
**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*

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
- Caron
- Cedilla
- 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.

