



**International
Standard**

ISO/IEC 9995-1

**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

**Fourth edition
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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.

The procedures used to develop this document and those intended for its further maintenance are described in the ISO/IEC Directives, Part 1. In particular, the different approval criteria needed for the different types of document should be noted. This document was drafted in accordance with the editorial rules of the ISO/IEC Directives, Part 2 (see www.iso.org/directives or www.iec.ch/members_experts/refdocs).

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For an explanation of the voluntary nature of standards, the meaning of ISO specific terms and expressions related to conformity assessment, as well as information about ISO's adherence to the World Trade Organization (WTO) principles in the Technical Barriers to Trade (TBT) see www.iso.org/iso/foreword.html. In the IEC, see www.iec.ch/understanding-standards.

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.

Introduction

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/IEC 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](#).

Information technology — Keyboard layouts for text and office systems —

Part 1: General principles governing keyboard layouts

1 Scope

This document identifies the sections of the keyboard and specifies the general shape and relative placement of the sections. Spacing of keys and physical characteristics are covered, as are the principles governing the placement of characters and symbols on keys.

It specifies a key numbering system which applies to all types of numeric, alphanumeric and composite keyboards of information technology equipment (ITE).

It specifies the principles governing the placement of characters and symbols on keys used on all types of numeric, alphanumeric and composite keyboards of ITE. Although the keyboard defined by the ISO/IEC 9995 series can be used for different languages, the specifications are written as applying to Latin languages with a character path from left to right and a line progression from top to bottom.

It defines characteristics related to interface 1 in [Figure 1](#).

2 Normative references

The following documents are referred to in the text in such a way that some or all of their content constitutes requirements 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 9241-410, *Ergonomics of human-system interaction — Part 410: Design criteria for physical input devices*

ISO/IEC 9995 (all parts), *Information technology — Keyboard layouts for text and office systems*

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