



SLOVENSKI STANDARD
oSIST ISO/IEC 9995-1:2007

01-februar-2007

Informacijska tehnologija - Klavišne ureditve za besedilne in pisarne sisteme - Del 1: Splošna načela, ki urejajo klavišne ureditve

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

Ta slovenski standard je istoveten z:

ICS:

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

oSIST ISO/IEC 9995-1:2007

en

**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

PDF disclaimer

This PDF file may contain embedded typefaces. In accordance with Adobe's licensing policy, this file may be printed or viewed but shall not be edited unless the typefaces which are embedded are licensed to and installed on the computer performing the editing. In downloading this file, parties accept therein the responsibility of not infringing Adobe's licensing policy. The ISO Central Secretariat accepts no liability in this area.

Adobe is a trademark of Adobe Systems Incorporated.

Details of the software products used to create this PDF file can be found in the General Info relative to the file; the PDF-creation parameters were optimized for printing. Every care has been taken to ensure that the file is suitable for use by ISO member bodies. In the unlikely event that a problem relating to it is found, please inform the Central Secretariat at the address given below.

© ISO/IEC 2006

All rights reserved. Unless otherwise specified, no part of this publication may be reproduced or utilized in any form or by any means, electronic or mechanical, including photocopying and microfilm, without permission in writing from either ISO at the address below or ISO's member body in the country of the requester.

ISO copyright office
Case postale 56 • CH-1211 Geneva 20
Tel. + 41 22 749 01 11
Fax + 41 22 749 09 47
E-mail copyright@iso.org
Web www.iso.org

Published in Switzerland

Contents

Page

Foreword	iv
Introduction	v
1 Scope	1
2 Conformance	2
2.1 Conformance with ISO/IEC 9995-1	2
2.2 General conformance requirement	2
2.3 Claims of conformance	2
3 Normative references	2
4 Terms and definitions	2
5 Divisions of the keyboard	4
5.1 Logical division of keyboard into groups and levels	5
5.2 Physical division of keyboard into sections and zones	6
6 Requirements	6
6.1 Placement of sections	6
6.2 Methods of indicating allocations to keys	7
7 Key position numbering system	7
7.1 Principle of the grids	7
7.2 Designation of key positions	7
7.3 Reference positions for the rows and columns	10
7.4 Key location numbering requirements	11
8 General principles of key labelling and symbol positioning	11
8.1 Group positions	11
8.2 Level positions within one group	11
8.3 Capital/small letter pairs	12
8.4 Minimum required size of keytop symbols	12
9 Key arrangement and distances	12
9.1 Key layout	12
9.2 Other requirements	12
Annex A (informative) Examples of national standards	13

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.

International Standards are drafted in accordance with the rules given in the ISO/IEC Directives, Part 2.

The main task of the joint technical committee is to prepare International Standards. 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.

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. ISO and IEC shall not be held responsible for identifying any or all such patent rights.

ISO/IEC 9995-1 was prepared by Joint Technical Committee ISO/IEC JTC 1, *Information technology*, Subcommittee SC 35, *User interfaces*.

This second edition cancels and replaces the first edition (ISO/IEC 9995-1:1994), which has been technically revised.

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*

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.

