



April 5, 2023



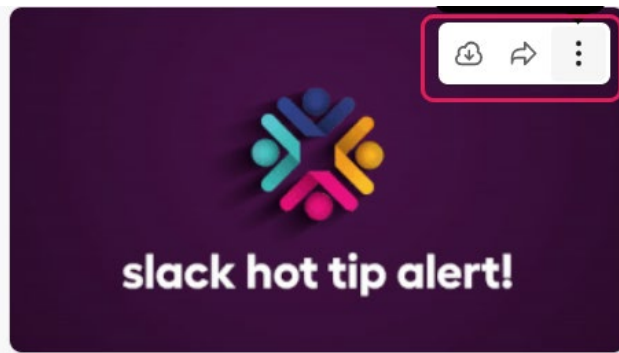
## Alt Images & File Descriptions in Slack

One in four adults in the United States has a disability. Users with varying degrees of visual, cognitive, auditory, speech, and motor disabilities have vastly different experiences with the same content. To accommodate different users, QualityNet Slack works to be accessible to all. Today's Slack 508 Accessibility series topic is: **Alt Images & Captions**.

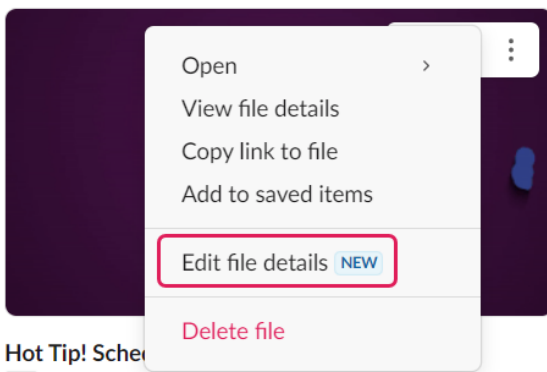
### Alt Images

Imagine reading without sight. People who use screen readers as a tool for reading rely on alternative text, known as alt text, to understand graphic images. Without alt text, the screen reader will just skip over the images. Alternative text is a textual substitute for non-text content to help people with visual impairments understand more about the image you've shared. To make your images accessible, remember to add the alt text. Rather than name an image "screenshot", try and describe the image for someone unable to see it. Here are the steps:

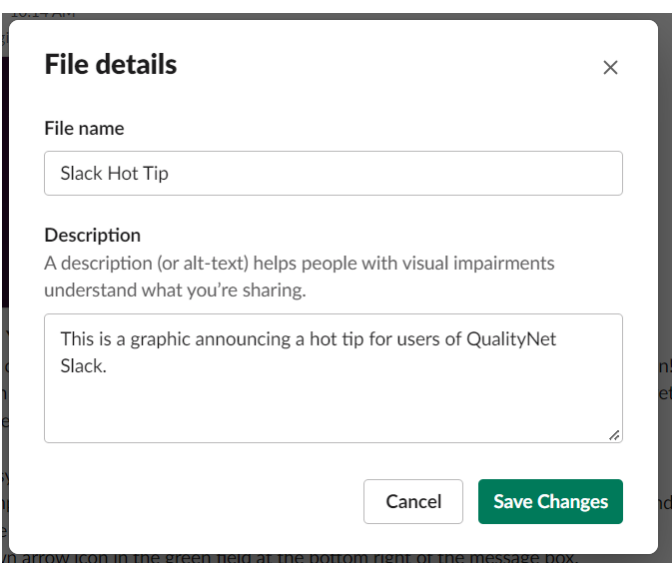
1. Upload your image.
2. Hover over the image for the **More Actions toolbar** to appear.



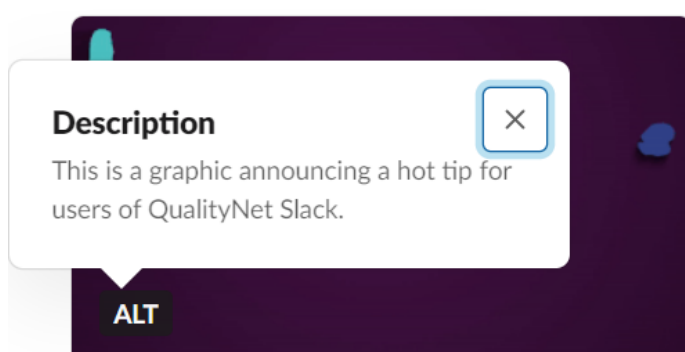
3. Click on the **3 ellipses**.
4. Click **Edit file details** in the dropdown.



