The `aultrdesign` manual

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Version 3.6, March 14, 2019

Abstract

The `aultrdesign` class is a letter-like class for LaTeX, that implements six of the seven letter-like designs from the publication design templates for Word provided by Aarhus University.[1]

Any suggestions for new features or bug reports for this class should be sent to daleif@math.au.dk

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[1] The `aultrdesign` class replaces the former `auletter` class originally developed by Kaja Christiansen. The name is an odd abbreviation of »AU Letter Design«. We did not want to name it »AU Letter« as that was already taken and because `aultrdesign` provides more than just a letter implementation.

Please note that `aultrdesign` is NOT backwards compatible with the `auletter` class.

Introduction to version 3.6

See also the changes listed about version 3.5.

When the 3.5 release of this package was ready for release in March 2017, AU annouced new versions of the templates geared toward Word 2016. This included a few updates to the design. Thus release of version 3.5 was postponed and the latest release has become v3.6.

A few things introduced in the 2017 versions of the templates for Word 2016:

(1) It is no longer possible for a user to specify a unit logo in a template. This is now stored in the unit registry, to which a casual user cannot make changes.
(2) If a letter has no unit logo the AU seal is used instead (not applicable for BSS).
(3) A user management system have been added to the Word templates, thus a user who is not a part of BSS, cannot use the BSS version of the letter design.[2]
(4) In the footer the info column (the second column) is now right aligned.
(5) The footer only appears on the first page.

Changes now implemented in `aultrdesign` v3.6:

(a) No footer on page 2 and onward.
(a) Second column in footer is now right aligned.
(a) AU seal will appear if no unit logo is used (and it is not a BSS template). The height of the seal will be 18 mm, no matter the size of the footer, this length is not adjustable.
(a) Changed the default alignment of the BSS unit logo placement to be right aligned (had originally chosen left aligned).
(a) The `adjustbox` package is now required. It is loaded with the `export` option and brings extra features to `\includegraphics`. (See page 40)

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[2] AU are trying to change this a little, such that testers like myself can try the BSS templates.

Introduction to version 3.5

Major changes in this edition:

(a) The long awaited BSS support have been added

(b) AU now provides their logos via a TrueType font. For various reasons we cannot use this font directly in LaTeX, so the font data has been converted into SVG data and this is used to draw the logos directly via tikz.[3] The logoes are provided in a separate package, `audklogos`, which is installed alongside this class (see its manual for more information, it provides the AU logo, AU seal and two versions of the AU BSS logo), this package can be used independently of the letter class.

(c) We have extended some colophon macros with a ∗'ed version. Currently only `\email∗` does anything different: If used LaTeX is allowed to break right after »Email:« in the colophon (normally it is not allowed to).

(d) Added `resize-receiver-to-height=⟨length⟩` class option. This can be used to (optically) resize the area for the receiver address area. This is useful for long addresses and the use of window envelopes.

(e) Changed the font size for `\section` and `\subsection`. They are now the normal font size (but bold). Also the space below `\section` and friends have been changed to be real zero, not zero plus the space between paragraphs.
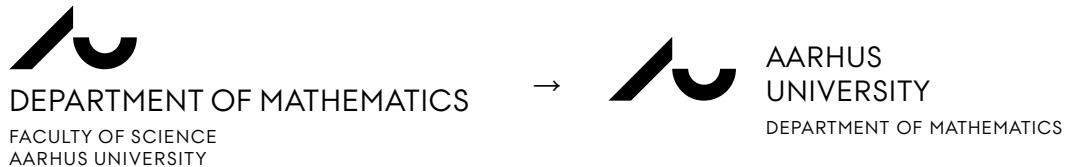
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[3] We have always done so with the AU logo, now we just use the actual AU font data for the drawings in tikz.

Introduction to version 3.0

Major changes in this edition:

(a) The letterhead:

Notice how the Faculty information is now gone. The *academic area* (da: *hovedområde*) is *not* displayed in letters.

(b) Signatures, both via `\closing` and through the Closing environment, has been completely reimplemented. Even *I* could not configure it the way users asked for.

    (i) Thus the *contents* of the Closing environment is now handled differently and will behave slightly different than in version 2.

    (ii) Several signature related options have been renamed, the old names still work, but will issue warnings.

    (iii) A *grid arrangement* for multiple signatures has been added.

(c) The missing documentation for the methods for adding post signature information (Copy to, etc.) has been added.

(d) Updated installation instructions, written specifically for each common LaTeX distribution.

Contents

Introduction

Prerequisites

The `aultrdesign` class is build from scratch based upon various LaTeX packages. To work in the right manner, you will need the following packages to be present on your system. These packages are either freely available on a *full*[4] installation of at least TeX Live 2016[5] (including MacTeX 2017) or MiKTeX 2.9 or newer versions of these:

> `adjustbox`, `bera`, `calc`, `enumitem`, `environ`, `eso-pic`, `etoolbox`, `fix-cm`, `fontenc`, `graphicx`, `(hyperref)`, `ifpdf`, `ifxetex`, `ifluatex`, `(luatex85)`, `mathdesign`, `multicol`, `picture`, `ragged2e`, `soul`, `tikz`, `url`, `varwidth`, `xcolor`, `xkeyval`.

If there are packages that you do not have on your system, you can get them from http://www.ctan.org, however it is recommended to upgrade to a newer LaTeX distribution.

A description of each package can be found on .

Design differences

The LaTeX implementation of the letter design, is a bit different from the MS Word implementation:

(a) We use Bera (the main font in this manual is also Bera) as the text font instead of Georgia. Bera was readily available and the legality of using Georgia in LaTeX is undecided.[6] Note that the Georgia font use old-style numerals (e.g., '9' extends below the baseline), whereas Bera use lining numerals.

(b) We do not use a font to provide the AU logos. It turned out to be difficult to use the AU Logo TrueType font with LaTeX. Instead, we provide the logos via tikz (using a SVG conversion from the original TrueType).

(c) In several places the Word design will use blank lines to separate things. We find this to be a waste of space, and thus often use less vertical space or even make this space configurable for the user.

(d) For Word on Windows, the templates can lookup data online, and thus fill our the letter head and most of the colophon. LaTeX does not have this ability. The data for the colophon has to be filled in by hand. The data for the letter head has to be prepared in advance (in a special

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[4] That is, not one of the minimalist installations.

[5] If you use LuaLaTeX, you will need at least TeX Live 2016 for `luatex85` to be available.

[6] Georgia was at one point released with an open source font, but it is unclear if we are allowed to distribute this font. We decided on using a readily standard LaTeX font instead.

configuration file). A web based tool is available to convert the data from the web service used by the Word template, into a format usable by LaTeX.

(e) MS Word knows very little about math, and it is unknown which font it will use for math. If found we will use Charter and the corresponding `mathdesign` fonts for any math. A class option is provided to replace the main text font (Bera) with Charter (they are very much alike).

(f) We use the standard `url` package to break URLs. Our choice may cause problems if a word in the URL is wider than the colophon width or the column width in the footer, but this seems to be uncommon.

New 2017:

(g) In the BSS setup the area for the secondary logo is often used for accreditation logos. It is unclear exactly where these should be placed from looking at examples from Word. We decided on the following design:
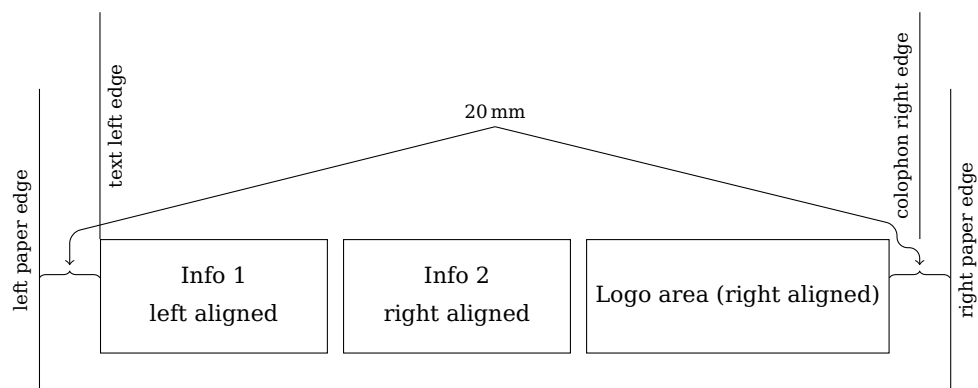
(h) In Word the info generator knows which units belongs to BSS and thus does not add the »*SCHOOL OF BUSINESS AND SOCIAL SCIENCES*« text if the unit is *not* under BSS. In LaTeX we have no way to make that distinction as we have to prepare the configuration manually. Therefore the `bss` option will *always* add this text to the header.

Special behavior

Some parts of the design may behave a bit differently than one might expect. So the following is considered *normal* behavior:

(i) The first line of the letter contents (not the opening line) and the first line of the colophon does not align at the baselines! They more or less align at the top of the text.

(ii) In the colophon a specified homepage is separated from the rest of the colophon by a blank line above and below the URL.

(iii) If the opening line in a letter is more than two lines long, the text after will be moved down accordingly (and we throw a warning in the log). If it fits within two lines, the upper edge of the letter text will align with the upper edge of the colophon. (Except in the Agenda design.)

(iv) In the »letter« design the »Senders CVR« will always appear (unless the entire middle part of the colophon is empty). There is no feature to remove this item. Letters in the University design are official letters and thus should show this number.

(v) All signatures are typeset within an unbreakable block, i.e., no page breaks can occur within the signature area.

(vi) The post signature information blocks also cannot be broken across pages.

(vii) The `\closing` command will use information from various sources depending on which is available. If `\signature` has not been given we will use first and last name plus title, further details follow later on.

(viii) Contrary to the regular letter class, `aultrdesign` *does* support the `thebibliography` environment, though this environment is seldom used in letters.

TODO

If you have ideas to make `aultrdesign` better for all of us, do not hesitate to contact the author.

Chapter 1

Usage

The `aultrdesign` class currently implement six designs from the design line of Aarhus University, the six letter-like designs. The list is *letters*, *memos*, *agendas* (da: dagsorden), *minuts* (da: referat), *fax* (fax title pages) and *covering notes*.

For the rest of this manual we will use the term *letter* to cover all six designs.

For each design we have an environment that takes care of the contents of the 'letter' plus other macros and environments that handle the various forms of configuration, i.e., the receiver address, handling the colophon data etc.

The structure of the first page of a 'letter' is more or less the same for all six designs. There is a header, an area for the receiver address, and opening line, the colophon and the footer containing general contact information. An example can be seen in .

For all designs the pages after the first, will look the same. The letter head is repeated, the content starts much higher up the page, the colophon only shows the current page number and the total number of pages in the letter, and the footer is empty.

1.1 Letter syntax

The basic structure of a letter is a follows

Listing 1.1: Basic structure for a simple single signer letter.

```
\documentclass[⟨options⟩]{aultrdesign}
⟨a few packages⟩
\begin{document}
\begin{ColophonData}
  ⟨macros to fill in the colophon data⟩
\end{ColophonData}
\begin{ReceiverAddress}
  ⟨Receiver address⟩
\end{ReceiverAddress}
\begin{Letter}
  \opening{⟨Greeting⟩}

  ⟨The body of the letter⟩

  \closing{⟨Closing statement⟩}
\end{Letter}
\end{document}
```

$$* \quad * \quad *$$

Here are a few recommended packages

```
% needed in pdflatex if you want to use æøå
\usepackage[utf8]{inputenc}
% choose appropriate hyphenation patterns etc (note no options, we
% give them via the class options)
\usepackage{babel}
```

$$* \quad * \quad *$$

A more elaborate example. This is a very simple letter, the kantlipsum package (and corresponding \kant macro) provide sample text, thus saving some typing and we use the »math« unit, which is the department where I work, and it is provided in the distributed class as inspiration. The code is listed in Listing 1.2.

Listing 1.2: Sample letter

```
1  \documentclass[english,unit=math]{aultrdesign}
2  \usepackage{babel,kantlipsum}
3  \begin{document}
4  \begin{ColophonData}
5    \directphone{871 55705}
6    \homepage{au.dk/daleif@math}
7    \email{daleif@math.au.dk}
8    \firstname{Lars}
9    \lastname{Madsen}
10   \usertitle{LaTeXnician}
11 \end{ColophonData}
12 \begin{ReceiverAddress}
13   Some address
14 \end{ReceiverAddress}
15 \begin{Letter}
16   \opening{To whom it may concern}
17
18   \kant[2]
19
20   \closing{Regards}
21 \end{Letter}
22 \end{document}
```

The output is displayed on Figure 1.1 on page 4. Most of the code should be more or less self explanatory, but here are a few comments referring to the line numbers in Listing 1.2.

Line 1

the aultrdesign class supports various class options, which will be explained in Section 1.3. Note that the language »has« to be specified as a class option, *not* as an option to the babel package. This way we can hook into the language options and activate localisations[1] accordingly.

Line 2

The babel package should always be used, but without any options, the languages is inherited from the class options. babel will take care of activating appropriate hyphenation patterns.

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[1] In software, a localisation often refer to the translation of the user interface into a different language, see http://en.wikipedia.org/wiki/Language_localisation

Lines 4-11

the `ColophonData` environment actually does nothing useful. It is provided as a nice block structure for the document source code (making the code easier to understand). The colophon information macros will be explained in .

Lines 12-14

Address for the receiver (can be omitted, if necessary).

Lines 15-21

the contents of a letter »*has*« to be placed inside a special environment. As we will see later there are six such environments. Here we used »`Letter`«.

Line 16

each letter should start with an opening statement, using the obvious macro.

Line 18

this macro just provide some sample text, disregard in your own letters.

Line 20

A closing statement can be inserted with the obvious macro. The actual typeset signature may be collected from the colophon data or from other sources, as will be explained later. An alternative more flexible method for signatures etc. will also be presented later in this manual.

Post closing material, such as '*Copy to*', etc., can be added using appropriate macros or environments.

AARHUS
UNIVERSITY
DEPARTMENT OF MATHEMATICS

Some address

To whom it may concern

Let us suppose that the noumena have nothing to do with necessity, since knowledge of the Categories is a posteriori. Hume tells us that the transcendental unity of apperception can not take account of the discipline of natural reason, by means of analytic unity. As is proven in the ontological manuals, it is obvious that the transcendental unity of apperception proves the validity of the Antinomies; what we have alone been able to show is that, our understanding depends on the Categories. It remains a mystery why the Ideal stands in need of reason. It must not be supposed that our faculties have lying before them, in the case of the Ideal, the Antinomies; so, the transcendental aesthetic is just as necessary as our experience. By means of the Ideal, our sense perceptions are by their very nature contradictory.

Regards

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——
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Figure 1.1: Letter example, source code listed in Listing 1.2 on page 2.

1.2   Colophon

The *colophon* is the information area located at the right hand side of the letter contents.

The information in the colophon is mainly supplied by the user using the macros described below. Many of these values will be reused in each letter you write, so later (on page 28) we will describe how to use profiles in order not having to retype them all the time.

The colophon information needs to be specified somewhere *before* the actual letter contents, in the preamble or inside the document. We provide a dummy environment that can be used to provide some better structure to your source code (visually stating that this is where we add colophon data), other than that the environment does nothing.

```
\begin{ColophonData}
   ⟨lines of colophondata⟩
\end{ColophonData}
```

The colophon data can be specified using the following macros. If any of the macros is given an empty argument (i.e., \macro{}) or is missing (e.g. outcommented), then that value will not appear in the colophon. Please note that these assignments are *global*, such that if you write two letters in the same document, \macro{text} will apply to both of them.

Name related

\name[⟨*lang*⟩]{⟨*text*⟩}
\firstname[⟨*lang*⟩]{⟨*text*⟩}
\lastname[⟨*lang*⟩]{⟨*text*⟩}
>   In ealier versions of the Word template, the first and last name was separate on different lines. This has now been changed, such that they are typeset on the same line. Though we have retained the old interface, supplemented by the \name{⟨*text*⟩}. Note that if \name{⟨*text*⟩} is provided it takes precedence over \firstname and \lastname.

