INTERNATIONAL STANDARD

ISO/IEC
9995-5

Information technology — Keyboard layouts for text and office systems —

Part 5:
Editing and function section

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

Partie 5: Module d'édition et de fonctions

iTeh STANDARD PREVIEW
(standards.iteh.ai)

ISO/IEC 9995-5:2009
https://standards.iteh.ai/catalog/standards/sist/a3c426af-dfc3-4901-93a5-
eaed4936a460/iso-iec-9995-5-2009

Contents

Page

iTeh STANDARD PREVIEW
(standards.iteh.ai)

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 9995-5 was prepared by Joint Technical Committee ISO/IEC JTC 1, *Information technology*, Subcommittee SC 35, *User interfaces*.

This third edition of ISO/IEC 9995-5 cancels and replaces ISO/IEC 9995-5:2006 and ISO/IEC 9995-6:2006, which have been technically revised.

The main modifications are:

— merged editing section (Part 5) and function section (Part 6) into one editing and function section (Part 5);

— fewer zones.

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 and function section*

— *Part 7: Symbols used to represent functions*

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

Information technology — Keyboard layouts for text and office systems —

Part 5:
Editing and function section

1   Scope

Within the general scope of ISO/IEC 9995-1, this part of ISO/IEC 9995 specifies the editing and function section and the division of that section into zones. It also specifies the cursor key zone (ZEF0) 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 and function zone (ZEF1), as well as guidelines for the allocation of functions to the keys.

2   Conformance

iTeh STANDARD PREVIEW
(standards.iteh.ai)

Equipment is in conformance with this part of ISO/IEC 9995 if it meets the requirements of Clauses 5, 6, 7, 8, 9 and 10.

3   Normative references

The following referenced documents are indispensable for the application of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

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

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

4   Terms and definitions

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

5   Arrangement and location
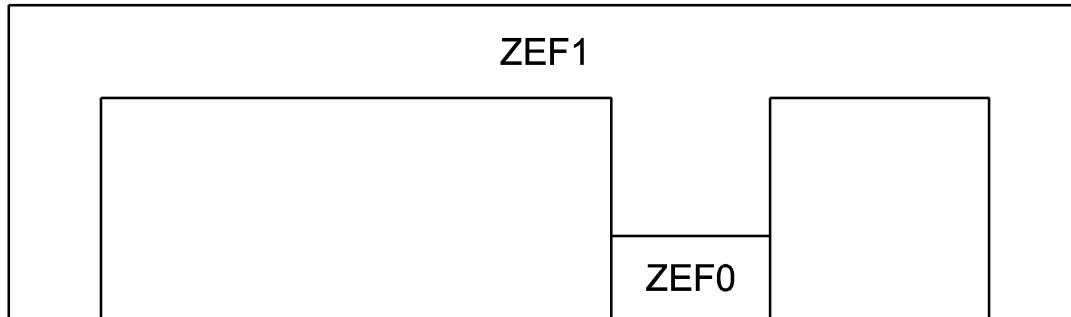
The editing and function section is an arrangement of keys, located to the right, above and/or to the left (especially for left-handed people) of the alphanumeric section.

If both the editing and function section and the numeric sections are present, the cursor key zone of the editing and function section shall be placed between the alphanumeric section and the numeric section.

6 Division into zones

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

NOTE   Not drawn to scale — all lines are only indicative.

Figure 1 — Division of the editing and function section into zones

There are two zones (ZEF0, ZEF1) in this section.

Zone ZEF0 is the cursor zone of the editing and function 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.

The zone ZEF1 is the editing and function zone of the editing and function 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 ZEF0 is shown in Figure1.

