
**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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Contents

Page

Foreword	iv
Introduction.....	v
1 Scope	1
2 Conformance	1
3 Normative references	2
4 Terms and definitions	2
5 Common secondary group layout	2
5.1 General	2
5.2 Operation of keys with diacritical marks	6
6 Complementary Latin group layout	9
6.1 General	9
6.2 Operation of keys with diacritical marks	9
Annex A (informative) Summary of the character repertoire	11
Bibliography.....	12

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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 9995-3 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 9995-3:2002), which has been technically revised. The main modifications consist of the following:

- defining of a new common secondary group layout while keeping the previous one for compatibility reasons;
- fixing some issues due to the expansion of the Universal Character Set;
- adding missing Latin characters in use in countries which have referenced this part of ISO/IEC 9995 precedingly;
- adding support for the Vietnamese Latin characters.

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*

Introduction

The MES-1 repertoire specified in ISO 10646 permits the representation of 40 recognized European languages (plus Afrikaans) using a Latin-based alphabet.

The extended character repertoire presented in this part of ISO/IEC 9995 is intended to fulfill the following goals.

- All names (personal and organizational) and texts written in official main languages of all countries can be entered correctly (provided they use the Latin script).
- All names and texts written in most “indigenous” or “aboriginal” languages can be written correctly (provided they use the Latin script).

NOTE At this time, this does not apply to some languages of North America and most languages of Central Africa, which use more special letters and letterforms than can be handled by the means currently defined in this part of ISO/IEC 9995. However, languages which rely on multiple diacritical marks instead, like Yorùbá, are supported.

- It is possible to write typographically correct at the character level (therefore en-/em-dashes, different quote forms, etc. are included).
- Standardized transliterations of geographical and personal names from non-Latin scripts into Latin are supported at least for widely used languages.
- The Latin script variants Fraktur (Blackletter) and Gaelic (which have some contemporary use in spite of their “old fashioned” look) are supported (for environments which provide appropriate fonts and automatic ligating for Fraktur which can be controlled by the “zero width non-joiner”).
- Some symbols used commonly in business texts are provided, like € or ®.

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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 ISO/IEC 9995-1, this part of ISO/IEC 9995 defines 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 this part of ISO/IEC 9995, allows the input of a minimum character repertoire as defined by collection 281 (MES-1) specified in ISO/IEC 10646 and proposes extensions of this minimum repertoire.

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 one of the two layouts of Clause 5, 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.

NOTE ISO/IEC 9995-2:2009, Annex A gives examples of allocations of graphic characters to the primary group of the alphanumeric zone of the alphanumeric section.

Any statement of conformance to this part of ISO/IEC 9995 shall be taken by default to imply that the complete current common secondary group layout (Group 2) has been implemented, unless

- a subset is explicitly declared,
- the use of the outdated common secondary group (or a subset thereof) is explicitly declared,

and provided that all other requirements of Clause 5 are respected.