

Step-by-Step Instructions – ADA Electronic Documents

Foxit PDF (Adobe Alternative)

1. **Create or Open the PDF**
 - Use Foxit PhantomPDF or similar.
2. **Add or Edit Alt Text**
 - Select the image/graphic.
 - Right-click > **Edit Alt Text**.
 - Enter descriptive text.
3. **Use Accessibility Tools**
 - Go to **View > Accessibility > Full Check**.
 - Correct issues identified.
4. **Add Bookmarks**
 - Use the **Bookmark** pane.
 - Create hierarchical bookmarks for navigation.
5. **Ensure Document Language**
 - Properties > Description tab.
 - Set the language.
6. **Use Tagged PDF Structure**
 - Use Foxit's **Tagging** features to structure content.
7. **Save and Distribute**
 - Save PDF in a tagged, accessible format.