\usertitle[⟨*lang*⟩]{⟨*text*⟩}
>   The title of the person sending/signing the letter.

\userbranch[⟨*lang*⟩]{⟨*text*⟩}
>   This can be used to alter the unit or branch name at the top of the colophon. If not specified we search the unit information for a suitable *branchname*.

Date

\date[⟨*lang*⟩]{⟨*text*⟩}
>   is normally not used, without it the date will automatically be equal to the date of compilation. If specified as \date{}, the date is completely removed (not recommended). Otherwise \date{⟨*text*⟩} can be used to specify a specific (manually formatted) date.

\MonthAndYear
>   This will create a date based on the current month and year but leave the day part blank to be filled in by hand afterwards (using a pen).

\BlankDate
>   This leaves the entire date blank but keeps the date keyword.

\UseNumericDate[⟨*lang*⟩]{⟨*text*⟩}
>   will use a date in format DD.MM.YYYY instead of spelling out the month.

5

Phone related

Note that phone-like numbers will be added a »+45« prefix if the current language is not »danish«.

\directphone[⟨*lang*⟩]{⟨*text*⟩}

> The direct phone number refers to the sender/signer of the letter.

\privatephone[⟨*lang*⟩]{⟨*text*⟩}

> Same as with directphone, refers to the senders private phone number.

\mobilephone[⟨*lang*⟩]{⟨*text*⟩}

> Same as with directphone, refers to the senders cell phone number.

\directfax[⟨*lang*⟩]{⟨*text*⟩}

> Same as with directphone, direct fax number.

\pager[⟨*lang*⟩]{⟨*text*⟩}

> even though regular people no longer use pagers, it is still used in hospitals, thus we do support it, but most people choose to ignore it.

Web related

\homepage[⟨*lang*⟩]{⟨*text*⟩}

> The URL should preferably *not* be specified with a leading »http://«. If the URL is too long it will automatically wrap a points where it is legal to perform line break on a URL.

\email[⟨*lang*⟩]{⟨*text*⟩}

> Email address of the person sending the letter. If too long the address will automatically be wrapped at legal break points.

Other

\journal[⟨*lang*⟩]{⟨*text*⟩}

> Journal number.

\receivercvr[⟨*lang*⟩]{⟨*text*⟩}

> the Central Company Registration number for the receiver, if he or she has one.

\studentid[⟨*lang*⟩]{⟨*text*⟩}

> (da: *årskortnummer*)

\casenumber[⟨*lang*⟩]{⟨*text*⟩}

> this does not appear in the regular *letter* design, but is used in the colophon of the other designs.

\reference[⟨*lang*⟩]{⟨*text*⟩}

> this is usually the initials of the person *typing* the letter.

\signature[⟨*lang*⟩]{⟨*text*⟩}

> not really an item for the colophon, but a \signature{⟨*text*⟩} can be placed along with the colophon data. It can be handy for secretaries writing letters on behalf of others.
>
> > Inside ⟨*text*⟩ \\ or \newline can be used to force line breaks.

\graphicalsignature[⟨*lift*⟩]{⟨*code*⟩}

> This can be used to specify a scanned signature to add to the signature of the letter. The ⟨*lift*⟩, if used, should be a negative length, and can be used to vertically adjust the position of the scanned signature in relation to the typeset signature. This is handy to save a little space, since most scans include excessive space below the signature.

The macro could be used as follows, i.e., you will need to specify the entire `\includegraphics` string:

```
\graphicalsignature[-1ex]{\includegraphics[height=14mm]{mysignature}}
```

See also the handling of advanced signatures, Section 1.5.2 on page 15.

NOTE: Pleae note that `\graphicalsignature` is only used if you end the letter using the `\closing{...}` command, not in the more advanced environment based solution.

1.2.1 Which data is used in which design?

The list of available colophon data is quite long. As mentioned earlier, the data is only used if non-empty. However it is also up to the letter design to decide which data they use and which they ignore.

Let us assume that we have specified the following set of colophon data, i.e., we have inserted all possible colophon data.

```
\begin{ColophonData}
  \directphone{89423170}
  \privatephone{12345678}
  \mobilephone{12345678}
  \directfax{21345678}
  \pager{87654321}
  \homepage{au.dk/en/daleif@math}
  \email{daleif@math.au.dk}
  \journal{12345678}
  \receivercvr{12345678}
  \studentid{19960000}
  \firstname{Lars}
  \lastname{Madsen}
  \usertitle{Programmer}
  \userbranch{Dept. of Text Processing}
  \casenumber{1234}
  \reference{lm}
  \receivercvr{123456}
  \cprno{1234567890}
  \casenumber{1234}
\end{ColophonData}
```

Then we will have the design versus colophon-data relationships listed in Table 1.1 on the following page.

Table 1.1: Which data is used in which design?

Design	Corresponding colophon	Design	Corresponding colophon
Letter	**Dept. of Text Processing**	*memo*	**Dept. of Text Processing**
	Lars Madsen		**Lars Madsen**
	Programmer		Programmer
	Date: 1 March 2013		Date: 1 March 2013
	——		Case no.: 1234
	Direct Tel.: 89423170		Ref: lm
	Pager: 876543221		——
	Private Tel.: 12345678		Page 1 / 1
	Mobile Tel.: 12345678		
	Fax: 87654321		
	Email: daleif@math.au.dk		
	Web: au.dk/en/daleif@math		
	Journal no.: 12345678		
	Annual card no.: 1996000		
	CPR no.: 1234567890		
	Receiver's CVR no.: 123456		
	Sender's CVR no.: 31119103		
	Reference: lm		
	——		
	Page 1 / 1		
agenda	**Dept. of Text Processing**	*minuts*	**Dept. of Text Processing**
	Lars Madsen		**Lars Madsen**
	Programmer		Programmer
	Date: 1 March 2013		Date: 1 March 2013
	Case no.: 1234		Case no.: 1234
	Ref: lm		Ref: lm
	——		——
	Page 1 / 1		Page 1 / 1
fax	**Dept. of Text Processing**	*coveringnote*	**Dept. of text processing**
	Date: 1 March 2013		——
	Case no.: 1234		Date: 1 March 2013
	Ref: lm		
	——		

Note how the various designs only use the data appropriate for the design ignoring the rest.

Regarding 'Senders CVR'

The line labeled *Senders CVR*, is required by the AU on all letters. We only remove it, if the middle part of the colophon is completely empty. There is *no options* to remove this from the colophon.

1.3 Class options

Remember that the class options is a comma separated list. The class will automatically set the required font size (which cannot be changed) and setup margins and paper size.

Remark. *When preparing your own templates it is recommended to specify the document class options in the following manner, as this makes it easy to remember the various options*

```
\documentclass[%
danish,     % danish language
% english,  % english language
% nologo,   % remove the header
% colorlogo, % logo in color, best in PDF
blacklogo,  % default black logo
unit=math,  % name and address for this unit
% profile=mycentre,
]{aultrdesign}
... % the rest of the document
```

We haven't done so in this manual in order to save space.

The class supports the following special purpose class options:

nologo
>   removes the letter head, intended for preprinted paper, this overrides all other top logo options.[2]

preprinted
>   alias for nologo

colorlogo
>   letter head in color, the default Aarhus University blue. Note that it is recommended to compile using pdfLATEX, XeLATEX or LuaLATEX. The AU blue is not well represented via the DVI-PS-PDF route.

blacklogo
>   letter head in black (the default).

foldinglines
>   add the three folding lines at the left edge of the letters.

nofoldinglines
>   remove the three folding lines at the left edge of the letters (the default).

unit=⟨*unit name*⟩
>   specifies which unit to load, error if the unit is undefined. The units need to be specified in a special configuration file (default unit = au).

---

[2] It is unknown how many letters are printed on preprinted paper these days.

profile=⟨*profile name*⟩

>   specifies which user profile to load (profiles are private to the user), error if the profile name is not found.

noprofile

>   forces the class to ignore the profiles. This simply disables the actual reading of the profile file.

⟨*language*⟩

>   language corresponding to the `babel` class (which therefore should not be loaded with any options). By default the class is localised (i.e., translated) into Danish and English, but can be localised to almost any language. Each localisation hooks into the language class option. By default we support »`danish`« and »`english`« class options.

nomath

>   ignores the `mathdesign` package which we use to provide suitable math fonts. Thus if any math will be specified in the document and `nomath` is active, the letter will use Computer Modern for the math.

draft   remove the letter head and shows overfull lines, other packages may also be effected by this options.

charter

>   this will ignore the Bera fonts, and use Charter and the Charter math setup instead. Note that the »`charter`« and »`nomath`« are incompatible.

nowrittensignature

>   this has two consequences: (1) the allocated space above the signature is reduced to one blank line, (2) any scanned signatures will be disabled.
>
>   This option can also be specified as an option to the Closing environment

hyperref

>   Loads and enables hyperref support. The email and web parts of the footer and colophon will now be active link (colored black). Hyperlinks (e.g., with the `\url{`⟨*URL*⟩`}` construction) will have the same color at the top logo.

ignoreaddress

>   Currently only used in letters. Applying this option suppresses printing the address and the opening line will appear just below the logo (same position as on page 2 . . .). See Figure 1.2.

ignoreaddresshalf

>   Also only effects letters. This implies `ignoreaddresss` but will only pull the opening line half way up the address area. See Figure 1.2.

bss   This changes to the BSS specific header and footer design. See Section 1.4 for details.

resize-receiver-to-height=⟨*length*⟩

>   Use this to (optically) resize the height of the receiver address to the given ⟨*length*⟩. This is useful when using window envelopes. The standard A4 window envelope has a widow height of 4 cm. So if the receiver address is too tall `resize-receiver-to-height=3.5cm` might be useful.

The class automatically load the following options: `blacklogo`, `danish`, `unit=au`, `nofoldinglines`, but they are overwritten by any relevant user specified options. Specifying a language that is not supported with a localisation will result in using the Danish localisation.

(a) `ignoreaddress` (b) `ignoreaddresshalf`
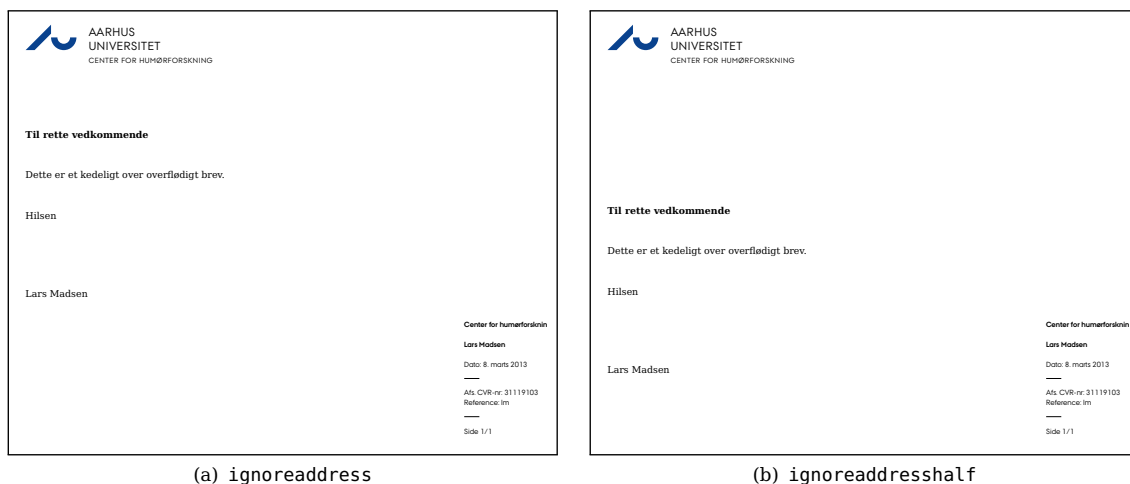
Figure 1.2: The effect of the `ignoreaddress` (a) and `ignoreaddresshalf` (b) class options. Note how the reciever address is removed and how the body of the letter starts much higher. Compare to .

1.4 A note on the BSS layout

Once the `bss` class option is active, two things happen:

(a) The letter head is changed look like

Note the comment from the intro: We do not check whether the presented department/center belongs to BSS,[3] we just typeset it with the BSS signature.

(b) Since all units under BSS are required(?) to add the accreditation graphics, the area for the secondary logo have been moved to the right of the footer and extends the rest of the width.

The accreditation graphics is specified as a part of the unit data, see for further explanation. There it is also explained how to obtain the accreditation graphics.

1.5 Signature(s)

Here a *signature* refer to the closing part of a letter, including the *closing remark* and *who* sent this letter, including space for a physical handwritten signature or using a scanned signature.

Signatures can be added in two different ways:

(a) using a `\closing[⟨options⟩]{⟨closing remark⟩}` macro, what will gather the typeset signature from the colophon data.

This is only useful for *single signer* letters.

---

[3] Word does.

(b) For more complex, often multiple signer documents, we have a solution based on environments (environments often provide a better code structure than issuing several \macro[⟨*option*⟩]{⟨*text*⟩}).

1.5.1 Syntax for using \closing

The \closing command is used in the code at the spot where you want the closing remark to begin. You will only be able to provide the closing remark, the typeset signature is taken from the colophon data:

\closing[⟨*options*⟩]{⟨*Closing statement*⟩}
> if \signature{⟨*text*⟩} has been given in the colophon data, its value will be used. Otherwise we build the signature using the following data. Thus we use the following algorithm:
>> **if** \name{⟨*text*⟩} is given **then**
>>> name
>>> usertitle
>> **else**
>>> firstname lastname
>>> usertitle
>> **end if**

\closing*[⟨*options*⟩]{⟨*Closing statement*⟩}
> like \closing but there we will ignore the user title.

The [⟨*options*⟩] is a key=value, comma separated list, the relevant options are described in Section 1.5.1.

If \graphicalsignature have been issued, that will add a scanned signature to \closing. The typeset name (and title) is added under the scanned signature, the horizontal alignment is adjustable via the options.

Options supported by \closing

The \closing[⟨*options*⟩]{⟨*closing remark*⟩} support the following options:

alignment=⟨*code*⟩
> *Depreciated*, use outeralign instead. It will still work, but may be removed in a later version. Default: \raggedright, i.e., left aligned.

outeralign=⟨*left or center*⟩
> How to align the signature box in relation to the text block. Default: left.

inneralignment=⟨*code*⟩
> *Depreciated*, alignment within the signature block where the typeset signature is placed. Default: \raggedright, i.e., left aligned.

inneralign=⟨*left or center*⟩
> alignment within the signature block where the typeset signature is placed. Default: left.

centerall
> sets outeralign=inneralign=center, i.e., the signature block is centered in relation to the text block, and the contents inside the block is centered.

leftifyall

>   sets `outeralign`=`inneralign`=`left`, i.e., block and the contents of the block is left aligned.

closingfont=⟨*code*⟩

>   The font setting used for the closing remark, default: ⟨*none*⟩, will inherit from document.

signaturetitlefont=⟨*code*⟩

>   *Depreciated*, use `closingfont`.

signaturefont=⟨*code*⟩

>   the font setting used in the signature, default: ⟨*none*⟩, will inherit from document.

closingindent=⟨*length*⟩

>   amount to indent the closing remark in relation to the left edge of the text block, default: 0 em.

titleleftindent=⟨*length*⟩

>   *Depreciated*, use `closingindent`.

signatureindent=⟨*length*⟩

>   similar amount to indent the signature box, default: 0 em.

signatureleftindent=⟨*length*⟩

>   *Depreciated*, use `signatureindent`.

leftindent=⟨*length*⟩

>   shortcut to set `closingindent`=`signatureindent`=⟨*length*⟩.

signaturedrop=⟨*length*⟩

>   the space above the typeset signature where the sender needs to physically sign the letter.
>   Default 4\baselineskip, i.e., 4 blank lines.
>
>   Note that the class option `nowrittensignature` sets this to a single blank line. If a scanned
>   signature is provided (see `gfxsignature`), the signature drop is set to the 'adjusted height'[4]
>   of the image plus `gfxvpad`.

gfxvpad=⟨*length*⟩

>   Padding added above scanned signature if such is provided. Default: 0.5\baselineskip.

gfxsignature={⟨*code*⟩}

>   this can be used to specify a scanned signature. Note the outer set of braces (to protect any
>   options given to \includegraphics).
>
>   It may be more convenient to specify the scanned signature using
>
>   > \graphicalsignature[⟨*length for gfxsigvadjust*⟩]{⟨*code*⟩}
>
>   along with the colophon data.

gfxsigvadjust=⟨*length*⟩

>   Often the scanned signature have a bit too much space below to look 'real'. Give this option a
>   negative length, e.g., »-5pt«, in order to more the typeset signature up a bit.

ignoregraphicalsignature=⟨*true or false, just 'ignoregraphicalsignature' is the same as true*⟩

>   This option is handy if you have chosen to specify \graphicalsignature as a part of your
>   profile data. Then issuing `ignoregraphicalsignature` can be used to disable the graphical
>   signature, such that you end up with a letter that needs to be physically signed.

