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OFFICE MACHINES AND DATA PROCESSING EQUIPMENT PRINCIPLES GOVERNING THE POSITIONING OF CONTROL KEYS ON KEYBOARDS

STANDARDS ASSOCIATION OF AUSTRALIA
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THE FOLLOWING SCIENTIFIC, INDUSTRIAL AND GOVERNMENTAL ORGANIZATIONS and departments were officially represented on the committee entrusted with the preparation of this standard:

Australian Banks Automation Committee

Australian Bureau of Statistics

Australian Computer Users Association

Australian Public Service Board

CSIRO, Division of Computing Research

Department of Defence

Life Insurance Federation of Australia

Manufacturers of data processing equipment

National Library of Australia

Office Equipment Industry Association of Australia

Public Service Board, New South Wales

Qantas Airways

Telecom Australia

Universities and Colleges

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AUSTRALIAN STANDARD

OFFICE MACHINES AND DATA PROCESSING EQUIPMENT

PRINCIPLES GOVERNING THE POSITIONING OF CONTROL KEYS ON KEYBOARDS

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PREFACE

This standard was prepared under the authority of the Association's Committee on Computers and Information Processing. It is identical with and has been reproduced from International Standard ISO 3244—1974 drawn up by ISO/TC 97, Computers and Information Processing.

Standards have now been published which cover the layout of alphanumeric characters on keyboards. This standard is intended to provide guidance on the positioning of control keys on keyboards. Recommendations have been included to cover three types of keyboard: numeric only, alphanumeric and composite alphanumeric and numeric.

This standard aims at providing harmonization between keyboards, and at the same time making the operation of keyboards easier.

For the purpose of this Australian standard, the text of ISO 3244 given herein should be modified as follows:

(a) *Terminology:* The words 'Australian Standard' should replace the words 'International Standard' wherever they appear.

(b) *Cross references:* The references to International Standards should be replaced by references to Australian standards as follows:

Reference to International Standard	*Appropriate Australian Standard*
ISO 646, 7-bit coded character set for information processing interchange	AS 1776, Information processing—7-bit coded character set for information interchange
ISO 1091, Typewriters—Layout of printing and function keys	AS 2298, Typewriters—Layout of printing and function keys
ISO 1093, Keytop and printed or displayed symbols for adding machines and calculating machines	AS 1412, Adding and calculating machines Part 1— Basic informative symbols
ISO 2126, Office machines—Basic arrangment for the alphanumeric section of keyboards operated with both hands	AS 1659, The alphanumeric section of keyboards operated with both hands
ISO 2530, Keyboard for international information processing interchange using the ISO 7-bit coded character set—Alphanumeric area	AS 1922, Implementation of the Australian Standard 7-bit coded character set, alphanumeric keyboard—QWERTY type

STANDARDS ASSOCIATION OF AUSTRALIA

Australian Standard

Office machines and data processing equipment — Principles governing the positioning of control keys on keyboards

0 INTRODUCTION

Many efforts have been made in the past, at both national and international levels, to standardize the area of keyboards implementing the "graphic" character set. The results of this work, covering two main classes of application, numeric and alphanumeric, are dealt with in other International Standards.

In defining the complete layout of a keyboard for specific machines, it is as important to standardize the position of the control keys as it is to specify the position of the "graphic" keys. Certain machines may have several assignments of control keys, based on various applications.

This International Standard contains the main factors affecting the positioning of control keys in both numeric and alphanumeric keyboard layouts. It aims at providing future harmonization of different keyboards by means of an internationally recognized set of guidelines which can be applied to the design of keyboard layouts for specific machines, the principal advantages of which will be :

— to make operation of keyboards easier, particularly where machines performing different functions or of different makes are concerned;

— to minimize operator training and re-training.

1 SCOPE

This International Standard outlines principles which should be observed in the positioning of areas for control keys, in relation to "graphic" areas, of numeric, alphanumeric and composite keyboards for office machines. It provides guidance for the allocation of the control functions to specific keys, taking into account their frequency of use. Other relevant characteristics influencing the allocation of the control functions are also described and given due consideration.

No guidance is given on the positioning of controls which are obtained from graphic keys by means of additional shift operation, but such operation is not excluded by this International Standard.

2 FIELD OF APPLICATION

2.1 This International Standard is intended as a basis for defining complete keyboard layouts for numeric or alphanumeric machines in conjunction with the appropriate International Standards covering the "graphic" area of the layout.[1)]

Controls may appear outside the graphic area, superimposed on the graphic area, or both.

2.2 Three types of keyboard layout are taken into consideration in this document to satisfy different classes of application :

a) a numeric keyboard layout

This layout comprises a clustered numeric section for the 10 digits, some optional keys for additional characters and a number of appropriate control keys.

b) an alphanumeric keyboard layout

This layout comprises an alphanumeric section, designed for operation by both hands, and a number of appropriate control keys.

c) a composite alphanumeric and numeric keyboard layout

This layout incorporates both the numeric and alphanumeric sections described above, together with control keys appropriate for use with each section. The keyboard layout in which the numeric cluster is superimposed on the alphanumeric section is not included in this International Standard.

2.3 The three types of layout mentioned in 2.2 are represented in schematic form in the figures. These figures are intended to express the basic relative positions of the areas concerned and are not intended to define their sizes or shapes, nor do they imply the number of keys allocated to each area. These characteristics may be covered for specific devices or classes of machines by other International Standards.

1) For the numeric area of the layout see ISO 1092 and ISO . . .

For the alphanumeric area of the layout see ISO/R 2126, ISO 2530 and ISO 3243.