# DRAFT International Standard

# ISO/IEC DIS 9995-7

# Information technology — Keyboard layouts for text and office systems —

## Part 7: Graphical symbols used to represent functions

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ISO copyright office
CP 401 • Ch. de Blandonnet 8
CH-1214 Vernier, Geneva
Phone: +41 22 749 01 11
Email: copyright@iso.org
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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.

ISO/IEC 9995-7 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 9995-7:2009) with its amendment ISO/IEC 9995-7:2009/Amd 1:2012, which has been technically revised.

The main changes are as follows:

— The amendment (with graphical symbols #63 to #107) is incorporared.

— Some notes were added to the description of some graphical symbols.

— 7 graphical symbols were added (#108 to #114).

— The symbol #100 is no longer recommended to be used (but not deprecated).

— The symbol #101 is deleted. The number is reused for a variant of symbol #59.

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# Information technology — Keyboard layouts for text and office systems —

# Part 7:
# Graphical symbols used to represent functions

## 1 Scope

Within the general scope described in ISO/IEC 9995-1, this document specifies graphical symbols for functions found on any type of numeric, alphanumeric or composite keyboards.

Each of these graphical symbols is intended to denote the function they represent in a way not related to any human language.

## 2 Normative references

The following referenced documents are indispensable for the application 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 9995-1, *Information technology — Keyboard layouts for text and office systems — Part 1: General principles governing keyboard layouts*

## 3 Terms and definitions

For the purposes of this document, the terms and definitions given in ISO/IEC 9995-1 apply.

ISO and IEC maintain terminological databases for use in standardization at the following addresses:

— ISO Online browsing platform: available at https://www.iso.org/obp

— IEC Electropedia: available at https://www.electropedia.org/

## 4 Description of functions

Whenever the allocation of a function, listed in Table 1, to a key is indicated on the keytop, the indication shall be by one of:

— the corresponding graphical symbol,

— the function name or an abbreviation of it,

— an equivalent function name in another language, or an abbreviation of it.

To be in accordance with the registration made in IEC 60417 and ISO 7000, function names presented here implicitly contain the prefix “Keyboard” in English, when applicable.

Although the graphical symbols defined by this document are used by keyboards for other writing systems as appropriate, the specifications are written as applying to Latin-alphabet languages with a character path from left to right and a line progression from top to bottom.

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When the graphical symbols shown in Table 1 are reproduced on keyboards, they shall be used in the orientation shown in the table. They have the associated meaning only if they are used in the orientation given in the table.

The exact proportion of the symbol parts and the thickness of the lines does not need to be retained, as long as the graphical symbols are clearly identifiable. Also, triangular arrow heads shown here being hollow may be represented as filled triangles.

A part of the graphical symbols described in this document are also coded as characters in the universal character set defined in ISO/IEC 10646.

Whenever a function description in the column titled “Description” refers to a Universal Character Set (UCS) character identifier (identifier with the prefix “U+”), the function definition for this character given in ISO/IEC 10646 and its associated technical reports apply.

**Table 1 — Graphical symbols**

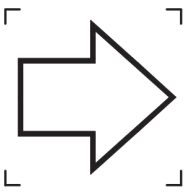
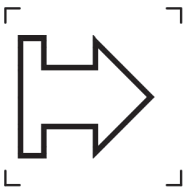
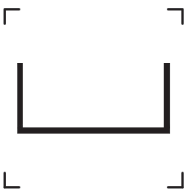
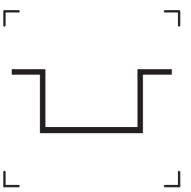
| ISO/IEC 9995-7 Number | ISO 7000 IEC 60417 Number | Graphical symbol | Name of the represented function | Description of the represended function[a] | Remarks |
|---|---|---|---|---|---|
| 1 | ISO 7000 - 1861 |  | Level 2 select | To select the set of characters or functions allocated to the level 2 of the keyboard in the currently active group | |
| 2 | ISO 7000 - 2010 |  | Level 2 lock | To sustain the level 2 state in the currently active group | |
| 3 | ISO 7000 - 2011 |  | Capitals lock | To select the state in which only capital forms of the letters are entered.<br>Other characters remain unaffected. | On certain national keyboards, for certain keys, this function is equivalent to level 2 lock. |
| 4 | ISO 7000 - 2012 |  | Numeric lock | To select and to remain in the numeric mode of the keyboard | |
| 5 | ISO 7000 - 2013 |  | Level 3 select | To select the set of characters or functions allocated to the level 3 of the keyboard in the currently active group. | When the characters of Level 3 of Group 1 are shown in the lower right corner of the keytop, the graphical symbol #113 shall be used instead. |

[a] The description usually resembles the one of the symbol in The ISO 7000 or IEC 60417. If there the description starts with “To identify the control to” this is replaced by simply “To” here.

[b] The ISO 7000 or IEC 60417 symbol listed here is reused for a different function from defined in ISO 7000 resp. IEC 60417.

