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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

Reference number
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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 3.

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 part of ISO/IEC 9995 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 second edition cancels and replaces the first edition (ISO/IEC 9995-3:1994), which has been technically revised.

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 character repertoire as defined by collection 281 (MES-1) specified in amendment 1 to ISO/IEC 10646-1:2000.

NOTE The MES-1 repertoire 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 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 normative documents contain provisions which, through reference in this text, constitute provisions of this part of ISO/IEC 9995. For dated references, subsequent amendments to, or revisions of, any of these publications do not apply. However, 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 normative documents indicated below. For undated references, the latest edition of the normative document referred to applies. Members of ISO and IEC maintain registers of currently valid International Standards.

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

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

ISO/IEC 10646-1:2000, *Information technology — Universal Multiple-Octet Coded Character Set (UCS) — Part 1: Architecture and Basic Multilingual Plane* and its Amendment 1 (to be published)

4 Terms and definitions

For the purposes of this part of ISO/IEC 9995, the terms and 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 specified in collection 281 (titled MES-1) as specified in amendment 1 to ISO/IEC 10646-1:2000 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.

NOTE The repertoire of MES-1 (collection 281) of ISO/IEC 10646-1 is identical to the union of the character repertoire of ISO/IEC 6937:1994 with the character EURO SIGN (which has not yet been encoded in any version of ISO/IEC 6937 and at time of publication of this International standard there was no plan to update ISO/IEC 6937 to that effect). ISO/IEC 6937 was historically the prime reference for the repertoire used by ISO/IEC 9995-3 before it was amended to allocate a keyboard position to the euro sign. The reference to ISO/IEC 6937 having been deprecated for this International standard, it has not been included in the current list of normative references. This does not preclude to implement the repertoire of ISO/IEC 6937 as a subset but this is now outside the scope of this International standard. Implementations of subsets of MES-1 are allowed if they are declared specifically as mentioned in the conformance clause.

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

Key	Level 1	Level 2	Level 3
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	Euro sign	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	
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	

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NOTE 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 version of ISO/IEC 10646-1. 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.

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.

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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 complementary Latin group layout characters already shown on the keyboard should not be shown in the common secondary group layout (group 2).

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 version of ISO/IEC 10646-1. 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).

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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
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

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NOTE 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.

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