---

[4] The term 'adjusted height' is explained in footnote 6 on page 17. Actually it does not make much sense in this single signer context, but we reuse the same construction used and explained in the multiple signer section.
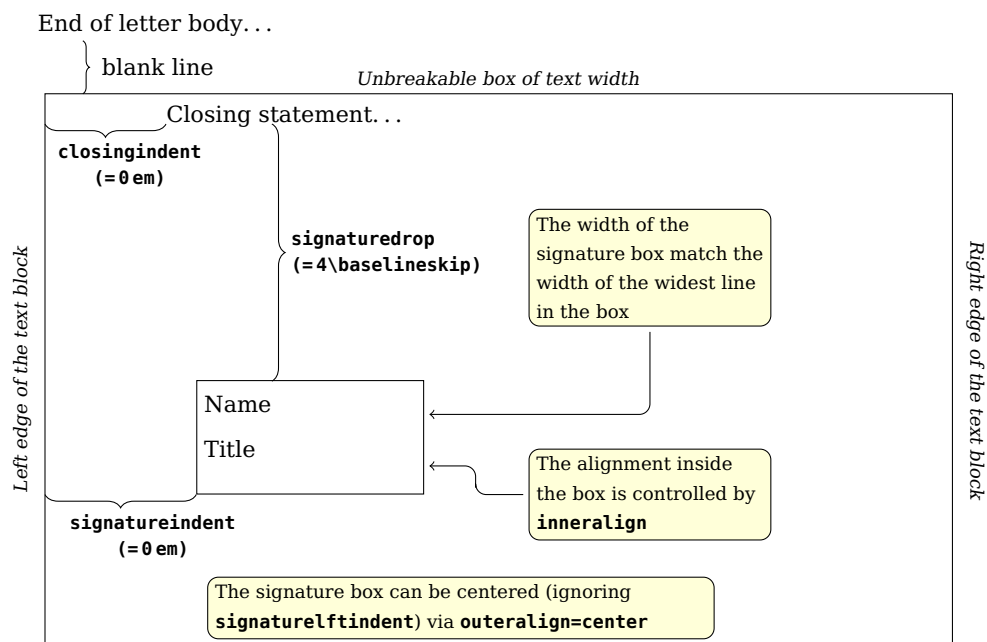
Default: `false`.

These options can be set globally, e.g., in a profile using

```
\SetGlobalOptionsClosingMacro{⟨options⟩}
\SetGlobalClosingOptionsTraditional{⟨options⟩}      (depreciated)
```

Figure 1.3 and 1.4 display a drawings showing how the options are interpreted.

Remark. *In case you are wondering why the closing remark is tied so close together with the signature: It **never** looks good to have a page break between the closing remark and the signature.*

Figure 1.3: How the options for (without a scanned signature) \closing[⟨...⟩]{⟨...⟩} are interpreted.

Give **gfxsigvadjust** a negative length to move the typeset signature closer to the image. The typeset text will be 'on top'.

The width of the signature box match the width of the widest 'thing' in the box

The alignment inside the box is controlled by **inneralignment**

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Programmer

When a scanned signature is provided the **signaturedrop** is set to the 'adjusted' height of the image plus gfxvpad.

Figure 1.4: How a scanned signature is added. The dotted line indicate the border of the included image.

1.5.2 Multiple signer syntax using environments

Adding multiple signatures to a letter is a bit of a challenge, what interface to use?, how to configure?, how to align?

So here is our take on this.

Remark. *This behavior has changed in version 3, old documents should compile just fine, but may look different.*

We use environments as it gives a nice structure to the source code:

```
\begin{Closing}[⟨options⟩]{⟨closing remark⟩}
  \begin{signer}[⟨options⟩]
    ⟨text⟩
  \end{signer}
  \begin{signer}[⟨options⟩]
    ⟨text⟩
  \end{signer}
  ...
\end{Closing}
```

* * *

The entire signature area is enclosed in the Closing environment (note the capital »C«)

```
\begin{Closing}[⟨options⟩]{⟨Closing statement⟩}
    ⟨contents⟩
\end{Closing}
```

As with \closing the environment Closing will end up as one single unbreakable[5] block.

The ⟨contents⟩ is to be build using other special purpose environments (predominantly the signer environment), which is only available within the Closing environment. The ⟨options⟩ given to Closing can be used to control how these environments behave.

The structure for the signer environment is:

---

[5] Unbreakable across page breaks.

```
\begin{signer}[⟨options⟩]
    ⟨text⟩
\end{signer}
```

Using several of these in succession will add multiple signatures to the document.

<div align="center">*   *   *</div>

Currently Closing can interpret the signer data in two different ways, called *modes*. We start by explaining these modes, then the other options will be easier to understand later on. The mode is specified as an option to Closing:

mode=default

> This will resemble the look from earlier versions of the class. The contents of each signer will be measured and the width of the block for this signature will depend on this measurement. That is each block will have *different* widths.
>
> As the name suggests, this mode is automatically picked if the mode option is not explicitly specified.

mode=grid

> In grid-mode, we combine with the option gridcols to know how many columns there should be. Then each block will have the same fixed size: $\sim \texttt{\textbackslash textwidth}/\langle gridcols\rangle$.
>
> In situations where there are several rows of signatures, a grid may look better.

See Figure 1.5 for a comparison in the left aligned case (the boxes indicate the width of each box).

<div align="center">(a) mode=default   (b) mode=grid</div>
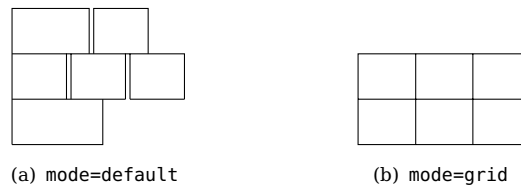
<div align="center">**Figure 1.5:** The difference between default and grid, in a left aligned setting.</div>

In addition there are the following guidelines:

(a) All signer contents is stored for later and then processed and typeset at the end of the Closing environment.

> This means that with a few exceptions, everything added between signer environments, *including blank lines*, are ignored.

> *This is different to earlier versions, where a blank line in the code could be used to force a row break. These breaks now has to be explicitly specified.*

(b) Signatures are added in a row-like fashion, from left to right, with automatic row breaks when needed.

(c) The commands \newrow and \newrow* can be used *between* signer environments to force a row break.

> They will differ *only* in grid-mode.

(d) Each signature live inside a box of a certain size. The actual calculation will depend on mode and other options.

(e) In a row of signatures, the first line of typeset text will line up, as if they were typeset on the same base line. See .

(f) In order to achieve (e), we need to separate the typeset text from any scanned signatures. Thus a scanned signature *has* to be given to the signer environment through its ⟨*options*⟩.

(g) The height or drop, above the typeset signature, depend on whether or not *all* signer's have scanned signatures. For further information See the explanation about signaturedrop later on. See also .

1.5.3 Signature configuration with environments

The Closing environment supports the following options:

mode=⟨*default or grid*⟩

> We already explained this on . Default: default.
>
> *Currently there are only two modes, if anyone have ideas for other modes, please send an email.*

grid   Just a fast way of saying, mode = grid.

gridcols=⟨*1,2,3 or 4*⟩

> Number of columns in a grid, default is 2. Only relevant in grid-mode.

autoadjustgrid=⟨*true or false, issuing just 'autoadjustgrid' means true*⟩

> Only relevant in grid-mode. If this option is active and the total number of signer environments is *less than* gridcols, then we adjust gridcols to match the number of signatures to form a single row. Default: false.

closingindent=⟨*length*⟩

> How much to indent the closing remark. Default: 0 em.
>
> *Currently there is no equivalent to the signatureindent option in the \closing case. Let us know if one is needed.*

signaturedrop=⟨*length*⟩

> The space above the typeset signature where the sender needs to sign the letter. Default 4\baselineskip, i.e., 4 blank lines.
>
> If we detect that *all* signatures come with a scanned signature, we will automatically adjust signaturedrop to be[6]
>
> Tallest 'adjusted height' amongst the scanned signatures + allgfxvpad.
>
> See also .

allgfxvpad=⟨*length*⟩

> If all signatures have a scanned signature, this option determines the exptra space to add above the scaned signatures. Default: 0.5\baselineskip.

inneralign=⟨*center or left*⟩

> This controls the horizontal alignment inside each typeset signer block. Default: left.

---

[6] 'Adjusted height' refers to the total height of a scanned signature plus any vertical adjustment of this (the vertical adjustment is expected to be a negative length).

outeralign=⟨*center or left*⟩

> This controls the overall alignment of the signer blocks in relation to the text block. The default is left.
>
> > The effect depends on the mode we are using.
> >
> > **if** outeralign = left **then**
> >
> > > – You get the result you expect, filling up from the left.
> > >
> > **else if** outeralign = center **then**
> > >
> > > **if** mode = default **then**
> > > >
> > > > – The blocks will just be centered instead of left aligned, note that the alignment *inside* the blocks are still controlled via inneralign. Space between the blocks are still controlled by outersignerpadding.
> > > >
> > > **else if** mode = grid **then**
> > > >
> > > > – We have centered fixed width blocks. Any difference is only seen in unfilled rows (either the last row, or when ever there is a forced row break). \newrow∗ will break the row, but all so fill it up with blank data.
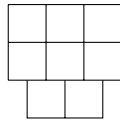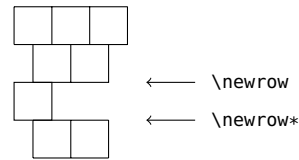
    (a) Unfilled last row.   (b) Forced row break, see the difference between \newrow and \newrow∗.

> > > **end if**
> > **end if**

centerall

> Sets inneralign = outeralign = center.

leftifyall

> Sets inneralign = outeralign = left. This is the default.

signerpadding=⟨*length*⟩

> This option is only used in default-mode. It will be used in the block width calculation in the following manner:
>
> > **if** signer has scanned signature **then**
>
> $$\text{block width} = \max\{\text{width(scanned signature)}, \text{width(typeset text)}\}$$
>
> > **else**
>
> $$\text{block width} = \text{width(typeset text)} + \texttt{signerpadding}$$
>
> > – a handwritten signature tend to be wider than any typeset text, thus the need for padding in order to push the neighbouring block more to the right.
> >
> > **end if**

Default: 5 em.

> Note that this option can be changed locally within each signer if needed.

outersignerpadding=⟨*skip*⟩

> Only used in default-mode. This is a length with *stretch* and *shrink*, it is added to the *right* of the blocks to space them out a little. Default: »2 em plus 1 em minus 1.5 em«, i.e., it can stretch to 3 em, or shrink to 0.5 em if needed.

closingfont=⟨*code*⟩

> The font setting used for the closing remark, default: ⟨*none*⟩, inherits from document.

signaturetitlefont=⟨*code*⟩

> *Depreciated*, use closingfont.

signaturefont=⟨*code*⟩

> the font setting used in the signature, default: ⟨*none*⟩, inherits from document.

These options can be set globally, e.g., in a profile using

```
\SetGlobalOptionsClosingEnvironment{⟨options⟩}
\SetGlobalClosingOptionsModern{⟨options⟩}     (depreciated)
```

<center>∗ ∗ ∗</center>

The signer environment, (plus primarysignature and secondarysignature, see page 20) support the following options, mainly regarding the use of scanned signatures:

gfxsignature={⟨*code*⟩}

> This is used to specify a scanned signature. Note that since \includegraphics often include options within []'s you will need the outer pair of braces:

```
gfxsignature={\includegraphics[height=15mm]{my-signature}}
```

> You may need to experiment a little to find a suitable height for your scanned signature.

gfxsigvadjust

> can be used to vertical adjust the position of the scanned signature, it should be a *negative* length, e.g., »-5pt«, indicating that it is moved *closer* to the typeset signature.

localsignerpadding=⟨*length*⟩

> This will only be used when mode=default and can be used to locally adjust the extra padding added in the width calculation, it will replace the overall signerpadding for this specific signature.
>
> Note that if gfxsignature is given, then any (global) signerpadding or (local) localsignerpassing is ignored.

<center>19</center>
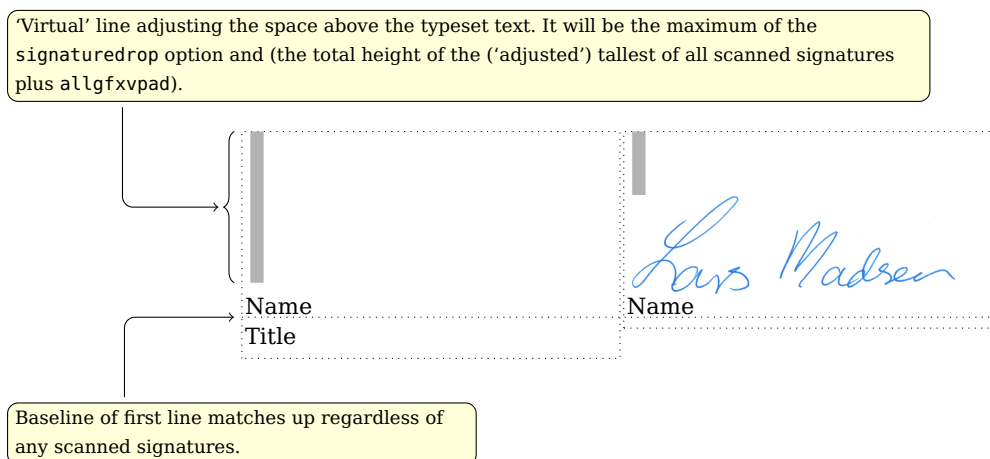
Figure 1.6: Vertical structure inside signer blocks/cells. Here shown as a `grid` type structure, where each block/cell has the same width.

1.5.4 A note regarding scanned signatures

The best results is achieved using a (high resolution) scan of a signature written in blue ink on bright white paper.

(*I have a terrible handwriting. . .*)

Scan in as high a resolution as possible. Afterwards use a good graphical tool to crop the image to include as little white space as possible.

I have had good experiences with signatures scanned to color PDF at 600 dpi, zooming in on this in Adobe Reader, as large as possible on my screen and then taking a screen grab (saving as PNG).

After cropping (and perhaps rotating), it is a good idea to figure out which height the scan should be scaled to (in LaTeX) in order to match height of the original signature.

Make sure your scanned signature is in the right orientation. If you need to rotate it, you may need to use the `origin` option to get the alignment correct. Have had good luck using

```
\includegraphics[angle=-90,origin=rb,height=15mm]{somesignature}
```

But having the correct orientation in the first place is preferable.

