

INTERNATIONAL
STANDARD

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9995-5

First edition
1994-08-15

**Information technology — Keyboard
layouts for text and office systems —**

Part 5:
Editing section

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*Technologies de l'information — Disposition des claviers conçus pour la
bureautique —*
Partie 5: Module d'édition — 1994



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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 9995-5 was prepared by Joint Technical Committee ISO/IEC JTC 1, *Information technology*, Subcommittee SC 18, *Document processing and related communication*.

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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 8884:1988.

For complete details, see annex A of part 1 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*

- *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*

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Information technology — Keyboard layouts for text and office systems —

Part 5: Editing section

1 Scope

Within the general scope described in part 1, this part of ISO/IEC 9995 specifies the editing section and the division of that section into zones. It also specifies the cursor zone (ZE0) of the editing section and the allocation of functions to its keys. Further, this part of ISO/IEC 9995 specifies the arrangement, the number, and the location of the keys in the editing zones (ZE1 and ZE2) of the editing section as well as guidelines for the allocation of functions to the keys.

2 Conformance

Equipment is in conformance with this part of ISO/IEC 9995 if it meets the requirements of clauses 5, 6, 8 and 12 and

— either 7.1, 9.1 and 10.1

— or 7.2, 9.2 and 10.2

3 Normative references

The following standards contain provisions which, through reference in this text, constitute provisions of this part of ISO/IEC 9995. At the time of publication, the editions indicated were valid. All standards are subject to revision, and parties to agreements based on this part of ISO/IEC 9995 are encouraged to

investigate the possibility of applying the most recent editions of the standards indicated below. Members of IEC and ISO maintain registers of currently valid International Standards.

ISO/IEC 9995-1:1994, *Information technology — Keyboard layouts for text and office systems — Part 1: General principles governing keyboard layouts.*

ISO/IEC 9995-2:1994, *Information technology — Keyboard layouts for text and office systems — Part 2: Alphanumeric section.*

ISO/IEC 9995-4:1994, *Information technology — Keyboard layouts for text and office systems — Part 4: Numeric section.*

ISO/IEC 9995-7:1994, *Information technology — Keyboard layouts for text and office systems — Part 7: Symbols used to represent functions.*

4 Definitions

For the purposes of this part of ISO/IEC 9995, the definitions given in ISO/IEC 9995-1 apply.

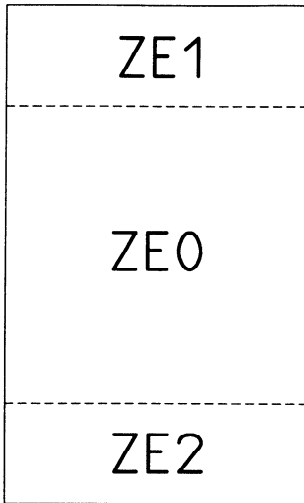
5 Arrangement and location

The editing section is an arrangement of keys located to the right of the alphanumeric section and to the left of the numeric section, see ISO/IEC 9995-1.

6 Division into zones

The editing section is divided into zones as illustrated in figure 1. The zones are numbered according to their relative importance and probable frequency of use.

Not drawn to scale — all lines are only indicative



The zones ZE1 and ZE2 are the editing zones of the editing section. The arrangement, the number, and the location of the keys as well as the allocation of functions to the keys are specified in clause 10 of this part of ISO/IEC 9995.

7 Cursor zone arrangement and location

The area of the cursor zone ZE0 is shown in figure 2.

The keys of the cursor zone ZE0 shall be arranged in one of two ways: The "cross" arrangement (see 7.1) or the "inverted T" arrangement (see 7.2). This part of ISO/IEC 9995 does not indicate a preference for a particular arrangement.

7.1 "Cross" arrangement

The "cross" arrangement is shown in figure 3 as located in rows A, B and C in the cursor zone ZE0. It may alternatively be located in the same columns of rows B, C and D in the same zone. The placement of the "cross" arrangement may be influenced by the size and placement of the editing zones ZE1 and ZE2.

