![SIST logo]

SLOVENSKI STANDARD
SIST ISO/IEC 9995-1:1995

01-junij-1995

Information technology - Keyboard layouts for text and office systems - Part 1: General principles governing keyboard layouts

Information technology -- Keyboard layouts for text and office systems -- Part 1: General principles governing keyboard layouts

iTeh STANDARD PREVIEW

Technologies de l'information -- Disposition des claviers conçus pour la bureautique --
Partie 1: Principes généraux pour la disposition des claviers
(standards.iteh.ai)

Ta slovenski standard je istoveten z: **ISO/IEC 9995-1:1994**

ICS:

35.180	Terminalska in druga periferna oprema IT	IT Terminal and other peripheral equipment

SIST ISO/IEC 9995-1:1995   **en**

iTeh STANDARD PREVIEW

(standards.iteh.ai)

INTERNATIONAL STANDARD

ISO/IEC 9995-1

First edition
1994-08-15

Information technology — Keyboard layouts for text and office systems —

Part 1:
General principles governing keyboard layouts

Technologies de l'information — Disposition des claviers conçus pour la bureautique —

Partie 1: Principes généraux pour la disposition des claviers

Reference number
ISO/IEC 9995-1:1994(E)

ISO/IEC 9995-1:1994(E)

Contents

iTeh STANDARD PREVIEW
(standards.iteh.ai)

ISO/IEC 9995-1:1994(E)

Foreword

ISO (the International Organization for Standardization) and IEC (the International Electrotechnical Commission) form the specialized system for worldwide standardization. National bodies that are members of ISO or IEC participate in the development of International Standards through technical committees established by the respective organization to deal with particular fields of technical activity. ISO and IEC technical committees collaborate in fields of mutual interest. Other international organizations, governmental and non-governmental, in liaison with ISO and IEC, also take part in the work.

In the field of information technology, ISO and IEC have established a joint technical committee, ISO/IEC JTC 1. Draft International Standards adopted by the joint technical committee are circulated to national bodies for voting. Publication as an International Standard requires approval by at least 75 % of the national bodies casting a vote.

International Standard ISO/IEC 9995-1 was prepared by Joint Technical Committee ISO/IEC JTC 1, *Information technology*, Subcommittee SC 18, *Document processing and related communication*.

This first edition supersedes all or part of

ISO 1090:1981

ISO 1091:1977

ISO 1092:1974

ISO 1093:1981

ISO 2126:1975

ISO 2530:1975

ISO 3243:1975

ISO 3244:1984

ISO 4169:1979

ISO 8884:1989.

For complete details, see annex A of this part of ISO/IEC 9995.

ISO/IEC 9995 consists of the following parts, under the general title *Information technology — Keyboard layouts for text and office systems*:

— *Part 1: General principles governing keyboard layouts*

— *Part 2: Alphanumeric section*

© ISO/IEC

— *Part 3: Complementary layouts of the alphanumeric zone of the alphanumeric section*

— *Part 4: Numeric section*

— *Part 5: Editing section*

— *Part 6: Function section*

— *Part 7: Symbols used to represent functions*

— *Part 8: Allocation of letters to the keys of a numeric keypad*

Annex A of this part of ISO/IEC 9995 is for information only.

iTeh STANDARD PREVIEW
(standards.iteh.ai)

Introduction

In the years prior to the existence of ISO/IEC 9995 the keyboard layout of information technology equipment (ITE) such as personal computers, workstations, and computer terminals was determined by standards which were originally intended for typewriters, adding machines and the like. This led to the fact that designers of office machine keyboards had to choose from the sometimes inconsistent standards, which in turn led to the existence of widely dissimilar keyboard layouts.

ISO/IEC 9995 defines a framework for the layout of keyboards for ITE. The functions to be performed by keyboards are grouped into four categories that correspond to the four physical sections of the keyboard.

Application of ISO/IEC 9995 in the design of keyboards will provide the user with a unified, predictable interface between the user and office machines by dividing the keyboard into functional areas and sections and allocating functions to keys. One of the major tasks is to accommodate the larger and/or multiple sets of characters required by the various applications for which keyboards are used today. This was achieved by permitting the allocation of more than one graphic character or control function to each of the keys of a keyboard, predominantly in the alphanumeric section.

iTeh STANDARD PREVIEW
(standards.iteh.ai)

INTERNATIONAL STANDARD © ISO/IEC   ISO/IEC 9995-1:1994(E)

Information technology — Keyboard layouts for text and office systems —

Part 1:
General principles governing keyboard layouts

1 Scope

ISO/IEC 9995 specifies various characteristics of keyboards used by ITE e.g.

a) personal computers, workstations, computer terminals, VDTs (visual display terminals), typewriters, etc, having an alphanumeric keyboard;

b) calculators, telephones and automated teller machines having a numeric keypad.

The keyboard defined in ISO/IEC 9995 is the conventional linear keyboard, which is physically divided into sections and the sections into zones within which the keys are laid out.

In this part of ISO/IEC 9995, the sections of the keyboard are identified and the general shape and relative placement of the sections are specified. Spacing of keys and physical characteristics are covered in this part of ISO/IEC 9995 as are the principles governing the placement of characters and symbols on keys.

This part of ISO/IEC 9995 specifies a key numbering system which applies to all types of numeric, alphanumeric and composite keyboards of ITE.

This part of ISO/IEC 9995 specifies the principles governing the placement of characters and symbols on keys used on all types of numeric, alphanumeric and composite keyboards of ITE. Although the keyboard defined by ISO/IEC 9995 may be used for different languages, the specifications are written as applying to Latin languages with a character path from left to right and a line progression from top to bottom.

The primary layout within the alphanumeric zone is established in most countries by a national standard or by national usage. Allocation guidelines are provided in ISO/IEC 9995-2. Complementary layouts are specified in ISO/IEC 9995-3.

This part of ISO/IEC 9995 defines characteristics related to interface 1 in figure 1.

ISO/IEC 9995 specifies the allocation of functions (graphic characters and/or control functions) to keys. The graphic characters and the control functions have been given common names intended to be familiar to the users of a keyboard. In general, keyboards are not expected to generate coded control functions, but the operation of a control function key may cause a number of coded control functions to appear in data interchange to achieve the desired effect.

The effects of those keys that affect keyboard states are specified in other parts of ISO/IEC 9995.

2 Conformance

2.1 Conformance with part 1

Equipment is in conformance with ISO/IEC 9995-1 if it meets the requirements of clauses 5 to 9. Depending on the intended purpose of the equipment not all of the described sections and zones need to be implemented.

2.2 General conformance requirement

A keyboard which claims conformance with ISO/IEC 9995 shall at minimum conform to this part