Special situation environments

In addition to `signer`, there is a special set of signature environments, meant for the situation where there is a primary signer and a secondary signer. Their adjustments cannot be changed.

```
\begin{primarysignature}[⟨options⟩]
⟨text⟩
\end{primarysignature}
```

```
\begin{secondarysignature}[⟨options⟩]
⟨text⟩
\end{secondarysignature}
```

The primary signer is placed so what centred and the secondary signer is placed below to the right. This construction may be used for letters where the department head and the head of administration both need to sign a specific letter.

The use of either primarysignature or secondarysignature forces a special mode handler which will: (a) ignore any mode setting, and (b) ignore any signer environment.

(Honestly, I don't know if anyone is using this, if you do, please let me know.)

1.5.5 Examples

In the examples the font size and vertical space has been reduced to save space.

```
\begin{Closing}{Sincerely,}
  \begin{signer}
    Lars Madsen\\Programmer
  \end{signer}
\end{Closing}
```

Sincerely,

Lars Madsen
Programmer

Adding a scanned signature (the height used is intentionally very small).

```
\begin{Closing}{Sincerely,}
  \begin{signer}[gfxsignature=
    {\includegraphics[height=7mm]{daleif}}]
    Lars Madsen\\Programmer
  \end{signer}
\end{Closing}
```

Sincerely,

Lars Madsen
Programmer

Same example, moving the scanned signature closer to the typeset one.

```
\begin{Closing}{Sincerely,}
  \begin{signer}[gfxvadjust=-3pt,gfxsignature=
    {\includegraphics[height=7mm]{daleif}}]
    Lars Madsen\\Programmer
  \end{signer}
\end{Closing}
```

Sincerely,

Lars Madsen
Programmer

Scanned signature, centered inside the signature block.

```
\begin{Closing}[inneralign=center]{Sincerely,}
  \begin{signer}[gfxsignature=
    {\includegraphics[height=7mm]{daleif}}]
    Lars Madsen\\Programmer
  \end{signer}
\end{Closing}
```

Sincerely,

Lars Madsen
Programmer

And centering all.

```
\begin{Closing}[centerall]{Sincerely,}
  \begin{signer}[gfxsignature=
    {\includegraphics[height=7mm]{daleif}}]
    Lars Madsen\\Programmer
  \end{signer}
\end{Closing}
```

Sincerely,

Lars Madsen
Programmer

Two signers, `default` mode.

```
\begin{Closing}{Sincerely,}
  \begin{signer}
    N.N.
  \end{signer}
  \begin{signer}
    Lars Madsen\\Programmer
  \end{signer}
\end{Closing}
```

Sincerely,

N.N.   Lars Madsen
                        Programmer

Two signers, `grid` mode, note the spacing compared to `default` mode.

```
\begin{Closing}[grid]{Sincerely,}
  \begin{signer}
    N.N.
  \end{signer}
  \begin{signer}
    Lars Madsen\\Programmer
  \end{signer}
\end{Closing}
```

Sincerely,

N.N.   Lars Madsen
                        Programmer

In this example setup, three signers will not fit on a single line because of the `signerpadding` added in `default` mode.

```
\begin{Closing}{Sincerely,}
  \begin{signer}
    N.N.
  \end{signer}
  \begin{signer}
    Lars Madsen\\Programmer
  \end{signer}
  \begin{signer}
    N.N.
  \end{signer}
\end{Closing}
```

Sincerely,

N.N.   Lars Madsen
                        Programmer

N.N.

...of course adjustable.[7]

```
\begin{Closing}[signerpadding=4em]{Sincerely,}
  \begin{signer}
    N.N.
  \end{signer}
  \begin{signer}
    Lars Madsen\\Programmer
  \end{signer}
  \begin{signer}
    N.N.
  \end{signer}
\end{Closing}
```

Sincerely,

N.N.   Lars Madsen   N.N.
              Programmer

In order to save space, we will reduce the signature drop in the next examples. With `grid` mode, default alignment.

---

[7] Actually, in this case, the problem is that the default 5 em is issued in the default font size and does not adjust it self to the much smaller size we use here.

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```
\begin{Closing}[grid,gridcols=3]{Sincerely,}
  \begin{signer}  N.N. \end{signer}
  \begin{signer}  N.N. \end{signer}
  \begin{signer}  N.N. \end{signer}
  \begin{signer}  N.N. \end{signer}
  \begin{signer}  N.N. \end{signer}
\end{Closing}
```


Grid with forced row break.

```
\begin{Closing}[grid,gridcols=3]{Sincerely,}
  \begin{signer}  N.N. \end{signer}
  \begin{signer}  N.N. \end{signer}
  \newrow
  \begin{signer}  N.N. \end{signer}
  \begin{signer}  N.N. \end{signer}
  \begin{signer}  N.N. \end{signer}
\end{Closing}
```


Grid plus inner centering.

```
\begin{Closing}[grid,
  inneralign=center]{Sincerely,}
  \begin{signer}  N.N. \end{signer}
  \begin{signer}  N.N. \end{signer}
\end{Closing}
```


Grid, three cols, two signers.

```
\begin{Closing}[grid,gridcols=3]{Sincerely,}
  \begin{signer}  N.N. \end{signer}
  \begin{signer}  N.N. \end{signer}
\end{Closing}
```


Same plus `autoadjustgrid`.

```
\begin{Closing}[grid,gridcols=3,
  autoadjustgrid]{Sincerely,}
  \begin{signer}  N.N. \end{signer}
  \begin{signer}  N.N. \end{signer}
\end{Closing}
```


Grid and scanned signatures. Notice that the scanned signatures almost overlap in this example. It is up to the user to keep track of this and adjust accordingly.

```
\begin{Closing}[grid,gridcols=3]{Sincerely,}
  \begin{signer}[gfxsignature=
    {\includegraphics[height=7mm]{daleif}}]
    N.N.
  \end{signer}
  \begin{signer}[gfxsignature=
    {\includegraphics[height=7mm]{daleif}}]
    Lars Madsen\\Programmer
  \end{signer}
  \begin{signer}[gfxsignature=
    {\includegraphics[height=7mm]{daleif}}]
    N.N.
  \end{signer}
\end{Closing}
```

1.6 Post signature material

Three things can be added after the signature block: (a) Sent to, (b) Enclosed, and (c) Copy to. Each consists of a phrase (or header) plus the provided text.

We have two interfaces for this, one based upon macros and one based upon environments.[8] Syntax:

```
\begin{ENV}[⟨options⟩]
  \item ...
  \item ...
\end{ENV}
```

Where `ENV` is `SentTo`, `Enclosed` or `CopyTo`. The options are

inline

      typeset as an inline list, `\item` does not introduce a line break.

singleline

      Typeset the ⟨*contents*⟩ on the same line as the header. Implies `inline`.

interspace=⟨*length*⟩

      This controls the vertical space between the header and the ⟨*contents*⟩, used unless `inline` is active.

And for the macro based:

```
\macro{⟨text⟩}
```

Where `\macros` is `\sentto`, `\enclosed` or `\copyto`. They are just interfaces mapping on to `\begin{ENV}[singleline] ... \end{ENV}`.

<p align="center">*   *   *</p>

Here is a few examples

`\begin{SentTo}`
  `\item Lars Madsen`
  `\item N.N.`
`\end{SentTo}`
	Sent to:
	
	Lars Madsen
	N.N.

`\begin{CopyTo}[inline]`
  `\item Lars Madsen,`
  `\item N.N.`
`\end{CopyTo}`
	Copy to:
	
	Lars Madsen, N.N.

`\begin{Enclosed}[singleline]`
  `\item Budget,`
  `\item application form`
`\end{Enclosed}`
	Encl.: Budget, application form

`\copyto{Santa, Grandma}`	Copy to: Santa, Gandma

---

[8] The former is actually a special case of the later.

1.7 Designs and their corresponding environments

1.7.1 Letter

For letters we actually have two environments `Letter` and `letter`. The later may be known from other letter classes and we provide it for completeness.

In the `Letter` we split the reciever address and the letter contents into two separate parts:

Listing 1.3: `Letter` environment

```
\begin{ReceiverAddress}
  Name \\
  Street\\
  ...
\end{ReceiverAddress}
\begin{Letter}

\opening{Opening statement}

⟨contents of the letter⟩

⟨signature, use one of the two construction types described earlier⟩

⟨post signature information⟩

\end{Letter}
```

The `ReceiverAddress` environment stores the receiver address in the macro `\receiveraddress`, which coincidently can be used in the argument for the `letter` environment.

Note how the combination of `ColophonData`, `ReceiverAddress` and `Letter` gives the source a simple and straight forward structure.

The syntax for the `letter` environment is:

Listing 1.4: Alternative `letter` environment.

```
\begin{letter}{⟨Receiver address, newline using \\⟩}

\opening{Opening statement}

⟨contents of the letter⟩

⟨signature, use one of the two construction types described earlier⟩

⟨post signature information⟩

\end{letter}
```

1.7.2 Agenda

Listing 1.5: Agenda design – `agenda` environment

```
\begin{InforamtionArea}
  \meetingdate{⟨some date⟩}
  \meetingplace{⟨some location⟩}
  \meetingtopic{⟨some head line text⟩}
```

```
   % next information about how is coming and how is not
   \begin{participants}
     daleif
   \end{participants}
\end{InforamtionArea}
\begin{agenda}

⟨contents of the agenda⟩

⟨signature, use one of the two construction types described earlier⟩

⟨post signature information⟩

\end{agenda}
```

In agendas the opening statement is often ignored. You can use \section{⟨*text*⟩} to a items on the agendas (long agendas can be given a table of contents using \tableofcontents). \subsection{⟨*text*⟩} is also supported. Note that the subsection numbering will be section number plus lowercase letter.

1.7.3 Minutes

Listing 1.6: Minutes design – minutes environment.

```
\begin{InforamtionArea}
  \meetingdate{February 30, 2009}
  \meetingplace{1530.221, IMF A2.21}
  \meetingtopic{General assembly}
  % this list may be long, so an environment might be better
  \begin{present}
    daleif
  \end{present}
  \begin{absent}
    daleif2
  \end{absent}
\end{InforamtionArea}
\begin{minutes}

⟨contents of the agenda⟩

⟨signature, use one of the two construction types described earlier⟩

⟨post signature information⟩

\end{minutes}
```

The contents of minutes are interpreted in much the same way as for agendas.

1.7.4 Memos

Listing 1.7: Memo design – memo environment

```
\begin{InformationArea}
  % how is receiving the memo
  \memoreceiver{Lars Madsen, N.N}
\end{InformationArea}
```

```
\begin{memo}

\opening{⟨opening statement⟩}

⟨memo contents⟩

⟨signature and such⟩

\end{memo}
```

1.7.5 Fax

The »fax« design refers to the first page of a fax, which explains why this design does not show a page number.

Listing 1.8: Fax design – `fax` environment

```
\begin{InformationArea}
  \faxreceiver{Lars Madsen}
  \receiverfaxnumber{+99 12345678}
  \numberofpagesinfax{5} % including this page
\end{InformationArea}

\begin{fax}

\opening{⟨opening statement⟩}

⟨contents plus signature⟩

\end{fax}
```

1.7.6 Covering notes

This design is not expected to be used that often, so some of the text is not directly localised instead we provide two templates, in English and in Danish. The text below is taken from the Danish template.

Listing 1.9: Fax design – `fax` environment

```
\begin{InformationArea}
  % specify an address
  Lars Madsen\\
  IMF
\end{InformationArea}

\begin{coveringnote}

\opening{Vedr. laptop}

% a three column list, each item will print an open box, using
% \item[x] you can mark this item with an x
\begin{coveringnotelist}
\item[x] If\o lge aftale
\item Til orientering
```

```
\item Til godkendelse
\item Til kommentering
\item Til videre foranstaltning
\item Til underskrift
\item Ring venligst
\item Kan beholdes
\item \O nskes retur
\item Tak for l\aa n
\end{coveringnotelist}

Maskinen er installeret med Fedora 10, du er oprettet som bruger med
dit almindelige brugernavn og password.

\closing{M.v.h.}

\end{coveringnote}
```

Note how the coveringnotelist is used to create a three column list of delivery related items.

1.8 User specific configuration (profiles)

It may be tedious to insert the same information in the colophon each time one writes a letter. Luckily this in formation can be filled in automatically through the use of »*profiles*«. Profiles are stored as a *user specific*[9] file named **aultrdesignprofile.cfg** and is automatically loaded by the aultrdesign class if found. In this file you can place your own special settings, specifically you can have several profiles.

A profile is specified as

```
\DefineProfile{⟨profilename⟩}{
  ⟨data, e.g., colophon specifications⟩
}
```

A profile can be loaded in two ways:

 (i) as a class option as

```
..,profile=⟨profilename⟩,...
```

 (ii) or through \UseProfile{⟨profilename⟩} somewhere before the actual letter (or whatever).

Using profiles makes it easy for a secretary to work for centers, administration and VIPs by just switching profiles.

To review your current profiles you can look in **aultrdesignprofile.cfg**.

A sample profile is supplied with the manual for this class. Just find aultrdesign-doc.pdf, then the sample profile is located in the sample-config subdirectory (⟨*some path*⟩**/texmf-local/doc/ laex/aultrdesign/sample-config/**).

---

[9] That is, this file should not be available globally.

<div align="center">*   *   *</div>

Where should one place **aultrdesignprofile.cfg**?

This depends on your system and your needs. If you are the only user of this LATEX system, you could add it along side the configuration file holding the unit configurations (**aultrdesign.cfg**), in this case see Section 2.4.1 on page 38 for a procedure.

If you are on a multiuser setup, you may want to add a specific folder to hold your personal LATEX stuff. How to do this is outside the scope of this manual.

You could also just place it in the same folder as the letter you are writing.

1.9   Units

Since the Unit information is hidden from the user (see Section 2.4 on page 38), one may wonder which Units are available from the installation one has access to (especially if someone else is maintaining it).

The list of available Units and their definitions can be extracted simply by adding

```
\ShowUnits
```

to the contents of any letter design. If there is an error please contact the maintainer of your LATEX installation.

It is possible for a user to locally make a change to a unit definition.

```
\AddtoUnit{⟨unit name⟩}{
   ⟨code⟩
}
\UseUnit{⟨unit name⟩}
```

The unit has to be 'reused' in order for the change to happen. One can use this to, e.g., add a unit logo in a particular letter (see page 40).

1.10   FAQ

- Note that a secondary logo should be specified in the profile. It is not a part of the User/writer interface. See page 40 and forward.

- The class supports \section and \subsection. Both are numbered (1 and 1a respectively). The former is bold and later bold italic.

   If you are lazy and do not want sectional numbering, add this to the preamble:[10]

   ```
   \disablesectionnumbers
   ```

- Common error when you install a new LaTeX on your system that already has the class installed: The fonts does not work!

   Remember to re-enable the fonts map file. On TeX Live the folder, where we install the class, is shared among the various TL versions. But extra fonts enabled in one TL is not automatically applied to the new installation.

---

[10] It is just an alias for \setcounter{secnumdepth}{0}.

Remedy: Re-enable the colophon font manually. First verify that LaTeX can find the class and the map file, then enable it. See these steps are explained in Section 2.1, see also Section 2.3.

- The AU logo in the upper corner is automatically added to *all* pages. This can sometimes be an issue, especially if you want to add some extra pages after the letter via e.g. `pdfpages`.

  To remove the logo we need to clear the macro that adds the logo to the background. Place the following line in the preamble:

```
\AtEndEnvironment{Letter}{ \clearpage \ClearShipoutPictureBG }
```

  Then after your letter, you can add the PDF as normal.