7.2 "Inverted T" arrangement

The "inverted T" arrangement is shown in figure 4 as located in rows A and B. It may alternatively be located in the same columns of rows B and C or in the same columns of rows C and D. The placement of the "inverted T" arrangement may be influenced by the size and placement of the editing zones ZE1 and ZE2.

Figure 1 — Division of the editing section into zones

Zone ZE0 is the cursor zone of the editing section. The arrangement, the number, and the location of the keys as well as the allocation of functions to the keys are specified in clauses 7 to 9 of this part of ISO/IEC 9995.

Not drawn to scale — all lines are only indicative. The grid in which the keys are shown is that specified in ISO/IEC 9995-1.

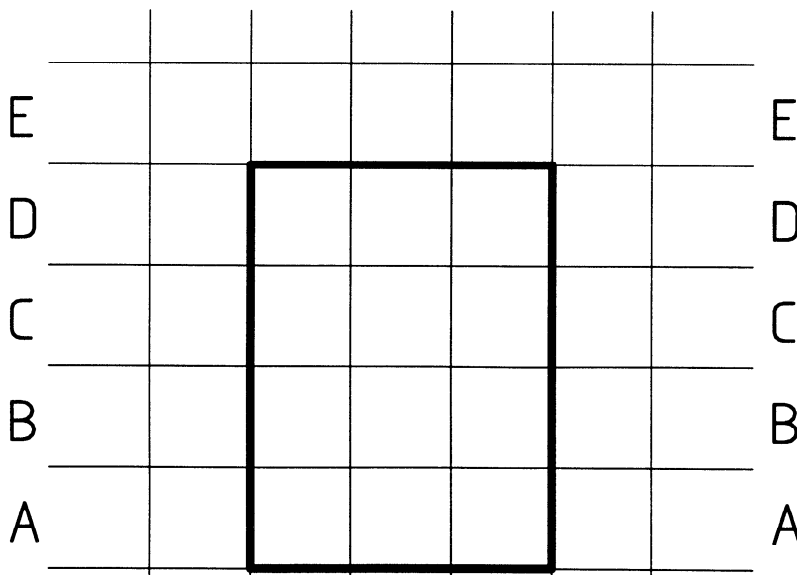


Figure 2 — Cursor zone ZE0

Not drawn to scale — all lines are only indicative. The grid in which the keys are shown is that specified in ISO/IEC 9995-1.

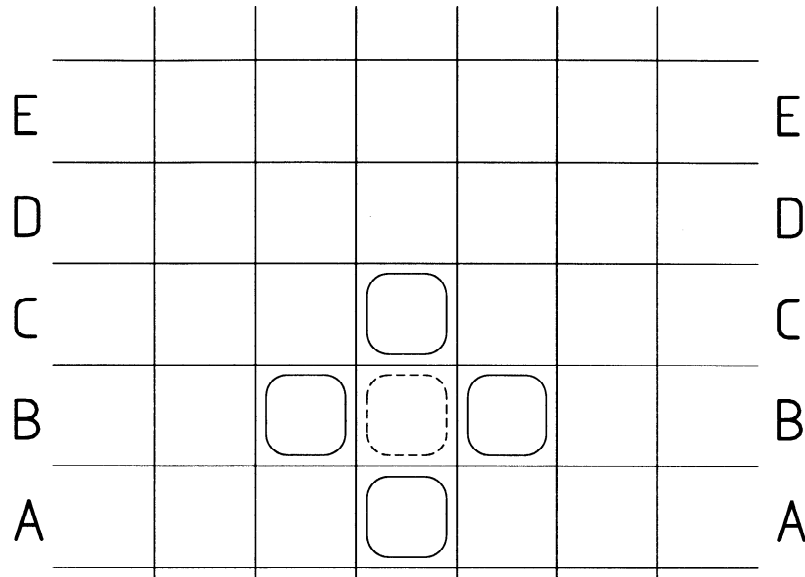


Figure 3 — “Cross” arrangement
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ISO/IEC 9995-5:1994

<https://standards.iteh.ai/catalog/standards/sist/5f985cb8-1dca-4c2c-9b76-23c667431115/iso-9995-5-1994>

Not drawn to scale — all lines are only indicative. The grid in which the keys are shown is that specified in ISO/IEC 9995-1.

