

Your Name
Phone: 615 555 5555
your.name@vanderbilt.edu
<http://your.address.html>

February 9, 2018

To: Economics Professors
Calhoun Hall
Vanderbilt University Econ Dept

Dear Colleagues,

Good news! I have managed to create a LaTeX package reproducing Vanderbilt Department of Economics's letterhead. It works under the LaTeX standard letter style. The only difference with the layout of the official letterhead is the addition of the words "Department of Economics" to the department address in the footer.

I haven't tested all the options, please let me know if anything doesn't work as expected at my email andrea.moro@vanderbilt.edu. The package can be used with scientific word or any other pdfLaTeX compiler (see specific scientific word instructions below). The package distribution contains 5 files: `vandyletter.sty`, `cas04a.pdf`, `cas04acolor.pdf`, `vandyletter.tex` and `vandyletter.pdf`. The first three files are necessary. File `vandyletter.tex` is this document, which you can use as a template, and `vandyletter.pdf` its pdf version.

Style options

The package comes with the following options (see below how to set the options in Scientific Word)/
The default produces a color logo with address on the left.

[no-logo] for printing on pre-printed letterhead

[addressright] places your address to the right

[color-logo] prints vb's logo with the standard gold-v acorn

[bw-logo] prints vb's logo in black

[britdate] prints date as day-month-year

[usesignature] places the signature picture `signature.jpg` before your name at the end (you need to create and place this file in the same directory where your document is)

[nofoot] doesn't print the department's address in the footer of the first page (all pages except the first will print a page number)

[printenvelope] prints the address for an envelope

[**printlabel**] prints the address on a separate page

In the preamble of your file, you can specify the following (please see below for how to do this in Scientific Word):

```
\name{Sender's name} (required)
\telephone{phone number}
\email{email address}
\address{address row 1 \\address row 2 \\address row 3}
```

The declaration \address, if present, supercedes \\name \\telephone \\email and can be used to change the default to any content you like.

How to use this package with Scientific word

If you use scientific word, place the three files anywhere under the folder **tcitex/tex/latex** of your scientific word folder (usually **c:/sw55** or **c:/swp55**) (you may create a special folder if you wish). Place this file (vanderbilt.tex) in the directory where you save your letters, open it and modify it.

1. The first thing you want to do after opening this file is modify the preamble with your name and numbers (make sure you don't remove any of the braces, or your letter will not compile). The preamble can be found under the menu *typeset/preamble*. That's where you specify your name and numbers. If you like a different format, write it in the preamble using `\address{row 1 \\row 2 \\row 3}`. Note that each row is separated by LaTeX's newline command, a double backslash.
2. Next, click on the buttons "begin", "opening", and "closing" of this template and change to your liking. Don't remove the open and close braces. Under "begin", you can specify a subject line, under "opening" the opening of your letter, and under "closing", a greeting. If you don't want anything there, remove what's inside the braces but keep the declaration.

As in any latex document, the date is set automatically, but you can remove it by typing change it by typing

`date{}` in the preamble (see point 1), or change it by typing `date{1/1/2009}`.

3. If you wish to change the package options (for example, if you like the address to the left, or wish to print on actual letterhead without printing the logo - see above), the package options are set in scientific word as follows:

- a. choose the menu *typeset/options* and packages
- b. select "*vandyletter*" and click on "*go native*" (don't click the "modify" button: it won't work)
- c. add the option names separated by commas in square brackets before `{vandyletter}`, e.g. `[color-logo,addressright]{vandyletter}`

4. Finally, compile the file using pdflatex, that is, use the "pdf" button to create a pdf directly.

Enjoy! – Andrea

Sincerely,

Your Name