacy

## MODULE 3: THE EASY-TO-UNDERSTAND APPROACH

This module aims to facilitate the transformation of text into forms that are easily understandable by people with limited capabilities in reading. The module introduces “Easy-to-Understand” (EtU), an approach developed within the Puzzle project as a solution to the information challenges that our learners with ID face in relation to understanding their Human Rights. EtU is an inclusive ‘co-production’ approach that upgrades the EtR method by enhancing information presentations with use of Web, multimedia and digital tools –in other words, different modes of communication and not just reading. EtU requires the active engagement of persons with ID.

In order to...	use the learning material ...	which...
get familiarized with the EtU approach to transform texts into forms that are easily understandable by people with limited capabilities in reading	<b>Easy-to-Understand (EtU) approach</b>	introduces the approach
	<b>example of this 5-step PUZZLE Approach</b>	supplements the description of the approach
	<b>Manifesto</b>	provides useful information on implementing this approach (developed during the Puzzle Symposium by persons with ID /self-advocates themselves)



## MODULE 4: EXAMPLES OF HUMAN RIGHTS MATERIALS

This module demonstrates content development based on the EtU approach (enriched with multimedia) as examples of what a trainer/supporter can achieve through a collaborative approach with persons with ID. This material includes advisory content, learning session plans and self-learning materials in various media formats on Human Rights.

In order to...	use the material ...	learning which...	Notes
be introduced to the Puzzle project 'Informative Documents' <i>(resources that includes advisory content, learning session plans and self-learning materials in various media formats on human rights)</i>	Questions and Answers about Project Puzzle's Informative Documents.	provide information on: What do we mean by 'Informative Documents'; How many important documents on the issues of Human Rights are adapted to the needs of people with ID; How can professionals help people with ID to access easy to read and easy to understand information on the issues of Human Rights?	It is highly recommended to study the document " <b>Informative documents in "easy to read" format and teaching and learning materials on the issues of human rights using the "easy to read" method for persons with intellectual disabilities"</b>
access examples based on EtU approach and related to Human Rights issues	<p>in English <b>Informative documents</b></p> <p>in Greek <b>Πληροφοριακά Κείμενα / Υλικό</b></p> <p>in Lithuanian <b>Lengvo skaitymo ir langvo supratimo gerosios praktikos pavyz</b></p> <p>in Polish <b>Dokumenty informacyjne.</b></p>	aim to serve as examples of good practice that will inspire people with ID and professionals working with people with ID in other countries and organizations to make their own EtR and EtU products	These Informative documents can be accessed also through mobile devices such as smart phones and tablets using the specially designed <b>PUZZLE App.</b>



## COMPLEMENTARY RESOURCES

### STUDY ON UNDERSTANDING THE NEEDS OF PEOPLE WITH ID

To better understand the needs of people with ID (availability of materials, appropriateness of presentation and ease of access) a Study with adults with ID was conducted in the frame of the Puzzle Project. The study showed that it is not easy for people with ID to understand the concept of Human Rights. EtR and EtU information is fundamentally important to ensure that people with ID have the right to be equal and included. For this it is highly recommendable to read the following documents:

- Full Report on the **“Diagnosis of comprehension difficulties of informative texts and texts related to human rights by people with intellectual disabilities in Greece, Poland and Lithuania”** –charts comparative analysis and synthesis of the results, and provides conclusions and recommendations on the implications for information design and production for the effective inclusion of intellectually disabled citizens
- Executive / Localized Summary of the Report in **Greek, Polish and Lithuanian**
- Leaflet **“Making our Human Rights Easy to Understand -Developing knowledge on human rights for people with ID: Recommendations for improving the potential for engagement, understanding, learning and self advocacy”**

### INTERNATIONAL SYMPOSIUM: ‘EASY TO READ BECOMES EASY TO UNDERSTAND!’

The Project Puzzle Symposium (Heraklion, Crete, on June 8 2017 –followed next day by two half-day workshops) focused on innovative practices aiming to facilitate greater access to information and promotion of Human Rights for persons with ID.

All this material (videos and presentations) is available through **Puzzle Symposium**

### ASSESSMENT

Puzzle resources that can serve as self-assessment tools for professionals / trainers / supporters:

- **Checklist for writing Easy-to-Read** → self-assessment on composing text that is in line with the EtR method
- **‘Manifesto’** → self-reflection on the active engagement of persons with ID in the process of content development
- **Improving the potential for engagement, understanding, learning and self advocacy** → ability testing to comply with learning needs of persons with ID in relation to Human Rights.