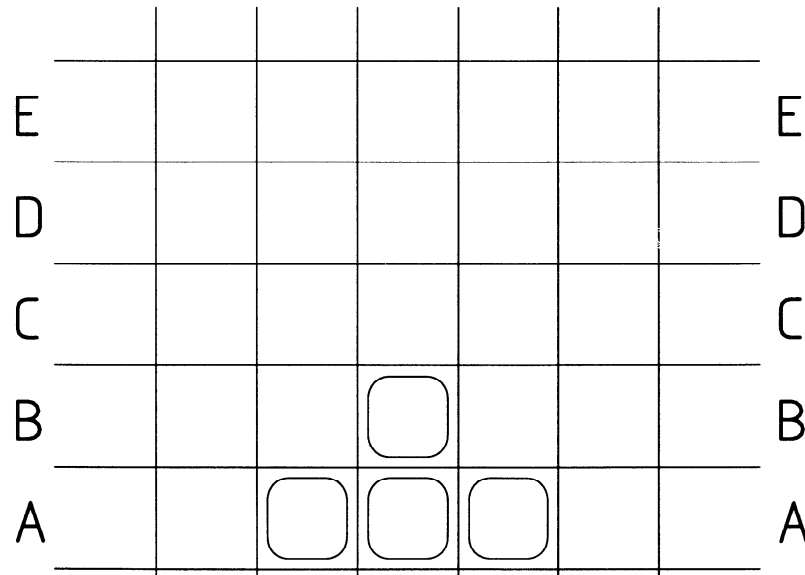


Figure 4 — “Inverted T” arrangement

8 Functions of the cursor zone

The four basic cursor control functions to be allocated to the keys of the cursor zone are: Cursor up, Cursor down, Cursor left, Cursor right.

The use of symbols for cursor function keys shall be as specified in ISO/IEC 9995-7.

The "cross" layout is shown in figure 5 as located in rows A, B, and C in the cursor zone ZE0. It may alternatively be located in rows B, C, and D of the same zone. The placement of the "cross" layout may be influenced by the size and placement of the editing zones ZE1 and ZE2.

9 Allocation

The four basic cursor control functions shall be allocated to the keys of the cursor zone ZE0 in one of two ways selected from clause 9, to give either the "cross" layout (see 9.1) or the "inverted T" layout (see 9.2).

Table 1 — Function names of the "cross" layout.

Key	Function name	Conventional Symbol
B31	Cursor left	leftwards pointing arrow
A32	Cursor down	downwards pointing arrow
B33	Cursor right	rightwards pointing arrow
C32	Cursor up	upwards pointing arrow

9.1 "Cross" layout

The use of symbols for cursor function keys shall be as specified in ISO/IEC 9995-7.

The keys are marked with the symbols of table 1 according to the principles of key labelling as specified in ISO/IEC 9995-1.

This part of this International Standard does not define any function to be allocated to the key in the middle of the "cross" layout. It is permitted to use the key for a function for cursor manipulation or not to provide this key at all. In the latter case, the keys for horizontal movement of the cursor may be placed immediately adjacent to each other so that the cross arrangement is only two columns wide. The preferred method is the three-column wide cross shown in figure 5.

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Not drawn to scale — all lines are only indicative. The grid in which the keys are shown is that specified in ISO/IEC 9995-1.

