Typesetting University of York Letters: LaTeX class UoYletter

Jeremy Jacob [*]

10 September 2010

1 Introduction

LaTeX class UoYletter is provided for typesetting University of York letters. It produces letters which are as close to the University's "authorised" style (including forcing fields into the correct typeface) as I can make it, given the information provided.

UoYletter inherits from the standard letter style: see Lamport (1994) for a description. The way letters are typed with UoYletter is similar to that of letter: the environment letter delimits a letter, and takes a parameter containing the "To:" address; commands \opening{...} and \closing{...} are required; and \encl{...}, \ps{...} are available.

UoYletter does two things for you:

- it replaces the \address declaration by a collection of declarations (see Section 3); and

- it provides a few extra commands for use within your document (see Section 4).

For more general information about LaTeX see Lamport (1994) and the "Local Guide".

2 Class options

The options to UoYletter are identical to those of letter, except for paper size, which is fixed at a4paper (again, the reader is referred Lamport (1994))

---

[*]Department of Computer Science; Ext 2747; <jeremy@minster.york.ac.uk>

and for options to control the printing of the woodcut. The extra options come in two groups, one to choose monochrome or polychrome and one to choose the logotype. They are:

monochrome all logotypes and text in black-and-white (this is the default); and

polychrome colour logotypes and the opportunity change the colour of the headings from black (see Section 3).

and

qapfhe to get the Queen's Anniversary Prize logotype (this should not be used except to print off hard copies of old letters).

woodcut to get the University Woodcut (this is the default); and

nowoodcut to get neither.

If more than one of these options are given the latest, as given by this list, is used.

3   New declarations

The declarations come in four kinds:

- for the author's group (see Subsection 3.1);
- for the author's personal details (see Subsection 3.2);
- letter specific (see Subsection 3.3); and
- colour settings (see Subsection 3.4).

3.1   Group declarations

Group information consists of a mandatory group name (for example "Department of History", "Printing Unit" or "High Integrity Software Engineering Group") and some optional fields. If the group is a department, the department's name is declared with \department{name}. For example, \department{History}. If the group is neither a department nor a college, its name should be declared using \groupname{name}. The name may include newline commands (\\) and emboldening commands (\textbf{... }); \department{name} is equivalent to:
\groupname{Department of \\\textbf{name}}.

    The optional declarations are:

- campus: either \HesEast or \HesWest (default is \HesEast);

- title of the head of the group (\groupheadtitle{title});

- name of the head of the group (\grouphead{name});

- group telephone extension (\grouptelext{dddd});

- group facsimile extension (\groupfaxext{dddd}); and

- electronic mail domain (\emaildomain{full.domain.name}).

For example, for the Department of Computer Science the following declarations might be made:

```
\department{Computer Science}
\grouphead{Ian Pyle}
\groupheadtitle{Head of Department}
\grouptelext{2722}
\groupfaxext{2767}
```

However, in the case of The Department of Computer Science, a single declaration, \ComputerScience, is provided; it is equivalent to the preceeding five declarations, but with up-to-date values!

3.2 Personal declarations

There is one mandatory declaration, \signature{name}, exactly as in class letter.

The new personal declarations are all optional. They are used to give

- a formal variant of your name (\namequal{name and qualifications}), this is different from your signature;

- a job title (e.g. "Lecturer", "Research Fellow") (\jobtitle{string}); and

- your login name for electronic mail (\loginid{string}).

3.3 Letter specific declarations

The letter specific declarations include, from letter, \date{string}, with default \today.

In addition, there are declarations for including an optional:

- "your reference" field (\yourref{string}); and

3

- "our reference" field (\ourref{string}).

The declarations \national and \international change the headings for inland and overseas letters respectively; the default is \national.

3.4 Colour setting commands

To use colour within a polychrome letter body just use the standard LaTeX colour commands (see Section 7.3 of Lamport (1994)). Within each heading declaration colour can be set on a character by character basis if you wish. However a colour for the whole header (excluding the "to address") can be given with the \headcolour{colour} declaration. The default colour is black. In a monochrome document this declaration is ignored, but any colour changes you program by hand will work (or not) as described in the LaTeX book.

