

ISO/IEC 9995-1:2009-10 (E)

Information technology - Keyboard layouts for text and office systems - Part 1: General principles governing keyboard layouts

Contents	Page
Foreword	iv
Introduction	v
1 Scope	1
2 Conformance	1
2.1 Conformance with ISO/IEC 9995-1	1
2.2 General conformance requirement	1
2.3 Claims of conformance	1
3 Normative references	2
4 Terms and definitions	2
5 Divisions of the keyboard	4
5.1 Logical division of keyboard into groups and levels	4
5.2 Physical division of keyboard into sections and zones	5
6 Requirements	6
6.1 Placement of sections	6
6.2 Methods of indicating allocations to keys	7
7 Key position numbering system	7
7.1 Principle of the grids	7
7.2 Designation of key positions	9
7.3 Reference positions for the rows and columns	9
7.4 Key location numbering requirements	9
8 General principles of key labelling and symbol positioning	9
8.1 Group positions	10
8.2 Level positions within one group	10
8.2.1 Labelling of all three levels on the key-top	10
8.2.2 Labelling of two levels on the key-top, labelling of level 3 on the keyface	10
8.3 Capital/small letter pairs	12
8.4 Minimum required size of keytop symbols	12
9 Key arrangement and distances	12
9.1 Key arrangement	12
9.2 Other requirements	12
Annex A (informative) Examples of national standards	13
Bibliography	14