The cursor keys of the cursor zone ZEF0 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 2 as located in rows A, B and C in the cursor zone ZEF0. It may alternatively be located in rows B, C and D or in rows Z, A and B, or partially in between these rows.
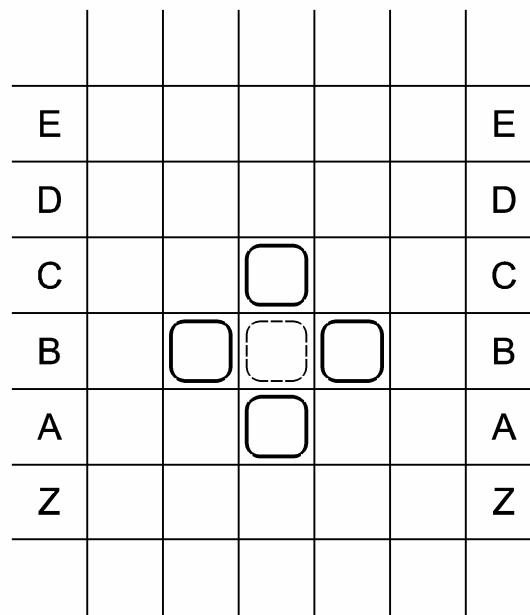
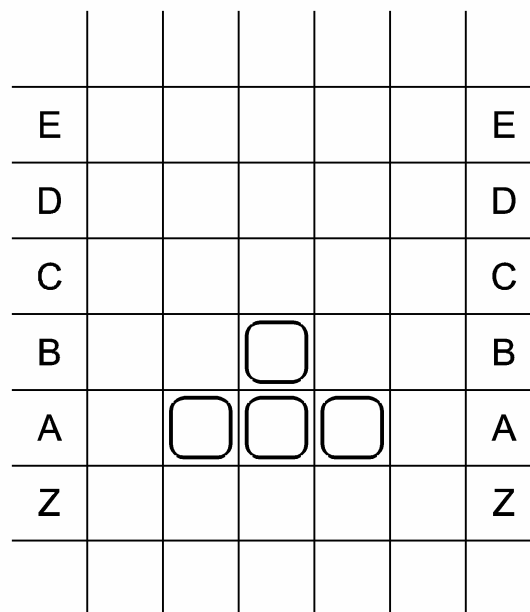NOTE 1   Not drawn to scale — all lines are only indicative.

NOTE 2   The grid in which the keys are shown is that specified in ISO/IEC 9995-1.

Figure 2 — "Cross" arrangement

7.2   "Inverted T" arrangement

The "inverted T" arrangement is shown in Figure 3 as located in rows A and B. It may alternatively be located in rows B and C or in rows C and D or in rows Z and A, or partially in between these rows. Possible arrangements are shown in Figures 3 and 4.

NOTE 1   Not drawn to scale — all lines are only indicative.

NOTE 2   The grid in which the keys are shown is that specified in ISO/IEC 9995-1.

