# INTERNATIONAL STANDARD

## ISO/IEC
## 9995-3

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

## Part 3:
Complementary layouts of the alphanumeric zone of the alphanumeric section

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

*Partie 3: Dispositions complémentaires de la zone alphanumérique du module alphanumérique*

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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. 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.

International Standard ISO/IEC 9995-3 was prepared by Joint Technical Committee ISO/IEC JTC 1, *Information technology*, Subcommittee SC 18, *Document processing and related communication*.

This first edition supersedes all or part of

ISO 1090:1981

ISO 1091:1977

ISO 1092:1974

ISO 1093:1981

ISO 2126:1975

ISO 2530:1975

ISO 3243:1975

ISO 3244:1984

ISO 4169:1979

ISO 8884:1988.

For complete details, see annex A of part 1 of ISO/IEC 9995.

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 section*

— *Part 6: Function section*

— *Part 7: Symbols used to represent functions*

— *Part 8: Allocation of letters to the keys of a numeric keypad*

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

## Part 3:
Complementary layouts of the alphanumeric zone of the alphanumeric section

## 1 Scope

Within the general scope described in part 1 of ISO/IEC 9995, this part of ISO/IEC 9995 defines in clause 5 the allocation on a keyboard of a set of graphic characters which, when used in combination with an existing national version keyboard layout or the complementary Latin group layout as defined in clause 6 of this part of ISO/IEC 9995, allows the input of the full graphic character repertoire defined in ISO/IEC 6937.

NOTE 1    The full repertoire of ISO/IEC 6937 permits the representation of 40 recognized European languages (plus Afrikaans) using a Latin-based alphabet.

This part of ISO/IEC 9995 is primarily intended for word-processing and text-processing applications.

## 2 Conformance

The layout of a keyboard conforms to this part of ISO/IEC 9995 if the allocation of the graphic characters of the common secondary group (group 2) is as defined in clause 5 of this part of ISO/IEC 9995, and if the allocation of the graphic characters of the primary group (group 1) conforms to one of the following layouts:

— a national keyboard standard;

— a national keyboard layout established by common usage in a particular country;

— the complementary Latin group layout as defined in clause 6 of this part of ISO/IEC 9995.

NOTE 2    Refer to annex A of part 2 of ISO/IEC 9995 for examples of allocations of graphic characters to the primary group of the alphanumeric zone of the alphanumeric section.

Any statement of conformance to this International Standard shall be taken to imply that the complete common secondary group layout (Group 2) has been implemented, unless a subset is explicitly declared, provided that all other requirements of clause 5 are respected.

## 3 Normative references

The following standards contain provisions which, through reference in this text, constitute provisions of this part of ISO/IEC 9995. At the time of publication, the editions indicated were valid. All standards are subject to revision, and parties to agreements based on this part of ISO/IEC 9995 are encouraged to investigate the possibility of applying the most recent

editions of the standards indicated below. Members of IEC and ISO maintain registers of currently valid International Standards.

ISO/IEC 646:1991, *Information technology — ISO 7-bit coded character set for information interchange.*

ISO/IEC 6937:1994, *Information technology — Coded graphic character set for text communication — Latin alphabet.*

ISO/IEC 9995-1:1994, *Information technology — Keyboard layouts for text and office systems — Part 1: General principles governing keyboard layouts.*

ISO/IEC 10367:1991, *Information technology — Standardized coded graphic character sets for use in 8-bit codes.*

## 4 Definitions

For the purposes of this part of ISO/IEC 9995, the definitions given in ISO/IEC 9995-1 apply.

## 5 Common secondary group layout

The common secondary group layout specified in ISO/IEC 9995-3 requires a keyboard with 48 graphic keys according to ISO/IEC 9995-2. This layout requires the provision of a second group as defined in ISO/IEC 9995-1. The graphic characters of group 1 and the layout of these on the keyboard are defined by the relevant national keyboard layout standard or established by common usage. The graphic characters of the common secondary group (group 2) are those of the repertoire of ISO/IEC 6937 that are not found as group 1 characters in all national keyboard layouts nor in layouts established by common usage in a particular country. This leads to a certain duplication of graphic characters between the group 1 layouts and the layout of the common secondary group (group 2). However, it allows the graphic characters of the common secondary group and their allocation to keys to be always the same for their use with any established Latin group layout.

The allocation of the characters of the common secondary group (group 2) shall be as defined in table 1.

