



Cornell University
Department of Astronomy

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20 August 2009

Prospective user
Department of Astronomy
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Dear prospective user,

Here is an implementation of the Cornell letterhead for \LaTeX . It is modeled on Example A3 of the official Cornell Style Guide (rev 3.07, March 2007), which is also included in the distribution. It specifically follows the requirement of a wide “safety area” free of text under the Cornell logo on the first page.

How do I use it?

1. Use the “letter” document class. Declare your name, address, and other optional information in the preamble.
2. Optionally decide on a header: 2 or 3 line? Color or BW? The default is (2 line, color) but other eps/pdf files are included in the distribution for the Astronomy department. You will need to redefine `\CULogo[BW]` file in `cornell-ltr.sty` to use a different file.
3. Need a different department? You can download headers from the Cornell branding site. (Search for “Cornell logo”; the actual URL keeps changing.) You may need to extract your header of choice from an InDesign template, or at worst, make your own header using the official logo and Palatino font.
4. Optionally provide your signature as a pdf or jpeg file.

Make it easier for me.

Copy `readme.tex` to `myletter.tex`, modify as needed, and run `pdflatex` on it.

What about that wide left margin?

The Style Guide requires that the Cornell logo have a safety area below it on the first page. Unfortunately, \TeX typesets your document as a long scroll before deciding on the page breaks, so resetting the left margin requires a hack. Your choices are:

1. Retain the wide margin for all pages.
2. Use the `\closefirstpage` command at the end of a paragraph to force a page break and reset the margin to normal width. (You can circumvent the safety area requirement by ending the first

page before you start. I've said too much.)

For example, this is a good spot to end the first page with `\closefirstpage`.

On the second page, the margins are back to the default size. Some dummy text follows to illustrate the point.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nullam nulla felis, rutrum ut sollicitudin vitae, euismod nec metus. Nullam scelerisque, lorem nec porttitor semper, neque dolor malesuada massa, nec semper est risus eu nibh. Cras ipsum magna, feugiat sed pretium rhoncus, adipiscing vel mi. Vivamus quis eros felis, ut sodales ante. Nulla facilisi. Ut ac nibh tellus.

Proin diam leo, accumsan a posuere sit amet, auctor sed enim. Vivamus porttitor laoreet porttitor. Aliquam aliquet porttitor rutrum. Curabitur sapien libero, mattis non consequat vitae, varius sed dolor. Donec at eros vitae ipsum convallis pulvinar at sed elit. Donec blandit odio eget tortor mollis sed tempus felis tempus. Nullam at libero nec nisi accumsan imperdiet.

The original distribution of cornell-ltr is at:

<http://www.astro.cornell.edu/~shami/cornell-letter/>

Good luck!

Your scanned signature

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