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

**Part 2:  
Alphanumeric section**

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

*Partie 2: 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.

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 9995-2 was prepared by Joint Technical Committee ISO/IEC JTC 1, *Information technology*, Subcommittee SC 35, *User interfaces*.

This third edition cancels and replaces the second edition (ISO/IEC 9995-2:2002), which has been technically revised. The main modifications are as follows:

- fewer zones;
- minimum of 47 keys instead of 45.

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 2: Alphanumeric section

### 1 Scope

Within the general scope described in ISO/IEC 9995-1, this part of ISO/IEC 9995 specifies the alphanumeric section of a keyboard and the division of that section into zones; the arrangement, number, and location of the keys in the alphanumeric zone ZAO of the alphanumeric section; and the layout and allocation of several control functions to the keys in the function zones of the alphanumeric section.

### 2 Conformance

Equipment is in conformance with this part of ISO/IEC 9995 if it meets the requirements of 7.1 and 8.3 or 7.2 and 8.3.

### 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 646, *Information technology — ISO 7-bit coded character set for information interchange*

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

### 4 Terms and definitions

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

### 5 Arrangement and Location

The arrangement of the alphanumeric section is described in ISO/IEC 9995-1. Its extent is from column 99 to column 15.

### 6 Division into zones

The alphanumeric section is divided into zones as illustrated in Figure 1.