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**Table 1** *(continued)*

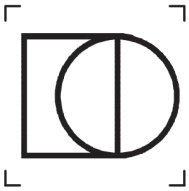
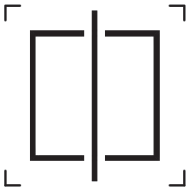
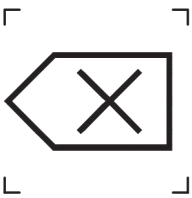
| ISO/IEC 9995-7 Number | ISO 7000 IEC 60417 Number | Graphical symbol | Name of the represented function | Description of the represended function[a] | Remarks |
|---|---|---|---|---|---|
| 6 | ISO 7000 - 2014 |  | Level 3 lock | To sustain the level 3 state in the currently active group | |
| 7 | ISO 7000 - 0251 |  | Group select | To select the set of characters or functions allocated to a group of the keyboard | |
| 8 | ISO 7000 - 1862 |  | Group lock | To sustain the state of the selected group | |
| 9 | ISO 7000 - 2015 |  | Space | To indicate the character SPACE (U+0020) | |
| 10 | ISO 7000 - 2016 |  | No break space | To indicate the character NO-BREAK SPACE (U+00A0) | |
| 11 | ISO 7000 - 2017 |  | Insert | To turn insertion mode on or off | |
| 12 | ISO 7000 - 2018 |  | Continuous un-derline | To underline the characters of a specified sequence of characters, including the inter-character spacing | |

[a] The description usually resembles the one of the symbol in The ISO 7000 or IEC 60417. If there the description starts with “To identify the control to” this is replaced by simply “To” here.

[b] The ISO 7000 or IEC 60417 symbol listed here is reused for a different function from defined in ISO 7000 resp. IEC 60417.

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**Table 1** *(continued)*

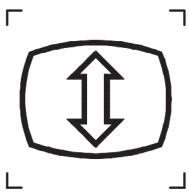
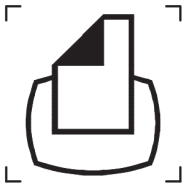
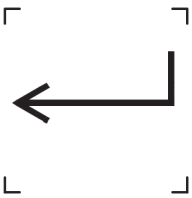
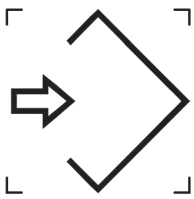
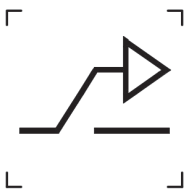
| ISO/IEC 9995-7 Number | ISO 7000 IEC 60417 Number | Graphical symbol | Name of the represented function | Description of the represended function[a] | Remarks |
|---|---|---|---|---|---|
| 13 | ISO 7000 - 2019 |  | Discontinuous underline | To underline the characters of a specified sequence of characters, excluding the inter-character spacing | |
| 14 | ISO 7000 - 2020 |  | Emphasize | To emphasize a selected object | |
| 15 | ISO 7000 - 2021 |  | Compose character | To select a graphic character which has not been allocated on the keyboard by associating other allocated characters | |
| 16 | ISO 7000 - 2022 |  | Centre | To position an object at equal distance from relevant reference points or to centre an object on a reference point | |
| 17 | ISO 7000 - 2023 |  | Backward delete | To move the cursor back one position and delete the object at this position | |
| 18 | ISO 7000 - 1028 |  | Delete | To delete a selected object | |
| 19 | ISO 7000 - 2024 |  | Clear screen | To remove the visual representation displayed on the screen | |

[a] The description usually resembles the one of the symbol in The ISO 7000 or IEC 60417. If there the description starts with “To identify the control to” this is replaced by simply “To” here.

[b] The ISO 7000 or IEC 60417 symbol listed here is reused for a different function from defined in ISO 7000 resp. IEC 60417.

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**Table 1** *(continued)*

| ISO/IEC 9995-7 Number | ISO 7000 IEC 60417 Number | Graphical symbol | Name of the represented function | Description of the represended function[a] | Remarks |
|---|---|---|---|---|---|
| 20 | ISO 7000 - 2025 |  | Scrolling | To turn scrolling on or off | |
| 21 | ISO 7000 - 2026 |  | Help | To request information about objects or functions | |
| 22 | ISO 7000 - 2027 |  | Print screen | To send to a printing device the data currently displayed on the screen | |
| 23 | ISO 7000 - 0651A |  | Return (new line) | To move the cursor to the beginning of the following line. | a Return key may also have the same effect as an enter key. |
| 24 | ISO 7000 - 1025 |  | Enter | To send data or a message to the current application | |
| 25 | ISO 7000 - 2105 |  | Alternate | To select a function under application control (the corresponding key being used in conjunction with another key) | |
| 26 | ISO 7000 - 2028 |  | Control | To activate a function under application control (the corresponding key being used in conjunction with another key) | |

[a] The description usually resembles the one of the symbol in The ISO 7000 or IEC 60417. If there the description starts with "To identify the control to" this is replaced by simply "To" here.

[b] The ISO 7000 or IEC 60417 symbol listed here is reused for a different function from defined in ISO 7000 resp. IEC 60417.

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