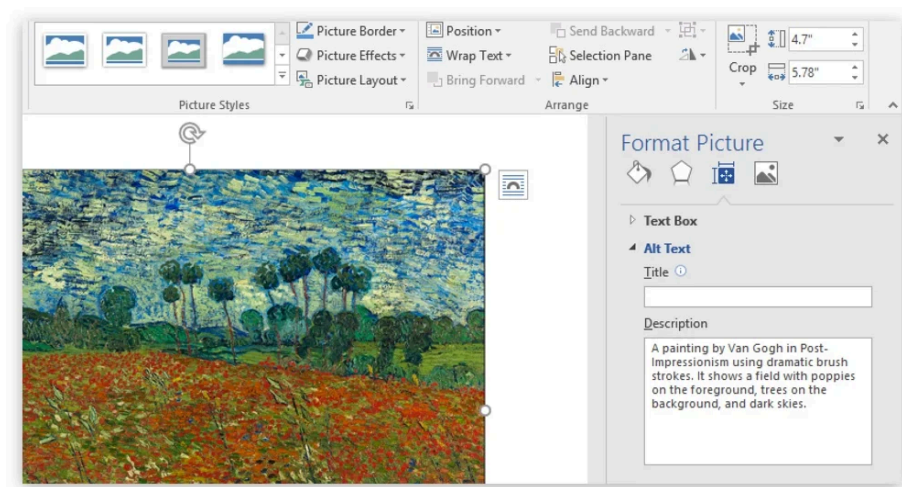# How to add descriptions to images in a PDF

Step 3: Add an image description using Microsoft Word 2016

1. Open the original in Microsoft Word 2016.

2. Right-click the image and select **Format picture**. The **Format Picture** panel opens.

3. In the **Format Picture** panel, click the **Layout & Properties** tab. Open the **Alt Text** section.

4. Enter a clear description for the image in the **Description** box.

5. Repeat these steps for all images in the document. **Save** the document.