

# CCSQ QualityNet Slack



January 25, 2023



## **Adjust Text to Display Larger or Smaller**

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 **Adjust Text to Display Larger or Smaller**.

#### **Keyboard Shortcuts to Adjust Zoom Level**

On your desktop, you can adjust your zoom level in Slack to make text display larger or smaller. The fastest way to adjust your zoom level is to use one of the following keyboard shortcuts.



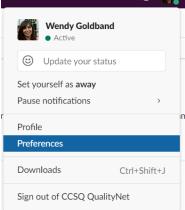
### **Adjust Your Preferences**

From the desktop app, you can adjust your zoom level preference. If you're using Slack in a browser instead of the desktop app, you won't see this option in your preferences, but you can use the keyboard shortcut above instead.

Here are the steps to adjust your Preferences:

- 1. From your desktop, click your profile picture in the top right.
- 2. Choose Preferences from the menu.





#### 3. Click Accessibility.

Preferences		×
<ul><li>△ Notifications</li><li>I Sidebar</li></ul>	Zoom O 70% O 2000 levels	
<ul> <li>Themes</li> <li>Messages &amp; media</li> <li>Language &amp; region</li> </ul>	<ul> <li>80%</li> <li>90%</li> <li>100% Default</li> <li>110%</li> </ul>	
<ul> <li>☐ Accessibility</li> <li>⊘ Mark as read</li> <li>□ Audio &amp; video</li> <li>△ Privacy &amp; visibility</li> </ul>	<ul> <li>125%</li> <li>150%</li> <li>175%</li> <li>200%</li> <li>You can also change the zoom level by pressing Ctrl +/-</li> </ul>	
Advanced	Links Underline links to websites Animation	

4. Under Zoom, select your zoom level.

#### \*\*Note

While the zoom level preference isn't available for Slack mobile apps, the app display will adjust to match the font size you choose in your device settings.

#### **Questions?**

Contact our QualityNet Slack team at #help-slack.



Questions? Submit questions and comments in Slack at #help-slack.

#### hcqis.slack.com

If you need additional information, contact us:

Phone: 1-866-288-8914 Slack: <u>#help-service-center-sos</u> Save time. Submit and Track your ticket!

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Center for Clinical Standards and Quality (CCSQ)