

Typewriters —

Part 4: Glossary of terms

UDC 681.612:001.4

Committees responsible for this British Standard

The preparation of this British Standard was entrusted by the Office and Information Standards Committee (OIS/-) to Technical Committee OIS/3, upon which the following bodies were represented:

- British Printing Industries Federation
- British Railways Board
- Business Equipment Trade Association
- Department of Trade and Industry (National Physical Laboratory)
- Greater London Council
- Her Majesty’s Stationery Office
- Institute of Data Processing Management
- National Coal Board
- Office Machines and Equipment Federation

The following bodies were also represented in the drafting of the standard, through sub-committees and panels:

- Association of County Councils
- Association of Teachers of Printing and Allied Subjects
- Publishers Association

This British Standard, having been prepared under the direction of the Office and Information Standards Committee, was published under the authority of the Board of BSI and comes into effect on 29 March 1985

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National foreword

BS 2481 was first published in 1954 and was revised in 1961 and 1975 to take into account relevant standards which had been developed up to that time within the International Organization for Standardization (ISO). This standard was further revised in 1982, this time being issued in a number of separate Parts, some of which were identical with International Standards relating to typewriters which had been published up to that date. This Part of BS 2481 has been prepared under the direction of the Office and Information Standards Committee as part of this revision. It is identical with ISO 5138-9 “*Office machines — Vocabulary — Part 09: Typewriters*” published by ISO in 1984.

Parts 1, 2 and 3 of BS 2481:1982 were published simultaneously. Part 1 specifies keyboard arrangements. It uses the core shown in ISO 2126:1975 “*Office machines — Basic arrangement for the alphanumeric section of keyboards operated with both hands*” and takes fully into account ISO 2530:1975 “*Keyboard for international information processing interchange using the ISO 7-bit coded character set — Alphanumeric area*” and ISO 3243:1975 “*Keyboards for countries whose languages have alphabetic extenders — Guidelines for harmonization*”. Part 2 is identical with ISO 1090:1981 “*Office machines and data processing equipment — Function key symbols on typewriters*”. Part 3 is identical with ISO 1091:1977 “*Typewriters — Layout of printing and function keys*”.

Parts 1, 2 and 3 of BS 2481 superseded BS 2481:1975 which was therefore withdrawn.

Terminology and conventions. The text of the International Standard has been approved as suitable for publication as a British Standard without deviation. Some terminology and certain conventions are not identical with those used in British Standards; attention is drawn especially to the following.

From clause 1 onwards, wherever the words “International Standard” or “part of ISO 5138” appear, referring to this standard, they should be read as “British Standard” or “Part of BS 2481”.

ISO 5138-9 is published in English and French (hence the reference to “two languages” in clause 1 and “each language” in 2.10); in this British Standard only the English text is used.

Cross-references. The Technical Committee has reviewed the provisions of ISO/R 639, ISO/R 1087 and ISO/R 1149, to which references are made in 2.2, 2.1 and 2.8 respectively, and has decided that they are acceptable for use in conjunction with this standard.

A British Standard does not purport to include all the necessary provisions of a contract. Users of British Standards are responsible for their correct application.

Compliance with a British Standard does not of itself confer immunity from legal obligations.

Summary of pages

This document comprises a front cover, an inside front cover, pages i and ii, pages 1 to 16, an inside back cover and a back cover.

This standard has been updated (see copyright date) and may have had amendments incorporated. This will be indicated in the amendment table on the inside front cover.

0 Introduction

Office machines give rise to numerous international commercial exchanges which often become difficult, either because of the great variety of terms used in various fields or languages to express the same concept, or because of the absence of, or the imprecision of, useful concepts.

To avoid misunderstandings due to this situation and to facilitate such exchanges, it is advisable to select terms to be used in various languages or in various countries to express the same concept and to establish definitions providing satisfactory equivalents for the various terms in different languages.