```
\end{Letter}

\includepdf[pages=-]{file.pdf}

\end{document}
```

  Note that we do not add `\ClearShipoutPictureBG` by default to the end of the `Letter` environent, as that would make it impossible to have two or more letters in the same file.

Chapter 2

Installation and setup

2.1 Installation

The installation should be fairly simple on any modern LaTeX system, e.g., systems based upon MiK-TeX 2.9 and TeX Live 2016 or newer.

The steps are

(0) Obtain **aultrdesign-vxxx.zip** from the author. Unpack it to get the **.tds.zip** and the installation manual, which is just a separate copy of this text.

(1) Unpack **aultrdesign-vxxx.tds.zip** in a suitable place.

(2) Update the filename database.

(3) Verify that LaTeX can find the components.

(4) Enable the colophon font.

(5) Configure `aultrdesign`, that is provide the vital configuration file containing the unit data for the departments/centers etc. you would like to support via your setup.

In the following **aultrdesign-vxxx.zip** refers to the ZIP file received by email, where vxxx refers to the version number.

Shortcuts

2.1.1 TeX Live users (Windows)

(0) Start by opening a DOS/Command prompt/Windows PowerShell. We will need it later.

(1) If you have not already done so, unzip the received **aultrdesign-vxxx.zip** in a suitable folder to extract the file **aultrdesign-vxxx.tds.zip**.

(2) It is preferable to install `aultrdesign` in the **texmf-local** folder created by TeX Live. So start by finding that folder. Most likely **c:\texlive\texmf-local**

You can ask TeX Live where it is. Run this via the earlier prompt:

```
    kpsewhich -var-value TEXMFLOCAL
```

The result is usually similar to

```
    c:/texlive/2016/../texmf-local
```

where the `/../` part indicate that the folder in question is a step above, i.e.:

```
    c:/texlive/texmf-local
```

(3) Move **aultrdesign-vxxx.tds.zip** to the folder found in (2) and unpack it there. *Should* be as simple as right clicking it and asking for *extract here*

Some unzippers will create a new subfolder named **aultrdesign-vxxx.tds** and place the files there. *It is very important that this does not happen!* The unzipping target should be the folder found in (2).

We thus expect the following to be in **c:/texlive/texmf-local**:

```
    doc/
    fonts/
    tex/
    aultrdesign-vxxx.tds.zip
```

The three first being folders.

In case you ended up creating an extra folder, say, aultrdesign-vxxx.tds, then you made an error. Please delete that folder and start again.

If you have 7-zip installed, use its *Extract here* feature.

(4) Update the filename database.

There are two ways to do this

  (a) Start the TeX Live Manager (it is in the TeX Live submenu),
      Actions → Update filename database. Or (much faster)

  (b) In the prompt we opened earlier, run the command:

```
    texhash
```

(5) Next we do a few checks to see if LaTeX can find the files correctly. In the prompt, run the command:

```
    kpsewhich aultrdesign.cls ffu.map
```

this should tell us the location of those two files. We expect a result similar to:

```
    c:/texlive/texmf-local/tex/latex/aultrdesign/aultrdesign.cls
    c:/texlive/texmf-local/fonts/map/dvips/1508/aupassata/ffu.map
```

(6) Next we enable the colophon font. In the prompt, please run (TeX Live 2016 and earlier):

```
    updmap-sys --enable Map ffu.map
```

or for TeX Live 2017 onward:

```
    updmap --sys --enable Map ffu.map
```

(the `--sys` part is very important from 2017 edition an later) then wait until it finishes.

(7) The only thing left is to create a configuration file for `aultrdesign`. The procedure is the same on all systems so we refer to .

<div align="center">*   *   *</div>

If you are a MATH AU user, you may write the author to get the official setup for MATH and the centers associated to it.

2.1.2 TeX Live users (Linux)

First of all, make sure you have an updated LaTeX installation. Sadly many Linux distributions come with either a very old installation or a very fracmented TeX Live (split into lots and lots of packages[1]). It is recommended to use official TUG TeX live, http://tug.org/texlive which include the TeX Live manager. It is outside the scope of this manual to explain how to manually install TeX Live on Linux. Interested users can contact the author.

In the following we assume a non-root TeX Live installation. If your is owned by `root`, then either perform the steps as `root` or prepend the commands with `sudo`. For simplicity we assume TeX Live was installed in **/opt/**.

All commands are suppose to be executed in a *terminal*, the *Run command* feature is not enough.

(0) Start by opening a terminal, we will need it later.

(1) If you haven't already done so, go to the folder containing **aultrdesign-vxxx.zip** and unzip it:

```
unzip aultrdesign-vxxx.zip
```

(2) Ask TeX Live where it placed the **texmf-local/** folder:

```
kpsewhich -var-value TEXMFLOCAL
```

The result may be something like

```
/opt/texlive/2016/../texmf-local
```

depending on where your TeX Live is installed. This means that the **textmf-local/** is the folder

```
/opt/texlive/texmf-local
```

For now let us assume this is the case, i.e., we want to install in **/opt/texlive/texmf-local**.

(3) Place **aultrdesign-vxxx.tds.zip** in that folder and unpack it there.

```
mv aultrdesign-vxxx.tds.zip /opt/texlive/texmf-local
cd /opt/texlive/texmf-local
unzip aultrdesign-vxxx.tds.zip
```

The important thing is that the contents is unpacked to the current directory. That is **/opt/texlive/texmf-local/** should now contain:

---

[1] Thus users don't knwo what to install if they need a specific package.

```
    doc/
    fonts/
    tex/
    aultrdesign-vxxx.tds.zip
```

(4) Update the filename database

```
    texhash
```

(5) Verify that you can find the files by executing

```
    kpsewhich aultrdesign.cls ffu.map
```

We would expect something like:

```
    /opt/texlive/texmf-local/tex/latex/aultrdesign/aultrdesign.cls
    /opt/texlive/texmf-local/fonts/map/dvips/1508/aupassata/ffu.map
```

(6) Next enable the colophon font (TeX Live 2016 and earlier):

```
    updmap-sys --enable Map ffu.map
```

or for TeX Live 2017 onward:

```
    updmap --sys --enable Map ffu.map
```

(the `--sys` part is very important from 2017 edition an later) then wait until it finishes which may take a while.

(7) The only thing left is to create a configuration file for `aultrdesign`. The procedure is the same on all systems so we refer to .

If you are a MATH AU user, you may write the author to get the official setup for MATH and the centers associated to it.

2.1.3 MikTeX users (Windows)

As of 2018 MikTeX now comes for Windows, Mac and Linux. Here we will only cover the use on Windows.

Please note that MikTeX can run as a *normal user*, and as *admin* (the latter enables updates/installations for *all* users on this system). We will only over *normal user* as the letter class are not meant to be installed on multi-access PCs anyway.

With the new MikTeX version, there is new a GUI interface for configuring MikTeX, called the MikTeX console.

MikTeX does not come with an area for local packages (`texmf-local`) that TeX Live does, so we need to add one. For simplicity we will just create it as `c:/texmf-local`.

Remark. *For users on **Domain** controlled Windows, it might be an idea to add the data into your data on the file server (especially if you tend to do your work from different PCs). Configuring this, might be a little hairy, so we will omit it here.*

The installation is in two parts: (1) Tell MikTeX about `c:/texmf-local`, and (2) install `aultrdesign`.

Registering `c:/texmf-local`

(1) Create the folder `c:/texmf-local` as normal on Windows.

(2) Start the MikTeX Console (Start menu → MikTeX → MikTeX Console)

(3) Under Settings (left), choose the Directories pane.

(4) Click + and in the interface, navigate and choose `c:/texmf-local`.

(5) The folder will appear in the list after any `../AppData/..` paths, but before the main MikTeX paths, which is what we want.

(6) Keep the console open, we'll need it in the next stage.

Installing `aultrdesign`

(1) Go to the folder containing `aultrdesign-vxxx.zip` and unzip it (usually right clicking reveals an interface).

(2) Copy the file `aultrdesign-vxxx.tds.zip` to `c:/texmf-local`.

(3) Extract `aultrdesign-vxxx.tds.zip` in this folder. It is *very important* that the unzipping process *does not* create a `aultrdesign-vxxx.tds` folder and places the files there.

After unzipping, the contents of `c:/texmf-local` is expected to be:

```
doc/
fonts/
tex/
aultrdesign-vxxx.tds.zip
```

The first three being folders.

In case you ended up creating an extra folder, say, `aultrdesign-vxxx.tds`, then you made an error. Please delete that folder and start again.

If you have 7-zip installed (recommended, it's free, see 7-zip.org), use its *Extract here* feature.

(4) Next we need to update the file database (it is faster for latex to search one file, than the entire file system). Go back to the MikTeX Console we started earlier.

(5) In the Tasks menu, run the Refresh filename database task.

The task will be listed at the bottom of the console until completed.

(6) We will need to do a few things from the DOS/Command prompt/Windows Powershell, so start one now.

(7) Verify can we can find relevant files by running the following command (with two arguments)

```
kpsewhich aultrdesign.cls ffu.map
```

We expect the following output:

```
c:/texmf-local/tex/latex/aultrdesign/aultrdesign.cls
c:/texmf-local/fonts/map/dvips/1508/aupassata/ffu.map
```

The first line is the LaTeX class, the latter is the font map for the colophon font.

Next comes the hard part, hang in there, we are done soon. We need to activate the font map.

(8) Execute the following command in the window started in (6) (spaces and double dashes are important):

```
initexmf --edit-config-file updmap
```

(9) A NotePad window now appear. On an empty line write

```
Map ffu.map
```

Then save the file and exit NotePad.

(10) Next we need to merge this into the main configuration for fast retrieval. We will use the MikTeX Console

(11) Under Tasks run Refresh font map files and wait for it to finish.

(12) Done.

The only thing left is to create a configuration file for `aultrdesign`. The procedure is the same on all systems so we refer to Section 2.4 on page 38.

If you are a MATH AU user, you may write the author to get the official setup for MATH and the centers associated to it.

2.1.4 MacTeX users (TeX Live Mac)

MacTeX is just a prepared TeX Live plus some extra tools. It is complicated a little further by

(a) being installed as the *super user, aka root,*

(b) the place where it is installed is not easily accessible using the normal Finder interface.

The simplest way to install `aultrdesign` seem to be via a terminal.

(0) Open a terminal[2] and go to the folder where you saved **aultrdesign-vxxx.zip** (e.g., the Desktop).

(1) If you haven't already done so, unzip **aultrdesign-vxxx.zip**:

```
unzip aultrdesign-vxxx.zip
```

This gives you **aultrdesign-vxxx.tds.zip**.

(2) Find the **texmf-local** folder:

```
kpsewhich -var-value TEXMFLOCAL
```

With MacTeX this will be something like

```
/usr/local/texlive/2016/../texmf-local
```

Thus the `texmf-folder` is

```
/usr/local/texlive/texmf-local
```

---

[2] It usually hides in the accessories folder in the Finder.

(3) Move **aultrdesign-vxxx.tds.zip** to the folder found in (2) and move to it, unzip and update the filename database:

```
sudo mv aultrdesign-vxxx.tds.zip /usr/local/texlive/texmf-local
cd /usr/local/texlive/texmf-local
sudo unzip aultrdesign-vxxx.tds.zip
sudo texhash
```

(4) Verify via

```
kpsewhich aultrdesign.cls ffu.map
```

that LaTeX can find the files. We would expect the result to be similar to:

```
/usr/local/texlive/texmf-local/tex/latex/aultrdesign/aultrdesign.cls
/usr/local/texlive/texmf-local/fonts/map/dvips/1508/aupassata/ffu.map
```

(5) Enable colophon font (note the double dash). For MacTeX 2016 or earlier:

```
sudo updmap-sys --enable Map ffu.map
```

For MacTeX 2017 onward:

```
sudo updmap --sys --enable Map ffu.map
```

(6) The only thing left is to create a configuration file for aultrdesign. The procedure is the same on all systems so we refer to Section 2.4 on the next page.

If you are a MATH AU user, you may write the author to get the official setup for MATH and the centers associated to it.

2.2   Upgrading the class

Upgrading to a new version is fairly simply. Figure out where you installed it last time, and unzip **aultrdesign-vxxx.tds.zip** in an appropriate location. Easiest method: Open a prompt/terminal and run:

```
kpsewhich aultrdesign.cls
```

Assume the result is

```
/opt/texlive/texmf-local/tex/latex/aultrdesign/aultrdesign.cls
```

Then copy **aultrdesign-vxxx.tds.zip** to **/opt/texlive/texmf-local/** and unzip it there. That is it. The unzipping just overwrites the files in their current location.

Just to be on the save side it is always a good idea to then update the filename database as explained in the installation guide (or see the table on page 39).

* * *

If extra things are needed, we will inform you in the *update email*.

Since we do not provide (as a part of the **.tds.zip** file) **aultrdesign.cfg** (see below) or **aultrdesignprofile.cfg**, overwriting the files is not a problem.

2.3   Opdating to a newer TeX Live

Once a year the binaries in TeX Live is upgraded. Thus the year in the paths listed above. But **texmf-local/** is often shared between them. Thus one thing users often forget when they install a new version of TeX Live is to activate **ffu.map**. So if all of a sudden your old letters will not compile because it cannot find the font correctly, remember to run (use sudo if necessary), for TeX Live based systems (including MacTeX) edition 2016 and earlier, use

```
updmap-sys --enable Map ffu.map
```

For edition 2017 and onward:

```
updmap --sys --enable Map ffu.map
```


2.4   Site specific configuration (mandatory)

Before you can use `aultrdesign` you will need a configuration file describing (names and addresses etc.) the units you want to support, the class will *not* work without this file. The class expects the configuration file

<div align="center">

aultrdesign.cfg

</div>

to be available. The class is shipped with a sample configuration named **aultrdesign-sample.cfg** which you may want to use as a template.

The units can be filled in by hand, either using **aultrdesign-sample.cfg** as a template, or by following the description of the various commands found below. There is an easier way though, we provide an online conversion tool, which will gather information from the central registry (similar to what MS Word is using on Windows) and then convert it into our format.

<div align="center">

http://data.math.au.dk/apps/aultrdesignhelp/

</div>

Please remember that the information in the Unit Register might not be correct, so please double check the data.

<div align="center">

*   *   *

</div>

Your users will be able to see which units are provided, and which languages they support by writing a letter with the command `\ShowUnits` in the body of a letter.

2.4.1   Where to place **aultrdesign.cfg**

As long as LaTeX can find `aultrdesign.cfg`, its location does not matter. However, we would recommend placing it in the same folder as **aultrdesign.cls** and **aultrdesign-sample.cfg**, i.e., in

<div align="center">

⟨*some path*⟩**/texmf-local/tex/latex/aultrdesign/**

</div>

or simply ask LaTeX via:

```
kpsewhich aultrdesign.cls
```

<center>* * *</center>

Since `aultrdesign.cfg` does not exist until you provide it, LATEX will not be able to find it, even after you have added it. So do not forget to update the file name database after adding it. That is

	Point and click	Command prompt/terminal
TeX Live	TeX Live manager, **Actions → Update filename database**	`texhash`
MikTeX (single user)	**MikTeX N.N → Maintenance → Settings**, **General Tab**, press the '**Refresh FNDB**' button	`texhash`
MikTeX (admin)	**MikTeX N.N → Maintenance (admin) → Settings**, **General Tab**, press the '**Refresh FNDB**' button	`texhash --admin`
MacTeX	⟨*unknown*⟩	`sudo texhash`

*For TeX Live on Linux, you may need to add **sudo** in front of the **texhash** command*

As always you can test using

```
kpsewhich aultrdesign.cfg
```

and we would expect (on windows) to see something similar to

```
c:/texmf-local/tex/latex/aultrdesign/aultrdesign.cfg
```

with the obvious alterations on Linux and Mac.

2.4.2 Explaining the unit characteristics

Each unit is characterized by a name (letters only), that can then be loaded as a class option (unit=⟨*name*⟩) or via \UseUnit{name}. This will change the letterhead and the footer information, plus perhaps add a unit logo. Note that you cannot change the colophon prefix words using the unit configuration, use localisation for that.

The syntax is

```
\DefineUnit{⟨name⟩}{
  ⟨description⟩
}{
  ⟨code⟩
}
```

In order to make the Unit definition *encoding* safe[3], you should write all special characters using LATEX codes, i.e., use \AA for Å, etc. Here is the distributed example showing the setting for the math unit.

