INTERNATIONAL STANDARD 2126

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Office machines — Basic arrangement for the alphanumeric section of keyboards operated with both hands

Machines de bureau — Disposition de base pour la section alphanumérique des claviers manœuvrés avec les deux mains

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FOREWORD

ISO (the International Organization for Standardization) is a worldwide federation of national standards institutes (ISO Member Bodies). The work of developing International Standards is carried out through ISO Technical Committees. Every Member Body interested in a subject for which a Technical Committee has been set up has the right to be represented on that Committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work.

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 2126 was drawn up by Technical Committee ISO/TC 95, *Office machines*, and circulated to the Member Bodies in October 1974.

It has been approved by the Member Bodies of the following countries :

Australia	Italy	Switzerland
Canada	Norway	Turkey
Chile	Romania	United Kingdom
Finland	South Africa, Rep. of	U.S.A.
France	Spain	U.S.S.R.
Germany	Sweden	Yugoslavia

The Member Body of the following country expressed disapproval of the document on technical grounds :

Czechoslovakia

This International Standard cancels and replaces ISO Recommendation R 2126-1971, of which it constitutes a technical revision.

Printed in Switzerland

Office machines — Basic arrangement for the alphanumeric section of keyboards operated with both hands

1 SCOPE AND FIELD OF APPLICATION

This International Standard defines the arrangement of a basic core for the alphanumeric section of keyboards. It is to be used in those applications where the keyboard is intended for keying with both hands.

The layout described in this International Standard is concerned only with the nominal relative position of the keys; it is not intended to define physical factors such as key spacing, keyboard slope, size and shape of keytops and of the space bar, nor the way in which the keytops are labelled.

The definition of such physical factors may be the subject of other International Standards.[1)]

2 TERMS AND DEFINITIONS

The following terms and definitions shall be considered valid for this International Standard only, and shall be replaced by the appropriate terms and definitions from the comprehensive vocabulary for office machines when this becomes available.

2.1 shift: A facility by means of which the operating mode of a keyboard is changed; this enables different sub-sets of characters to be allocated to the same set of keys.

2.2 shift key : A key by means of which a sub-set of characters on a machine may be selected.

2.3 shift lock : A shift key which can cause the keyboard to remain in the shifted mode.

2.4 single-shift keyboard : A keyboard with a shift facility that has two operating modes; the two modes are called "unshifted mode" and "shifted mode".

2.5 shift-free keyboard : A keyboard which has no shift key.

2.6 shift-free key : A key to which only one character is allocated irrespective of the shift mode selected.

3 CHARACTER SET

The basic character set includes :

- the 26 capital letters of the Latin alphabet (A to Z);
- the 10 digits (0 to 9);
- the symbols for comma and full-stop (, and .);
- the non-printing graphic space.

It may also include :

- the 26 small letters of the Latin alphabet (a to z).

4 ARRANGEMENT

The basic arrangement is shown in the figure; the characters of the basic set are allocated to the 38 keys shown in full line and to the space bar.

1) For application to typewriters, see ISO/R 1091, *Layout of printing and fucntion keys on typewriters*. (At present under revision.)

