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Typewriters — Layout of printing and function keys

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FOREWORD

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Draft International Standards adopted by the technical committees are circulated to the member bodies for approval before their acceptance as International Standards by the ISO Council.

International Standard ISO 1091 was developed by Technical Committee ISO/TC 95, *Office machines*, and was circulated to the member bodies in January 1977.

It has been approved by the member bodies of the following countries :

Australia	Germany	Spain
Canada	Iran	Sweden
Chile	Italy	Switzerland
Czechoslovakia	Mexico	Turkey
Finland	Romania	United Kingdom
France	South Africa, Rep. of	Yugoslavia

No member body expressed disapproval of the document.

This International Standard cancels and replaces ISO Recommendation R 1091-1969, of which it constitutes a technical revision.

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Typewriters — Layout of printing and function keys

1 SCOPE AND FIELD OF APPLICATION

This International Standard specifies the arrangement, number, spacing and location of the printing keys and of some of the function keys on typewriters, irrespective of the size of the typewriters.[1)]

2 PRINTING KEYS

2.1 Arrangement of printing key rows

2.1.1 The printing keys shall be arranged in four transverse rows stepped upwards from the front to the rear of the machine.

2.1.2 The key rows shall be mutually displaced transversely so that the neighbouring keys of different rows are aligned at an angle to the axis of a single row.

2.1.3 For the purpose of this International Standard the four key rows shall be designated as follows, starting from the bottom row (see the figure) :

B lower letter row
C middle letter row
D upper letter row
E numeral row

2.2 Number of printing keys

2.2.1 The alphanumeric keyboards described in this International Standard derive from a basic keyboard of forty-four printing keys having the numerical references 1 to 44 shown in the figure.

2.2.2 Keyboards having forty-three printing keys shall be obtained by omitting either key No. 1 or key No. 44 from the keyboard of forty-four keys (see the figure).

2.2.3 Keyboards having more than forty-four printing keys shall be obtained by adding keys in the following order :

Key No.	Position
45	D 12
46	C 12
47	B 00
48	E 00

These keys are shown with a dotted outline in the figure.

2.3 Distance between printing keys

2.3.1 The transverse distance *a* (see the figure) between the centres of adjacent keys of a row shall be constant in each machine and equal to

19 ± 1 mm (0.75 ± 0.04 in)*

2.3.2 On electric typewriters, the longitudinal distance *b* (see the figure) between the centres of the keys of two adjacent rows shall be constant in each machine and equal to

19 ± 1 mm (0.75 ± 0.04 in)*

3 FUNCTION KEYS

3.1 Spacing key

Typewriters shall be provided with one or more spacing keys in the form of elongated bars, parallel to the printing key rows and below row B. All or part of the spacing key(s) shall be in row A. (See example in the figure.)

1) For arrangement of alphabetic characters, digits, comma and fullstop, see ISO 2126, *Office machines — Basic arrangement for the alphanumeric section of keyboards operated with both hands.*

* Tolerances shall not be cumulative.

3.2 Shift keys

3.2.1 Typewriters shall be provided with two shift keys, one at each end of the printing keys in row B. All or part of the left shift key shall be in position B 99. (See example in the figure.)

3.2.2 A shift locking key shall be provided adjacent to and above the left shift key. (See example in the figure.)

3.2.3 Normally, both shift keys shall be capable of releasing the shift locking key. If only one shift key is so capable, this shall be the key on the left.

3.2.4 Shift keys shall be shaped or sized differently from the printing keys.

3.3 Margin release and back space keys

Typewriters shall have a margin release key and a back space key, located one on either side of the keyboard.

3.4 Tabulating keys

3.4.1 Typewriters having a non-decimal tabulator shall have a tabulating key on the left of the keyboard, adjacent to the printing keys in row D.

3.4.2 If the tabulating key is in the form of an elongated bar, this bar shall be located parallel to the printing key rows and above row E.

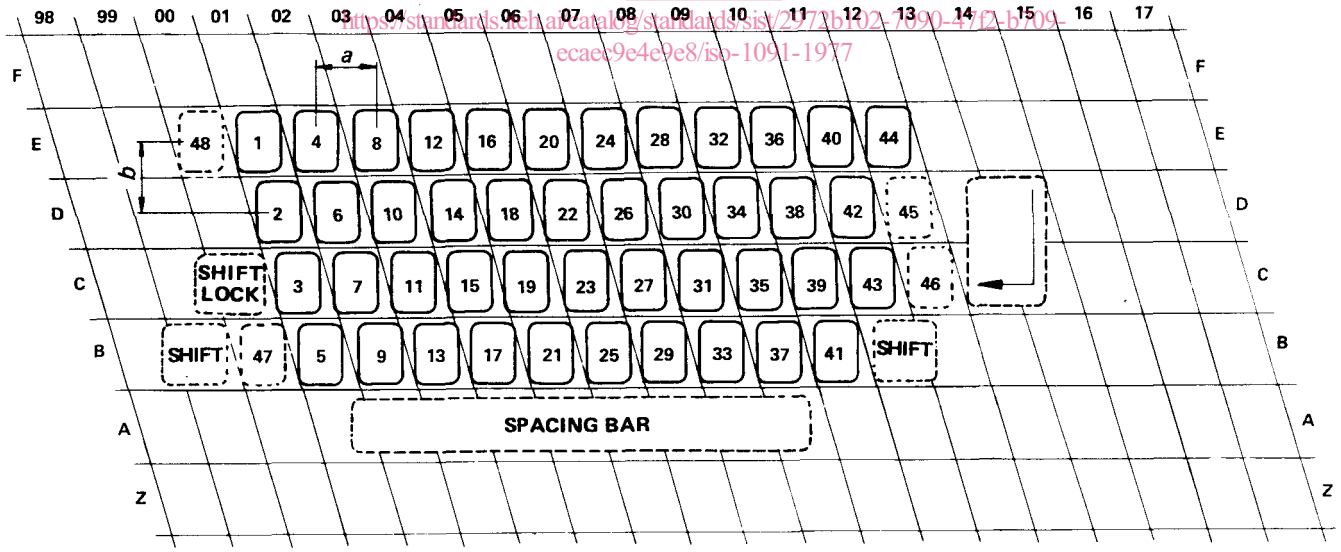
3.4.3 In typewriters having a decimal tabulator, the various tabulating keys shall be arranged in a transverse row parallel to and above row E.

3.5 Return function

3.5.1 For the purpose of this International Standard, return is the relative movement between the paper carrier and the type carrier for reaching the beginning of the printing line.

3.5.2 Typewriters having manual return shall be provided with a return lever located on the left side of the carriage. The return lever shall also be capable of line spacing.

3.5.3 Typewriters having a power-operated return shall be provided with at least one return key located on the right side of the keyboard adjacent to the printing keys. (See example in the figure.) This return shall also be capable of line spacing.



NOTE — The position of the function keys shown in this figure is only an example.

FIGURE

This figure does not specify the physical size, shape or colour of any of the keys.