

# Frequently Asked Questions about ACCESSIBILITY INVENTORY WORKBOOK

## What is the Accessibility Inventory

The Accessibility Inventory is simply a workbook that helps you gather specific information to help you evaluate your current accessibility situation. The purpose of the workbook is to help guide you through the important questions and information for accessibility and help you make prioritized decisions.

## When should I use the Accessibility Inventory?

Use it when you are assessing your current situation, and keep it as a record.

## What do I need to know before I start using the Accessibility Inventory?

Not much because the workbook has a lot of clues, tips, and questions that really guide you through each and every area that accessibility applies to. You will, however, need to know and have access to the subject matter experts to collect the information. You also should be familiar with the IT accessibility standards, the exceptions to the standards, and the criteria to evaluate the accessibility of items in the inventory.

## What does the Accessibility Inventory look at?

The items listed in the workbook are items that accessibility would apply to, such as:

- Web sites and software applications
- Electronic documents
- Video and Multimedia
- Select IT products

## What do I need to know about how the workbook is organized?

Within the spreadsheet, there are several tabs at the bottom left. Start by reading the glossary tab so you understand what each category term is. When you work within each tab, the cells have important clues and information posted as notes. If you hover over a cell with a red triangle in the upper right corner, the notes will appear. The cells in some categories have pre-defined drop down lists to help you narrow in on your options and to help keep your data consistent. You can modify and change the spreadsheet as much as you want. It is yours.

## What will I know when I am done?

You will have a baseline assessment of your current situation, including the information you need to prioritize and make future decisions.

## What should I do when I complete the Accessibility Inventory?

Use your findings to develop an implementation plan. Keep the workbook as a record of your inventory. Use the findings as a baseline to measure progress.

For more information, please visit our website at [www.oet.state.mn.us](http://www.oet.state.mn.us) or contact OET Client Relations at 651-296-4466 [oet.services@state.mn.us](mailto:oet.services@state.mn.us)