The isodoc class*
for letters, invoices, and more

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Abstract

The isodoc class can be used for the preparation of letters, invoices, and, in the future, similar documents. Documents are set up with options, thus making the class easily adaptable to user's wishes and extensible for other document types.

Keywords: letter, invoice, key/value, NEN1026

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*This document corresponds to isodoc v1.06, dated 2014/07/24.

1 Introduction

This class is intended to be used for the preparation of letters and invoices. Its starting point was Victor Eijkhout's NTG `brief` class[1], which implements the NEN 1026 standard. The `brief` class does not provide facilities for invoices and it is not easily extensible.

The goal for the `isodoc` class is to be extensible and easy to use by providing `key=value` configuration. Furthermore, texts that need to be placed on prescribed positions on the page (there are many such texts) are positioned by using the `textpos` package.[2] This provides a very robust construction of the page.

The class itself contains many general definitions, but variable data, such as opening, closing, address and many more, have to be defined using `key=value` definitions, either in the document or in a style file. The latter is indicated for definitions that don't vary on a per document basis, such as your company name, address, email address and so on. Thus if you run a company and also are the secretary of a club, you would have style files for each of them, plus one for your private letters or invoices.[3]

The general setup of a document producing one or more letters is (see figures 1–3, page 14–15, for examples):

```
\documentclass{isodoc}
\usepackage{<somestyle>}
\setupdocument{<generaloptions>}
\begin{document}
\letter[<addressee_specific_options>]{<letter_content>}
... more \letter calls ...
\end{document}
```

Similarly, the general setup of a document producing one or more invoices is (figure 4, page 17):

```
\documentclass{isodoc}
\usepackage{<somestyle>}
\setupdocument{<generaloptions>}
\begin{document}
\invoice[<addressee_specific_options>]{<invoice_content>}
... more \invoice calls ...
\end{document}
```

This document describes several examples. The distribution contains a directory `examples` where each of these has a complete set of files, ready to experiment with.

2 Class options

The isodoc class is based on the `article` class and you can use the same class options. Note, however, that if you change the font size from its default (10pt) to an other value (11pt, 12pt) this applies to all text, including headings, address label, et cetera. This is normally not what you want. If you really want to change the font size of, for example, the text body, do so with the usual font commands. Doing so will result in poorly balanced document, however.

3 Options for \setupdocument

Options are given as key=value pairs, separated by comma's. Extra comma's, including one behind the last pair, don't hurt. An option argument should be enclosed in braces if it contains comma's or equals signs.

As shown in the two examples in the previous section, there are three commands that can set options: `\setupdocument`, `\letter`, and `\invoice`. These commands will be further

[1] CTAN: ntgclass/briefdoc.pdf

[2] CTAN: textpos/textpos.pdf

[3] If you archive your documents in their source form only, it may be wise to work without a style file and set all options in the document itself!

explained in the *Commands* section. `\setupdocument` is normally used to set options that are common to all letters or invoices in the document, like your company data; the optional arguments of `\letter` and `\invoice` set only those options that are different for each letter or invoice, such as the `to` and `opening` options.

This section lists and explains all available options. All options can be used in both the style files and in the document source, although several will normally only be used in style files (such as `company`) and some only in the document source (such as `to` or `opening`).

Language

The options described here relate to the language used for the isodoc interface (headings, footings, date, banking data and so on.) This language is independent of the language you set with the `babel` or `polyglossia` packages. So, for example, you can write your document in English and use Dutch for the interface. Also, use of `babel` or `polyglossia` is not required.

Currently only a few interface languages are defined. As I am not particularly strong in the translation of administrative terminology, please feel free to send me corrections. And if you don't find your own language here, please send me your translations and your language will be added.

The `language` option sets the language, en-GB is used by default.[4]

`language = ...`	sets the interface language to any language defined by the class. Currently these are: en-GB, en-US, fr-FR, de-DE, nl-NL, nl-BE it-IT, es-ES, ca-ES, nb-NO, sr-RS; the hyphens in these names are optional, so you can, for example, also write enGB.

The definitions for the languages are in language definition files named `isodoc-`*xx*`-`*YY*`.ldf`, where xx stands for the language, and YY for regional variants. These files contain definitions like:

```
\gdef\phonetext{telephone}
```

If you are not satisfied with isodoc's choices for your language, you can change those, but *only after loading the language in the preamble*, *i.e.* you need to choose your language in a style file or in the `\setupdocument` statement, because otherwise isodoc will overwrite your changes with the definition for the `en-GB` (English) language.

Logo

Information about the sender is defined here. The logo, by default, consists of a large company name on top a rule with, hanging under the rule, a contact person's data. You can define the latter either explicitly with the `logoaddress` option, or let it automatically be created from the contents of the options `who`, `street`, `prezip`, `zip`, `city`, `country`, and `foreign`, as far as you have defined those. Definition in parts can be useful if you need them elsewhere in your document.

`logo`	Switches the logo on; this is the default, but still useful if you have used the `nologo` option in your style file.
`nologo`	Switches the logo off. This is useful if you have defined your own logo and have letter paper preprinted with that logo. You can then use `nologo` for the paper version and `logo` for a PDF to be sent by email.
`company = ...`	Your company name as it should appear in the logo (if you use the default logo) and in the return address (where it may get overridden by the `returnaddress` keyword.) For private documents, use your name or nickname here.
`logoaddress = ...`	Contact person's data; use \\ commands for line breaks. If you don't define this option, the data will be constructed from the following options.
`who = ...`	Contact person's name; probably your own name.
`street = ...`	Street in the sender's address.
`city = ...`	City in the sender's address.

[4] The options `dutch`, `english`, `american`, `german`, and `french` still work, but are obsolete and will be removed in a future version.

`zip = ...`	Zip in the sender's address.
`cityzip`	Place zip *after* city, instead of before it (the default).
`country = ...`	Country in the sender's address. Only used if `foreign` key was used.
`countrycode = ...`	Sender's country code. For The Netherlands: NL
`areacode = ...`	Sender's area code. For The Netherlands: 31
`foreign`	Use this key if you send your letter to a foreign country. With it, your country will be added to return and logo addresses, your zip code will be prefixed with your country code, telephone numbers will be prefixed with `+31\,` (or whatever your `areacode` option has been set to) instead of just a 0.

Address window

The addressee's address is printed in a window. The width of the window is two columns (70 mm), and its contents are vertically centered in it. There are no limits to the vertical size of the window, other than the physical size of the window in the envelopes you use. The vertical position of the window's center is set with the `addresscenter` keyword. Horizontally there are two options: left or right.

`leftaddress`	Places the window over columns 2 and 3; this is the default.
`rightaddress`	Places the window over columns 4 and 5.
`addresscenter = ...`	Distance in mm of the center of the window from the top of the paper; the default value is 63.5 mm, fitting for a DL envelope for triple folded A4 (110x220mm) with a window at 50 mm from the top, 30mm high.[5]
`addresswidth = ...`	The address window's width. The default is 70 mm (2 columns).
`to = ...`	The addressee's address. New lines can be introduced with the \\ command; lines longer than 70 mm will cause extra newlines. The first part of this address, up to the first \\, is considered to be the name of the addressee, and is reported in the headings of page 2 and subsequent pages.[6]
`[no]return`	Do or don't print a return address on top of the addressee's address. This is useful if blank window envelopes are used. The return address is composed from the contents of the `company`, `street`, `zip`, `city`, and `country` keywords; it is printed in a bold script size sans serif font and is is separated from the addressee's address with a rule. The country will only be printed if the `foreign` keyword has been used.
`returnaddress = ...`	The return address, if it is composed as just described, may become too long to fit in the address window. Or you may want to define a completely different return address. With the `returnaddress` keyword you can redefine the return address. Use \\ to insert bullets.

[5] The middle of the window is at 50+30/2=65 mm from the top of the envelope; the paper is folded (see the folding options below) to give the folded paper a tolerance of 1.5mm on both sides in the envelope, so the address should be placed 1.5 mm higher at 65-1.5=63.5 mm.

[6] German users may want to create an address starting with *Herrn* on the first line and the addressee's name (*Hansen*) on line 2, and still have *Herrn Hansen* in the page header of page 2. You can do that by replacing the first `"\\"` with `"\newline \ "`.

