

AS/NZS 4395.1:1996
ISO/IEC 9995-1:1994

Australian/New Zealand Standard[®]

**Information technology—Keyboard
layouts for text and office systems**

**Part 1: General principles
governing keyboard layouts**

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AS/NZS 4395.1:1996

This Joint Australian/New Zealand Standard was prepared by Joint Technical Committee IT/1, Information Systems—Interconnection. It was approved on behalf of the Council of Standards Australia on 20 December 1995 and on behalf of the Council of Standards New Zealand on 3 May 1996. It was published on 5 May 1996.

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PREFACE

This Standard was prepared by the Joint Standards Australia/Standards New Zealand Committee IT/1 on Information Systems—Interconnection. It is identical with and has been reproduced from ISO/IEC 9995-1:1994, *Information technology—Keyboard layouts for text and office systems*, Part 1: *General principles governing keyboard layouts*.

The objective of this Standard is to provide designers of keyboards used in the IT environment with various characteristics. This Part specifies the spacing and physical characteristics of keys and the principles governing the placement of characters and symbols used on numeric, alphanumeric and composite keyboards.

This Standard is Part 1 of AS/NZS 4395, *Information technology—Keyboard layouts for text and office systems*, which is published in Parts as follows:

- Part 1: General principles governing keyboard layouts (this Standard)
- 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.

This Standard, supersedes (in part) the following Australian Standards: AS 1412.1—1976, AS 2298—1979, AS 2386—1980, AS 2607—1983, AS 2608—1983 and AS 3970—1991 (in full).

The term ‘informative’ has been used in the Standard to define the application of the annex to which it applies. An ‘informative’ annex is only for information and guidance.

Users of this Standard are advised by Standards Australia and Standards New Zealand, under arrangements made with ISO and IEC, as well as certain other Standards organizations, that the number of this Standard is not reproduced on each page; its identity is shown only on the cover and title pages.

For the purpose of this Standard, the source text should be modified as follows:

- (a) *Terminology* The words ‘this Australian/New Zealand Standard’ should replace the words ‘this International Standard’ wherever they appear.
- (b) *Decimal marker* Substitute a full point for a comma where it appears as a decimal marker.
- (c) *References* The references to international Standards should be replaced by references, where appropriate, to the following Australian or Joint Australian/New Zealand Standards:

<i>Reference to International Standard or other publication</i>	<i>Australian or Joint Australian/New Zealand Standard</i>
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ISO	
9241	Ergonomic requirements for office work with visual display terminals (VDTs)
9241-4	Keyboard requirements

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 Jointly revised, amalgamated and redesignated AS/NZS 4395.1:1996.

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AUSTRALIAN/NEW ZEALAND STANDARD

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

ISO/IEC 9995 specifies various characteristics of keyboards used by ITE e.g.

- a) personal computers, workstations, computer terminals, VDTs (visual display terminals), typewriters, etc, having an alphanumeric keyboard;
- b) calculators, telephones and automated teller machines having a numeric keypad.

The keyboard defined in ISO/IEC 9995 is the conventional linear keyboard, which is physically divided into sections and the sections into zones within which the keys are laid out.

In this part of ISO/IEC 9995, the sections of the keyboard are identified and the general shape and relative placement of the sections are specified. Spacing of keys and physical characteristics are covered in this part of ISO/IEC 9995 as are the principles governing the placement of characters and symbols on keys.

This part of ISO/IEC 9995 specifies a key numbering system which applies to all types of numeric, alphanumeric and composite keyboards of ITE.

This part of ISO/IEC 9995 specifies the principles governing the placement of characters and symbols on keys used on all types of numeric, alphanumeric and composite keyboards of ITE. Although the keyboard defined by ISO/IEC 9995 may be used for different languages, the specifications are written as applying to Latin languages with a character path from left to right and a line progression from top to bottom.

The primary layout within the alphanumeric zone is established in most countries by a national standard or by national usage. Allocation guidelines are provided in ISO/IEC 9995-2. Complementary layouts are specified in ISO/IEC 9995-3.

This part of ISO/IEC 9995 defines characteristics related to interface 1 in figure 1.

ISO/IEC 9995 specifies the allocation of functions (graphic characters and/or control functions) to keys. The graphic characters and the control functions have been given common names intended to be familiar to the users of a keyboard. In general, keyboards are not expected to generate coded control functions, but the operation of a control function key may cause a number of coded control functions to appear in data interchange to achieve the desired effect.

The effects of those keys that affect keyboard states are specified in other parts of ISO/IEC 9995.

2 Conformance**2.1 Conformance with part 1**

Equipment is in conformance with ISO/IEC 9995-1 if it meets the requirements of clauses 5 to 9. Depending on the intended purpose of the equipment not all of the described sections and zones need to be implemented.

2.2 General conformance requirement

A keyboard which claims conformance with ISO/IEC 9995 shall at minimum conform to this part