uealettr v 1.02: UEA Letter Class File

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12th September 2006

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1 Introduction

The class file `uealettr.cls` is provided for writing letters with or without headed paper. It is based on the `letter` class file, and on the example given in "A Guide to LaTeX" Helmut Kopka and Patrick W. Daly. It is recommended that the Times (Roman), Helvetica or Avant Garde (Sans Serif) and Courier (Typewriter) fonts are used instead of the Computer Modern fonts, as they look a bit better. These fonts can be obtained by using the `times`, `helvet` or `avant` and `courier` packages.

2 Class File Options

All options that can be passed to the `letter` class file, can also be passed to `uealettr` (except for the paper size which is fixed at A4). In addition, the following options can also be passed to `uealettr`:

`headed`	This option assumes the letter will be printed on headed paper, and so the sender details are omitted. (Default)
`notheaded`	This option assumes the letter will be printed on blank paper, and so the sender details are placed at the top of the letter.

`personal`	This option indicates that the letter is personal, and the word **PERSONAL** is typeset above the recipients address.
`notpersonal`	This option indicates that the letter is not personal. (Default)
`confidential`	This option indicates that the letter is confidential, and the word **CONFIDENTIAL** is typeset above the recipients address.
`notconfidential`	This option indicates that the letter is not confidential. (Default)
`datetime`	Use the datetime package to display the date in full on the first page, and abbrieviated in the header of subsequent pages.
`nodatetime`	Don't use datetime package. (Default)

3 `letter` environment

As with the `letter` class file, each letter should be enclosed in a `letter` environment. Multiple letters may be enclosed in one document using multiple `letter` environments. The `letter` environment takes one argument that should be the recipient's name and address. The `\\` command may be used to provide line breaks within the recipient's address. The first line is taken to be the recipient's name. For example:

```
\begin{letter}{Prof. Some One\\1 The Street\\
                The Town\\
                The County\\
                AB1 2XY}
```

"Prof. Some One" is the recipient, the remainder is the address.

Within the `letter` environment, the following commands may be used:

`\opening` The command `\opening{`⟨*text*⟩`}` indicates opening salutation.
(e.g. `\opening{Dear Sir}`)

`\closing` The command `\closing{`⟨*text*⟩`}` indicates closing text.
(e.g. `\closing{Yours Faithfully}`)

`\cc` The command `\cc{`⟨*text*⟩`}` indicates who the letter should be copied to. (e.g. `\cc{Dr A. Person\\Dr A.N. Other}`). This command should come after the `\closing` command.

`\encl` The command `\encl{`⟨*text*⟩`}` indicates any enclosures with the letter. (e.g. `\encl{Application Form\\Map}`). This command should come after the `\closing` command.

`\ps` This command `\ps` indicates that all text from this point until the end of the `letter` environment is treated as a postscript.

4 Available Commands

The following commands may be used in the preamble:

\signature   The command \signature{⟨*text*⟩} indicates who the letter is from.

\location   The command \location{⟨*text*⟩} indicates the school.
(e.g. \location{School of Computing Sciences})

\institute   The command \institute{⟨*text*⟩} indicates the institute (the default is University of East Anglia).
(e.g. \institute{University of East Anglia})

\instituteAddress   The command \instituteAddress{⟨*text*⟩} indicates the institute's address. (the default is UEA's address)
(e.g. \instituteAddress{Norwich. NR4 7TJ. England})

\division   The command \division{⟨*text*⟩} indicates the group within the school that the letter is from. (e.g. \division{Kernel Support Vector Group})

\telephone   The command \telephone{⟨*text*⟩} indicates the main telephone number.

\directdial   The command \directdial{⟨*text*⟩} indicates the direct dial number of the sender.

\fax   The command \fax{⟨*text*⟩} indicates the fax number.

\email   The command \email{⟨*text*⟩} indicates the e-mail address of the sender if required.

\myref   The command \myref{⟨*text*⟩} indicates the sender's reference if required.

\yourref   The command \yourref{⟨*text*⟩} indicates the recipient's reference if required.

\subject   The command \subject{⟨*text*⟩} indicates the subject of the correspondence if required. (e.g. \subject{Interview})

\logo   The command \logo{⟨*object*⟩} is the logo to appear at the top right corner of the first page, if the notheaded option is specified. For example

\logo{\includegraphics[height=3.3cm]{uealogo.ps}}

By default, this is an empty box of width 4cm and height 3.3cm. The UEA logo is not supplied with this class file.

5 Additional Information

The default page styles are firstpage for the first page of the letter and uealettr for subsequent pages. If the letter is more than one page long, the text *Continued*

/ . . . appears at the foot of all but the last page. The `uealettr` page style places the recipient's name, the date and the page number out of total page number in the header. Other available page styles are: `empty`, `plain` and `headings`. The latter is similar to `uealettr` but does not give the total number of pages. Since LaTeX needs to know the total number of pages in the letter for the `uealettr` page style, the document will need to be re-run to get it up-to-date.

The date is taken to be the current date given by `\today`. By default, the date is formatted in the US style, but can be changed using packages such as `ukdate` or `datetime`. Alternatively the date can be specified explicitly using the `\date` command (e.g. `\date{17th December, 2003}`). The `\date` command has an optional argument that specifies an abbreviated version to put at the head of subsequent pages (e.g. `\date[17th Dec, 2003]{17th December, 2003}`). For example, using the `datetime` package, the command

```
\date[\shortdate\today]{\longdate\today}
```

will result in the full date appearing at the start of the letter, but a short date at the head of page 2 onwards. (Passing the option `datetime` to `uealettr` achieves the same effect.)

The package `csvtools` is available for mail merging. See the `csvtools` documentation on how to do this.

6 Contact Details

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