INTERNATIONAL STANDARD

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Information technology — Keyboard layouts for text and office systems —

Part 5: Editing section

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

Partie 5: Module d'édition

Reference number
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Foreword

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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 second edition cancels and replaces the first edition (ISO/IEC 9995-5:1994), 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*

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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 ISO/IEC 9995-1, 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 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 9995-1:2006, *Information technology — Keyboard layouts for text and office systems — Part 1: General principles governing keyboard layouts*

ISO/IEC 9995-7:2002, *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 ISO/IEC 9995-1 apply.

5 Arrangement and location

The editing section is an arrangement of keys located between the alphanumeric section and the numeric section. Especially for left-handed people, the arrangement can be located to the left of the alphanumeric section and to the right of the numeric section. See ISO/IEC 9995-1:2006, 6.1 for more details.

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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.

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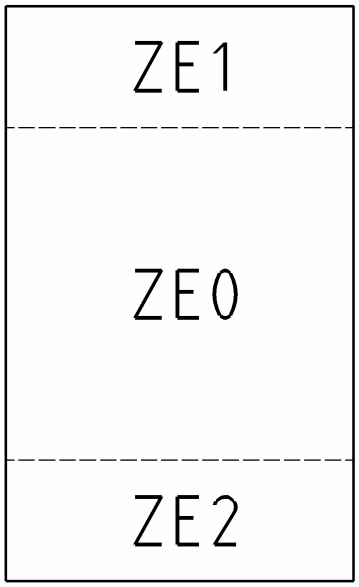


Figure 1 — Division of the editing section into zones

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.

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.

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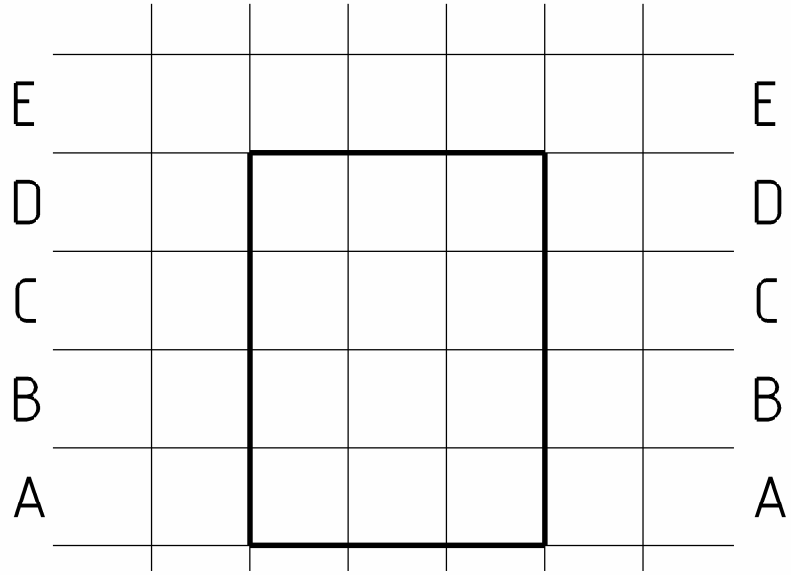


Figure 2 — Cursor zone ZE0

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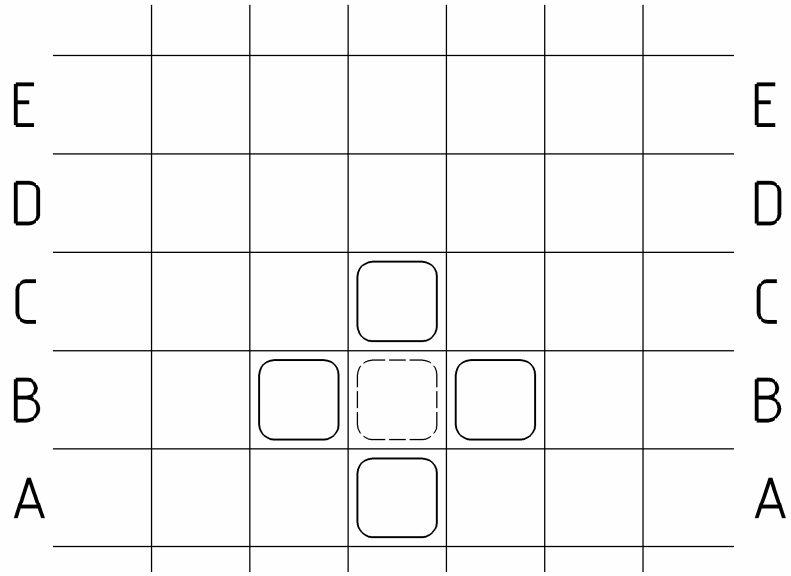


