

# Typesetting University of York Memoranda: L<sup>A</sup>T<sub>E</sub>X class UoYmemo

Jeremy Jacob \*

2008 November 17

## 1 Introduction

L<sup>A</sup>T<sub>E</sub>X class UoYmemo is provided for typesetting University of York memoranda.

UoYmemo inherits from the standard `article` style, with the `a4paper` option. The `\title{...}` and `\author{...}` declarations and the `\maketitle` command are meaningless, however.

## 2 Class options

The options to UoYmemo are identical to those of `article`, except for paper size, which is fixed at `a4paper`.

## 3 Declarations

The declarations that control the memorandum header are given in Table 1. The symbol  $\perp$  means that there is *no default* for this declaration; it is an error to omit it. If omitted L<sup>A</sup>T<sub>E</sub>X will halt having just tried to expand a macro with the name `\UoYm@missing-declaration`. The symbol  $\varepsilon$  means that if the declaration is omitted no trace of it will appear in the header.

Note that there is no equivalent of the `\maketitle` command. The header appears automatically.

---

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

## 4 Example

An example of an input file is given in Figure 1. The output from the document is shown in Figure 2.

## 5 Making a personal memorandum class

It is possible to save typing by creating your own sub-class of `UoYmemo`. By creating a file called `HLHmemo.cls` with contents as in Figure 3 the example in Figure 1 could have been typed as in Figure 4.

See the Local Guide to find out how to persuade  $\text{\LaTeX}$  to take notice of your personal memorandum class.

## 6 Other packages and files used by `UoYmemo`

Class `UoYmemo` loads the standard packages `tlenc`, `palatino` and the local package `UoYlogo`. In turn `UoYlogo` loads `graphics` and `color` (but the logo does not appear in colour yet!) and needs a source for the University logo in PostScript (see the documentation for `UoYlogo`).

Declaration	Default	Comment
<code>\date{string}</code>	<code>\today</code>	To set the date.
<code>\to{string}\string}</code>	$\perp$	A <code>\</code> -separated list of names.
<code>\from{string}</code>	$\perp$	A single name.
<code>\fromaddress{string}</code>	$\varepsilon$	The author's department, or similar.
<code>\fromext{dddd}</code>	$\varepsilon$	The author's University extension.
<code>\fromemail{string}</code>	$\varepsilon$	Full electronic mail address.
<code>\subject{string}</code>	$\perp$	To set the subject.

Table 1: Declarations that control the header

```

\documentclass[12pt]{UoYmemo}
\date{31 February 1994}
\to{Augustus G. Splod, Finance Office}
\from{Hes Lington-Hall}
\fromaddress{Computer Science}
\fromext{6666}
\fromemail{hlh@devnull.york.ac.uk}
\subject{Gnatophilic arachnids}
\begin{document}
Did you know that there is a spider which is rare,
but which is very common on campus!
It lives under bridges over water —of which we
have more than enough!— and eats gnats and midges.
\end{document}

```

Figure 1: An example input file

THE UNIVERSITY *of York*

Department of Computer Science

To : Augustus G. Splod, Finance Office  
Sylvia Grunge, Registry  
From : Hes Lington-Hall, Ext: 9876, E-mail: <hlh@devnull.york.ac.uk>  
Date : 31 February 1994  
Re : **Gnatophilic arachnids**

---

Did you know that there is a spider which is rare, but which is very common on campus!  
It lives under bridges over water —of which we have more than enough!— and eats gnats and midges.

Figure 2: The output from the file of Figure 1

```

\NeedsTeXFormat{LaTeX2e}
\ProvidesClass{HLHmemo}[1994/09/13 Private Class for HLH]
\DeclareOption*{\PassOptionsToClass{\CurrentOption}{UoYmemo}}
\ProcessOptions
\LoadClass{UoYmemo}
\from{Hes Lington-Hall}
\fromaddress{Computer Science}
\fromext{6666}
\fromemail{hlh@devnull.york.ac.uk}

```

Figure 3: An example sub-class of UoYmemo

```

\documentclass[12pt]{HLHmemo}
\date{31 February 1944}
\to{Augustus G. Splod, Finance Office}
\subject{Gnatophilic arachnids}
\begin{document}
Did you know that there is a spider which is rare,
but which is very common on campus!
It lives under bridges over water —of which we
have more than enough!— and eats gnats and midges.
\end{document}

```

Figure 4: A memorandum made with the private class of Figure 3.