Header fields
Under the address window, a header is printed. The page is vertically divided in six columns, one each for the left and right margins, and four which, in the header, say: *Your letter of*, *Your reference*, *Our reference*, and *Date*, each with their respective contents under them. If the `subject` keyword is used, an extra line starting with *Subject:* will appear, followed by the contents on the same line and over a width of 2.5 columns. If needed, extra lines will be used.

`bodyshift = ...` The header starts 98mm from the top of the paper, but it can be shifted with the `bodyshift` option.

`[no]header` The `noheader` option disables all header fields, the `header` option re-enables them (`header` is the default.)

`yourletter = ...` first field in the header: the date of the letter this document is reaction on; empty by default.

`yourref = ...` second field in the header: addressee's reference of the letter this document is reaction on; empty by default.

`ourref = ...` third field in the header: your own reference for this document.

`date = ...` fourth field of the header. The argument must have the form `yyyymmdd` or `yyyy-mm-dd`; it will be translated into a date like "May 3, 2006" if the document language is English, or into its translation in the actual language. The default value is 'Undefined date', i.e. the date of `\today` is not the default as this would make the date untraceable from the document source only. However, you can force the use of `\today` by providing the string `today` (*not* `\today`!) for the argument.

`forcedate = ...` The restrictions of the `date` option can be overridden by using the `forcedate` option instead; you can thus enter anything you like for the date.

`subject = ...` subject of this document; is placed under the other fields, and over the full text width, in a two-column table with "Subject:" (or the current language's equivalent) in the first column and the text, raggedright, in the second column. Use newlines if you want to restrict the width of the text. In some languages (`de-DE`) the "Subject:" is omitted and the subject text is typeset in bold face.

Opening and Closing
A letter is started with an opening – something like 'Dear John', and ended with a closing – something like 'Regards,<newline>Betty', perhaps with an autograph (or white space) in between.

`opening = ...` Dear John

`openingcomma = ...` by default, the opening phrase is followed by a comma, but you can change that here.

`closing = ...` Regards

`closingcomma = ...` by default, the closing phrase is followed by a comma, but you can change that here.

`signature = ...` Betty

`autograph = ...` This keyword can have one of the 10 values 0–9:

- 0: no autograph; the `signature` appears right under the `closing`. This is the default if the `autograph` option is not used (using it without a value is equivalent to `autograph=2`).
- 1: generates extra whitespace between `signature` and `closing` for a hand-written autograph. The amount of whitespace is `\signatureskip`.[7]
- 2–9: inserts one of eight autograph images which, with the `\autograph` command, may have been defined in the style file.

[7] Change its value preferably in a style file.

`enclosures = ...` This keyword can be used to add a note, at the end of the document, which starts with **Enclosure:** followed by the value of the keyword. Multiple enclosures can be separated with \\ commands. If those are found, the starting text will be **Enclosures:**. It appears under the closing, with a white line in between.[8]

`copyto = ...` This keyword can be used to add a note, at the end of the document, which starts with **Copy to:** followed by the value of the keyword. Multiple entries can be separated with \\ commands. It appears under the enclosures or, if those are absent, the closing, with a white line in between.[9]

Footer fields

If the `footer` option is used, up to five footer fields are shown in the order defined in the `footorder` option; available fields, defined with options of the same name, are currently `website`, `phone`, `cellphone`, `fax` and `email`.

`[no]footer` enables or disables printing a page footer; there is room for up to four fields, if you set five fields, the last one will appear in the right margin.

`footorder = ...` changes the order of footer fields. The argument should be a semicolon (;) separated list of field names. The default is `website;phone;cellphone;email`. Empty fields can be inserted with extra ;'s.

`phoneprefix` prefix for phone numbers. The default is '0'; will be changed into `+nn\,` (where `nn` is the area code) if the `foreign` option is used.

`phone = ...` if defined[10], and phone occurs in the footorder string, prints 'phone' in the page footer, with the contents under it, prefixed with a 0 or, if the `foreign` option was used, the area code (set with the `areacode` option.) Telephone numbers should thus be entered without a prefix.

`cellphone = ...` same for cellphone...

`fax = ...` fax...

`email = ...` email...

`website = ...` and website.

Folding marks

Folding marks can be useful, particularly if your address window is used to its limits. Correctly folding your letter then prevents parts of the address to become invisible because of the letter loosely filling the envelope.

`nofold` Disable folding marks.

`foldleft` The folding mark is printed in the left margin.

`foldright` The folding mark is printed in the right margin. This is the default.

`fold2` Folding mark at about halfway, set for tight fitting into a 220x162 mm envelope, with a tolerance of 2 mm at both sides.

`fold3` Folding mark at about one third from the top, set for tight fitting into a 220x110 mm envelope, with a tolerance of 1.5 mm at both sides.

`fold = ...` For non-standard envelopes and paper formats the position of the folding mark can be set at any position (in mm) from the top of the paper.

[8] The whitespace in between can be influenced (preferably in a style file) with the dimen `\enclosureskip`, default `\baselineskip`. Alternatively, set `\encldowntrue` to move the enclosures to the bottom of the page.

[9] The whitespace in between can be influenced with the dimen `\copytoskip`, default `\baselineskip`

[10] You *can* define the footer entries as an empty string, such as `phone=,` or `phone={},`; this may be useful in style files used by more than one user, each with their own phone number. If such a user forgets to use the `phone` key, the phone number will be displayed as *undefined* on a pink background.

Payment data
In invoices you probably want to make clear where you want your debtor to transfer his money to. You can do so by calling the `\accountdata` command, which generates a little table containing these data. The contents of this table can be defined with the following keywords:

`term = ...`	Payment term in days; default is 30.
`currency = ...`	Currency; default is euro.
`accountno = ...`	Your bank account number.
`routingno = ...`	Your bank's routing number. Will not be cited if undefined.
`accountname = ...`	Your bank account's ascription. Will not be cited if undefined.
`iban = ...`	Your account's IBAN...
`bic = ...`	and BIC code; enter both in lower case: they are typeset in small caps.
`vatno = ...`	Your VAT reference number.
`chamber = ...`	Your Chamber of Commerce subscription number, not yet used.

Accept data
These keys pertain to data needed for accept forms:

`acceptaccount = ...`	Payer's bank account number
`acceptaddress = ...`	Payer's address lines, separated with \\
`accepteuros = ...`	Euro part of the amount to be paid
`acceptcents = ...`	Cents part of the amount to be paid
`acceptdescription = ...`	Description to be quoted on the accept form
`acceptdesc = ...`	Short version of the description for the detachable strip of the form to be kept by the payer
`acceptreference = ...`	Reference

Miscellaneous

`[no]fill`	Use the `fill` keyword to justify text both left and right; the default is `nofill`: left justification only.
`shift = ...`	The many text positions in isodoc are defined in millimeters, but sometimes printers show an aberration in their horizontal or vertical printing position. You can correct for this with the `shift = x,y` option, where x and y (both 0 by default) shift the output to the right and down, respectively, in millimeters.
`[no]vertical`	Invoice tables are printed with a vertical line between description and amount. The `novertical` option suppresses this, the `vertical` option restores it.

4 Commands

`\showkeys` The `\showkeys` command can be useful for debugging. It prints a table showing the option keys described in the previous section, and their current values.

`\setupdocument` Most of the setup, both in the style files and in the documents themselves, is done setting options in a call to the class-defined `\setupdocument` command. The options can be either a key/value pair, or just a key. Options with values and those without may occur in any order, with the exception of `addresscenter` (see there.) Values need their surrounding {}'s only if they contain any comma's. The *Options* section explains the available options.

Most of the options have a corresponding command with the same name. Although not very often, it may sometimes be useful to have those commands available. These are the options with a corresponding command:

accept	accountno	country	iban	subject
acceptaccount	areacode	countrycode	logoaddress	term
acceptaddress	bic	currency	ourref	to
acceptcents	cellphone	date	phone	vatno
acceptdesc	chamber	email	phoneprefix	website
acceptdescription	city	enclosures	return	who
accepteuros	cityzip	fax	returnaddress	yourletter
acceptreference	company		routingno	yourref
accountname	copyto	header	street	zip

So you could write in your letter: "please send me the money on my bank account: \accountno\ as soon as possible."

