



Large print

# Managing sight loss: advice for everyday living

Fact sheet 2e: Writing and keeping  
notes

May 2019



## Writing and keeping notes – practical suggestions

There are several ways which may help you in keeping notes and recording things. Here are some suggestions:

### To write cheques

- Use a cheque-writing template with windows cut where you will write payee, the amount and sign your name.
- Raised-line cheques serve the same purpose, giving you a tactile guide for the information you need to write. Ask your bank if it has templates or raised-line cheques.
- As much as possible, write out cheques, bills and forms before you get into a queue at the supermarket or bank. Leave only the amount and signature to be filled out at the cheque stand or counter. Have your cheque template handy to keep you on the correct lines

### Chip and pin

- If you have difficulty keying in your pin number you can request a signatory card (which overrides the chip and pin) from the bank instead.
- If you need to label medicines, you could write name and information on a large note card and put the same coloured tape on the medicine bottle and the card.
- Use bold line notepaper or use taped cassettes instead of writing long letters.
- Find a friend to read mail to you or to give you a hand with hard-to-read bills or documents.

- Write with a felt-tip pen – the words can be read more easily.
- Digitally record recipes, telephone number directions or calendar notes. Or use a felt tip pen to record phone numbers on index cards.
- Take a small tape recorder into a situation where you feel you may want to take notes, but remember to seek permission from all those that will be recorded onto tape.

