uealttr — A letter class for the University of East Anglia (UEA)*

Joseph Wright†

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Abstract

The uealttr class is version of the standard LATEX letter class customised for use at the University of East Anglia (UEA). It is based on the Word template made available by the Publications Office. Although aimed at UEA, the class is readily adapted to other organisations.

Contents

1 Introduction

The uealttr class is based on the standard LATEX class letter. It therefore inherits all of the normal macros from the parent: \name, \opening, \closing, *etc*. However, the class follows the current guidelines given by UEA for official letters. This makes use of a number of additional data macros, and also allows ready customisation. It also makes layout changes to include a logo and address information.

2 Installation

The package is supplied in dtx format and as a pre-extracted zip file, uealttr.tds.zip. The later is most convenient for most users: simply unzip this in your local texmf directory and run texhash to update the database of file locations. If you want to unpack the dtx yourself, running tex uealttr.dtx will extract the package whereas latex uealttr.dtx will extract it and also typeset the documentation.

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*This file describes version v1.1, last revised 2010/12/23.

†E-mail: joseph.wright@uea.ac.uk

Typesetting the documentation requires a number of packages in addition to those needed to use the package. This is mainly because of the number of demonstration items included in the text. To compile the documentation without error, you will need the packages:

- hypdoc

- listings

- lmodern

- mathpazo

- microtype

3 Requirements

The uealttr class requires the following packages in addition to material from the LaTeX required and tools bundles:

- eso-pic

- geometry

- helvet

- ifpdf

- kvopions

- parskip

These are normally present in the current major TeX distributions, but are also available from The Comprehensive TeX Archive Network.

4 Using the class

draft   The class is loaded in the usual way, as the argument to \documentclass. The
final   package recognises the draft option, which will result in the inclusion of thick black bars to show overfull boxes. Any graphics will still be included, as graphicx is loaded with the final option.

\logo   To allow setting up of a graphical logo, the \logo macro is provided by the package. This is used to set the name of the file containing the logo. To allow use both with LaTeX and pdfLaTeX this macro should not include the file extension. Like other letter macros, \logo takes a single argument.

    \logo{uealogo}

will therefore cause the class to look for uealogo.eps if compilation uses LaTeX, or uealogo.pdf if using pdfLaTeX. The default setting of \logo is uealogo.

    For UEA users, the official logo is available as a eps file from the Publications Office. The file can be converted to a pdf using epstopdf. Doing this and saving both files to the TeX path will allow compilation with either LaTeX or pdfLaTeX.

logo   The class is designed so that the first page printed always contains space

for the logo. Second and subsequent pages are adjusted so that more of the paper is used for printing and the logo is not required. The option `logo` governs whether the class attempts to print the logo, or simply reserves the space. The option takes the values `true` and `false`, using the key–value method. To prevent printing the logo, the class is loaded as follows.

```
\documentclass[logo=false]{uealttr}
```

Note that by default, the class prints the logo (*i.e.* as if logo=true had been given).

personal
confidential

The `personal` and `confidential` options are provided. These take Boolean (true/false) values using key–value syntax, but can also be given alone. Thus

```
\documentclass[personal]{uealttr}
```

and

```
\documentclass[personal=true]{uealttr}
```

act in the same way. The two options will include "PERSONAL", "CONFIDENTIAL" or "PERSONAL & CONFIDENTIAL" in the address area, if required.

\subject
\faculty
\school

A number of pieces of data can be gathered by the standard letter class, in macros such as \name, \address, *etc*. The uealttr package adds a number of macros to this list, all of which should be given before \opening. The \subject macro is used to place a subject line in the output. The \faculty and \school macros include the obvious information into the output file, before the contents of \address.

\email
\telephone
\fax
\web
\position
\signemail
\signphone
\sigfile

The macros \email, \telephone and \fax are used to include general contact details underneath the address area. In the same way, \web includes a website in the same part of the letter. This information will often be general departmental contact details. In contrast, \position, \signemail and \signphone add information under the signature. Thus these are intended to relate to the person signing the letter. Notice that the name for the signature is taken from \signature if available, otherwise the \name macro is used. To allow the inclusion of a scanned signature, the class provides the \sigfile macro, which can be set to the file name of such a scan. If \sigfile is set, the graphic will be included in the space for a signature.

5   A demonstration letter

A simple letter, with all of the data directly in the source, might read as follows.

```
\documentclass[english,UKenglish]{uealttr}
\usepackage[final]{microtype}
\usepackage{babel}
\name{Joseph Wright}
\faculty{Faculty of Science}
\school{School of Chemistry}
\address{
  University of East Anglia \\
  Norwich NR4 7TJ \\
  United Kingdom}
\email{joseph.wright@uea.ac.uk}
\telephone{+44 (0)1603 592902}
```

```
\fax{+44 (0)1603 592003}
\web{www.uea.ac.uk}
\position{Senior Research Associate}
\begin{document}
\begin{letter}
{Mr.~A.N.~Other \\ Some Company \\ Some Street \\ Sometown}
\subject{A demonstration letter}
\opening{Dear Mr.~Other,}

This is a rather boring letter, which simply shows how to use
the class file.

\closing{Yours faithfully,}
\end{letter}
\end{document}
```

To make configuration easier, the class will attempt to load a configuration file uealttr.cfg. This can be used to set up repeated data. This can also contain other instructions for LaTeX. For example, to include the standard data above in every letter, the class author uses a configuration file reading

```
\name{Joseph Wright}
\faculty{Faculty of Science}
\school{School of Chemistry}
\address{
  University of East Anglia \\
  Norwich NR4 7TJ \\
  United Kingdom}
\email{joseph.wright@uea.ac.uk}
\telephone{+44 (0) 1603 592902}
\fax{+44 (0) 1603 592003}
\web{www.uea.ac.uk}
\position{Senior Research Associate}
\RequirePackage[final]{microtype}
\RequirePackage{babel}
```

The letter can then be reduced to.

```
\documentclass[english,UKenglish]{uealttr}
\begin{document}
\begin{letter}
{Mr.~A.N.~Other \\ Some Company \\ Some Street \\ Sometown}
\subject{A demonstration letter}
\opening{Dear Mr.~Other,}

This is a rather boring letter, which simply shows how to use
the class file.

\closing{Yours faithfully,}
\end{letter}
\end{document}
```

6   Change History

7   Index

Numbers written in italic refer to the page where the corresponding entry is described; numbers underlined refer to the code line of the definition; numbers in roman refer to the code lines where the entry is used.