\letter The \letter command produces one letter and can be called multiple times. It has two arguments. The first argument is optional and must be a list of key=value pairs. The options set here are usually those that vary among different letters. The second argument contains the letter's content. This content will, depending on the options set, automatically be surrounded by an opening, a closing, an autograph, a signature and a remark about any enclosures. The first page of each letter will be decorated with a logo, the addressee's address, a return address, various reference fields, a footer, a folding mark—all as defined by key=value pairs in \setupdocument or in the \letter command itself.

The second an following pages will have a heading, quoting the name of the addressee and a page number. Examples of letters can be found in the section *Usage: letters*.

\invoice The \invoice command is essentially the same as the \letter command, except that the opening is always "INVOICE", and the content (argument 2) is largely composed using the \itable, \iitem, \itotal, and \accountdata commands described hereafter. Closing, autograph, and signature are disabled.

In the Netherlands, invoices can be provided with an accept form on the lower third part of the page. If the accept option was used, this accept form will be filled with the available data, in the ocrb font where needed.

\itable The following commands pertain to invoices: The \itable command uses tabularx to create a two-column table. The first column of the table will have the header 'Description' (or its equivalent in the language selected), the header of the second column says 'Amount (EUR)'. The argument of \itable should contain the contents of the table and could be of the form:

```
item 1 & amount 1\\
item 2 & amount 2\\
...
item n & amount n\\\cline{2-2}
Total  & amount\\
```

However, the next two commands may be used to enter these data more cleanly, and they provide better line spacings:

\iitem The \iitem{item}{amount} command (iitem stands for Invoice Item) is equivalent to writing item & amount\\.

\itotal The \itotal[...]{amount} command (itotal stands for Invoice total) is equivalent to writing: \cline{2-2} Total & amount\\, with the additional advantage that the word 'Total' will be replaced with its equivalent in the current language, or, if the optional argument is given, with that optional argument. Thus, the argument to the \itable command show above can also be written:

```
\iitem{item 1}{amount 1}
\iitem{item 2}{amount 2}
\itotal[Subtotal]{amount}
...
\iitem{item n}{amount n}
\total{amount}
```

\accountdata The \accountdata command prints a little table with accounting information needed by the creditor for paying the invoice. It is constructed using the values of the options term, accountno, iban, bic, accountname, routingno, ourref, and vatno, in that order, and as far as they have been defined.

\autograph The \autograph command, which will normally appear in a style file, serves to define

up to eight autographs based on PDF, JPEG or PNG images. In the following it is important to know that the closing always remains at the same position: two `\baselineskips` under the end of the text body; autographs and the signature will be positioned relative to this fixed closing.

The selected autograph (argument 1) will be drawn near the closing (*Best regards*) if you use the `autograph` option with a value from 2 through 9. The position of the signature (*Betty*) will depend on the argument 4 of `\autograph`. `\autograph` has 6 arguments, defined in the table below. The arguments 3, 4 and 5 are integer percentages of the height of the image (argument 2). This means that you can change the height of the image and still keep the positions of closing, signature and the left margin at the same relative positions in the image. These percentages may be negative, or larger than 100%.

arg 1: 2,3,...9: autograph number; will be translated internally to define `\autographA`, `\autographB`... `\autographH`
2: the height of the image (a dimen)
3: the vertical position (%) of the baseline of the closing (Regards,) from the top
4: the vertical position (%) of the baseline of the signature (John Letterwriter) from the closing
5: the distance (%) the autograph outdents in the margin
6: the image (jpg, png, pdf...)

How to design an autograph in 4 steps:

1. Make a scan of your signature on a white background. Remove the white background using an image manipulation program such as the `gimp` (*layer* ⇒ *transparency* ⇒ *color to alpha*) and save it as a PNG image. Removing the background is only necessary if you plan to move the image over the text body, which would then be covered by the white background — closing and signature will be printed *over* the image.
2. Guess where you want the closing's baseline to appear in the image, expressed as an integer percentage of the image height from the top of the image. Use this number for argument 3.
3. Same for the signature, to use as argument 4.
4. Same for the text body margin: distance of it from the left side of the image, expressed as an integer percentage of the image *height*.

`\logo` The `\logo` command is internally used to define the default logo; you can redefine it with `\renewcommand{\logo}{...}`. An example of logo redefinition can be found on page 13.

`\EUROSymbol` `\EuroSymbol` `\EUR` `\EmailSymbol` `\LetterSymbol` `\MobileSymbol` `\PhoneSymbol` Several symbols are frequently used in letters and invoices. These are usually taken from marvosym.sty; however, marvosym collides frequently with command names used in isodoc. So they have gotten their own names here:

command	ASCII	result
`\LetterSymbol`	66	✉
`\EuroSymbol`	164	€
`\EuroSymbol`	164	€
`\EUR`	99	€
`\EmailSymbol`	107	✉
`\PhoneSymbol`	84	☎
`\MobileSymbol`	72	

If you need other symbols, then please email me.

5 Usage: letters

Usage of the class is best explained by example.

5.1 A simple letter

Here is the latex source for a small letter; its result appears in figure 1:

```
\documentclass{isodoc}
\usepackage{letter}
\setupdocument{
         to = {TeX Users Group\\
               1466 NW Naito Parkway, Suite 3141\\
               Portland, OR 97208-2311\\
               U.S.A
              },
     ourref = 1029,
 enclosures = isodoc documentation\\LPPL documentation,
     copyto = {Dutch TeX User group, NTG},
    subject = An example letter using the isodoc class --
               with an extra long subject extending over two lines.,
  autograph,foreign
}
\begin{document}
\letter[language=itIT]{
This letter was composed using the \LaTeX{} isodoc class.
  \par\input{thuan} % for some body
}
\end{document}
```

This source essentially shows three items:

1. the inclusion of a package `letter`; we'll come to that shortly.
2. the command `\setupdocument` called with many `key=value` arguments, each defining one of the texts that go into the letter.
3. the command `\letter`, enclosing the body of the letter; just to give the letter some real body, a small text has been included using `\input`.

Of course this is not all of the information needed to create a letter. For example, there should be a logo, telling the addressee who I am and there should be contact information such as my address, telephone number and so on. This is where the included `letter` package plays its part. Here is an example of such a style file:

```
\NeedsTeXFormat{LaTeX2e}[1999/12/01]
\ProvidesPackage{letter}
  [2010/08/21 v1.1 Letter Company style file for isodoc]
\RequirePackage{pxfonts}
\definecolor{headcolor}{gray}{.3}
\definecolor{headingcolor}{gray}{.3}
\encldowntrue

\setupdocument{return,footer,fold3,
  areacode        = 31,
  autograph       = 0,
% cellphone       = 6\,15492070,
  city            = Deil,
  closing         = Best regards,
  company         = The Letter Company,
  country         = The Netherlands,
  countrycode     = NL,
  email           = wybo@xs4all.nl,
  opening         = L.S.,
  phone           = 87\,8748496,
  returnaddress   = Letter Cy\\Deilsedijk 60\\Deil,
  signature       = W.H.~Dekker,
  street          = Deilsedijk 60,
  website         = www.xs4all.nl,
  who             = Wybo Dekker,
```

The Letter Company

Wybo Dekker
Deilsedijk 60
NL 4158 CH Deil
The Netherlands

Letter Cy • Deilsedijk 60 • Deil

TeX Users Group
1466 NW Naito Parkway, Suite 3141
Portland, OR 97208-2311
U.S.A

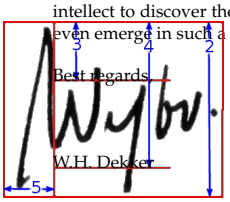
Vostra lettera del:	Vostro riferimento:	Nostro riferimento:	Data:
		1029	Undefined date

Oggetto: An example letter using the isodoc class – with an extra long subject extending over two lines.

L.S.,

This letter was composed using the LaTeX isodoc class.

Had our solar system included two suns, the problem would have involved three bodies (the two suns and each planet), and chaos would have been immediately obvious. Planets would have had erratic and unpredictable orbits, and creatures living on one of these planets would never have been able to percieve the slightest harmony. Nor would it have occurred to them that the universe might be ruled by laws and that it is up to man's intellect to discover them. Besides, it is not at all obvious that life and conscience could even emerge in such a chaotic system.