4 New commands

The two commands \about{string} and \re{string} may be used in the body of the letter (traditionally immediately after the greeting) to give the subject of the letter, preceeded by "**Re:**" in the latter case. The string may contain newline commands (\\).

5 Example

An example of an input file is given in Figure 1. It shows how default values in a declaration such as \ComputerScience can be overridden as well as where the declarations may be placed. This file (Example.tex) and its output (Example.dvi) may be found in the same directory as the class file UoYletter.

6 Making a personal letter class

It is possible to save typing by creating your own sub-class of UoYletter. By creating a file called HLHletter.cls with contents as in Figure 2 the example in Figure 1 could have been typed as in Figure 3.

See the Local Guide to find out how to persuade LaTeX to take notice of your personal letter class.

```
\documentclass[12pt]{UoYletter}

\ComputerScience
\signature{Hes Lington-Hall}
\namequal{Prof. H. Lington-Hall, CDM, DDT}
\jobtitle{Layabout}
\extension{6666}
\loginid{hlh}
\emaildomain{devnull.york.ac.uk} % must follow "\ComputerScience"
\website{http://www.java.applets.R.us/} % ditto

\definecolor{brown}{rgb}{0.7,0.5,0.3}
\headcolour{brown}

\date{31 February 1944}

\begin{document}
\begin{letter}
      {Dr. A. Cademic\\The House\\Avenue Road\\The City\\CI9 0OO}
\ourref{Sp/1/H-LH/GS}
\yourref{23 7-A/b}
\opening{Dear Arbuthnot,}
\re{Arachnophilia}
Thank you for your letter of 5th \emph{inst}.
The Tarantulas finished off Agatha.
I hope you enjoy the enclosed;
perhaps it could help with the
Problem Of The One Undergraduate Too Many!
\closing{Lurv 'n' kisses,}
\encl{A Black Widow}
\ps{PS The Bird Eating Spiders don't.}
\end{letter}
\end{document}
```

Figure 1: An example input file

```
\NeedsTeXFormat{LaTeX2e}
\ProvidesClass{HLHletter}[1994/09/13 Private Class for HLH]
\DeclareOption*{\PassOptionsToClass{\CurrentOption}{UoYLetter}}
\ProcessOptions
\LoadClass{UoYletter}
\ComputerScience
\signature{Hes Lington-Hall}
\namequal{Prof. H. Lington-Hall, CDM, DDT}
\jobtitle{Layabout}
\extension{6666}
\loginid{hlh}
\emaildomain{devnull.york.ac.uk}
\website{http://www.java.applets.R.us/}
\definecolor{brown}{rgb}{0.7,0.5,0.3}
\headcolour{brown}
```

Figure 2: An example sub-class of UoYletter

```
\documentclass[12pt]{HLHletter}
\date{31 February 1944}

\begin{document}
\begin{letter}
      {Dr. A. Cademic\\The House\\Avenue Road\\The City\\CI9 0OO}
\ourref{Sp/1/H-LH/GS}
\yourref{23 7-A/b}
\opening{Dear Arbuthnot,}
\re{Arachnophilia}
Thank you for your letter of 5th \emph{inst}.
The Tarantulas finished off Agatha.
I hope you enjoy the enclosed;
perhaps it could help with the
Problem Of The One Undergraduate Too Many!
\closing{Lurv 'n' kisses,}
\encl{A Black Widow}
\ps{PS The Bird Eating Spiders don't.}
\end{letter}
\end{document}
```

Figure 3: A letter made with a private letter class

7   Packages and files used by UoYletter

Class UoYletter loads the standard package letter, and also the local style UoYstyle. In turn UoYstyle loads three standard styles: palatcm (for Palatino fonts), graphics and color.

References

Lamport, L. (1994), *LaTeX: A Document Preparation System*, 2nd edn, Addison Wesley, Reading, Mass.