Course : Accessible writing with FALC and alternative texts

Practical course - 3d - 21h00 - Ref. FLC
Price : 1800 € E.T.

The FALC (Facile À Lire et à Comprendre) method clarifies information for people with cognitive disabilities. Text alternatives reveal the information conveyed by the presentation or image to the visually impaired. These approaches encourage autonomy.

Teaching objectives

At the end of the training, the participant will be able to:

- ✓ Using the written word to facilitate access to digital technology and buildings for people with disabilities
- ✓ Make all facets of information accessible, including operational information
- ✓ Meeting information needs without overloading
- ✓ Write simple texts adapted to specific needs
- ✓ Implementing the concept of "relevance" in accessibility

Intended audience
Responsible for a building's informal signage (displaying information), creator of digital content, responsible for managing the dematerialization of procedures.

Prerequisites
No special knowledge required.

Practical details
Hands-on work
Information content analysis of various non-accessible media. Workshops on writing accessible texts: FALC and alternative texts.

Course schedule

PARTICIPANTS
Responsible for a building's informal signage (displaying information), creator of digital content, responsible for managing the dematerialization of procedures.

PREREQUISITES
No special knowledge required.

TRAINER QUALIFICATIONS
The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

ASSESSMENT TERMS
The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more.
Participants also complete a placement test before and after the course to measure the skills they've developed.

1 Understanding the purpose of accessible writing

- Identify the role of information in accessibility.
- Identify means of information: text, image, sound...
- Study how the text serves the needs of audiences with disabilities.
- Identify the RGAA criteria concerned.
- Assess the impact on the rate of compliance with the standard.

Hands-on work
Analyze the meaning and impact of related RGAA criteria.

2 Meeting cognitive needs with FALC

- Identify needs arising from cognitive disabilities.
- Interpret the notion of "cryptic content" in the RGAA.
- Analyze what makes cryptic content explicit.
- Simplifying the complex for a mentally challenged adult.
- Identify non-textual content covered by FALC.

Hands-on work
Explore cryptic content.

3 Overcoming writing difficulties

- Organize information to clarify it.
- Rephrase unintelligible sentences.
- Use simple syntax and appropriate vocabulary.
- Eliminate figurative language in favor of examples.
- Facilitate visual access to meaning.

Hands-on work
Use FALC to inform or guide you through an online process.

4 Text alternatives to support impaired vision

- Understand the uses and needs of the visually impaired.
- Distinguish between "decorative" and "informative", "aesthetic" and "semantic".
- Decode non-textual information and state it in a few words.
- Aim for usefulness and efficiency: when, what to describe and how many signs.

Hands-on work
Evaluate the information conveyed by non-textual content.

5 Transcribe non-text with relevance

- Describe non-textual content: media, tables, graphics, interactive zones...
- Differentiate between "alt" attributes and image captions.
- Explain symbolisms (art, humor...).
- Help you find your way around a page by titling your regions.
- Write accessible hypertext links.

Hands-on work
Write text alternatives for non-text content.

(6) Serving all audiences through text

- Appreciate the role of the content creator.
- Find ways to formulate better.
- Write FALC text alternatives.
- Reconciling recommendations with accessibility standards.
- Complement writing with other accessible practices.

Hands-on work
Write FALC text alternatives or arbitrate contradictions.

Dates and locations

REMOTE CLASS
2026 : 11 Mar., 22 June, 7 Oct., 23 Nov.

PARIS LA DÉFENSE
2026 : 11 Mar., 22 June, 7 Oct., 23 Nov.