### Table 1 — Allocation of the graphic characters of the common secondary group (group 2)

| Key | Level 1 | Level 2 |
|-----|---------|---------|
| E00 | Not Sign | Soft Hyphen |
| E01 | Superscript One | Inverted Exclamation Mark |
| E02 | Superscript Two | Vulgar Fraction One-Eighth |
| E03 | Superscript Three | Pound Sign or Number Sign |
| E04 | Vulgar Fraction One-Quarter | Dollar Sign or Currency Sign |
| E05 | Vulgar Fraction One-Half | Vulgar Fraction Three-Eighths |
| E06 | Vulgar Fraction Three-Quarters | Vulgar Fraction Five-Eighths |
| E07 | Left Curly Bracket | Vulgar Fraction Seven-Eighths |
| E08 | Left Square Bracket | Trade Mark Sign |
| E09 | Right Square Bracket | Plus-Minus Sign |
| E10 | Right Curly Bracket | Degree Sign |
| E11 | Reverse Solidus | Inverted Question Mark |
| E12 | Cedilla | Ogonek |
| D01 | Commercial At | Ohm Sign |
| D02 | Latin Small Letter l with Stroke | Latin Capital Letter L with Stroke |
| D03 | Latin Small Ligature oe | Latin Capital Ligature OE |
| D04 | Pilcrow Sign | Registered Sign |
| D05 | Latin Small Letter t with Stroke | Latin Capital Letter T with Stroke |
| D06 | Leftwards Arrow | Yen Sign |
| D07 | Downwards Arrow | Upwards Arrow |
| D08 | Rightwards Arrow | Latin Small Letter i without Dot |
| D09 | Latin Small Letter o with Stroke | Latin Capital Letter O with Stroke |
| D10 | Latin Small Letter Thorn | Latin Capital Letter Thorn |
| D11 | Diaeresis | Ring Above |

| Key | Level 1 | Level 2 |
|-----|---------|---------|
| D12 | Tilde | Macron |
| C01 | Latin Small Ligature ae | Latin Capital Ligature AE |
| C02 | Latin Small Letter Sharp s | Section Sign |
| C03 | Latin Small Letter Eth | Latin Capital Letter D with Stroke |
| C04 | Latin Small Letter d with Stroke | Feminine Ordinal Indicator |
| C05 | Latin Small Letter Eng | Latin Capital Letter Eng |
| C06 | Latin Small Letter h with Stroke | Latin Capital Letter H with Stroke |
| C07 | Latin Small Ligature ij | Latin Capital Ligature IJ |
| C08 | Latin Small Letter Kra | Ampersand |
| C09 | Latin Small Letter l with Middle Dot | Latin Capital Letter L with Middle Dot |
| C10 | Acute Accent | Double Acute Accent |
| C11 | Circumflex Accent | Caron |
| C12 | Grave Accent | Breve |
| B00 | Vertical Line | Broken Bar |
| B01 | Left-Pointing Double Angle Quotation Mark | Less-Than Sign |
| B02 | Right-Pointing Double Angle Quotation Mark | Greater-Than Sign |
| B03 | Cent Sign | Copyright Sign |
| B04 | Left Double Quotation Mark | Left Single Quotation Mark |
| B05 | Right Double Quotation Mark | Right Single Quotation Mark |
| B06 | Latin Small Letter n preceded by Apostrophe | Music Note |
| B07 | Micro Sign | Masculine Ordinal Indicator |
| B08 | Horizontal Bar | Multiplication Sign |
| B09 | Middle Dot | Division Sign |
| B10 | Dot Below | Dot Above |

NOTE 3    If there is no graphic key provided in position B00, then the graphic characters of key B00 shall be allocated to a graphic key in position E13.

It is not mandatory to show the graphic symbols of all graphic characters on keytops. Duplicates of primary group 1 graphic characters should not be shown in group 2. Where small and capital forms of a letter exist, only the capital form need be shown.

The names of the graphic characters shown in the table are those used for the equivalent coded graphic characters in other ISO/IEC Standards, for example in the most recent versions of ISO/IEC 6937 or of ISO/IEC 10367. The convention there is to use capital letters for the names to indicate that they are coded graphic characters. As this part of this International Standard does not specify coding, the convention of using only capital letters was not retained here. Otherwise the names of the graphic characters are identical with those in the relevant ISO/IEC coding standards.

The names chosen to denote the graphic characters are intended to reflect their customary meaning. However, this part of this International Standard does not define and does not restrict the meanings of graphic characters. Nor does it specify a particular style or font design for imaging the graphic characters.

## 5.1   Operation of keys with diacritical marks

Diacritical marks are the following:

Acute Accent
Breve
Caron
Cedilla
Circumflex Accent
Diaeresis
Dot Above
Double Acute Accent
Grave Accent
Macron
Ogonek
Ring Above
Tilde.

NOTE 4    Dot below, which is also allocated to a key, is a diacritical mark not defined in ISO/IEC 6937.

Diacritical marks appear above or below certain letters, and all of them are non-spacing characters. Actuating a key with a diacritical mark, followed by actuating a key with a letter, shall indicate that the graphical symbols of the two characters are intended to be combined. Actuating a key with a diacritical mark, followed by actuating the space bar, shall indicate that the diacritical mark is intended to appear as a graphic character of its own (i.e. free-standing).

It is recommended that the method used for the deletion of a character should also be used to cancel a partially-constructed character, such as a diacritical mark without a following letter or a following Space character.

# 6 Complementary Latin group layout

The complementary Latin group layout specified in ISO/IEC 9995-3 requires a keyboard with 48 graphic keys according to ISO/IEC 9995-2. This complementary layout is provided for those cases where no national keyboard layout standard or common national usage keyboard layout is available. It may also be used in those cases when the primary layout is based on a non-Latin script.

