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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*

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Information technology — Keyboard layouts for text and office systems —

Part 2: Alphanumeric section

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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 ZA0 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.

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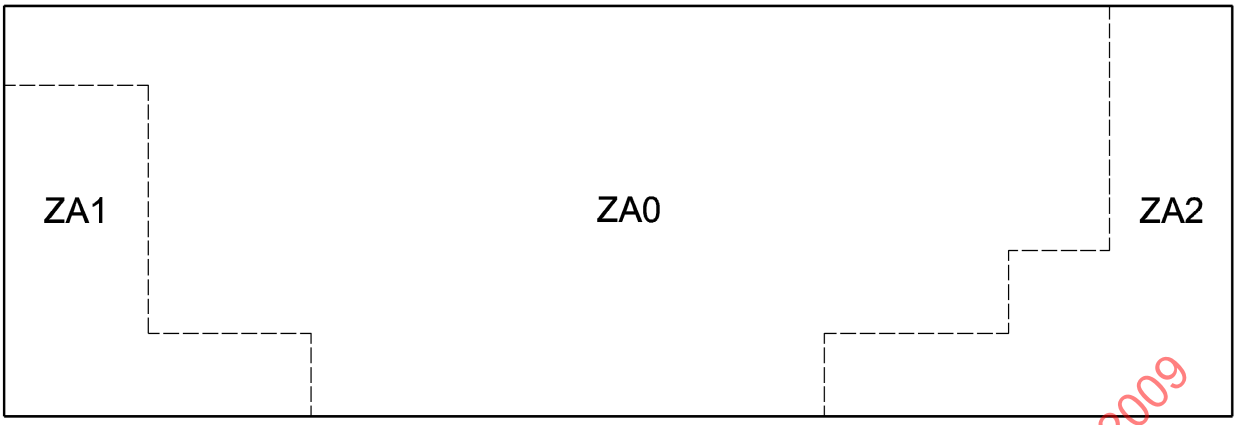

NOTE Not drawn to scale — all lines are only indicative.

Figure 1 — Division of the alphanumeric section into zones

ZA0 is the alphanumeric zone of the alphanumeric section. The zones ZA1 and ZA2 are the function zones of the alphanumeric section (see Figure 1). The arrangement, the number, and the locations of the keys as well as the allocation of graphic characters and of several functions to the keys are specified in Clause 7 and 8.

7 Arrangement and location of keys in the alphanumeric zone of the alphanumeric section

The graphic keys and the space bar shall be arranged in the alphanumeric zone ZA0.

7.1 General keyboard arrangement

This arrangement accommodates existing ISO and national keyboard layouts and is flexible enough to allow possible extended versions, especially for national linguistic requirements.

The graphic keys and the space bar shall be located as illustrated in Figure 2.

There shall be 47 or more graphic keys and the space bar in the alphanumeric zone of the alphanumeric section. They shall be arranged as follows:

— the space bar in row A, extending, as a minimum, from position A03 to A07;

— 10 keys or more in row B in positions B00 to B11;

— 11 keys or more in row C in positions C01 to C15;

— 12 keys or more in row D in positions D01 to D15;

— 12 keys or more in row E in positions E00 to E15.

The precise boundary of zone ZA0 will be dependent on the number of keys and their configuration.

In order to implement the complementary layouts as specified in ISO/IEC 9995-3, 48 graphic keys are required as a minimum.

