Typesetting University of York Memoranda: LATFX class UoYmemo

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1 Introduction

LATEX class UoYmemo is provided for typesetting University of York memoranda.

UoYmemo inherits from the standard article style, with the a4paper option. The $\title{\dots}$ and $\author{\dots}$ declarations and the $\mbox{maketitle}$ 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 \bot means that there is no default for this declaration; it is an error to omit it. If omitted \LaTeX will halt having just tried to expand a macro with the name VoYm@missing-declaration. The symbol ε 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.

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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 LATEX to take notice of your personal memorandum class.

6 Other packages and files used by **UoYmemo**

Class UoYmemo loads the standard packages t1enc, 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
\date{string}	∖today	To set the date.
$\to{string}\tsing}$		A \\-separated list of names.
$from\{string\}$		A single name.
\fromaddress{string}	arepsilon	The author's department, or similar.
$\frac{\dddd}{\}$	arepsilon	The author's University extension.
\fromemail{string}	arepsilon	Full electronic mail address.
\subject{string}	上	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

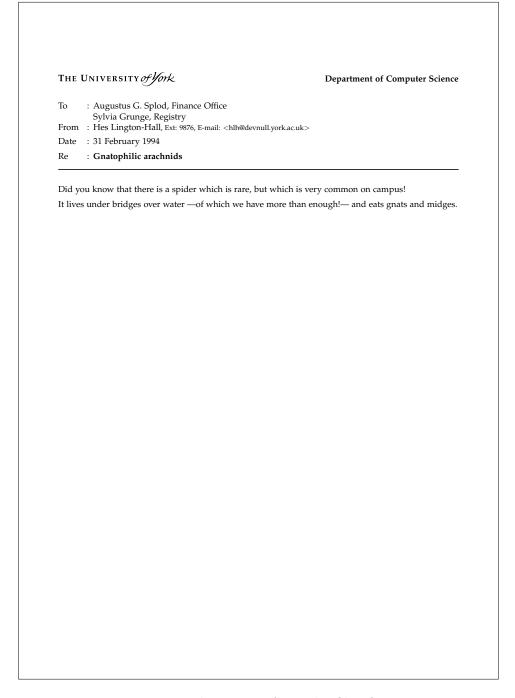


Figure 2: The output from the file of Figure 1

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.