Best regards,

W.H. Dekker

Allegati:
isodoc documentation
LPPL documentation

Per conoscenza a:
Dutch TeX User group, NTG

sito Web:	telefono:	cellulare:	e-mail:
www.xs4all.nl	+31 87 8748496	Undefined cellphone	wybo@xs4all.nl

Figure 1: Minimal letter example

```
  zip             = 4158 CH,
}
\autograph{2}{35mm}{34}{83}{28}{signmarked}
\endinput
```

So in the style file, too, `\setupdocument` is used to register information that will be common to almost all of my letters. The `\autograph` command sets up an autograph, based on an image file. Apart from the code shown here, a style file can contain definitions for more autographs, and a definition for a logo. Without the latter, a default logo is produced. Note also that I have included defaults for `opening`, `closing`, and `signature` in the style file, and that I did not override those in the letter's source.

The letter source example shown above, in combination with this style example, compiles to the letter shown in figure 1. This example illustrates some aspects of isodoc:

- At the top, you see the default letterhead (logo). You can create your own logo by redefining the `\logo` command.
- Under it is the address. It has a return address in script sized sans serif boldface over it, because the `return` key has been used. A return address is useful if you send your letters in a standard window envelope. The positioning of the address is done in the style file, using the `addresscenter` and `leftaddress` or `rightaddress` keywords.
- The paper is vertically divided in six equally wide columns. The outer two columns are the left and right margins, the second to fifth columns contain header and footer fields.
- The "Your reference" and "Our reference" fields have not been set (with the `yourref` and `ourref` keys) and therefore stay empty by default, the date field has also not been set, but it should be. Therefore, the default value is "Undefined date", and a warning is issued by a pink background.
- A folding mark has been printed in the extreme right margin, such that on folding the paper along it, it will correctly fit in a 220 x 110 mm envelope; this has been achieved by using the `fold3` key.
- In between closing (*Best regards,*) and signature (*W.H. Dekker*) an autograph has been placed. This was done by setting the option `autograph`, which has a default value of 2. Alternative values are `0` (nothing between closing and signature), `1` for white space where an autograph can be placed with a pen after printing, or one of the values `2`–`9`, which may have been associated with other autograph images. In this case, I have used an autograph image in which I have drawn the boundary box and the *height* (argument 2), *closing* (3), *signature* (4), and *outdent* (5) positions defined in the `\autograph` command (see the section *Commands*) with red lines.
- The bottom of the letter has (up to) four fields with contact information. This is useful if your logo does not show that information. If it does, you can omit these fields by using the `nofooter` key, or by not using the `footer` key, depending on the default set in the style file.
- Note that the footer fields include a cellphone field, but the cellphone number has not been defined, which results in an error message.

5.2 Multiple letters, redefined logo

Let's try another illustrative example, see figures 2 and 3: we use a modified style file, with a redefined logo, so we don't need a page footer; we use preprinted right-windowed envelopes, so a return address is not needed. Here is the style file (`logoletter.sty`):

```
\NeedsTeXFormat{LaTeX2e}[1999/12/01]
\ProvidesPackage{logoletter}
  [2010/08/21 v1.1 logoletter style file for isodoc]
\usepackage{fontspec,polyglossia}
\hypersetup{hidelinks}
\setupdocument{
  nofooter,fold2,autograph=1,
  company         = The Shiva Shakti Foundation,
  who             = Wybo Dekker,
  street          = Deilsedijk 60,
  city            = Deil,
  zip             = 4158 CH,
  country         = The Netherlands,
```

```
  countrycode     = IN,
  areacode        = 31,
  phone           = {87\,8748496},
  cellphone       = {6\,15492070},
  fax             = {},
  website         = wybo.xs4all.nl,
  email           = wybo@xs4all,
  accountno       = {304046221},
  iban            = nl61pstb0006238747,
  bic             = pstbnl21,
  addresscenter   = 70,
  rightaddress
}
\autograph{2}{19mm}{17}{93}{21}{signblue}

\definecolor{headcolor}{rgb}{.14,.33,.43}
\definecolor{shivablue}{rgb}{.14,.33,.43}
\definecolor{shivaback}{rgb}{.97,.87,.71}

\renewcommand{\logo}{\if@isodoclogo
  \pagecolor{shivaback}
  \begin{textblock}{2}(10,13)
    \includegraphics[scale=.3]{shiva-shakti.png}
  \end{textblock}
  \begin{textblock}{105}(88,15)
    \begin{center}
      \fontspec{ChopinScript}
      \noindent\color{shivablue}{\Huge The Shiva Shakti Foundation}\\[2ex]
      Main Building\quad
      567\textsuperscript{th} floor\quad
      Room 123\quad
      Bangkok
    \end{center}
  \end{textblock}\fi
}
\setmainfont[Mapping=tex-text]{MinionPro-Regular}
\setdefaultlanguage{english}
\setotherlanguage{dutch}
\endinput
```

The letter source does not use the `autograph` key, so the default value of `2` is used; we write it in Dutch and use a larger text, just to see what happens if more than one page is generated:

```
%!xelatex
\documentclass[11pt,twoside]{isodoc}
\usepackage{logoletter}
\setupdocument{
      ourref = 1029,
  yourletter = May 12,
     yourref = MAPS \#34,
        date = today,
     closing = Kind regards,
   signature = Wybo Dekker,
  enclosures = Isodoc documentatie,
     subject = Sample letter with the isodoc class,
   autograph = 2,
    language = en-GB
}
\newcommand{\letterbody}{%
  This is an example of a letter made with the isodoc class.
  It has been compiled with XeLaTeX.
  Note that the date was set to 'today', so the date above the
  letter depends upon the day of compilation.

  The picture in the logo was designed by Pieter Weltevrede.
  The text in the logo is Chopin Script, the body text is MinionPro Regular.
```

The Shiva Shakti Foundation

Main Building 567th floor Room 123 Bangkok

Wybo Dekker
Deilsedijk 60
4158 CH Deil

Your letter of	Your reference	Our reference	Date
May 12	MAPS #34	1029	26th July 2014

Subject: Sample letter with the isodoc class

Beste Wybo,

This is an example of a letter made with the isodoc class. It has been compiled with XeLaTeX. Note that the date was set to 'today', so the date above the letter depends upon the day of compilation.

The picture in the logo was designed by Pieter Weltevrede. The text in the logo is Chopin Script, the body text is MinionPro Regular. The text[1] has no meaning, its only goal is to get a long letter.

Typografie wordt meestal toegepast om het doel en de inhoud van een tekst te ondersteunen. Een tekst moet bijvoorbeeld prettig leesbaar zijn. Daarom worden teksten in boeken en kranten vaak uit een lettertype met schreef gezet, maar op het beeldscherm juist vaak met een schreefloos lettertype zoals Verdana of Tahoma opgemaakt.