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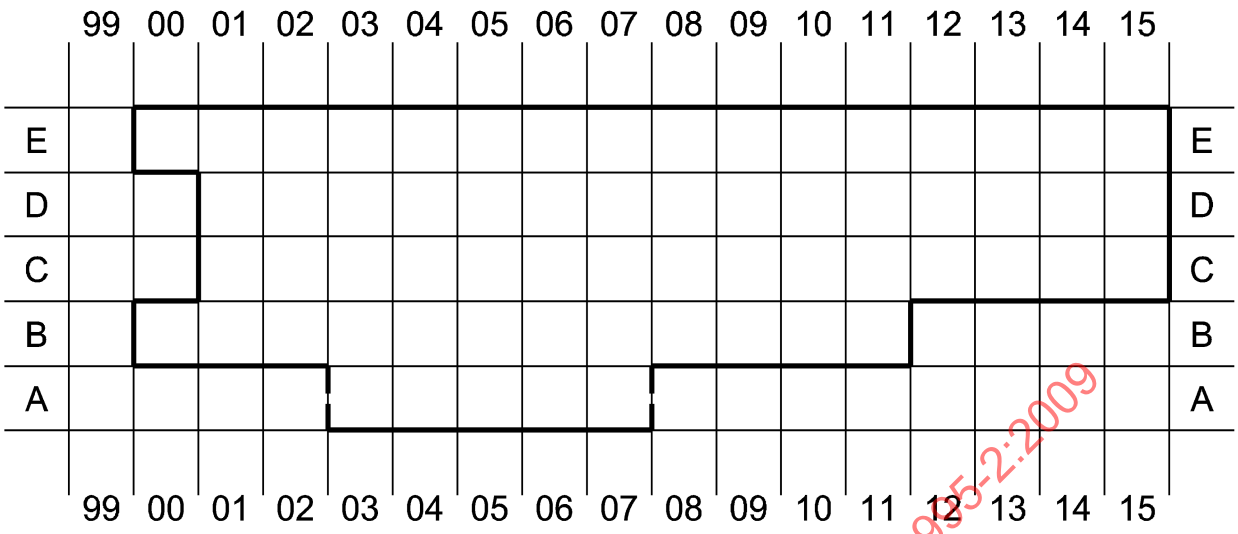

NOTE 1 Not drawn to scale — all lines are only indicative.

NOTE 2 The grid in which the keys are shown is that specified in ISO/IEC 9995-1.

Figure 2 — Arrangement and location of keys in the alphanumeric zone of the alphanumeric section ZA0 for the general keyboard arrangement

7.2 Harmonized 48 graphic key keyboard arrangement

On a harmonized keyboard having 48 graphic keys and a space bar, the keys and the space bar shall be located as illustrated in Figure 3.

There shall be 48 graphic keys and the space bar in the alphanumeric zone of the alphanumeric section. The 48 keys shall be arranged as follows:

— the space bar in row A, extending, as a minimum, from position A03 to A07;

— 10 keys in row B in positions B01 to B10, or, if there is no key in position E13, 11 keys in positions B00 to B10;

— 12 keys in row C in positions C01 to C12;

— 12 keys in row D in positions D01 to D12;

— 13 keys in row E in positions E00 to E12, or, if there is no key in position B00, 14 keys in positions E00 to E13.