The allocation of the characters of the complementary Latin group shall be as defined in table 2.

It is not mandatory to show the graphic symbols of all graphic characters on keytops. Duplicates of other primary group 1 graphic characters should not be shown in group 2. Where small and capital forms of a letter exist, only the capital form need be shown.

The names of the graphic characters shown in the table are those used for the equivalent coded graphic characters in other ISO/IEC Standards, for example in the most recent versions of ISO/IEC 6937, or of ISO/IEC 10367. The convention there is to use capital letters for the names to indicate that they are coded graphic characters. As this part of this International Standard does not specify coding, the convention of using only capital letters was not retained here. Otherwise the names of the graphic characters are

identical with those in the relevant ISO/IEC coding standards.

The names chosen to denote the graphic characters are intended to reflect their customary meaning. However, this part of this International Standard does not define and does not restrict the meanings of graphic characters. Nor does it specify a particular style or font design for imaging the graphic characters.

## 6.1 Operation of keys with diacritical marks

Diacritical marks are the following:

Acute Accent
Breve
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Circumflex Accent
Diaeresis
Double Acute Accent
Grave Accent
Macron
Ogonek
Ring Above
Tilde.

Diacritical marks appear above or below certain letters, and all of them are non-spacing characters. Actuating a key with a diacritical mark, followed by actuating a key with a letter, shall indicate that the graphical symbols of the two characters are intended to be combined. Actuating a key with a diacritical mark, followed by actuating the space bar, shall indicate that the diacritical mark is intended to appear as a graphic character of its own (i.e. free-standing).

## Table 2 — Allocation of the graphic characters of the complementary Latin group

| Key | Level 1 | Level 2 |
|-----|---------|---------|
| E00 | Asterisk | Plus Sign |
| E01 | Digit One | Exclamation Mark |
| E02 | Digit Two | Quotation Mark |
| E03 | Digit Three | Pound Sign |
| E04 | Digit Four | Dollar Sign |
| E05 | Digit Five | Percent Sign |
| E06 | Digit Six | Ampersand |
| E07 | Digit Seven | Apostrophe |
| E08 | Digit Eight | Left Parenthesis |
| E09 | Digit Nine | Right Parenthesis |
| E10 | Digit Zero | Equals Sign |
| E11 | Solidus | Question Mark |
| E12 | Cedilla | Ogonek |
| D01 | Latin Small Letter q | Latin Capital Letter Q |
| D02 | Latin Small Letter w | Latin Capital Letter W |
| D03 | Latin Small Letter e | Latin Capital Letter E |
| D04 | Latin Small Letter r | Latin Capital Letter R |
| D05 | Latin Small Letter t | Latin Capital Letter T |
| D06 | Latin Small Letter y | Latin Capital Letter Y |
| D07 | Latin Small Letter u | Latin Capital Letter U |
| D08 | Latin Small Letter i | Latin Capital Letter I |
| D09 | Latin Small Letter o | Latin Capital Letter O |
| D10 | Latin Small Letter p | Latin Capital Letter P |
| D11 | Diaeresis | Ring Above |
| D12 | Tilde | Macron |
| C01 | Latin Small Letter a | Latin Capital Letter A |
| C02 | Latin Small Letter s | Latin Capital Letter S |
| C03 | Latin Small Letter d | Latin Capital Letter D |
| C04 | Latin Small Letter f | Latin Capital Letter F |
| C05 | Latin Small Letter g | Latin Capital Letter G |

| Key | Level 1 | Level 2 |
|-----|---------|---------|
| C06 | Latin Small Letter h | Latin Capital Letter H |
| C07 | Latin Small Letter j | Latin Capital Letter J |
| C08 | Latin Small Letter k | Latin Capital Letter K |
| C09 | Latin Small Letter l | Latin Capital Letter L |
| C10 | Acute Accent | Double Acute Accent |
| C11 | Circumflex Accent | Caron |
| C12 | Grave Accent | Breve |
| B00 | Smaller-Than Sign | Greater-Than Sign |
| B01 | Latin Small Letter z | Latin Capital Letter Z |
| B02 | Latin Small Letter x | Latin Capital Letter X |
| B03 | Latin Small Letter c | Latin Capital Letter C |
| B04 | Latin Small Letter v | Latin Capital Letter V |
| B05 | Latin Small Letter b | Latin Capital Letter B |
| B06 | Latin Small Letter n | Latin Capital Letter N |
| B07 | Latin Small Letter m | Latin Capital Letter M |
| B08 | Comma | Semicolon |
| B09 | Period | Colon |
| B10 | Hyphen | Low Line |

NOTE 5    If there is no graphic key provided in position B00, then the graphic characters of key B00 shall be allocated to a graphic key in position E13.

It is recommended that the method used for the deletion of a character should also be used to cancel a partially-constructed character, such as a diacritical mark without a following letter or a following Space character.