



## **AV Standards Clearinghouse Guide**

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### **How to Access**

[Download](#) the latest revision of the AV Standards Clearinghouse and save it to your computer or device for easy access.

### **How to Use**

If filters are not already set when opening the document, click on “Sort & Filter” on the top right corner of the “Home” tab, and select the “Filter” option in the dropdown menu. Each cell in the top row of the sheet should now have a small filter icon that looks like a tiny funnel at the bottom right corner.

By using the small filter icon in each column, the document can display only those standards that fulfill your needs.

### **How to Filter**

To filter the list of standards by Functional Category or Interest Category:

1. Click the small filter icon on your desired category (Audio, Integrator, etc.)
2. Uncheck “Select All.”
3. Select only the short code that corresponds to the desired category (AUD for Audio, I for Integrator, etc.). This is the only box that should be checked in the filter list.
4. The list of standards in your view should now only be those applicable to your desired category.
5. You may repeat these steps again in this view as needed. For instance, if you would like to view all Audio standards that would be useful for Integrators, simply filter first for one category and again for the second category.
6. To clear all filters and view all standards in the list, click on the “Sort & Filter” button in the “Home” tab and select “Clear” from the dropdown menu.

To filter the list of standards by any other criteria:

1. Click on the small filter icon on the desired column.
2. Uncheck “Select All.”
3. Select only the criteria you wish to view. For instance, if you would like to view only the standards published by the AES, ensure that the “Audio Engineering Society” box is the only box checked in the filter list.