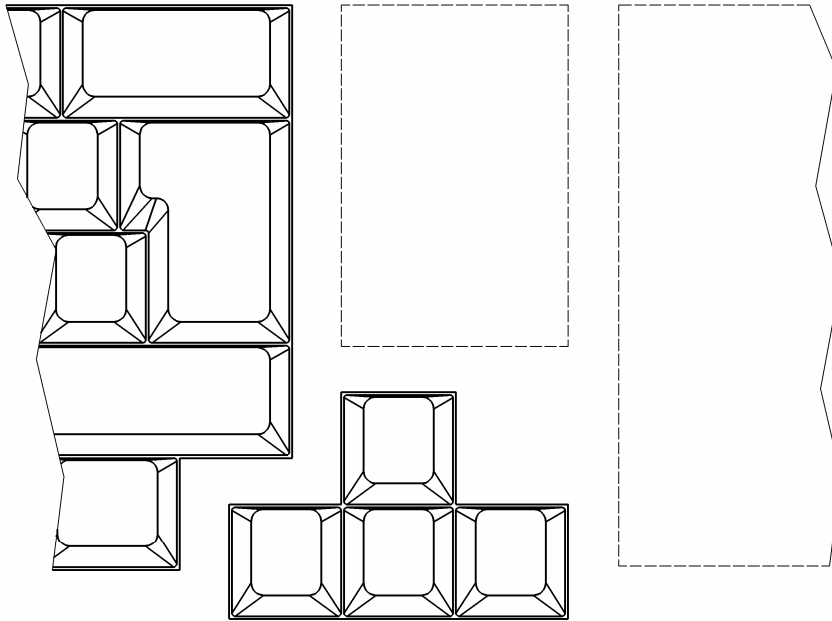**Figure 3 — "Inverted T" arrangement**

3

Figure 4 — Example for smaller keyboard

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.

9 Allocation of the cursor control functions

The four basic cursor control functions shall be allocated to the keys of the cursor key zone ZEF0 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).

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.

Table 1 — Function name of the "cross" layout

Function name	Conventional Symbol
Cursor left	leftwards pointing arrow
Cursor down	downwards pointing arrow
Cursor right	rightwards pointing arrow
Cursor up	upwards pointing arrow

This part of ISO/IEC 9995 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 2.

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 1 according to the principles of key labelling as specified in ISO/IEC 9995-1.

10 Arrangement and location of the editing and function zone

Editing keys and function keys need to be placed in the editing and function section (see Figure 5).

If the control function Escape is provided, it shall be located in row K or above and in column 00 or to the left.

If symbols are used for the identification of keys in the editing and function section on a keyboard they shall be as specified in ISO/IEC 9995-7.

The arrangement of function keys and keys with editing functions must be expedient. Examples for editing functions are: Delete, Insert, Next Page, Previous Page. These functions, if implemented shall be allocated to level 1 of the respective key.
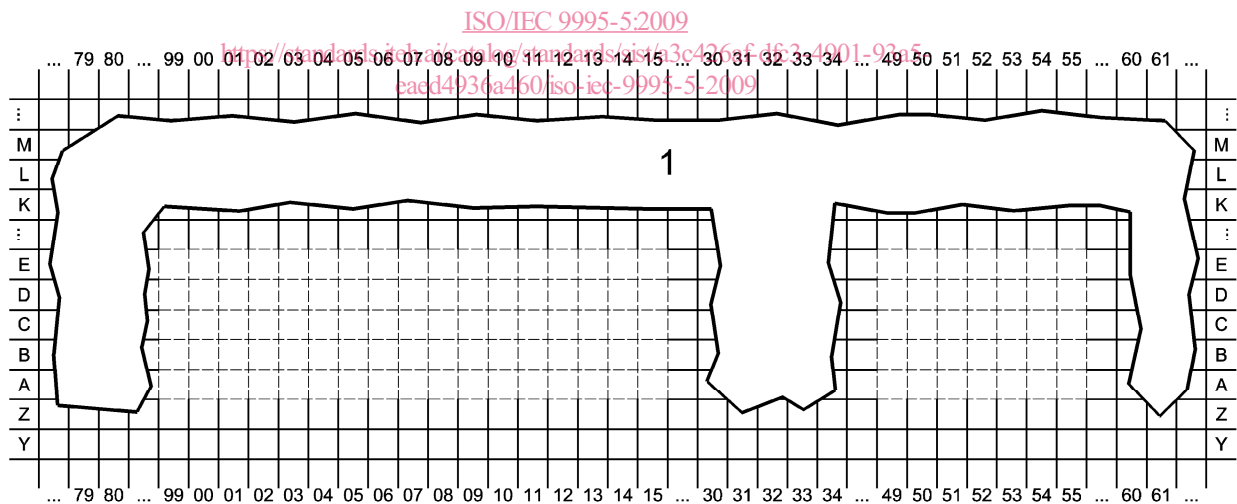
Possible arrangement is shown in Figure 6.

Figure 5 — Editing and function section ("1")