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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*

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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*

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## 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 ®.