ISO

INTERNATIONAL ORGANIZATION FOR STANDARDIZATION

ISO RECOMMENDATION

R 1091

LAYOUT OF PRINTING AND FUNCTION KEYS

ON TYPEWRITERS

1st EDITION

June 1969

BRIEF HISTORY

The ISO Recommendation R 1091, *Layout of printing and function keys on typewriters,* was drawn up by Technical Committee ISO/TC 95, *Office machines,* the Secretariat of which is held by the Ente Nazionale Italiano di Unificazione (UNI).

Work on this question led to the adoption of a Draft ISO Recommendation.

In December 1967, this Draft ISO Recommendation (No. 1452) was circulated to all the ISO Member Bodies for enquiry. It was approved, subject to a few modifications of an editorial nature, by the following Member Bodies :

Australia	Israel	Spain
Chile	Italy	Sweden
Czechoslovakia	Japan	Switzerland
France	Korea, Rep. of	U.A.R.
Greece	Netherlands	United Kingdom
India	Poland	U.S.A.
Ireland	Portugal	

One Member Body opposed the approval of the Draft :

Germany

The Draft ISO Recommendation was then submitted by correspondence to the ISO Council, which decided, in June 1969, to accept it as an ISO RECOMMENDATION.

LAYOUT OF PRINTING AND FUNCTION KEYS

ON TYPEWRITERS

1. SCOPE

This ISO Recommendation defines the arrangement, number, spacing and location of the printing keys and of some of the function keys on typewriters, irrespective of the size of the typewriters.

2. PRINTING KEYS

2.1 Arrangement of key rows

2.1.1 The printing keys should be arranged in four transverse rows, stepped downwards from the rear to the front of the machine.

2.1.2 The key rows should be mutually displaced transversely so that neighbouring keys of different rows are aligned at an angle to the axis of a single row.

2.1.3 For the purpose of this ISO Recommendation the four key rows should be designated as follows, starting from the top row :

(*a*)   numeral row,
(*b*)   upper letter row,
(*c*)   middle letter row,
(*d*)   lower letter row.

2.2 Number of printing keys

2.2.1 Typewriters should have a minimum of forty-two printing keys.

2.2.2 The alphanumeric keyboards described in this ISO Recommendation derive from a basic keyboard of forty-four printing keys having the numerical references 1 to 44 shown in Figures 1 and 2.

2.2.3 Keyboards having forty-three printing keys can be obtained by omitting either key No.1 or key No. 44 from the keyboard of forty-four keys (Figures 1 and 2).

2.2.4 Keyboards having forty-two printing keys can be obtained by omitting both key No. 1 and key No. 44 from the keyboard of forty-four keys (Figures 1 and 2).

2.2.5 Keyboards having forty-five printing keys can be obtained by adding to the keyboard of forty-four keys key No. 45 at the right of the upper letter row (as shown by dotted lines in Figures 1 and 2).

2.2.6 Keyboards having forty-six printing keys can be obtained by adding to the keyboard of forty-five keys key No. 46 at the right of the middle letter row (as shown by dotted lines in Figures 1 and 2).

2.2.7 For keyboards of more than forty-six printing keys, the keys should be arranged in four rows but the positioning of the additional keys should be the subject of agreement between the supplier and purchaser.

2.3 Distance between keys

2.3.1 The transverse distance a (Figures 1 and 2) between the centres of adjacent keys of a row should be constant in each machine and equal to

$$19 \pm 1 \text{ mm} \left(\tfrac{3}{4} \pm 0.04 \text{ in}\right)$$

2.3.2 On electric typewriters, the longitudinal distance b (Figure 2) between the centres of the keys of two adjacent rows should be constant in each machine and equal to

$$19 \pm 1 \text{ mm} \left(\tfrac{3}{4} \pm 0.04 \text{ in}\right)$$

3. FUNCTION KEYS

3.1 Spacing key

Typewriters should be provided with a spacing key in the form of an elongated bar, located parallel to the printing key rows and below the lower letter row (Figures 1 and 2).

3.2 Shift keys

3.2.1 Typewriters should be provided with two shift keys, one at each end of keys of the lower letter row (Figures 1 and 2).

3.2.2 A shift locking key should be provided adjacent to the left shift key (Figures 1 and 2).

3.2.3 Normally, both shift keys should be capable of releasing the shift locking key. If only one shift key is so capable, this should be the key on the left.

3.2.4 Shift keys should be shaped or sized differently from the printing keys.

3.3 Margin release and back space keys

3.3.1 Typewriters should have a margin release key and a back space key located on the right and left sides of the keyboard.

3.3.2 On manual typewriters, the margin release key should be located on the right side of the keyboard (Figure 1).

3.3.3 On manual typewriters, the back space key should be located on the left side of the keyboard (Figure 1).

3.4 Tabulating keys

3.4.1 Typewriters having a non-decimal tabulator should have a tabulating key adjacent to the printing keys.

3.4.2 If the tabulating key is in the form of an elongated bar, this bar should be located parallel to the printing key rows and above the numeral row.

3.4.3 In typewriters having a decimal tabulator, the various tabulating keys should be arranged in a transverse row parallel to and above the numerical row.