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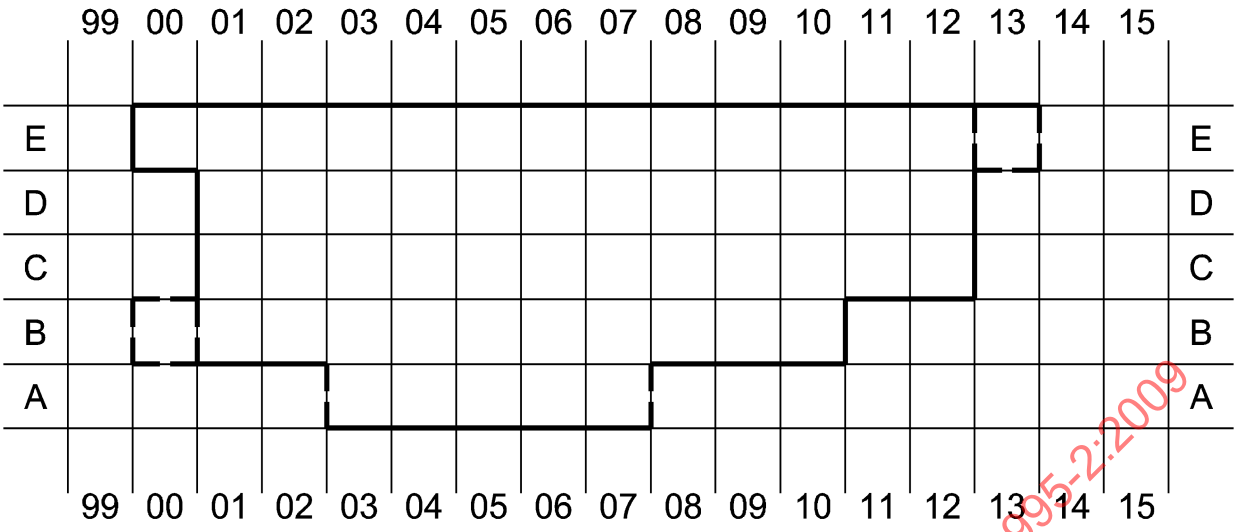

NOTE 1 Not drawn to scale — all lines are only indicative.

NOTE 2 The grid in which the keys are shown is that specified in ISO/IEC 9995-1.

Figure 3 — Arrangement and location of keys in the alphanumeric zone of the alphanumeric section ZA0 for the harmonized 48 graphic key keyboard arrangement

8 Functions of the alphanumeric zone of the alphanumeric section

The functions to be allocated to the keys of the alphanumeric zone ZA0 are graphic characters including the character space.

8.1 Allocation of graphic characters

The allocation of graphic characters is determined by either a national standard or by national usage.

NOTE Annex A gives recommendations on allocations that are suitable for use in national standards.

When the characters of the Latin alphabet are allocated to the keys of the alphanumeric zone ZA0, the following requirements apply:

a) the 83 invariant graphic characters of ISO 646 shall be accommodated. These characters are:

- the 26 small letters a to z of the Latin alphabet;
- the 26 capital letters A to Z of the Latin alphabet;
- the ten digits 0 to 9, see "b)" below;
- exclamation mark;
- quotation mark;
- percent sign;
- ampersand;
- apostrophe;

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- asterisk;
- left parenthesis;
- right parenthesis;
- plus sign;
- comma;
- hyphen, minus sign;
- full stop;
- solidus;
- colon;
- semicolon;
- less-than sign;
- equals sign;
- greater-than sign;
- question mark;
- low line;
- the character space, see "c)" below;

b) the digits 0 to 9 shall be allocated to the keys in row E;

c) the character space shall be allocated to the space bar in row A.

8.2 Allocation of functions to non-graphic keys

Keyboards usually provide one or more of the following functions on non-graphic keys.

- level 2 select;
- tabulation;
- capitals lock/level 2 lock/generalized lock;
- return;
- backspace/backward erase;
- level 3 select;
- group select;
- control;
- alternate.

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8.3 Minimum function key requirements

NOTE ISO/IEC 24757 allows to finely describe a keyboard for software usage, in particular for help purposes.

This part of ISO/IEC 9995 allocates the functions listed in 8.3.1 to 8.3.10.

8.3.1 Level 2 select

Two keys for the function level 2 select (frequently called "shift") shall be provided in row B, one at each end of the row of graphic keys. All or part of the left-hand level 2 select key shall be in position B99. The right-hand level 2 select key shall be adjacent to the right-hand end of the row of graphic keys.

8.3.2 Level 3 select

For keyboards with characters allocated at level 3, at least one key for the function *Level 3 select* (frequently marked "Alt Gr") shall be provided.

Specifically, for the harmonized 48 graphic key keyboard arrangement, at least one *Level 3 select* key shall be provided in zone ZA1 or ZA2, either in row A or in row B.