The work of the ISO sub-committee charged with the study of this International Standard was based on various published and draft International Standards relating to office machines together with published and draft national standards.

This International Standard consists of several parts published separately, each part dealing with a category of office machines. The numbering of these parts, beginning with 01, depends on the chronological order of their development.

A basic classification of machines has been introduced at the beginning of each part, before the vocabulary proper.

Section 1. General

1 Scope and field of application

This International Standard is intended to facilitate international exchanges in the field of office machines. It presents, in two languages, terms and definitions of selected concepts relevant to this field and identifies relationship between the entries.

This part of ISO 5138 deals with typewriters. It concerns the main operating processes and types of machines used, their functions and technical parts.

2 Principles and rules followed

2.1 Definition of an entry

Section 2 comprises a number of entries. Each entry consists of a set of essential elements that includes an index number, one term or several synonymous terms, and a phrase defining one concept. In addition, an entry may include examples, notes, or illustrations to facilitate the understanding of the concept.

Other terms such as **vocabulary**, **concept**, **term**, **definition** are used in this International Standard with the meanings given in the ISO/R 1087, *Vocabulary of terminology*.

2.2 Organization of an entry

Each entry contains the essential elements defined in 2.1 and, if necessary, additional elements. The entry may contain the following elements in the following order:

- a) an index number (common for all languages);
- b) the term, or the generally preferred term, in the language. (The absence of a generally accepted term for the concept in the language is indicated by a row of dots);
- c) the preferred term in a particular country (identified according to the rules of ISO/R 639, *Symbols for languages, countries and authorities*);
- d) the abbreviation for the term;
- e) permitted synonymous term(s);
- f) the text of the definition (see 2.4);
- g) one or more examples with the heading "Example(s)";
- h) one or more notes specifying particular cases in the field of application of the concept, with the heading "NOTE(S)";
- j) a picture, a diagram or a table (these may be common to several entries).

Elements a) to e) in the list above are printed in bold typeface.

Element d) in the list above, and in some entries one or more of the elements b), c) and e) are in each case followed by a qualifier. A qualifier is printed in normal typeface in parentheses after the term or abbreviation and indicates:

- a directive for the use of the term, such as "deprecated", "deprecated in this sense", or "strongly deprecated";
- a particular field of application for the term, as defined;
- the grammatical form of the term or the like, such as "noun", "adjective", "verb" or "abbreviation".

2.3 Classification of entries

A two-digit serial number is assigned to each part of this International Standard, each part identifying the principal categories of office machines.

The entries are classified in groups to each of which is assigned a four-digit serial number. The first two digits being those of the part of this International Standard.

Each entry is assigned a six-digit index number the first four digits being those of the part of this International Standard and the group.

In order that various versions of this International Standard are related, the numbers assigned to parts, groups and entries are the same for all languages.

2.4 Selection of terms and wording of definitions

The selection of terms and the wording of definitions follow, as far as possible, established usage.

2.5 Multiple meanings

When a given term has several different meanings, a separate entry is given for each meaning, to facilitate translation into other languages.

2.6 Abbreviations

As indicated in 2.2, abbreviations in current use are given for some terms. They are not used in the texts of the definitions, examples, or notes in this International Standard.

2.7 Use of parentheses

In some terms, a word or words printed in bold typeface are placed between parentheses. These words are part of the complete term, but they may be omitted when use of the abridged term in a technical context does not introduce ambiguity. In the text of another definition, example or note in this International Standard such a term is used only in its complete form.

Directives for the use of the term its particular field of application, or its grammatical form are not part of the term and are written in a typeface different from the typeface used for the term.

Examples: **(typewriter) carriage**
xxxxxx (deprecated)
xxx (abbreviation)

2.8 Other languages

When it is necessary to produce multilingual documents for the benefit of member bodies not having English, French or Russian as national languages, the order of languages shall be as in ISO/R 1149, *Layout of multilingual classified vocabularies*, and the spelling shall be that used in the country of origin of the language.