```
\DefineUnit{math}{%
  Unit definitions for Dept. Math., by daleif 20170103
}{%
  \setunitcontactaddress[danish]{%
```

---

[3] That is, make the configuration independent of how the user has configured his or her editor regarding national letters such as æøå.

```
   Aarhus Universitet\\Ny Munkegade 118, Bygn.~1530\\8000~Aarhus~C}
 \setunitcontactaddress[english]{%
   Aarhus University\\Ny Munkegade 118, Bldg.~1530\\DK-8000~Aarhus~C\\Denmark}
 \setunitcontactname[danish]{Institut for Matematik}
 \setunitcontactname[english]{Department of Mathematics}
 \setunitheadertitle[danish]{INSTITUT FOR MATEMATIK}
 \setunitheadertitle[english]{DEPARTMENT OF MATHEMATICS}
 \setunitbranchname[danish]{Institut for Matematik}
 \setunitbranchname[english]{Department of Mathematics}
 \setunitcontactphone{87150000}
 \setunitcontactfax{86131769}
 \setunitcontactemail{math@au.dk}
 \setunitcontacthomepage[danish]{http://math.au.dk}
 \setunitcontacthomepage[english]{http://math.au.dk/en}
 % and specify the name without extension
 % \setunitlogo{\includegraphics[width=\UnitLogoWidth,
 %                              height=\UnitLogoHeight,
 %                              keepaspectratio]{MyLogo}}
}

% change this to fit your own organisation, this sets the
% unit to be used whenever no specific unit is loaded by the user
%\SetDefaultUnit{math}

% Unit aliases, use this to provide alternative names for the units,
% e.g., to make 'imfau' and alias for math:
\UnitAlias{imfau}{math}
```

As you can see each name can be localised to a specific language. If no language is specified, this value will be used in all languages. Any Unit definition should provide information for at least Danish and English.

Unit logo

You can use

```
\setunitlogo{\includegraphics[max width=\UnitLogoWidth,
                             max height=\UnitLogoHeight,
                             keepaspectratio]{...}}
```

to specify a Unit logo. The Word design specifies the logo to be at most 24 pt high by 77 pt wide. In our opinion that is a bit small. Instead we provide the lengths used in the example above. These are dynamic lengths that will match the height of the footer (minus 1 em) and 35 mm minus 1 em wide. The keepaspectratio ensures that the scaling of the logo will be the largest possible that will fix within a box of \UnitLogoWidth × \UnitLogoWidth.

Added 2017: We now support using max width=... etc. Meaning that if your unit logo has a natural size that is smaller than the width given, then it will not be scaled. But if it exceeds it, it will be scaled down to the max width.
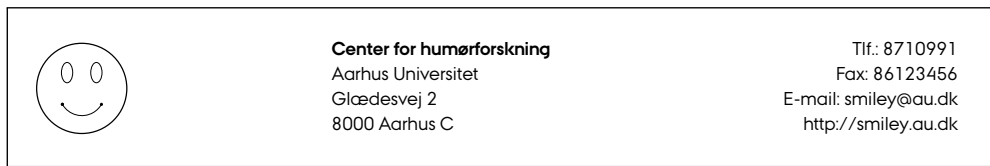
If the logo is used, the footer is extended with an extra column holding the logo. The logo is added such that the upper edge matches the upper edge of the footer. Here is a hypothetical example using

```
\setunitlogo{\includegraphics[width=\UnitLogoWidth,
                             height=\UnitLogoHeight+1em,
                             keepaspectratio]{smiley-crop}}
```
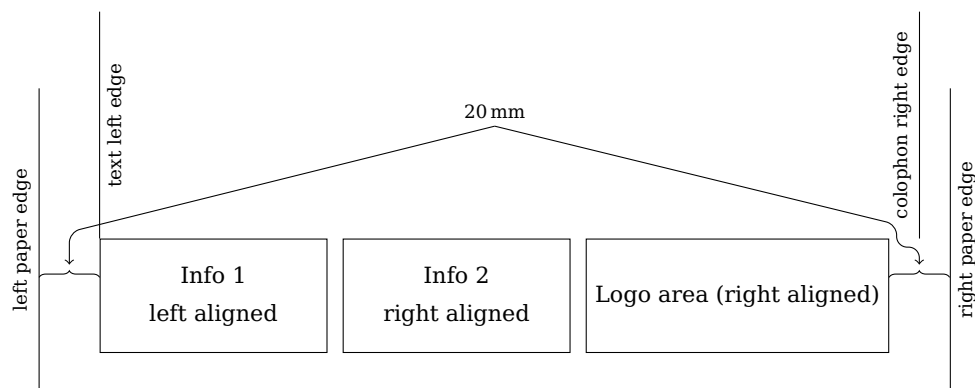
The corresponding footer can be seen in Figure 2.1.

Figure 2.1: Example using a unit logo.

Unit Logo related to BSS

Under the BSS setup the unit logo is often used to display accreditation. These special logos are often quite wide, thus under the BSS setup the logo area is switched to the right of the two information columns and is given the reminding width of the footer.

Again `\UnitLogoHeight` will correspond to the overall height of the two info columns and `\UnitLogoHeight` will be the corresponding with of the indicated logo area. The option `keepaspectratio` is recommended to avoid distortion.

The logo will be vertically adjusted such that the upper edge matches the upper edge of the info columns.

You can use

```
\BSSLogoJustification{⟨code⟩}
```

to change the justification inside the BSS logo area. The default is `\raggedleft` (aka right aligned), other alternatives could be `\centering` or `\raggedright` (aka left aligned).

* * *

A few words of advice for BSS users: The BSS accreditation logos can be found at http://medarbejdere.au.dk/en/faculties/business-and-social-sciences/visual-identity/logos/. You get a ZIP containing »trykfiler« and »webfiler« corresponding to files for print (EPS) and files for web (png). Since Word does not support PDF, no PDF versions are available.

Our recommendation is the following:

(a) Get the EPS version of the accreditation logo you need to use.

(b) *Rename all relevant files such that they does not have spaces in the file name* (those are generally a pain).

(c) Convert the EPS to PDF using the `epstopdf` command line tool. It comes as a part of your LATEX intallation.[4]

```
epstopdf file.eps
```

(d) Place the PDF(s) next to your **aultrdesign.cfg** and remember to update the file name database as described in Section 2.4.1 or in the table on page 39.

(e) Then use this PDF in \setunitlogo as described above.

Using the EPS to generate a PDF for us, generates the logo as a vector grafic (i.e. infinitely scalable) just as we want.

Other

The name of the Unit may not be natural to every one in your organisation. So we also provide »Unit aliases«, i.e., the option to provide Unit with alternative names. The syntax is

> \UnitAlias{⟨*new name*⟩}{⟨*old name*⟩}

Where users will get an error if ⟨*new name*⟩ is already defined or if ⟨*old name*⟩ does not exist.

Example

```
\UnitAlias{math}{imfau}
```

Macros in more detail

\setunitcontactaddress[⟨*language*⟩]{⟨*code*⟩}
> The address part of the footer. Do *not* include the Unit name. Line breaks should be marked by »\\«.

\setunitcontactname[⟨*language*⟩]{⟨*code*⟩}
> The Unit name in the footer.

\setunitheadertitle[⟨*language*⟩]{⟨*code*⟩}
> Unit name in the letter head, *all upper case*.
>
> In case you come from a department under *Business and Social Sciences*, then you need to write:

```
\setunitheadertitle[danish]{BUSINESS AND SOCIAL SCIENCES\\ MIT INSTITUT}
\setunitheadertitle[english]{BUSINESS AND SOCIAL SCIENCES\\ MY DEPARTMENT}
```

> They are the only ones having the academic area included in their letterhead.

\setunitbranchname[⟨*language*⟩]{⟨*code*⟩}
> Unit title for the top of the colophon.

\setunitcontactphone[⟨*language*⟩]{⟨*code*⟩}
> Contact phone number for the footer. Do not include »+45«, it is automatically added whenever the language is not Danish.

\setunitcontactfax[⟨*language*⟩]{⟨*code*⟩}
> Fax number for the footer. Do not include »+45«, it is automatically added whenever the language is not Danish.

---

[4] There are no general point-and-click interface for this tool, use the command line.

`\setunitcontactemail[⟨language⟩]{⟨code⟩}`

> Similar for email

`\setunitcontacthomepage[⟨language⟩]{⟨code⟩}`

> Similar for homepage.

`\setunitlogo[⟨language⟩]{⟨code⟩}`

> Unit logo, the code should be the full command for including the logo, see the discussion on page 40.

2.5 Packages needed for the aultrdesign class

We will need the following packages to be available. Here listed with a short notice as to what they do.

adjustbox

> loaded with option `export`. This has many handy box adjusting features. Though we only use it for the extra options it brings to `\includegraphics`.

bera the main text font.

calc for easier length calculations.

enumitem

> package used to set up the three standard lists. It is loaded with the `shortlabel` option, allowing for the `\begin{enumerate}[(1)]` setup, and the `inline` option, allowing for enumitem* environment which will create an inline list instead of a vertical one.

environ

> package providing tools for saving the contents of an environment into a macro. Every handy for providing interfaces.

eso-pic

> to place stuff anywhere on the paper. We use it to place the letterhead, receiver address, colophon and footer.

etoolbox

> utility package that makes coding our internal macros a *lot* easier.

fix-cm

> to use alternative font sizes.

fontenc

> we use the `T1` font encoding.

graphicx

> handles external graphics and provide tools to scale various stuff.

hyperref

> provides clickable links in PDF files. Only loaded if asked for via class option.

ifpdf detects pdfLaTeX. They enables us to correctly write the paper format to the output file.

ifxetex

> similar detection for Xe(La)TeX.

ifluatex

similar detection for Lua(La)TeX.

luatex85

used if LuaLaTeX is used. Reestablish some `\pdf...` macros that were removed from LuaTeX.

mathdesign

provides math support for various fonts. If installed we will use the charter setup for math. If not found, we use the regular Computer Modern (which does not fit the Bera font at all!).

multicol

provides multi column setup within a page. We use for it for a single design.

picture

extends the `picture` environment to allow units in placement specifications, it also adds support for `calc`.

ragged2e

for ragged edge text supporting automatic hyphenation.

soul   provides letter spacing, which is used in the letter head.

tikz   a drawing package for LaTeX (we *draw* the AU logos, we do not use the actual logo font).

url   for better line breaking of URLs, it is much better to use this than to invent something else.

varwidth

provides a `minipage`-like environment that automatically shrinks to fit the contents.

xcolor

color support.

xkeyval

enables us to create $\langle key=value \rangle$ configuration interfaces.

Templates and their output

List of Templates

```
\documentclass[%
 % danish,            % use danish setup
 english,             % use english setup
 % nologo,            % removes the logo
 % colorlogo,         % use the colored logo, best in PDF
 % blacklogo,         % logo in black, the default
 %
 % bss,               % enable the bss setup
 unit=math,           % which unit to load
 % profile=myprofile, % load a specific profile
 %
 % ignoreaddress,     % ignores the address area and starts the letter
                      % straight below the logo
 % ignoreaddresshalf, % same as ignoreaddresshalf but only half way up
                      % the address area
 % nowrittensignature, % leave no space for signatures
 % hyperref,          % enable hyperlinks in the letter
]{aultrdesign}
\usepackage{babel}
\usepackage{kantlipsum}   % sample text discard in real life
\begin{document}
 % note that the items are global, and that a missing item or an item
 % given an empty argument will not appear in the colophon
\begin{ColophonData}
  \directphone{89423170}
  \privatephone{12345678}
  \mobilephone{12345678}
  \directfax{21345678}
  % \pager{87654321}
  \homepage{au.dk/en/daleif@imf}
  \email{daleif@imf.au.dk}
  \journal{12345678}
  \receivercvr{12345678}
  \studentid{19960000}
  \firstname{Lars}
  \lastname{Madsen}
  \usertitle{Programmer}
  % \userbranch{IT Staff}
  \casenumber{1234}
  \reference{lm}
  \receivercvr{123456}
  \cprno{1234567890}
  \casenumber{1234}
  % \signature{Lars Madsen}
  % \graphicalsignature{\includegraphics[height=1.5cm]{daleif}}
\end{ColophonData}
\begin{ReceiverAddress}
  Lars Madsen\\
  Department of Mathematics\\
  Aarhus University\\
  Ny Munkegade 118, Bldg. 1530\\
  DK-8000 Aarhus C\\
  Denmark
\end{ReceiverAddress}

\begin{Letter}
\opening{Dear\dots}

\kant[1] % filler text in english

\closing{Regards,}

\begin{CopyTo}
  \item N.N.
\end{CopyTo}
\end{Letter}
\end{document}
```

Lars Madsen
Department of Mathematics
Aarhus University
Ny Munkegade 118, Bldg. 1530
DK-8000 Aarhus C
Denmark

Dear...

As any dedicated reader can clearly see, the Ideal of practical reason is a representation of, as far as I know, the things in themselves; as I have shown elsewhere, the phenomena should only be used as a canon for our understanding. The paralogisms of practical reason are what first give rise to the architectonic of practical reason. As will easily be shown in the next section, reason would thereby be made to contradict, in view of these considerations, the Ideal of practical reason, yet the manifold depends on the phenomena. Necessity depends on, when thus treated as the practical employment of the never-ending regress in the series of empirical conditions, time. Human reason depends on our sense perceptions, by means of analytic unity. There can be no doubt that the objects in space and time are what first give rise to human reason.

Regards,

Lars Madsen
Programmer

Copy to:

N.N.

Department of Mathematics

Lars Madsen

Programmer

Date: 14 March 2019

——

Direct Tel.: +45 89423170
Private Tel.: +45 12345678
Mobile Tel.: +45 12345678
Fax: +45 21345678
Email: daleif@imf.au.dk

Web: au.dk/en/daleif@imf

Journal no.: 12345678
Annual card no.: 19960000
CPR no.: 1234567890
Receiver's CVR no.: 123456
Sender's CVR no.: 31119103
Reference: lm

——

Page 1/1

Department of Mathematics
Aarhus University
Ny Munkegade 118, Bldg. 1530
DK-8000 Aarhus C
Denmark

Tel.: +45 87150000
Fax: +45 86131769
Email: math@au.dk
http://math.au.dk/en

Output from template: `template-letter.tex`

Simple letter with a single signer and copy to N.N.