8.3.3 Group select

A *Group Select* function exists to give access to different groups, that is, to different collections of characters. Typically, when more than one language is used, more than one group is required.

For keyboards with more than one group, a *Group select* function shall be allocated to one key or a combination of keys in the alphanumeric section, outside of the alphanumeric zone.

If more than two groups are used, then a key combination may be used for selecting the group. In this case, the key or keys used with the *Group Select* function shall be inside the alphanumeric zone.

NOTE 1 It is allowed to select a specific group with an extra set of function keys, for example if a very limited set of groups is in use. As an example, [Ctrl]+[Alt] could be used to directly access a group 3, and [Ctrl]+[Level 2 Select] could be used to directly access a group 4.

Specifically, for the harmonized 48 graphic key keyboard arrangement, when characters are allocated in two groups, the *Group select* function shall also be activated by holding a *Level 3 select* key depressed while depressing a *Level 2 select* key or vice-versa.

Optionally, if one key can be dedicated to the *Group select* function, in this case it is recommended to be placed adjacent to a *Level 3 select* key.

A Common Secondary Group Layout (called group 2) is specified in ISO/IEC 9995-3. Specifically for group 2, the activation of group 2 with the *Group select* function is recommended to be latching for the next character entered and for this character only. In other words, activation of group 2 changes the logical state of the keyboard so that all keys involved in this activation can be released, and still, the next key typed will be selecting a character in group 2. After typing such a character in this mode, the keyboard then reverts back automatically to the group active before group 2 was activated.

NOTE 2 It is recommended, when a group which defines a complete script (e.g. Katakana, Hiragana, Cyrillic, Greek, Arabic, Hebrew) is selected, that the group be locked in this position until another group select or a de-selection is done (e.g., after Katakana is selected, returning to Group 1 is typically done by deselecting Katakana). The exact way to activate the group selection with a Group Select function is not standardized at this point. It is recommended that at the minimum any Group locking, except for group 1 and group 2, be visually indicated by an appropriate means (e.g. lamp, LCD or screen indication). Ideally the actual group in use should at any time be identified to the user.

It is recommended that the user-preferred group used in addition to the primary group be selectable by the user. In this way, one may use a toggling option for the Group Select function for better usability.

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8.3.4 Tabulation

One key for the function tabulation shall be provided in row D, adjacent to the left-hand end of the row of graphic keys. All or part of this key shall be in position D00.

8.3.5 Capitals lock/Level 2 lock/Generalized lock

One key for the lock function shall be provided in row C, adjacent to the left-hand end of the row of graphic keys. All or part of this key shall be in position C00.

8.3.6 Return

One key for the function return shall be provided. All or part of this key shall be in row C, adjacent to the right-hand end of the row of graphic keys.

NOTE It is recommended that this key on row C be also enlarged to row D.

8.3.7 Backspace/Backward erase

One key for the function backspace/backward erase shall be provided in row A or row E, adjacent to the right-hand end of the row of graphic keys.

NOTE Space bar is a graphic key and not a function key.

8.3.8 Alternate

If a key for the function alternate (frequently marked "Alt") is provided it shall be allocated in row A, adjacent to the left of the space bar. If there is a specific-writing-system-related function key provided adjacent to the left of the space bar, the alternate key shall be allocated next left to this specific function key.

8.3.9 Control

If a key for the function "Control" (frequently marked "Ctrl") is provided it shall be allocated furthest left in row A or alternatively furthest left in row B. If a key for the function "Control" and a key for the function "Function" (frequently marked "Fn") are both allocated in row A, then they shall be adjacent and one of them to the leftmost position of row A.

NOTE It is recommended that the Control key be in the leftmost position to avoid confusion between portable computer keyboards and desktop keyboards.

8.3.10 Function (Fn)

If a key for the function "Function" is provided it shall be allocated in row A, left of the space bar and the key for the function "Alternate".