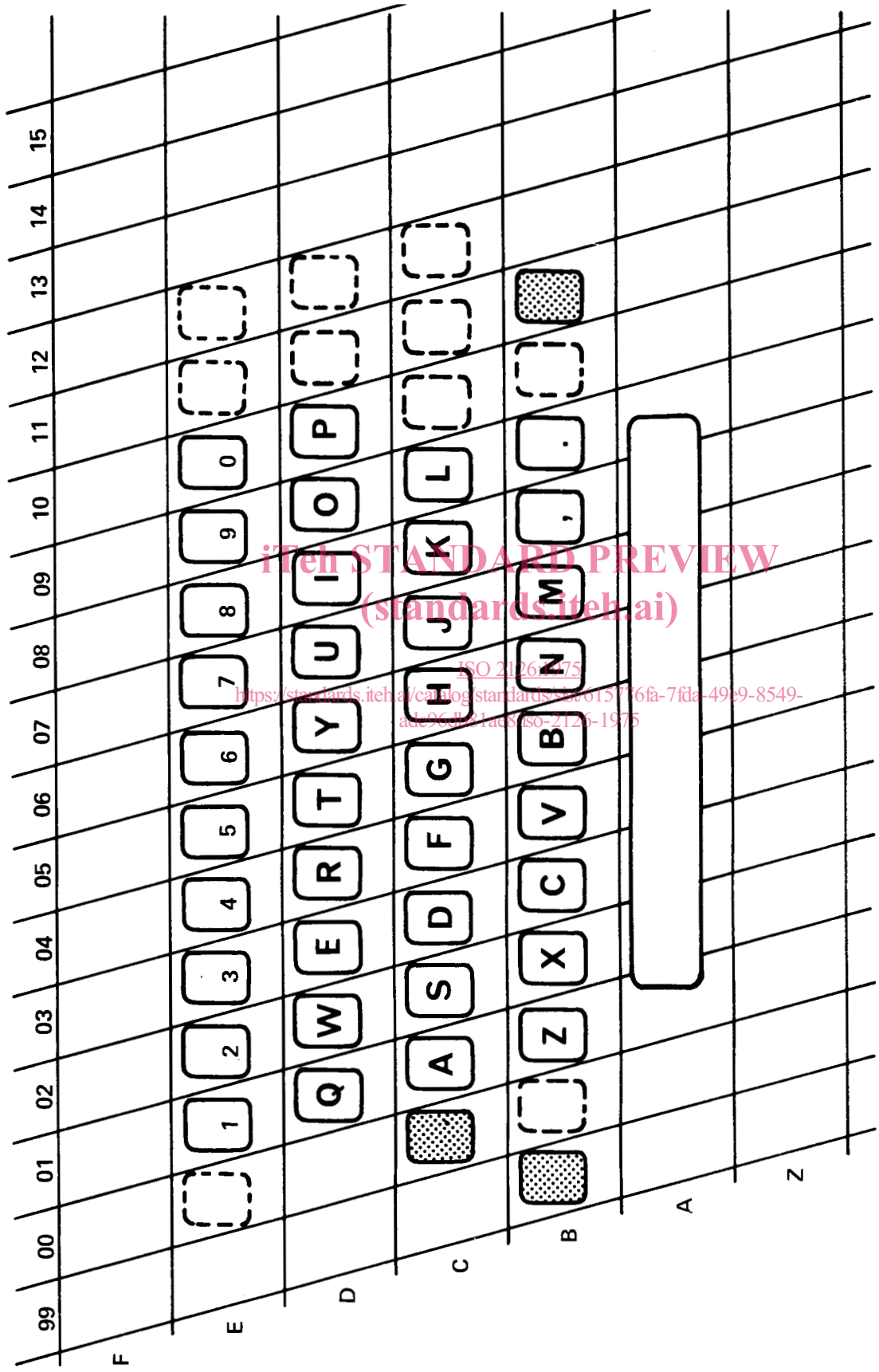

FIGURE – Layout of characters

4.1 Shift-free keyboard

In applications where a shift-free keyboard is used, the characters are allocated to the appropriate keys according to the figure.

4.2 Single-shift keyboard

In applications where a single-shift keyboard is used, the following considerations apply :

- the 10 digits, the comma, and the full-stop characters are associated with the unshifted mode of the relevant keys;
- for alphabetic keys it is permissible either :
  - to associate small letters in the unshifted mode with capital letters in the shifted mode, or
  - to use capital letters only in both modes;
- there are two shift keys having the same action aligned on the lowest row of letters (row B) and one optional shift key aligned on the middle row of letters (row C).

The exact function of each shift key is not defined in this International Standard. However, if a shift lock is provided, it must be aligned on the middle row of letters (row C).