```
\documentclass[%
 % danish,              % use danish setup
 english,               % use english setup
 % nologo,              % removes the logo
 % colorlogo,           % use the colored logo, best in PDF
 % blacklogo,           % logo in black, the default
 %
 bss,                   % enable the bss setup
 unit=math,             % which unit to load
 % profile=myprofile,   % load a specific profile
 %
 % ignoreaddress,       % ignores the address area and starts the letter
                        % straight below the logo
 % ignoreaddresshalf,   % same as ignoreaddresshalf but only half way up
                        % the address area
 % nowrittensignature,  % leave no space for signatures
 % hyperref,            % enable hyperlinks in the letter
]{aultrdesign}
\usepackage{babel}
\usepackage{kantlipsum}   % sample text discard in real life
\begin{document}
 % note that the items are global, and that a missing item or an item
 % given an empty argument will not appear in the colophon
\begin{ColophonData}
  \directphone{89423170}
  \privatephone{12345678}
  \mobilephone{12345678}
  \directfax{21345678}
  % \pager{87654321}
  \homepage{au.dk/en/daleif@imf}
  \email{daleif@imf.au.dk}
  \journal{12345678}
  \receivercvr{12345678}
  \studentid{19960000}
  \firstname{Lars}
  \lastname{Madsen}
  \usertitle{Programmer}
  % \userbranch{IT Staff}
  \casenumber{1234}
  \reference{lm}
  \receivercvr{123456}
  \cprno{1234567890}
  \casenumber{1234}
  % \signature{Lars Madsen}
  % \graphicalsignature{\includegraphics[height=1.5cm]{daleif}}
\end{ColophonData}
\begin{ReceiverAddress}
  Lars Madsen\\
  Department of Mathematics\\
  Aarhus University\\
  Ny Munkegade 118, Bldg. 1530\\
  DK-8000 Aarhus C\\
  Denmark
\end{ReceiverAddress}

\begin{Letter}
\opening{Dear\dots}

\kant[1] % filler text in english

\end{Letter}
\end{document}
```

Lars Madsen
Department of Mathematics
Aarhus University
Ny Munkegade 118, Bldg. 1530
DK-8000 Aarhus C
Denmark

Dear...

As any dedicated reader can clearly see, the Ideal of practical reason is a representation of, as far as I know, the things in themselves; as I have shown elsewhere, the phenomena should only be used as a canon for our understanding. The paralogisms of practical reason are what first give rise to the architectonic of practical reason. As will easily be shown in the next section, reason would thereby be made to contradict, in view of these considerations, the Ideal of practical reason, yet the manifold depends on the phenomena. Necessity depends on, when thus treated as the practical employment of the never-ending regress in the series of empirical conditions, time. Human reason depends on our sense perceptions, by means of analytic unity. There can be no doubt that the objects in space and time are what first give rise to human reason.

Department of Mathematics

Lars Madsen

Programmer

Date: 14 March 2019

———

Direct Tel.: +45 89423170
Private Tel.: +45 12345678
Mobile Tel.: +45 12345678
Fax: +45 21345678
Email: daleif@imf.au.dk

Web: au.dk/en/daleif@imf

Journal no.: 12345678
Annual card no.: 19960000
CPR no.: 1234567890
Receiver's CVR no.: 123456
Sender's CVR no.: 31119103
Reference: lm

———

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Output from template: `template-letter-bss.tex`

As template-letter.tex, but with BSS setup and an appropriate unit, unknown whether this accreditation logo is suitable for this unit.

```
\documentclass[%
 % danish,             % use danish setup
 english,              % use english setup
 % nologo,             % removes the logo
 % colorlogo,          % use the colored logo, best in PDF
 % blacklogo,          % logo in black, the default
 %
 % bss,                % enable the bss setup
 unit=math,            % which unit to load
 % profile=myprofile,  % load a specific profile
 %
 % ignoreaddress,      % ignores the address area and starts the letter
                       % straight below the logo
 % ignoreaddresshalf,  % same as ignoreaddresshalf but only half way up
                       % the address area
 % nowrittensignature, % leave no space for signatures
 % hyperref,           % enable hyperlinks in the letter
]{aultrdesign}
\usepackage{babel}
\usepackage{kantlipsum}   % sample text discard in real life
\begin{document}
 % note that the items are global, and that a missing item or an item
 % given an empty argument will not appear in the colophon
\begin{ColophonData}
  \directphone{89423170}
  \privatephone{12345678}
  \mobilephone{12345678}
  \directfax{21345678}
  % \pager{87654321}
  \homepage{au.dk/en/daleif@imf}
  \email{daleif@imf.au.dk}
  \journal{12345678}
  \receivercvr{12345678}
  \studentid{19960000}
  \firstname{Lars}
  \lastname{Madsen}
  \usertitle{Programmer}
  % \userbranch{IT Staff}
  \casenumber{1234}
  \reference{lm}
  \receivercvr{123456}
  \cprno{1234567890}
  \casenumber{1234}
  % \signature{Lars Madsen}
 \graphicalsignature[-5pt]{\includegraphics[height=1.5cm]{daleif}}
\end{ColophonData}
\begin{ReceiverAddress}
  Lars Madsen\\
  Department of Mathematics\\
  Aarhus University\\
  Ny Munkegade 118, Bldg. 1530\\
  DK-8000 Aarhus C\\
  Denmark
\end{ReceiverAddress}

\begin{Letter}
\opening{Dear\dots}

\kant[1] % filler text in english

\closing{Regards,}

\end{Letter}
\end{document}
```

AARHUS
UNIVERSITY
DEPARTMENT OF MATHEMATICS

Lars Madsen
Department of Mathematics
Aarhus University
Ny Munkegade 118, Bldg. 1530
DK-8000 Aarhus C
Denmark

Dear...

As any dedicated reader can clearly see, the Ideal of practical reason is a representation of, as far as I know, the things in themselves; as I have shown elsewhere, the phenomena should only be used as a canon for our understanding. The paralogisms of practical reason are what first give rise to the architectonic of practical reason. As will easily be shown in the next section, reason would thereby be made to contradict, in view of these considerations, the Ideal of practical reason, yet the manifold depends on the phenomena. Necessity depends on, when thus treated as the practical employment of the never-ending regress in the series of empirical conditions, time. Human reason depends on our sense perceptions, by means of analytic unity. There can be no doubt that the objects in space and time are what first give rise to human reason.

Regards,

Lars Madsen
Programmer

Department of Mathematics

Lars Madsen

Programmer

Date: 14 March 2019

——

Direct Tel.: +45 89423170
Private Tel.: +45 12345678
Mobile Tel.: +45 12345678
Fax: +45 21345678
Email: daleif@imf.au.dk

Web: au.dk/en/daleif@imf

Journal no.: 12345678
Annual card no.: 19960000
CPR no.: 1234567890
Receiver's CVR no.: 123456
Sender's CVR no.: 31119103
Reference: lm

——

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SOLIDUM PETIT IN PROFUNDIS
UNIVERSITAS ARHUSIENSIS

Department of Mathematics
Aarhus University
Ny Munkegade 118, Bldg. 1530
DK-8000 Aarhus C
Denmark

Tel.: +45 87150000
Fax: +45 86131769
Email: math@au.dk
http://math.au.dk/en

Output from template: `template-letter-sigscan.tex`

Same, with added scanned signature. Notice how the signature is added via the colophon data.

```
\documentclass[%
 % danish,              % use danish setup
 english,               % use english setup
 % nologo,              % removes the logo
 colorlogo,             % use the colored logo, best in PDF
 % blacklogo,           % logo in black, the default
 %
 % bss,                 % enable the bss setup
 unit=math,             % which unit to load
 % profile=myprofile,   % load a specific profile
 %
 % ignoreaddress,       % ignores the address area and starts the letter
                        % straight below the logo
 % ignoreaddresshalf,   % same as ignoreaddresshalf but only half way up
                        % the address area
 % nowrittensignature,  % leave no space for signatures
 % hyperref,            % enable hyperlinks in the letter
]{aultrdesign}
\usepackage{babel}
\usepackage{kantlipsum}   % sample text discard in real life
\begin{document}
 % note that the items are global, and that a missing item or an item
 % given an empty argument will not appear in the colophon
\begin{ColophonData}
  \directphone{89423170}
  \privatephone{12345678}
  \mobilephone{12345678}
  \directfax{21345678}
  % \pager{87654321}
  \homepage{au.dk/en/daleif@imf}
  \email{daleif@imf.au.dk}
  \journal{12345678}
  \receivercvr{12345678}
  \studentid{19960000}
  \firstname{Lars}
  \lastname{Madsen}
  \usertitle{Programmer}
  % \userbranch{IT Staff}
  \casenumber{1234}
  \reference{lm}
  \receivercvr{123456}
  \cprno{1234567890}
  \casenumber{1234}
  % \signature{Lars Madsen}
  % \graphicalsignature{\includegraphics[height=1.5cm]{daleif}}
\end{ColophonData}
\begin{ReceiverAddress}
  Lars Madsen\\
  Department of Mathematics\\
  Aarhus University\\
  Ny Munkegade 118, Bldg. 1530\\
  DK-8000 Aarhus C\\
  Denmark
\end{ReceiverAddress}

\begin{Letter}
\opening{Dear\dots}


\kant[1] % filler text in english


\begin{Closing}{Regards,}
  \begin{signer}
    Lars Madsen\\Programmer
  \end{signer}
  \begin{signer}[gfxsignature={\includegraphics[height=1.5cm]{daleif}},
    gfxvadjust=-5pt]
    Lars Madsen\\Webmaster
  \end{signer}
\end{Closing}
\end{Letter}
\end{document}
```

Lars Madsen
Department of Mathematics
Aarhus University
Ny Munkegade 118, Bldg. 1530
DK-8000 Aarhus C
Denmark

Dear...

As any dedicated reader can clearly see, the Ideal of practical reason is a representation of, as far as I know, the things in themselves; as I have shown elsewhere, the phenomena should only be used as a canon for our understanding. The paralogisms of practical reason are what first give rise to the architectonic of practical reason. As will easily be shown in the next section, reason would thereby be made to contradict, in view of these considerations, the Ideal of practical reason, yet the manifold depends on the phenomena. Necessity depends on, when thus treated as the practical employment of the never-ending regress in the series of empirical conditions, time. Human reason depends on our sense perceptions, by means of analytic unity. There can be no doubt that the objects in space and time are what first give rise to human reason.

Regards,

Lars Madsen   Lars Madsen
Programmer   Webmaster

Department of Mathematics

Lars Madsen

Programmer

Date: 14 March 2019

——

Direct Tel.: +45 89423170
Private Tel.: +45 12345678
Mobile Tel.: +45 12345678
Fax: +45 21345678
Email: daleif@imf.au.dk

Web: au.dk/en/daleif@imf

Journal no.: 12345678
Annual card no.: 19960000
CPR no.: 1234567890
Receiver's CVR no.: 123456
Sender's CVR no.: 31119103
Reference: lm

——

Page 1/1

Output from template: `template-letter-2signers.tex`

Two signatures via signer environment, plus letterhead in color.

template-letter-primary-secondary.tex

```
\documentclass[%
 % danish,              % use danish setup
 english,               % use english setup
 % nologo,              % removes the logo
 % colorlogo,           % use the colored logo, best in PDF
 % blacklogo,           % logo in black, the default
 %
 % bss,                 % enable the bss setup
 unit=math,             % which unit to load
 % profile=myprofile,   % load a specific profile
 %
 % ignoreaddress,       % ignores the address area and starts the letter
                        % straight below the logo
 % ignoreaddresshalf,   % same as ignoreaddresshalf but only half way up
                        % the address area
 % nowrittensignature,  % leave no space for signatures
 % hyperref,            % enable hyperlinks in the letter
]{aultrdesign}
\usepackage{babel}
\usepackage{kantlipsum}   % sample text discard in real life
\begin{document}
 % note that the items are global, and that a missing item or an item
 % given an empty argument will not appear in the colophon
\begin{ColophonData}
  \directphone{89423170}
  \privatephone{12345678}
  \mobilephone{12345678}
  \directfax{21345678}
  % \pager{87654321}
  \homepage{au.dk/en/daleif@imf}
  \email{daleif@imf.au.dk}
  \journal{12345678}
  \receivercvr{12345678}
  \studentid{19960000}
  \firstname{Lars}
  \lastname{Madsen}
  \usertitle{Programmer}
  % \userbranch{IT Staff}
  \casenumber{1234}
  \reference{lm}
  \receivercvr{123456}
  \cprno{1234567890}
  \casenumber{1234}
  % \signature{Lars Madsen}
  % \graphicalsignature{\includegraphics[height=1.5cm]{daleif}}
\end{ColophonData}
\begin{ReceiverAddress}
  Lars Madsen\\
  Department of Mathematics\\
  Aarhus University\\
  Ny Munkegade 118, Bldg. 1530\\
  DK-8000 Aarhus C\\
  Denmark
\end{ReceiverAddress}

\begin{Letter}
\opening{Dear\dots}

\kant[1] % filler text in english


\begin{Closing}{Regards,}
  \begin{primarysignature}[gfxsignature={\includegraphics[height=1.5cm]{daleif}}]
    Lars Madsen\\Programmer
  \end{primarysignature}
  \begin{secondarysignature}[gfxsignature={\includegraphics[height=1.5cm]{daleif}}]
    Lars Madsen\\Webmaster
  \end{secondarysignature}
\end{Closing}
\end{Letter}
\end{document}
```

Lars Madsen
Department of Mathematics
Aarhus University
Ny Munkegade 118, Bldg. 1530
DK-8000 Aarhus C
Denmark

Dear. . .

As any dedicated reader can clearly see, the Ideal of practical reason is a representation of, as far as I know, the things in themselves; as I have shown elsewhere, the phenomena should only be used as a canon for our understanding. The paralogisms of practical reason are what first give rise to the architectonic of practical reason. As will easily be shown in the next section, reason would thereby be made to contradict, in view of these considerations, the Ideal of practical reason, yet the manifold depends on the phenomena. Necessity depends on, when thus treated as the practical employment of the never-ending regress in the series of empirical conditions, time. Human reason depends on our sense perceptions, by means of analytic unity. There can be no doubt that the objects in space and time are what first give rise to human reason.

Regards,

Lars Madsen
Programmer

Lars Madsen
Webmaster

Department of Mathematics

Lars Madsen

Programmer

Date: 14 March 2019
———
Direct Tel.: +45 89423170
Private Tel.: +45 12345678
Mobile Tel.: +45 12345678
Fax: +45 21345678
Email: daleif@imf.au.dk

Web: au.dk/en/daleif@imf

Journal no.: 12345678
Annual card no.: 19960000
CPR no.: 1234567890
Receiver's CVR no.: 123456
Sender's CVR no.: 31119103
Reference: lm
———
Page 1/1

Department of Mathematics
Aarhus University
Ny Munkegade 118, Bldg. 1530
DK-8000 Aarhus C
Denmark

Tel.: +45 87150000
Fax: +45 86131769
Email: math@au.dk
http://math.au.dk/en

Output from template: `template-letter-primary-secondary.tex`

Primary and secondary signatures, including scanned signatures.

