



**International
Standard**

ISO/IEC 9995-2

**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

**Fourth edition
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Foreword

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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 9995-2:2009), which has been technically revised. It also incorporates the Amendment ISO/IEC 9995-2:2009/Amd. 1:2012.

The main changes are as follows:

- describing keyboard layouts which conform to the state of the art.

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.

Information technology — Keyboard layouts for text and office systems —

Part 2: Alphanumeric section

1 Scope

Within the general scope described in ISO/IEC 9995-1, this document 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, allocation and effect of several control functions to the keys in the function zones of the alphanumeric section.

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/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*

Bibliography

- [1] ISO/IEC 9995-7, *Information technology — Keyboard layouts for text and office systems — Part 7: Symbols used to represent functions*
- [2] ISO/IEC 9995-9, *Information technology — Keyboard layouts for text and office systems — Part 9: Groups and mechanisms for multilingual and multiscript input*
- [3] ISO/IEC 24757, *Information technology — Keyboard interaction model — Machine-readable keyboard description*
- [4] ABNT NBR 10346, *Tecnologia de informação — Teclados em equipamentos de processamento de dados- Conjunto alfanumérico*
- [5] ANSI INCITS X3.154-1988, *Office Machines and Supplies — Alphanumeric Machines — Keyboard Arrangement (formerly ANSI X3.154-1988 (R1999))*
- [6] DIN 2137-01:2023-08, *Keyboards for data and text input — Part 1: German keyboard layout; Text in German and English*
- [7] NF Z71-300, *Interfaces utilisateurs — Dispositions de clavier bureautique français*