Figure 3 — "Cross" arrangement

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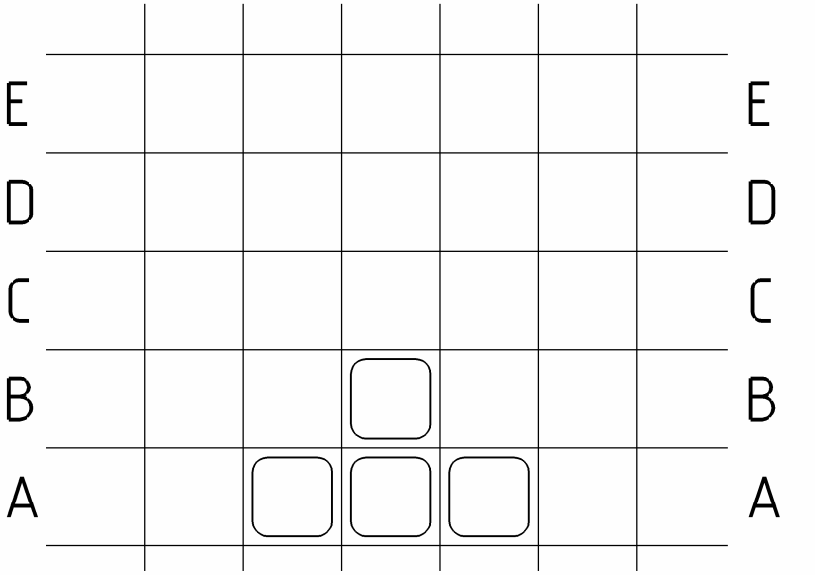


Figure 4 — "Inverted T" arrangement

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.

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).

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.

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.

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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

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 5.

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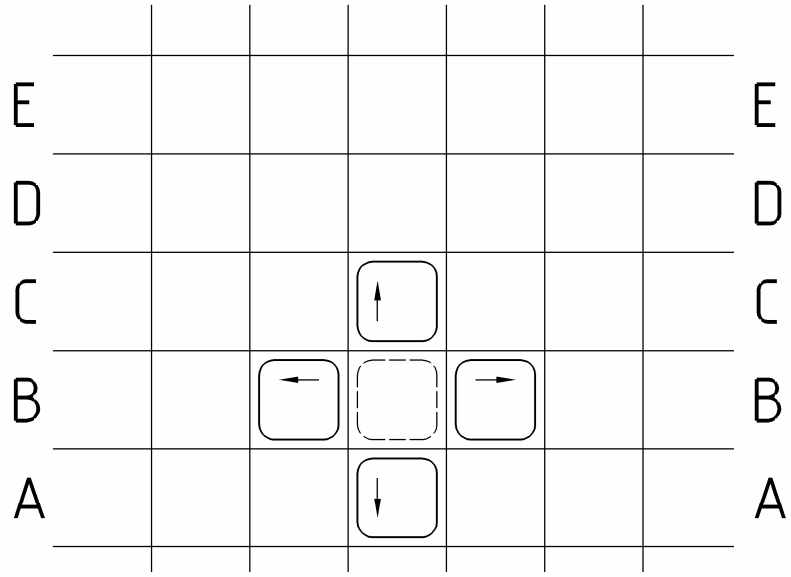


Figure 5 — “Cross” layout

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.

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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

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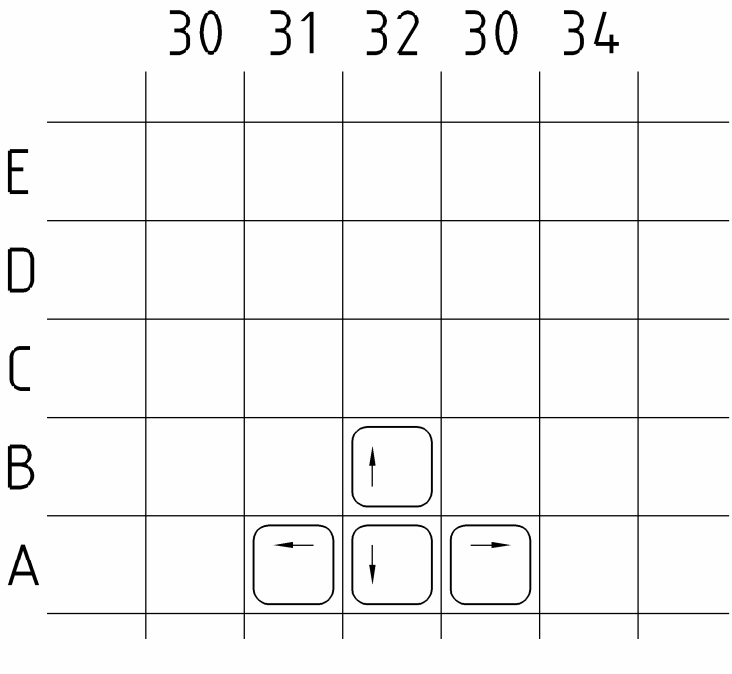


Figure 6 — "Inverted T" layout

10 Arrangement and location of the editing zone

There will usually be only one editing zone, either ZE1 or ZE2 (Figures 7 and 8). The arrangement and location of these zones is dependent on the location and arrangement of the cursor zone ZE0. The border between ZE0 and ZE1, and the border between ZE0 and ZE2 is not fixed (Figure 1).