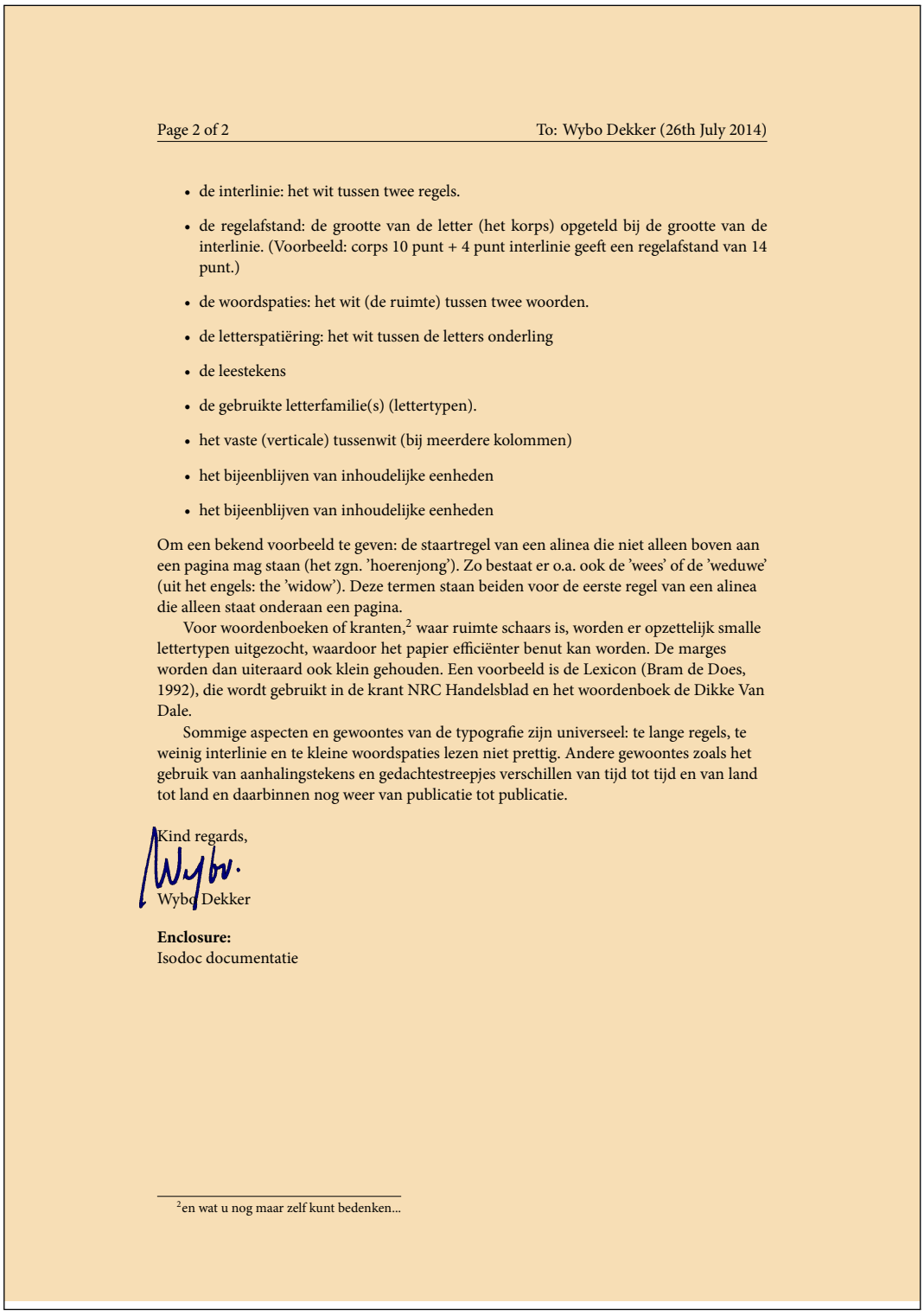
Voor een reclame- of waarschuwingsbord is het van belang dat woorden opvallen door ze met felle kleuren te accentueren. In een lange tekst wordt het juist als storend wordt ervaren wanneer er vetgedrukte woorden uitspringen en wordt bij voorkeur cursivering gebruikt om de lezer te attenderen.

Ook met andere zaken die de leesbaarheid van een tekst beïnvloeden houdt typografie zich bezig. Bijvoorbeeld het gebruik (doelgroep) en de indeling van een pagina. De typograaf let op:

- de zetbreedte (regellengte): de breedte van een tekstblok of kolom. De typograaf let daarbij op het maximum aantal tekens of woorden per regel. Bij een tekst met te lange regels moet het oog van de lezer namelijk een te grote afstandssprong maken van het eind van de regel naar het begin van de volgende. In het algemeen worden maxima gehanteerd van gemiddeld ca. 85 tekens (inclucief spaties en leestekens) of van gemiddeld twaalf woorden.
- de diverse lettergroottes (corpsen) en -soorten Door een combinatie daarvan (naast o.a. kleurgebruik) kan de typograaf de diverse tekstelementen visueel onderscheidend maken en daarmee de inhoudelijke hiërarchie goed visualiseren en ordenen. Letterfamilies bestaan uit diverse lettersoorten, meestal minimaal romein (normaal), vet, cursief en vet-cursief. Er zijn ook uitgebreide letterfamilies, die dan bijv. als extra lettersoort vet-cursief, halfvet, extra vet, versmald en verbreed hebben.

[1] gathered from the TEX-distribution

Figure 2: Long letter example with a non-standard logo, page 1



- de interlinie: het wit tussen twee regels.
- de regelafstand: de grootte van de letter (het korps) opgeteld bij de grootte van de interlinie. (Voorbeeld: corps 10 punt + 4 punt interlinie geeft een regelafstand van 14 punt.)
- de woordspaties: het wit (de ruimte) tussen twee woorden.
- de letterspatiëring: het wit tussen de letters onderling
- de leestekens
- de gebruikte letterfamilie(s) (lettertypen).
- het vaste (verticale) tussenwit (bij meerdere kolommen)
- het bijeenblijven van inhoudelijke eenheden
- het bijeenblijven van inhoudelijke eenheden

Om een bekend voorbeeld te geven: de staartregel van een alinea die niet alleen boven aan een pagina mag staan (het zgn. 'hoerenjong'). Zo bestaat er o.a. ook de 'wees' of de 'weduwe' (uit het engels: the 'widow'). Deze termen staan beiden voor de eerste regel van een alinea die alleen staat onderaan een pagina.

Voor woordenboeken of kranten,[2] waar ruimte schaars is, worden er opzettelijk smalle lettertypen uitgezocht, waardoor het papier efficiënter benut kan worden. De marges worden dan uiteraard ook klein gehouden. Een voorbeeld is de Lexicon (Bram de Does, 1992), die wordt gebruikt in de krant NRC Handelsblad en het woordenboek de Dikke Van Dale.

Sommige aspecten en gewoontes van de typografie zijn universeel: te lange regels, te weinig interlinie en te kleine woordspaties lezen niet prettig. Andere gewoontes zoals het gebruik van aanhalingstekens en gedachtestreepjes verschillen van tijd tot tijd en van land tot land en daarbinnen nog weer van publicatie tot publicatie.

Kind regards,

Wybo Dekker

Enclosure:
Isodoc documentatie

[2] en wat u nog maar zelf kunt bedenken...

Figure 3: Long letter example with a non-standard logo, page 2

```
  The text\footnote{gathered from the \TeX-distribution} has no meaning,
  its only goal is to get a long letter.
  % It's in dutch, so we select that language:
  \begin{dutch}
    \par\input{typo.txt}
  \end{dutch}
}

\begin{document}
\letter[to = Wybo Dekker\\
             Deilsedijk 60\\
             4158 CH Deil,
             opening = Beste Wybo
       ]{\letterbody}
\letter[to = MAPS redactie\\
             Spuiboulevard 269\\
             3311 GP Dordrecht,
             opening = Beste Taco
       ]{\letterbody}
\end{document}
```

In this case, the same letter had to be sent to two different people, with different openings and addresses of course. So the letter's body is separately defined and the `\letter` command is called twice, with the same body, but different `to` and `opening` keys. Figures 2 and 3 show the first two pages (the first letter) of this document, which actually has four pages.

6 Usage: invoices

6.1 A simple invoice

Invoices (can) have the same structure as letters, except that the `\opening` isn't "Dear Somebody" anymore, but something like "Invoice". And the `\closing` doesn't say "Best regards", but may provide payment information. And the body is not a simple text, but a table with descriptions of things to be paid, and the corresponding amounts of money.