5. Fill in the **File Name** and **Description** and Save your changes.



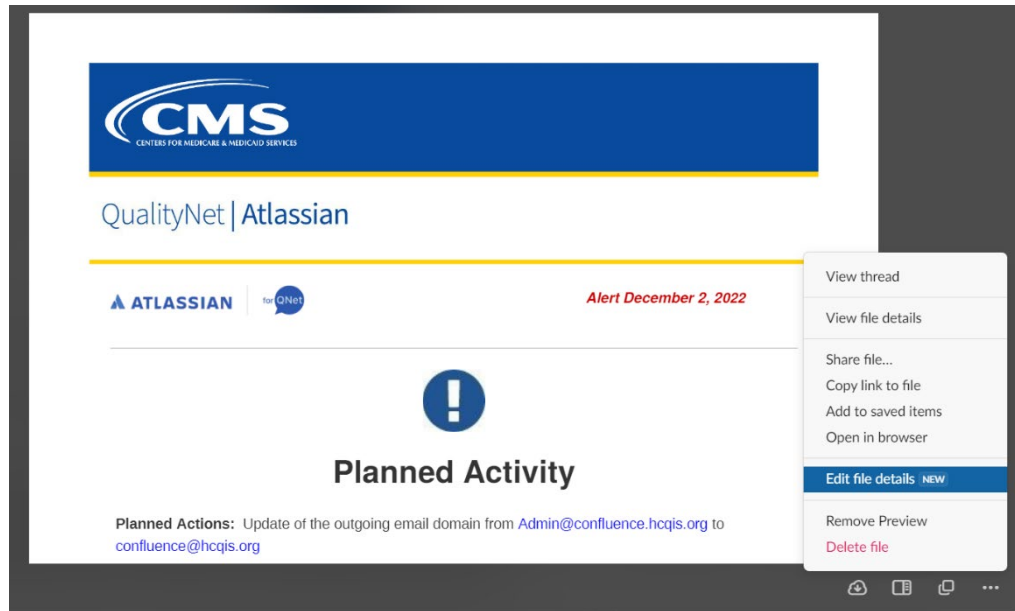
6. The word **ALT** now appears on the bottom left corner of the image. When clicked, the alt text description displays.



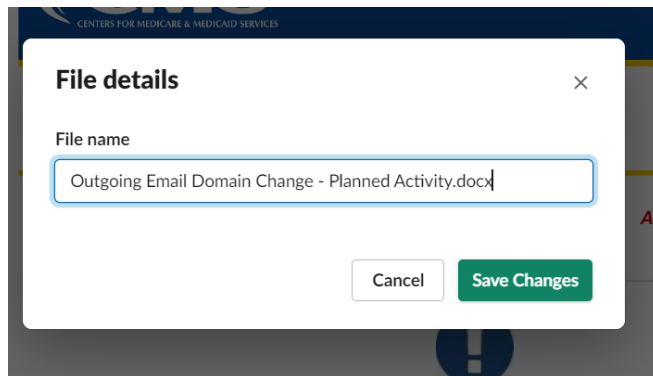
### File Descriptions

You'll also want to be sensitive to how you name your uploaded files. To change the name of your file:

1. Click on the file to expand it.
2. Click the **3 ellipses** on the bottom right of the screen.
3. Click **Edit File Details**.



4. Fill in the **File Name** and save your changes.



5. Close out of your enlarged view to see the new name of your uploaded file.

## Questions?

Contact our QualityNet Slack team at [#help-slack](#).

**Slack. It's a snap!**



Questions? Submit questions and comments in Slack at [#help-slack](#).

[hcqis.slack.com](https://hcqis.slack.com)

**If you need additional information, contact us:**

Phone: 1-866-288-8914

Slack: [#help-service-center-sos](#)

Save time. Submit and Track your ticket!

**VISIT CCSQ Support Central**



Email:

[ServiceCenterSOS@cms.hhs.gov](mailto:ServiceCenterSOS@cms.hhs.gov)

To unsubscribe send an email with a subject of "Unsubscribe" to [gnet-slack-leave@mailers.qualitynet.org](mailto:gnet-slack-leave@mailers.qualitynet.org).

Please note Slack is neither a System of Record nor approved for sensitive information.

**Center for Clinical Standards and Quality (CCSQ)**