```
\documentclass[%
 % danish,              % use danish setup
 english,               % use english setup
 % nologo,              % removes the logo
 % colorlogo,           % use the colored logo, best in PDF
 % blacklogo,           % logo in black, the default
 %
 % bss,                 % enable the bss setup
 unit=math,             % which unit to load
 % profile=myprofile,   % load a specific profile
 %
 % ignoreaddress,       % ignores the address area and starts the letter
                        % straight below the logo
 % ignoreaddresshalf,   % same as ignoreaddresshalf but only half way up
                        % the address area
 % nowrittensignature,  % leave no space for signatures
 % hyperref,            % enable hyperlinks in the letter
]{aultrdesign}
\usepackage{babel}
\usepackage{kantlipsum}   % sample text discard in real life
\begin{document}
 % note that the items are global, and that a missing item or an item
 % given an empty argument will not appear in the colophon
\begin{ColophonData}
  \directphone{89423170}
  \privatephone{12345678}
  \mobilephone{12345678}
  \directfax{21345678}
  % \pager{87654321}
  \homepage{au.dk/en/daleif@imf}
  \email{daleif@imf.au.dk}
  \journal{12345678}
  \receivercvr{12345678}
  \studentid{19960000}
  \firstname{Lars}
  \lastname{Madsen}
  \usertitle{Programmer}
  % \userbranch{IT Staff}
  \casenumber{1234}
  \reference{lm}
  \receivercvr{123456}
  \cprno{1234567890}
  \casenumber{1234}
  % \signature{Lars Madsen}
  % \graphicalsignature{\includegraphics[height=1.5cm]{daleif}}
\end{ColophonData}
\begin{ReceiverAddress}
  Lars Madsen\\
  Department of Mathematics\\
  Aarhus University\\
  Ny Munkegade 118, Bldg. 1530\\
  DK-8000 Aarhus C\\
  Denmark
\end{ReceiverAddress}

\begin{Letter}
\opening{Dear\dots}


\kant[1] % filler text in english


\begin{Closing}[grid]{Regards,}
  \begin{signer}[gfxvadjust=-5pt,
    gfxsignature={\includegraphics[height=15mm]{daleif}}]
    Lars Madsen\\Programmer
  \end{signer}
  \begin{signer}
    Lars Madsen\\Webmaster
  \end{signer}
  \begin{signer}
    N.N.\\ Expert
  \end{signer}
\end{Closing}
\end{Letter}
\end{document}
```

AARHUS
UNIVERSITY
DEPARTMENT OF MATHEMATICS

Lars Madsen
Department of Mathematics
Aarhus University
Ny Munkegade 118, Bldg. 1530
DK-8000 Aarhus C
Denmark

Dear. . .

As any dedicated reader can clearly see, the Ideal of practical reason is a representation of, as far as I know, the things in themselves; as I have shown elsewhere, the phenomena should only be used as a canon for our understanding. The paralogisms of practical reason are what first give rise to the architectonic of practical reason. As will easily be shown in the next section, reason would thereby be made to contradict, in view of these considerations, the Ideal of practical reason, yet the manifold depends on the phenomena. Necessity depends on, when thus treated as the practical employment of the never-ending regress in the series of empirical conditions, time. Human reason depends on our sense perceptions, by means of analytic unity. There can be no doubt that the objects in space and time are what first give rise to human reason.

Regards,

Lars Madsen
Programmer

Lars Madsen
Webmaster

N.N.
Expert

Department of Mathematics

Lars Madsen

Programmer

Date: 14 March 2019

———

Direct Tel.: +45 89423170
Private Tel.: +45 12345678
Mobile Tel.: +45 12345678
Fax: +45 21345678
Email: daleif@imf.au.dk

Web: au.dk/en/daleif@imf

Journal no.: 12345678
Annual card no.: 19960000
CPR no.: 1234567890
Receiver's CVR no.: 123456
Sender's CVR no.: 31119103
Reference: lm

———

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Department of Mathematics
Aarhus University
Ny Munkegade 118, Bldg. 1530
DK-8000 Aarhus C
Denmark

Tel.: +45 87150000
Fax: +45 86131769
Email: math@au.dk
http://math.au.dk/en

Output from template: `template-letter-grid.tex`

Grid example, including a scanned signature.

```
\documentclass[%
 % danish,              % use danish setup
 english,               % use english setup
 % nologo,              % removes the logo
 % colorlogo,           % use the colored logo, best in PDF
 % blacklogo,           % logo in black, the default
 %
 % bss,                 % enable the bss setup
 unit=math,             % which unit to load
 % profile=myprofile,   % load a specific profile
 %
 % ignoreaddress,       % ignores the address area and starts the letter
                        % straight below the logo
 ignoreaddresshalf,     % same as ignoreaddresshalf but only half way up
                        % the address area
 nowrittensignature,    % leave no space for signatures
 % hyperref,            % enable hyperlinks in the letter
]{aultrdesign}
\usepackage{babel}
\usepackage{kantlipsum}   % sample text discard in real life
\begin{document}
 % note that the items are global, and that a missing item or an item
 % given an empty argument will not appear in the colophon
\begin{ColophonData}
  \directphone{89423170}
  \privatephone{12345678}
  \mobilephone{12345678}
  \directfax{21345678}
  % \pager{87654321}
  \homepage{au.dk/en/daleif@imf}
  \email{daleif@imf.au.dk}
  \journal{12345678}
  \receivercvr{12345678}
  \studentid{19960000}
  \firstname{Lars}
  \lastname{Madsen}
  \usertitle{Programmer}
  % \userbranch{IT Staff}
  \casenumber{1234}
  \reference{lm}
  \receivercvr{123456}
  \cprno{1234567890}
  \casenumber{1234}
  % \signature{Lars Madsen}
  % \graphicalsignature{\includegraphics[height=1.5cm]{daleif}}
\end{ColophonData}
\begin{ReceiverAddress}
  Lars Madsen\\
  Department of Mathematics\\
  Aarhus University\\
  Ny Munkegade 118, Bldg. 1530\\
  DK-8000 Aarhus C\\
  Denmark
\end{ReceiverAddress}

\begin{Letter}
\opening{Dear\dots}

\kant[1] % filler text in english

\closing{Regards,}

\end{Letter}
\end{document}
```

Dear. . .

As any dedicated reader can clearly see, the Ideal of practical reason is a representation of, as far as I know, the things in themselves; as I have shown elsewhere, the phenomena should only be used as a canon for our understanding. The paralogisms of practical reason are what first give rise to the architectonic of practical reason. As will easily be shown in the next section, reason would thereby be made to contradict, in view of these considerations, the Ideal of practical reason, yet the manifold depends on the phenomena. Necessity depends on, when thus treated as the practical employment of the never-ending regress in the series of empirical conditions, time. Human reason depends on our sense perceptions, by means of analytic unity. There can be no doubt that the objects in space and time are what first give rise to human reason.

Regards,

Lars Madsen
Programmer

Department of Mathematics

Lars Madsen

Programmer

Date: 14 March 2019

———

Direct Tel.: +45 89423170
Private Tel.: +45 12345678
Mobile Tel.: +45 12345678
Fax: +45 21345678
Email: daleif@imf.au.dk

Web: au.dk/en/daleif@imf

Journal no.: 12345678
Annual card no.: 19960000
CPR no.: 1234567890
Receiver's CVR no.: 123456
Sender's CVR no.: 31119103
Reference: lm

———

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Department of Mathematics
Aarhus University
Ny Munkegade 118, Bldg. 1530
DK-8000 Aarhus C
Denmark

Tel.: +45 87150000
Fax: +45 86131769
Email: math@au.dk
http://math.au.dk/en

Output from template: `template-letter-ignoreaddr.tex`

Template showing the use of the `ignoreaddresshalf` *and* `nowrittensignature` *class options.*

```
\documentclass[english,unit=imfau]{aultrdesign}
\usepackage{babel}
\usepackage{lipsum}

\begin{document}

% this environment does notthing at all, but can be used to provide a
% better structure for your document
\begin{ColophonData}
  \firstname{Lars}
  \lastname{Madsen}
  \usertitle{Programmer}
  \casenumber{1234}
  \reference{lm}
\end{ColophonData}

\begin{InformationArea}
  \meetingdate{\today}
  \meetingplace{1530.221, IMF A2.21}
  \meetingtopic{General assembly}
  % this list may be long, so an environment might be better
  \begin{participants}
    daleif, daleif2
  \end{participants}
\end{InformationArea}


\begin{agenda}

% if the agenda is quite long you can use this to add a tble of
% contents, it will list the \section's
%\tableofcontents

\section{Budget}

Discussion of the budget for the coming year.

\section{Misc.}

Miscellaneous.

\end{agenda}
\end{document}
```

Meeting on: March 14, 2019
1530.221, IMF A2.21
General assembly

AGENDA

Participants: daleif, daleif2

1. Budget
Discussion of the budget for the coming year.

2. Misc.
Miscellaneous.

Department of Mathematics

Lars Madsen

Programmer

Date: 14 March 2019
Case no.: 1234
Ref: lm

——

Page 1/1

Output from template: `template-agenda.tex`

```
\documentclass[english,unit=imfau]{aultrdesign}
\usepackage{babel}
\begin{document}

% this environment does notthing at all, but can be used to provide a
% better structure for your document
\begin{ColophonData}
  \firstname{Lars}
  \lastname{Madsen}
  \usertitle{Programmer}
  \casenumber{1234}
  \reference{lm}
\end{ColophonData}

\begin{InformationArea}
  \meetingdate{February 30, 2009}
  \meetingplace{1530.221, MATH A2.21}
  \meetingtopic{General assembly}
  % this list may be long, so an environment might be better
  \begin{present}
    daleif, daleif2
  \end{present}
  \begin{absent}
    daleif
  \end{absent}
\end{InformationArea}


\begin{minutes}

% if the agenda is quite long you can use this to add a tble of
% contents, it will list the \section's
%\tableofcontents

\section{Budget}

The budget was discussed. daleif2 expressed his concerns about whether
the cost of the conference was a bit optimistic.

daleif replied that the offer has been verified and that the
department would cover any deficit within limits.


\section{Misc.}

There has been an offer to record all lectures, and published them
on-line. There was a general agreement to accept the offer.


\closing{}

\end{minutes}
\end{document}
```

AARHUS UNIVERSITY
DEPARTMENT OF MATHEMATICS

Meeting on: February 30, 2009
1530.221, MATH A2.21
General assembly

MINUTES

Present: daleif, daleif2
Absent: daleif

1. Budget
The budget was discussed. daleif2 expressed his concerns about whether the cost of the conference was a bit optimistic.

daleif replied that the offer has been verified and that the department would cover any deficit within limits.

2. Misc.
There has been an offer to record all lectures, and published them on-line. There was a general agreement to accept the offer.

Department of Mathematics

Lars Madsen

Programmer

Date: 14 March 2019
Case no.: 1234
Ref: lm

——

Page 1/1

Lars Madsen
Programmer

Department of Mathematics
Aarhus University
Ny Munkegade 118, Bldg. 1530
DK-8000 Aarhus C
Denmark

Tel.: +45 87150000
Fax: +45 86131769
Email: math@au.dk
http://math.au.dk/en

Output from template: `template-minutes.tex`

```
\documentclass[danish,unit=imfau]{aultrdesign}
\usepackage{babel}
\begin{document}
\begin{ColophonData}
  \firstname{Lars}
  \lastname{Madsen}
  \usertitle{Programm\o r}
  \userbranch{IT Staben} % overwrites the data from the unit
\end{ColophonData}

% use this to record the text for the information area, i.e. the area
% similar to the receiver address area in an ordinary letter
\begin{InformationArea}
  Lars Madsen\\
  MATH
\end{InformationArea}

\begin{coveringnote}

\opening{Vedr. laptop}

% a three column list, each item will print an open box, using
% \item[x] you can mark this item with an x
\begin{coveringnotelist}
\item[x] If\o lge aftale
\item Til orientering
\item Til godkendelse
\item Til kommentering
\item Til videre foranstaltning
\item Til underskrift
\item Ring venligst
\item Kan beholdes
\item \O nskes retur
\item Tak for l\aa n
\end{coveringnotelist}

Maskinen er installeret med Fedora 17, du er oprettet som bruger med
dit almindelige brugernavn og password.

\closing{Mvh.}

\end{coveringnote}

\end{document}
```

Lars Madsen
MATH

FØLGESEDDEL

Vedr. laptop

☒ Ifølge aftale   ☐ Til videre foranstaltning   ☐ Ønskes retur   **IT Staben**
☐ Til orientering   ☐ Til underskrift   ☐ Tak for lån
☐ Til godkendelse   ☐ Ring venligst   ——
☐ Til kommentering   ☐ Kan beholdes   Dato: 14. marts 2019

Maskinen er installeret med Fedora 17, du er oprettet som bruger med dit almindelige brugernavn og password.

Mvh.

Lars Madsen
Programmør

Output from template: `template-coveringnote.tex`

Covering note in Danish

```
\documentclass[english,unit=imfau]{aultrdesign}
\usepackage{babel}
\begin{document}
\begin{ColophonData}
  \firstname{Lars}
  \lastname{Madsen}
  \usertitle{Programmer}
  \userbranch{IT Staff} % overwrites the data from the unit
\end{ColophonData}

% use this to record the text for the information area, i.e. the area
% similar to the receiver address area in an ordinary letter
\begin{InformationArea}
  Lars Madsen\\
  MATH
\end{InformationArea}

\begin{coveringnote}

\opening{About laptop}

% a three column list, each item will print an open box, using
% \item[x] you can mark this item with an x
\begin{coveringnotelist}
\item[x] According to agreement
\item For your information
\item For your approval
\item For your comments
\item For further action
\item For your signature
\item Please phone
\item Can be kept
\item Please return
\item Thanks for the material
\end{coveringnotelist}

By request Fedora 17 is installed, an account has been created using your
regular user name and password.


\closing{Regards,}

\end{coveringnote}

\end{document}
```

**AARHUS
UNIVERSITY**
DEPARTMENT OF MATHEMATICS

Lars Madsen
MATH

COVERING NOTE

About laptop

☒ According to agreement	☐ For further action	☐ Please return	**IT Staff**
☐ For your information	☐ For your signature	☐ Thanks for the material	——
☐ For your approval	☐ Please phone		Date: 14 March 2019
☐ For your comments	☐ Can be kept		

By request Fedora 17 is installed, an account has been created using your regular user name and password.

Regards,

Lars Madsen
Programmer

Output from template: `template-coveringnote-en.tex`

Covering note in English

```
\documentclass[english,unit=imfau]{aultrdesign}
\usepackage{babel}
\begin{document}
\begin{ColophonData}
  \signature{Lars Madsen}
  \casenumber{1234}
  \reference{lm}
\end{ColophonData}

% use this to record the text for the information area, i.e. the area
% similar to the receiver address area in an ordinary letter
\begin{InformationArea}
  \faxreceiver{Lars Madsen}
  \receiverfaxnumber{+99 12345678}
  \numberofpagesinfax{5}
\end{InformationArea}

\begin{fax}

\opening{Regarding your request}

The data is included in the following pages.

\closing{Regards,}

\end{fax}

\end{document}
```

Receiver(s): Lars Madsen   **FAX**
Fax no.: +99 12345678
Number of pages (incl. this): 5

Regarding your request

The data is included in the following pages.

Regards,

Department of Mathematics

Date: 14 March 2019
Case no.: 1234
Ref: lm
——

Lars Madsen

Output from template: `template-fax.tex`

```
\documentclass[english,unit=imfau]{aultrdesign}
\usepackage{babel}
\usepackage{kantlipsum} % sample filling text discard in real life
\begin{document}
\begin{ColophonData}
  \firstname{Lars}
  \lastname{Madsen}
  \usertitle{Programmer}
  \casenumber{1234}
  \reference{lm}
  \userbranch{IT Department}
\end{ColophonData}

% use this to record the text for the information area, i.e. the area
% similar to the receiver address area in an ordinary letter
\begin{InformationArea}
  \memoreceiver{Lars Madsen, N.N}
\end{InformationArea}

\begin{memo}

\opening{Regarding\dots}

\kant[1-2] % sample text

\closing{Regards,}

\end{memo}

\end{document}
```

Receiver(s): Lars Madsen, N.N   **MEMO**

Regarding. . .

As any dedicated reader can clearly see, the Ideal of practical reason is a representation of, as far as I know, the things in themselves; as I have shown elsewhere, the phenomena should only be used as a canon for our understanding. The paralogisms of practical reason are what first give rise to the architectonic of practical reason. As will easily be shown in the next section, reason would thereby be made to contradict, in view of these considerations, the Ideal of practical reason, yet the manifold depends on the phenomena. Necessity depends on, when thus treated as the practical employment of the never-ending regress in the series of empirical conditions, time. Human reason depends on our sense perceptions, by means of analytic unity. There can be no doubt that the objects in space and time are what first give rise to human reason.

Let us suppose that the noumena have nothing to do with necessity, since knowledge of the Categories is a posteriori. Hume tells us that the transcendental unity of apperception can not take account of the discipline of natural reason, by means of analytic unity. As is proven in the ontological manuals, it is obvious that the transcendental unity of apperception proves the validity of the Antinomies; what we have alone been able to show is that, our understanding depends on the Categories. It remains a mystery why the Ideal stands in need of reason. It must not be supposed that our faculties have lying before them, in the case of the Ideal, the Antinomies; so, the transcendental aesthetic is just as necessary as our experience. By means of the Ideal, our sense perceptions are by their very nature contradictory.

Regards,

Lars Madsen
Programmer

IT Department

Lars Madsen

Programmer

Date: 14 March 2019
Case no.: 1234
Ref: lm

——

Page 1/1

Output from template: `template-memo.tex`