



DPC: 25/30507368 DC

BSI Group Headquarters

389 Chiswick High Road London W4 4AL

Tel: +44 (0)20 8996 9000

Fax: +44 (0)20 8996 7400

www.bsigroup.com

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Introduction

This draft standard is based on national and international discussions. Your comments on this draft are invited and will assist in the preparation of the consequent standard.

For international standards, comments will be reviewed by the relevant UK national committee before sending the consensus UK vote and comments to the international committee, which will then decide appropriate action. If the international standard is approved, it is usual for the text to be published as a British Standard.

For national standards, comments will be reviewed by the relevant UK national committee and the resulting standards published as a British Standard.

UK Vote

Please indicate whether you consider the UK should submit a negative (with supporting technical reasons) or positive vote on this draft. Please indicate if you are aware of any reason why this draft standard should not be published as a British Standard.

Submission of Comments

- **Annotated drafts are not acceptable and will be rejected.**
- All comments should be submitted online at <https://standardsdevelopment.bsigroup.com/>. You will need to register in order to comment.

Template for comments and secretariat observations

Date: xx/xx/20xx	Document: ISO/DIS xxxx
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1	2	(3)	4	5	(6)	7
MB	Clause No./ Subclause No./Annex (e.g. 3.1)	Paragraph/ Figure/Table/Note	Type of comment	Comment (justification for change) by the MB	Proposed change by the MB	Secretariat observations on each comment submitted
	3.1	Definition 1	ed	Definition is ambiguous and needs clarifying.	Amend to read '...so that the mains connector to which no connection...'	
	6.4	Paragraph 2	te	The use of the UV photometer as an alternative cannot be supported as serious problems have been encountered in its use in the UK.	Delete reference to UV photometer.	



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

ICS: 35.180

ISO/IEC JTC 1/SC 35

Secretariat: **AFNOR**

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2025-10-07

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2025-12-30

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ISO copyright office
CP 401 • Ch. de Blandonnet 8
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Phone: +41 22 749 01 11
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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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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 incorporated.
- 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.

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.

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.

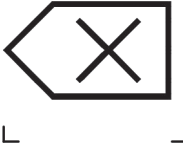
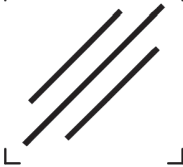
Table 1 — Graphical symbols

ISO/IEC 9995-7 Number	ISO 7000 IEC 60417 Number	Graphical symbol	Name of the represented function	Description of the represented 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. 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.					

Table 1 (continued)

ISO/IEC 9995-7 Number	ISO 7000 IEC 60417 Number	Graphical symbol	Name of the represented function	Description of the represented 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 underline	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.					

Table 1 (continued)

ISO/IEC 9995-7 Number	ISO 7000 IEC 60417 Number	Graphical symbol	Name of the represented function	Description of the represented 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.