

## Changes over version 0.3

The present release of the leaflet class differs basically from its predecessor, version 0.3, which had been developed originally by Jürgen Schlegelmilch.

The main change is, that no more post-processing is required to arrange the pages on the sheet. Furthermore, the overall layout has been changed slightly to suit the small page size better. In general, documents that were written for version 0.3 will exhibit different line and page breaks when typeset using the new version of this document class.

## References

- [1] L. LAMPORT:  $\text{\LaTeX}$ . A Document Preparation System. *User's Guide And Reference Manual*. Second Edition. 1994.
- [2] M. SCHRÖDER: The `everyshi` package. 2001. CTAN: `macros/latex/contrib/ms/everyshi.dtx`

## The document class leaflet

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## Overview

The document class leaflet creates a document of (up to) six small pages in portrait orientation, arranged physically on two “normal-size” pages. The target page sizes supported by the standard  $\text{\LaTeX}$  article are available, plus `a3paper`. Printing these to both sides of a sheet and folding appropriately will yield a six-page leaflet.

## Requirements

Using the leaflet class requires that the final document is created in PostScript or PDF format, using

- $\text{\TeX}$  and *dvips*, or
- `pdf $\text{\TeX}$` , or
- $\text{\TeX}$  in PS or PDF mode.

(Some other drivers supported by standard  $\text{\LaTeX}$  work as well.)

The non-standard macro package `everyshi` [?] is used by the leaflet class.

## Features

Basically the leaflet class provides the same features as the standard article class. There are, however, a number of differences and restrictions, as well as some additional facilities and peculiarities:

- The sectioning level \part is not available. The other sectioning levels are not numbered by default.
- References to the page where floating objects are located may come out wrong (this includes \pageref as well as \listof . . . commands).
- Section headers are typeset in a smaller font size than in the standard classes.

You may use list-like environments just as in the standard classes. The left margins have been adjusted to work well with the a4paper and letterpaper class options. With other target page sizes, you'll have to adjust them.

Here's a small demo:

**Uncle Meat** First entry in a description environment.

**King Kong** Second entry.

- First entry in an itemize environment.
- 1. First entry in an enumerate environment.
- i. First entry in an enumerate environment.
- ii. Second entry.
- (b) Second entry.
- \* First entry in an itemize environment.
- \* Second entry.
- (c) Another entry.
- 3. Another entry.
- Second entry.
- Another entry.

- Marginal notes are pointless on the given page size and are disabled.
- Two-column typesetting is not supported for the same reason.

- By default, there are no page headers, page footers or page numbers, nor is there any space reserved for these. However, you can restore them, if you like. To do so, use \pagesstyle as with the standard classes, and \setlength to adjust the corresponding parameters (like \headheight). At last, you have to call the new macro

`\setmarginstoptop{-bottom}{left}{right}.`

- Paragraphs are separated by vertical space; the first line of a paragraph is not indented by default.
- By default, all paragraphs are typeset as if you had specified \sloppy in the document preamble.
- A small folding mark is created between the second and the third page.
- The macro \Cutline draws a vertical dotted line with scissor symbols between the page indicated by its argument and the preceding one. The starred version omits the scissors symbols.
- In case the text does not fit on six pages, a warning (or error, depending on some class option, see below) will be issued.
- To add some background picture to individual pages, you can use \addtobackground commands. Its first argument specifies the page, the second one the picture commands. The starred version puts the picture on the combined pages.

## Customization

The typeface to be used for the section headings is given by the macro \sectionfont, and the typeface to be used for the labels of the description environment is given by \descfont. Both macros default to \bfseries and can be changed using \renewcommand\*.

The horizontal and vertical and margins of the (small) pages default to 8 mm and 11 mm, respectively, and can be changed using \setmargins, as explained above. This may be useful, if the printing engine exhibits larger unprintable margins.

The macros \foldsmarkrule and \foldsmarklength determine the stroke width and the length of the fold mark,

## Class options

Default options are marked with an asterisk:

`tumble*`, `notumble` By default, the contents of the back side of the final sheet is printed upside down. The option `notumble` suppresses that. Doing so may be necessary to suit the behavior of certain printing engines. Specifying `[notumble]` may also be useful during the writing of a document, to enable proof-reading on the screen.

`frontside`, `backside`, `bothsides*` These options control whether only the front page, the back page or both pages of the final sheet are to be created. Thus, you can create separate files for the front and back side of the sheet.

`foldmark*`, `nofoldmark` These options specify whether or not a fold mark is to be printed.

`combine*`, `nocombine` These options specify whether the (small) pages should be output combined on a (large) target page (`combine`) or as individual pages (`nocombine`).

At the same time, the determine behaviour in case the text does not fit on six (small) pages. By default (combine), an error is raised—and the surplus pages will be gobbled. Otherwise (`nocombine`), just a warning will be issued, shortening the text appropriately is left to the user.

`twopart`, `notwopart*` Allows the typesetting of a four page leaflet (first part) and a two page detachable form (second part), for fill-in forms, questionnaires, applications, etc.

Other options are passed to the article class.

which is printed between the second and the third page. They default to 0.4 pt and 2 mm, respectively, and can be changed using \renewcommand\* (not \setlength!). See also the class options `foldmark` and `nofoldmark`.