NOTE Fn key is typically used on portable computer keyboards. It is recommended in this situation that an external keyboard plugged to the portable computer have a fall back solution (e.g. a customisable key combination equivalent to the Fn key) provided by the portable computer manufacturer. In the future a standardized requirement is likely to preclude the current practice of providing an Fn key undetectable by the computer software and to replace it by the key combination level 2 select + escape, so that this key combination be usable in the same way on portable and desktop keyboards.

8.4 Keytop markings

Keytop markings for function keys of the alphanumeric section are specified in ISO/IEC 9995-7.

It is recommended that the *Level 3 select* and the *Group select* functions be marked with the corresponding function symbols specified in ISO/IEC 9995-7 according to labeling provisions of ISO/IEC 9995-1.

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Annex A
(informative)

Allocation guidelines

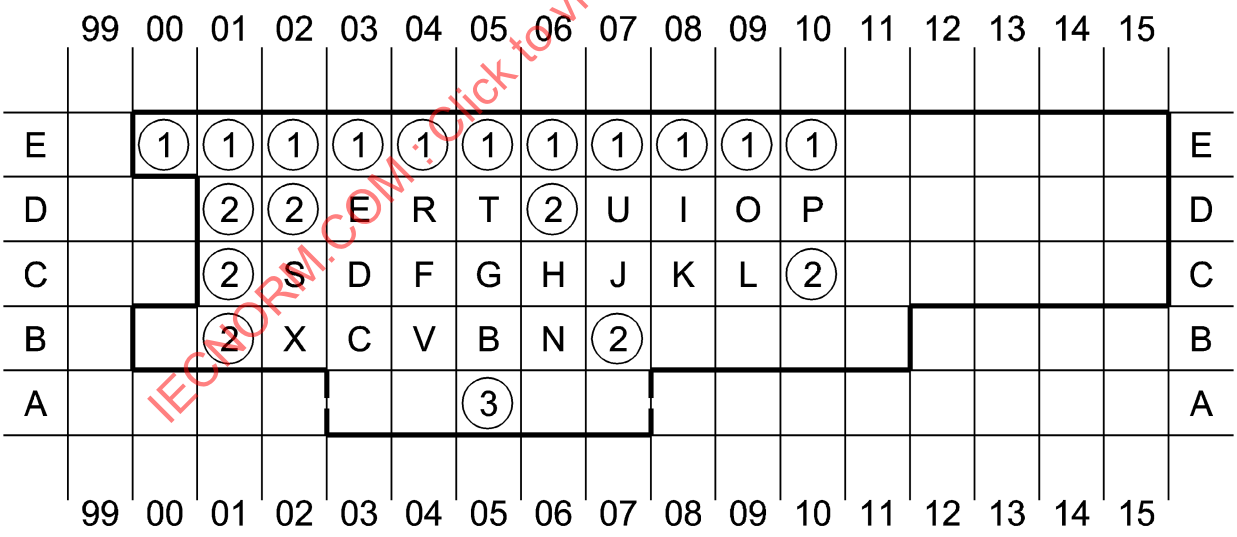
It is recognized that various national layouts are in existence. Figure A.1 shows a typical arrangement of a subset of the Latin alphabet as can be found on many national layouts.

The figure is provided for information only. It may be of assistance in the development of new national standards.

Only capital forms of the letters are shown in Figure A.1 or Table A.1. It is understood that the small forms of these letters are allocated to level 1 of the keys and the capital forms are allocated to level 2.

Table A.1 — Examples of allocation

Key	Graphic Character
B01	Z or Y or W
B07	M or some other character
C01	A or Q
C10	Some other character or M
D01	Q or A
D02	W or Z
D06	Y or Z



NOTE 1 Not drawn to scale — all lines are only indicative.

NOTE 2 The grid in which the keys are shown is that specified in ISO/IEC 9995-1.

Figure A.1 — Sample arrangement and location of keys in the alphanumeric zone of the alphanumeric section ZA0

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