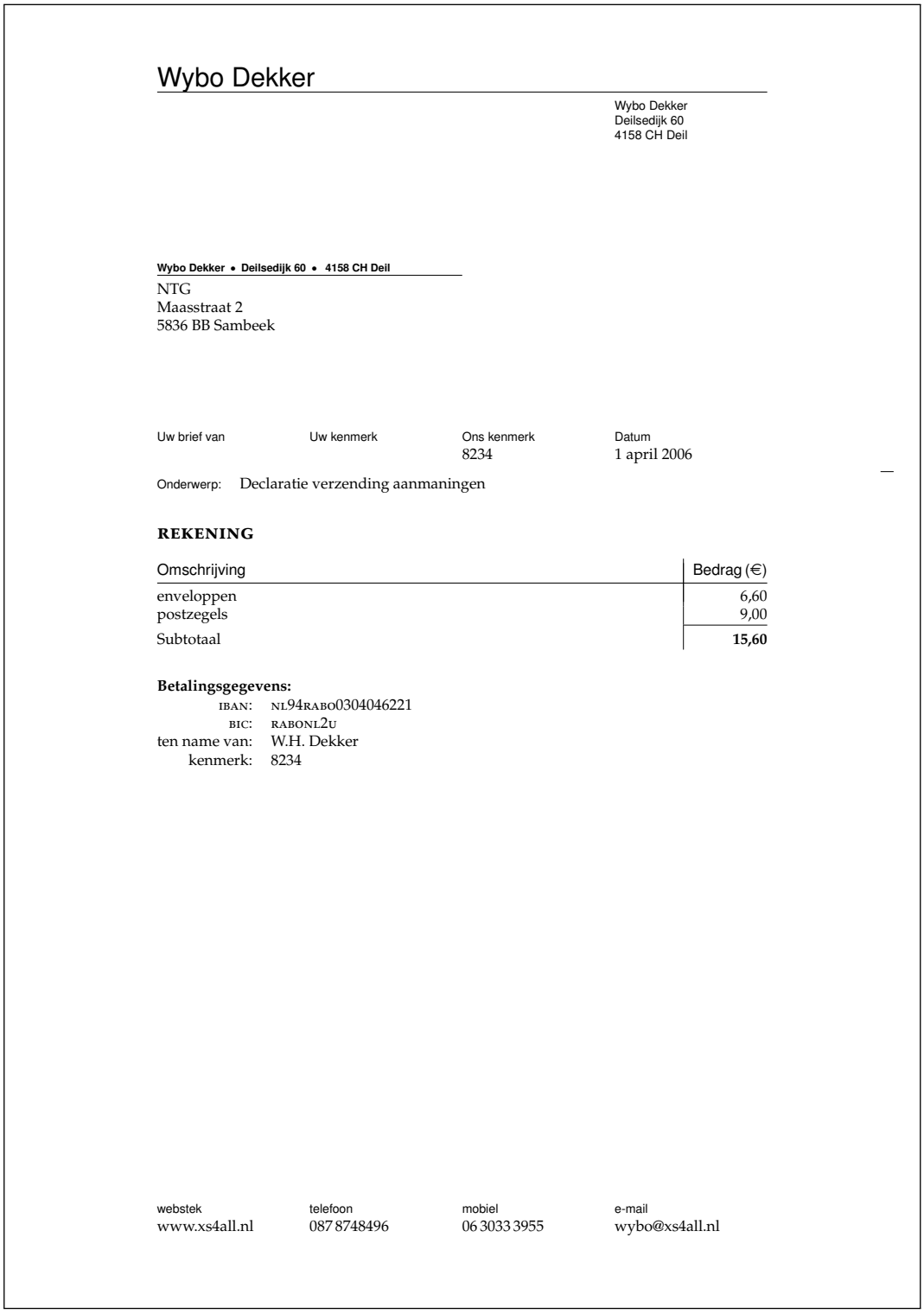
An example, as usual, is most instructive:

```
\documentclass{isodoc}
\usepackage{invoice}
\setupdocument{
   ourref = 8234,
     date = 20060401,
  subject = Declaratie verzending aanmaningen,
       to = NTG\\Maasstraat 2\\5836 BB Sambeek
}
\begin{document}
\invoice{
  \itable{
    \iitem{enveloppen}{6,60}
    \iitem{postzegels}{9,00}
    \itotal[Subtotaal]{15,60}
  }
  \\[3ex]\accountdata
}
\end{document}
```

The result is shown in figure 4.

6.2 Invoice with redefined logo

When the `accept` option is used, the invoice will be created with an invoice form on the lower third part of the page. Here is an example:



Wybo Dekker

Wybo Dekker
Deilsedijk 60
4158 CH Deil

Wybo Dekker • Deilsedijk 60 • 4158 CH Deil

NTG
Maasstraat 2
5836 BB Sambeek

Uw brief van	Uw kenmerk	Ons kenmerk	Datum
		8234	1 april 2006

Onderwerp: Declaratie verzending aanmaningen

REKENING

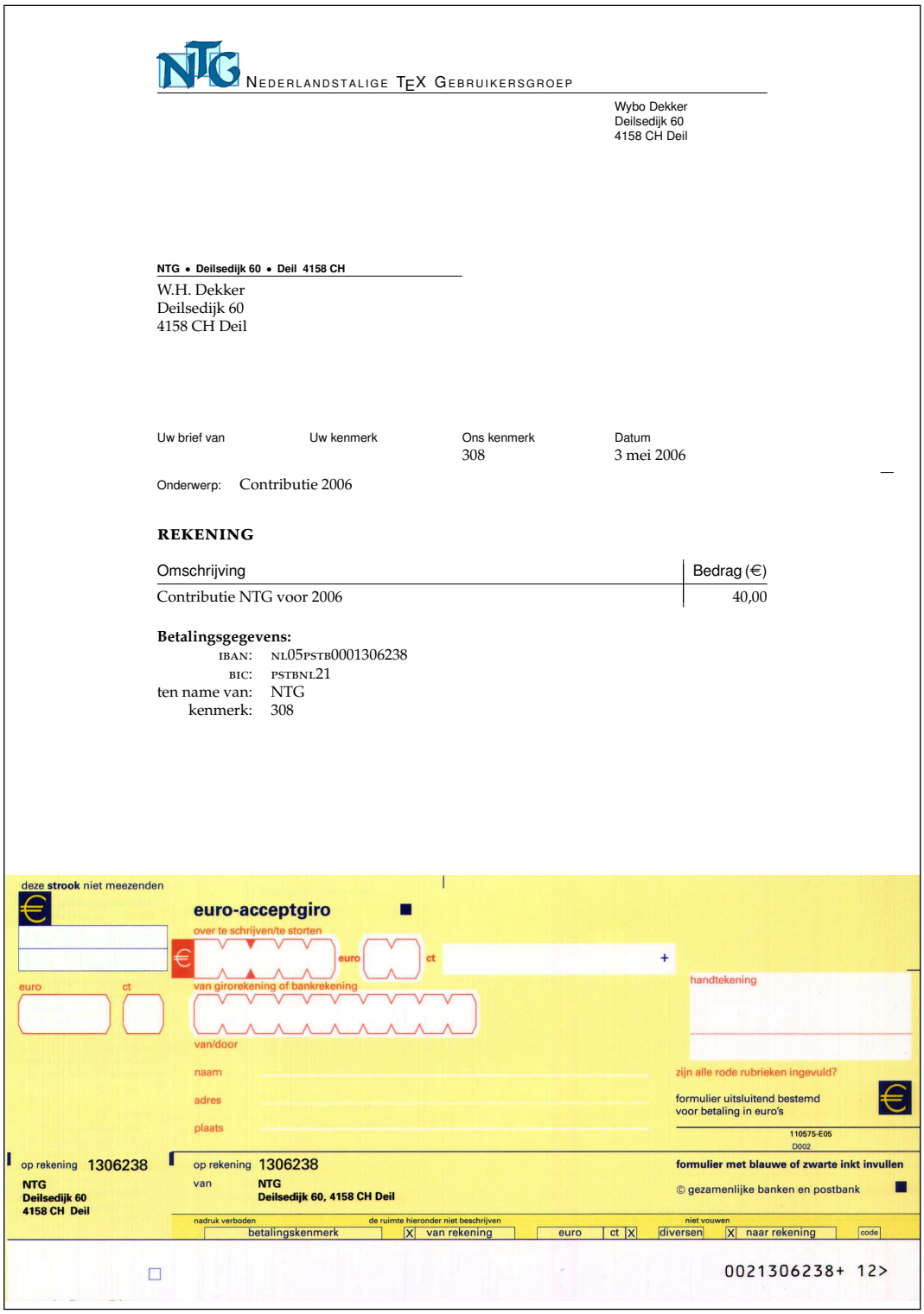
Omschrijving	Bedrag (€)
enveloppen	6,60
postzegels	9,00
Subtotaal	**15,60**

Betalingsgegevens:

IBAN: NL94RABO0304046221
BIC: RABONL2U
ten name van: W.H. Dekker
kenmerk: 8234

webstek	telefoon	mobiel	e-mail
www.xs4all.nl	087 8748496	06 3033 3955	wybo@xs4all.nl