2.9 Use of terms printed in italic typeface in definitions and use of asterisks

A term printed in italic typeface in a definition, an example, or a note has the meaning given to it in another entry in this International Standard, which may be in another part. However, the term is only printed in italic typeface the first time it occurs in each entry.

Other grammatical forms of the term, for example plurals of nouns and participles of verbs, are printed in the same way as the basic form. The basic forms of all such terms are listed in the index at the end of the part. If their definitions belong to the same part of this International Standard, the complete number of the corresponding entry is shown in the index. If they are defined in a different part, the index shows only the number of that part.

When two such terms defined in separate entries directly follow each other (or are separated only by a punctuation sign), an asterisk separates the terms.

The words or terms which are printed in normal typeface are to be understood as defined in current dictionaries or authoritative technical vocabularies in the language concerned.

2.10 Organization of the alphabetical index

At the end of each part, an alphabetical index, for each language used, includes all terms in that language defined in the part or used in the definitions and defined in other parts.

Multiple-word terms appear in alphabetical order both by natural order of words and by their key words.

Section 2. Terms and definitions

NOTE Where the word “paper” is used in this Vocabulary to indicate the material on which characters are typed, it should be understood to mean “paper or other similar material”.

09 Typewriters

09.01 General terms

09.01.01 typewriter

a machine designed to produce print-like text on paper as a result of an operator manually depressing keys consecutively on a *keyboard*

09.01.02 character

letter, number, punctuation mark or special graphic used for the production of text

09.01.03 character height

the height of capital letters without descenders and without optical correction

09.01.04 type style

the form of *characters* within a set of the same font (for example “elite”, “pica”)

09.01.05**typing line**

an imaginary line on the paper upon which the bottom part of capital and small letters, without descenders, rests

09.01.06**shift motion**

the distance between two *characters* located on a *type slug*, measured to the same point on each

09.01.07**writing line**

the area which may be occupied by a series of typed *characters* on a *typing line*

09.01.08**typing position**

the position in a machine where the *types* impact the paper

09.01.09**imprint position**

the position on the paper where a *character* is to be typed

09.01.10**pitch**

in a *typewriter with constant pitch*, the horizontal distance between corresponding points of two identical *characters* that are typed immediately adjacent to one another

09.01.11**escapement**

the relative movement between the *paper carrier* and the *typing position* parallel to the *typing line*

09.01.12**unit of escapement**

the minimum increment of *escapement* of which all *characters* or escaping functions are an exact multiple

09.01.13**expand escapement**

escapement required for a *character* widened by a fixed number of *units of escapement*

09.01.14**space**

a function which moves the *typing position* one *character* position forward on the same *typing line*. This function may also be regarded as a non-printing character

09.01.15**backspace**

a function which moves the *typing position* one character position backwards on the same typing line

09.01.16**proportional spacing**

the relative movement between the *paper carrier* and *typing position* parallel to the *typing line* by spaces corresponding to the natural widths of the *characters* expressed in *units of escapement*

09.01.17**basic line space**

the basic distance provided on a machine between two consecutive *typing lines*

09.01.18**line space**

the distance between two consecutive *typing lines* used for a particular operation, the distance being made up of a whole or split multiple of the *basic line space*

09.01.19**maximum line length**

the maximum width of the *paper carrier* which can be used for typing

09.01.20**start of line**

the predetermined position on the *paper carrier* at which the *writing line* starts

09.01.21**end of line**

the predetermined position on the *paper carrier* at which the *writing line* ends

09.01.22**paper feed aperture**

the opening on a *paper carrier* through which the paper is inserted and guided on to or around the *platen*

09.01.23**paper capacity**

the maximum number of sheets of paper of a specific mass that can be passed through the *paper feed aperture*

09.01.24**key stroke**

actuation of a key in order to perform or control a *machine function*