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

**Part 5:
Editing and function section**

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

Partie 5: Module d'édition et de fonctions

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Foreword

ISO (the International Organization for Standardization) and IEC (the International Electrotechnical Commission) form the specialized system for worldwide standardization. National bodies that are members of ISO or IEC participate in the development of International Standards through technical committees established by the respective organization to deal with particular fields of technical activity. ISO and IEC technical committees collaborate in fields of mutual interest. Other international organizations, governmental and non-governmental, in liaison with ISO and IEC, also take part in the work. In the field of information technology, ISO and IEC have established a joint technical committee, ISO/IEC JTC 1.

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 third edition of ISO/IEC 9995-5 cancels and replaces ISO/IEC 9995-5:2006 and ISO/IEC 9995-6:2006, which have been technically revised.

The main modifications are:

- merged editing section (Part 5) and function section (Part 6) into one editing and function section (Part 5);
- fewer zones.

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 and function section*
- *Part 7: Symbols used to represent functions*
- *Part 8: Allocation of letters to the keys of a numeric keypad*

Information technology — Keyboard layouts for text and office systems —

Part 5: Editing and function section

1 Scope

Within the general scope of ISO/IEC 9995-1, this part of ISO/IEC 9995 specifies the editing and function section and the division of that section into zones. It also specifies the cursor key zone (ZEF0) 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 and function zone (ZEF1), 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, 7, 8, 9 and 10.

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

ISO/IEC 9995-7, *Information technology — Keyboard layouts for text and office systems — Part 7: Symbols used to represent functions*