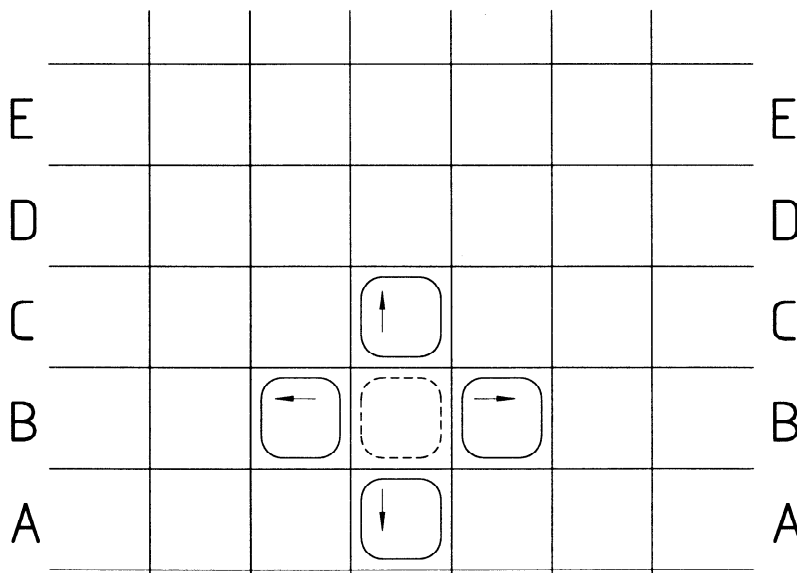


Figure 5 — "Cross" layout

9.2 "Inverted T" layout

The use of symbols for cursor function keys shall be as specified in ISO/IEC 9995-7.

The keys are marked with the symbols of table 2 according to the principles of key labelling as specified in ISO/IEC 9995-1.

The "inverted T" layout is shown in figure 6 as located in rows A and B in the cursor zone ZE0. It may alternatively be located in rows B and C or in rows C and D of the same zone. The placement of the "inverted T" layout may be influenced by the size and placement of the editing zones ZE1 and ZE2.

Table 2 — Function names of the "inverted T" layout.

Key	Function name	Conventional Symbol
A31	Cursor left	leftwards pointing arrow
A32	Cursor down	downwards pointing arrow
A33	Cursor right	rightwards pointing arrow
B32	Cursor up	upwards pointing arrow

Not drawn to scale — all lines are only indicative.
The grid in which the keys are shown is that specified in ISO/IEC 9995-1.

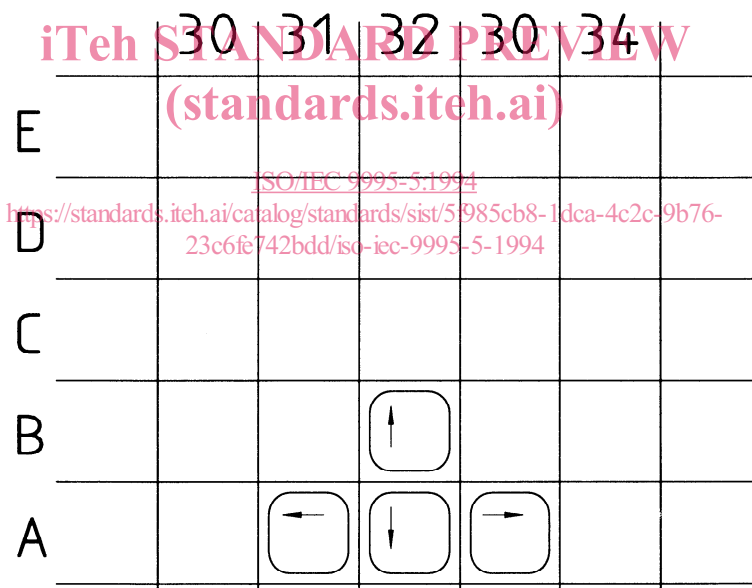


Figure 6 — "Inverted T" layout