10.1 Editing zone ZE1

The keys shall be arranged in the editing zone ZE1 and be located as illustrated in Figure 7.

The editing zone ZE1 shall occupy row E. It may use row D, and may extend into row C. The size of the editing zone ZE1 may be influenced by the size and placement of the cursor zone ZE0.

10.2 Editing zone ZE2

The keys shall be arranged in the editing zone ZE2 and be located as illustrated in Figure 8.

The editing zone ZE2, if present, shall occupy row A. It may extend into row B. The size of the editing zone ZE2 may be influenced by the size and placement of the cursor zone ZE0.

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11 Functions of the editing zone

The editing functions for example allocated to the keys of the editing zone include: Delete, Insert, Next Page, Previous Page.

12 Allocation guidelines

The basic editing functions for example are Delete, Insert, Next Page, Previous Page. These functions, if implemented shall be allocated to level 1 of the respective key.

When allocating the functions to the keys of the editing zone it is important to pay attention to logical, functional and ergonomic aspects.

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

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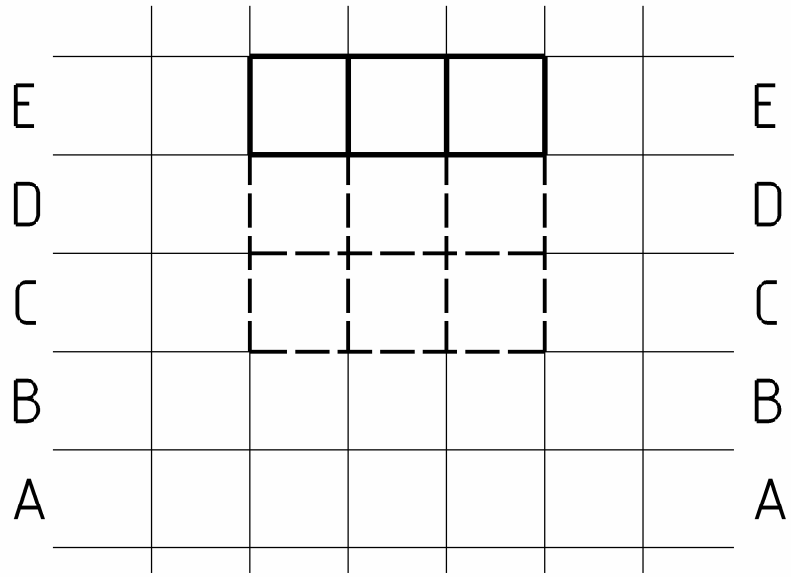


Figure 7 — Arrangement and location of the keys in the editing zone ZE1

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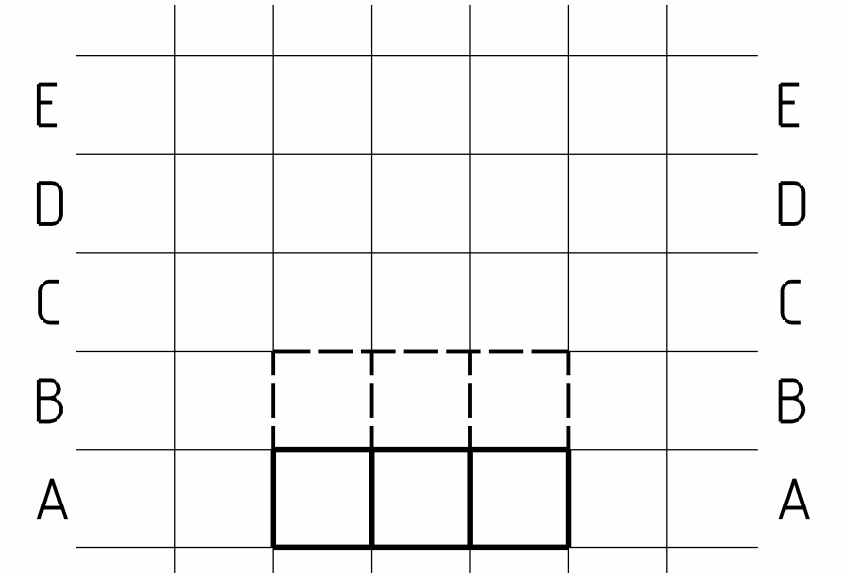


Figure 8 — Arrangement and location of the keys in the editing zone ZE2

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