International

ISO/IEC 9995-1

Fourth edition
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Information technology — Keyboard layouts for text and office systems —

Part 1: General principles governing keyboard layouts

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

Partie 1: Principes généraux pour la disposition des claviers

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

This fourth edition cancels and replaces the third edition (ISO/IEC 9995-1:2009), which has been technically revised.

The main changes are as follows:

— Level 4 is allowed, albeit not recommended;

— Clause 7 is enhanced to be usable for keyboard layouts according to the state of the art, showing characters of up to four levels and of several groups.

A list of all parts in the ISO/IEC 9995 series can be found on the ISO and IEC websites.

Any feedback or questions on this document should be directed to the user's national standards body. A complete listing of these bodies can be found at www.iso.org/members.html and www.iec.ch/national-committees.

The ISO/IEC 9995 series defines a framework for the layout of all alphanumeric and numeric keyboards across the widest spectrum of today's and upcoming applications using keyboards. The functions to be performed by keyboards are grouped into three categories that correspond to the main physical sections of the keyboard.

Application of the ISO/IEC 9995 series in the design of keyboards provides the user with a unified, predictable user-machine interface by dividing the keyboard into functional areas and sections and allocating functions to keys. One of the major tasks of a universal-usage keyboard is to accommodate the larger sets of characters required by the various applications for which keyboards are used today. This is achieved by permitting the allocation of more than one graphic character or control function to each of the keys of a keyboard, predominantly in the alphanumeric section.

The ISO/IEC 9995 series specifies the requirements for keyboard layouts and allocation of keycap imprints (including letters, numerals, symbols, and other markings) on alphanumeric and numeric input devices for all types of information and communication technology apparatus and systems including:

— personal computers, workstations, computer terminals, visual display terminals (VDTs);

— electronic typewriters and other machines with alphanumeric and numeric keyboards;

— mobile computer systems including ultra-mobile personal computers (UMPCs), personal digital assistants (PDAs) and multimedia devices with hardware keyboards (e.g. linear keyboards, foldable keyboards) or virtual keyboards (e.g. touchscreens, projection keyboards);

— electronic document scanners and multifunction devices incorporating alphanumeric or numeric keyboards;

— calculators, telephones and automated teller machines having alphanumeric or numeric keypads/ keyboards.

The primary layout within the alphanumeric zone is established in most countries by a national standard or by national usage. Allocation guidelines are provided in ISO/IEC 9995-2. An exemplary layout (the “Latin International” keyboard layout) is specified in ISO/lEC 9995-3.

The ISO/IEC 9995 series specifies the allocation of functions (graphic characters or control functions, or both) to keys. The graphic characters and the control functions have been given common names intended to be familiar to the users of a keyboard. In general, keyboards are not expected to generate coded control functions, but the operation of a control function key can cause a number of coded control functions to appear in data interchange to achieve the desired effect.

The effects of those keys that affect keyboard states are specified in other parts of the ISO/IEC 9995 series.

For some national standards based on the ISO/IEC 9995 series, see Annex A.