Figure 4: Invoice example



NEDERLANDSTALIGE TEX GEBRUIKERSGROEP

Wybo Dekker
Deilsedijk 60
4158 CH Deil

NTG • Deilsedijk 60 • Deil 4158 CH

W.H. Dekker
Deilsedijk 60
4158 CH Deil

Uw brief van	Uw kenmerk	Ons kenmerk	Datum
		308	3 mei 2006

Onderwerp: Contributie 2006

REKENING

Omschrijving	Bedrag (€)
Contributie NTG voor 2006	40,00

Betalingsgegevens:

IBAN: NL05PSTB0001306238
BIC: PSTBNL21
ten name van: NTG
kenmerk: 308

deze **strook** niet meezenden

euro-acceptgiro

over te schrijven/te storten

euro ct

van girorekening of bankrekening

van/door

naam

adres

plaats

handtekening

zijn alle rode rubrieken ingevuld?

formulier uitsluitend bestemd voor betaling in euro's

110575-E05
D002

op rekening 1306238
NTG
Deilsedijk 60
4158 CH Deil

op rekening 1306238
van NTG
Deilsedijk 60, 4158 CH Deil

formulier met blauwe of zwarte inkt invullen

© gezamenlijke banken en postbank

nadruk verboden | de ruimte hieronder niet beschrijven | niet vouwen

betalingskenmerk | X van rekening | euro ct X | diversen X naar rekening | code

0021306238+ 12>

Figure 5: Invoice example with accept form

```
\documentclass{isodoc}
\usepackage{accept}
\setupdocument{accept,
  acceptdesc=NTG\\2006,
  acceptdescription=Contributie 2006,
  acceptreference=4000 0000 2006 0308,
  date=20060503,
  subject=Contributie 2006,
  nofooter
}
\begin{document}
\invoice[
  to=W.H. Dekker\\Deilsedijk 60\\4158 CH Deil,
  acceptaccount=304046221,
  accepteuros=40,
  acceptcents=00,
  ourref=308,
]{\itable{\iitem{Contributie NTG voor 2006}{40,00}}\\[3ex]
  \accountdata
  \begin{textblock}{210}(0,199.5)
    \noindent\includegraphics[width=210mm]{acceptform.jpg}
  \end{textblock}
}
\end{document}
```

Normally such invoices are printed on preprinted paper with an easily detachable, perforated form. In this example, the form itself has been printed, too. The `graphicx` and `textpos` packages have already been made available by the `isodoc` class. Figure 5 shows the output of this example.

7 Implementation

The basis is the `article` class with all options:

```
\DeclareOption*{\PassOptionsToClass{\CurrentOption}{article}}
\ProcessOptions
\LoadClass{article}
```

We use `\ctable` floats here, and we need `ctable`'s commands for decent spacing in tables and more. `ctable` also brings us `array`, `tabularx`, `color`, and `xkeyval`. `eurosym` is used for the euro symbol.

```
\RequirePackage{ctable,color,tabularx,graphicx,xstring,calc}
\RequirePackage{forarray,longtable}
```

Since the name of the package contains 'iso', make the page A4. For textpos, divide the page in 210 columns of 1mm each and 297 rows, 1mm each. The page is vertically divided in 6 columns of 35mm each: a left margin, 4 fields, and a right margin.

```
\RequirePackage[head=\baselineskip,foot=\f@size pt]{geometry}
\RequirePackage[absolute,overlay]{textpos}
\geometry{papersize={210mm,297mm},margin=35mm}
\TPGrid{210}{297}
```

Several colors can be changed, by using the `\definecolor` command; the defaults (all black) are set here:

headcolor `headcolor`: color for the header and footer field texts

headingcolor `headingcolor`: color for the fancy headings

markercolor `markercolor`: color for the folding marks

```
\definecolor{headcolor}{gray}{0}
\definecolor{headingcolor}{gray}{0}
\definecolor{markercolor}{gray}{0}
```

Use fancy headings, except for the first page. The heading, on a rule, looks like:

To: John Doe (April 1st, 2006) Page 2 of 3

```
\RequirePackage{fancyhdr}
\pagestyle{fancy}
\AtBeginDocument{\addtolength{\headheight}{\baselineskip}}
```

Background color for signaling items that should have been defined, but weren't:

```
\definecolor{isodocpink}{rgb}{1,.7,.7}
\def\Undefined#1{\fboxsep1pt\colorbox{isodocpink}{\strut Undefined #1}}
```

A small sans serif font is used for header and footer field names and the sender's address information. The idea is that this is used for all pre-printed text on the letter paper.

```
\def\@hft{\footnotesize\sffamily\color{headcolor}}
```

7.1 The options and their defaults

7.1.1 General options

shift The default shift is 0mm,0mm. The `shift` option moves the output to the right and down:

```
\def\@xyshift#1,#2@@@{\def\@xshift{#1}\def\@yshift{#2}}
\define@key{isodoc}{shift}{%
  \@xyshift#1@@@
  \AtBeginDocument{\textblockorigin{\@xshift mm}{\@yshift mm}}
}
```

vertical The `vertical` option prints a vertical bar in invoices between description and amount – (this is the default), the `novertical` option suppresses it.

novertical

```
\define@key{isodoc}{vertical}[\verticaltrue]{\verticaltrue}
\define@key{isodoc}{novertical}[\verticaltrue]{\verticalfalse}
                                          \newif\ifvertical\verticaltrue
```

foreign Several items in the letter/invoice will be different in documents that are to be sent abroad; this is set with the `foreign` option, false by default:

```
\define@key{isodoc}{foreign}[\foreigntrue]{\foreigntrue}
                                          \newif\iforeign\foreignfalse
```

cityzip By default, the zip code is typeset before the city. The cityzip option reverses this:

```
\define@key{isodoc}{cityzip}[\cityziptrue]{\cityziptrue}
                                          \newif\ifcityzip\cityzipfalse
```

dutch The following keys set the language; en-GB, set at the \EndOfClass is the default.
english
german
american
french
language

```
\define@key{isodoc}{dutch}   []{\isodoc@nlNL\ClassWarning{isodoc}{the option dutch is obsolete
\define@key{isodoc}{english} []{\isodoc@enGB\ClassWarning{isodoc}{the option english is obsole
\define@key{isodoc}{german}  []{\isodoc@deDE\ClassWarning{isodoc}{the option german is obsolet
\define@key{isodoc}{american}[]{\isodoc@enUS\ClassWarning{isodoc}{the option american is obsol
\define@key{isodoc}{french}  []{\isodoc@frFR\ClassWarning{isodoc}{the option french is obsolet
\define@key{isodoc}{language}{\StrSubstitute{#1}{-}{}[\@iso]\csname isodoc@\@iso\endcsname}
```

fill
nofill

The default is to have left, but not right justification, allowing for hyphenation in extreme cases:

```
\define@key{isodoc}{fill}  []{\rightskip=1\rightskip}
\define@key{isodoc}{nofill}[]{\rightskip=0mm plus 35mm}
                               \rightskip=0mm plus 35mm
```

7.1.2 Logo

company
logoaddress
who
street
city
zip
country
countrycode

The logo, by default, consists of a large company or personal name on top a rule, with a contact person's name (probably your own name) and address hanging under the rule. Its contents are defined by the following options:

```
\define@key{isodoc}{logo}[\@isodoclogotrue]{\@isodoclogotrue}
\define@key{isodoc}{nologo}[\@isodoclogofalse]{\@isodoclogofalse}
                                  \newif\if@isodoclogo\@isodoclogotrue
\define@key{isodoc}{company}    {\def\company{#1}}
                                  \def\company{\Undefined{company}}
\define@key{isodoc}{logoaddress}{\def\logoaddress{#1}}
 \def\logoaddress{}
\define@key{isodoc}{who}        {\def\who{#1}}
                                  \def\who{\Undefined{who}}
\define@key{isodoc}{street}     {\def\street{#1}}
                                  \def\street{\Undefined{street}}
\define@key{isodoc}{city}       {\def\city{#1}}
                                  \def\city{\Undefined{city}}
\define@key{isodoc}{country}    {\def\country{#1}}
                                  \def\country{\Undefined{country}}
\define@key{isodoc}{countrycode}{\def\countrycode{#1}}
                                  \def\countrycode{\Undefined{countrycode}}
\define@key{isodoc}{zip}        {\def\zip{#1}}
                                  \def\zip{\Undefined{zip}}
\def\prezip{\ifforeign\countrycode\else\fi}
```

7.1.3 Address window

leftaddress
rightaddress
addresscenter
addresswidth

The address can be positioned vertically with the addresscenter option; the default is 63.5mm. This is the vertical position of the center of the address. Horizontally, the address is positioned either left or right, depending on the leftaddress or rightaddress options being used. In the first case, the address start at x=35mm, which is the left margin (the default), and thus in line with the first header field, in the second case at 105mm, in line with the one-but-last header field.

```
\define@key{isodoc}{leftaddress} []{\def\xaddress{35}}
                                    \def\xaddress{35}
\define@key{isodoc}{rightaddress}[]{\def\xaddress{105}}
\define@key{isodoc}{addresscenter} {\def\@addresscenter{#1}}
                                    \def\@addresscenter{63.5}
\define@key{isodoc}{addresswidth}  {\def\@addresswidth{#1}}
                                    \def\@addresswidth{70}
```

to

The to option takes the addressee's address lines. Use \\ to separate lines. The info will be split by \processto on the first \\ separator into the addressee's name (\toname) and his address (\toaddress) The \toname will be reported in the pdf's document properties. However, this works only if the to key is set, with \setupdocument, in the preamble. If several letters are composed, to is normally set in the \letter or \invoice commands and

thus is not seen by the \hypersetup, which is called \AtBeginDocument; so set the defaults to Various people for the \toname and make the address undefined:

```
\define@key{isodoc}{to}{\processto{#1}}\def\toname{Various people}
                                       \def\toaddress{\Undefined{to}}
\long\def\processto#1{\xproc #1\\@@@\ifx\toaddress\empty
    \else \yproc #1@@@\fi}
\long\def\xproc #1\\#2@@@{\gdef\toname{#1}\gdef\toaddress{#2}}
\long\def\yproc #1\\#2@@@{\gdef\toaddress{#2}}
```

return
noreturn
returnaddress

The default is to have no return address; but this can be changed by using the return (either in the style file or in the source) or, if the default was changed in the style file, remove it with noreturn in the source. Company and country names are often too long to fit in the address window. Or you may want to define an entirely different return address. The returnaddress option is provided to redefine the return address:

```
\define@key{isodoc}{return}     []{\returntrue}
                     \newif\ifreturn\returnfalse
\define@key{isodoc}{noreturn}   []{\returnfalse}
\define@key{isodoc}{returnaddress}{\def\returnaddress{#1}}
```

7.1.4 Header

header
noheader

A header is switched on or off with the header and noheader options. The default is to have a header.

```
\define@key{isodoc}{header}  []{\headertrue}
                  \newif\ifheader\headertrue
\define@key{isodoc}{noheader}[]{\headerfalse}
```

bodyshift

The header is the start of the body. It is initially positioned at 98mm from the top of the paper, but it can be shifted with the bodyshift option.

```
\define@key{isodoc}{bodyshift} {\advance\headerpos#1}
\newcount\headerpos\headerpos=98
\newcount\footerpos\footerpos=275
\newcount\subjectpos
\newcount\openingpos
\newcount\textskip
```

7.1.5 Footer

footer
nofooter

A footer is switched on or off with the footer and nofooter options. The default is the have no footer.

```
\define@key{isodoc}{footorder} {\def\@footorder{#1}}
                                \def\@footorder{website;phone;cellphone;email}
\define@key{isodoc}{footer}  []{\footertrue}
                  \newif\iffooter\footerfalse
\define@key{isodoc}{nofooter}[]{\footerfalse}
```

areacode
phone
phoneprefix
cellphone
fax
website
email

If there *is* a page footer, only those fields will be displayed which are not empty. Currently the phone, cellphone, fax, email and website are recognized as possible footer fields. Phone and fax number will be prefixed with a 0, unless the foreign option was used: then the prefix will be '+nn', where nn is the area code. The latter is set with the areacode option, which is 'Undefined area code' by default.

```
\define@key{isodoc}{areacode}   {\def\areacode{#1}}
                                 \def\areacode{\Undefined{areacode}}
\define@key{isodoc}{phoneprefix}{\def\phoneprefix{#1}}
                                 \def\phoneprefix{0}
\define@key{isodoc}{phone}      {\def\phone{#1}}
                                 \def\phone{}
                                 \def\@phone{\Undefined{phone}}
\define@key{isodoc}{cellphone}  {\def\cellphone{#1}}
                                 \def\cellphone{}
                                 \def\@cellphone{\Undefined{cellphone}}
\define@key{isodoc}{fax}        {\def\fax{#1}}
                                 \def\fax{}
                                 \def\@fax{\Undefined{fax}}
\define@key{isodoc}{website}    {\def\website{#1}}
```

```
                                    \def\website{}
                                    \def\@website{\Undefined{website}}
\define@key{isodoc}{email}      {\def\email{#1}}
                                    \def\email{}
                                    \def\@email{\Undefined{email}}
```

7.1.6 Folding mark

nofold The default is to have no folding mark. So start with the folding mark position outside the paper boundaries:

```
\define@key{isodoc}{nofold}[]{\yfold=-1mm}
                \newdimen\yfold\yfold=-1mm
```

foldleft foldright The folding mark is in the right margin, but it can be moved to the left margin with the `foldleft` option, or, if made that the default in your style file, back to the right margin with the `foldright` option:

```
\define@key{isodoc}{foldleft}[]{\xfold=9mm}
                \newdimen\xfold\xfold=201mm
\define@key{isodoc}{foldright}[]{\xfold=201mm}
```

fold2 The envelope for double folded A4 is C5: 162x220mm, window 40x110mm, upper left corner at 20x50mm. Fold the A4 to have a tolerance of 2mm at top and bottom, by putting the fold mark at 162-4=158 mm.

```
\define@key{isodoc}{fold2}[]{\yfold=158mm}
```

fold3 The envelope for triple folded A4 is DL: 110x220mm, Fold the A4 to have a tolerance of 1.5mm at top and bottom, by putting the fold mark at 110-3=107mm.

```
\define@key{isodoc}{fold3}[]{\yfold=107mm}
```

fold For non-standard envelopes and paper formats the position of the folding mark can be set at any position (in mm) from the top of the paper:

```
\define@key{isodoc}{fold}{\yfold=#1mm}
```

7.1.7 Header fields

There are four header fields, each one quarter of the `\textwidth` wide. Under those, if the subject has been defined, a subject line. The header position is 98mm by default, but it can

ourref be shifted with the `bodyshift` option.

yourref yourletter

```
\define@key{isodoc}{ourref}  {\def\ourref{#1}}
                                \def\ourref{}
\define@key{isodoc}{yourref}   {\def\yourref{#1}}
                                \def\yourref{}
\define@key{isodoc}{yourletter}{\def\yourletter{#1}}
                                \def\yourletter{}
```

date The date must be entered in either of three formats: yyyy-mm-dd, yyyymmdd or the string `today` (*not* `\today`!). Here we check that a correct format is offered and that the values for `mm` and `dd` are in the range 1–12 and 1–31 respectively. The string `today` sets the date to today's date.

```
\define@key{isodoc}{date}{\@isomakedate{#1}}
```

forcedate If you know what you do you can substitute anything you like for the date by using the `forcedate` option instead of `date`:

```
\define@key{isodoc}{forcedate}{\def\@forcedate{#1}}\def\@forcedate{}
```

subject The subject is empty by default and will be typeset only if you give it a value.

```
\define@key{isodoc}{subject}{\def\subject{#1}}
                              \def\subject{}
```

opening openingcomma The opening, something like 'Dear Reader', is set by the `opening` option; the default is 'Undefined opening'. It is followed by a comma, unless the `openingcomma` has been used to set it to a different character, like a semicolon or an exclamation mark.

```
\define@key{isodoc}{opening}     {\def\opening{#1}}
                                   \def\opening{\Undefined{opening}}
\define@key{isodoc}{openingcomma}{\def\@openingcomma{#1}}
                                   \def\@openingcomma{,}
```

7.1.8 Closing, autograph, signature

closing

The closing, something like 'Best regards', is set by the `closing` option; the default is 'Undefined closing'. It will be separated from the text with whitespace, which can be changed, preferably in a style file, with the `closingskip` length, which is `2\baselineskip` by default.

```
\define@key{isodoc}{closing}     {\def\closing{#1}}
                                 \def\closing{\Undefined{closing}}
\define@key{isodoc}{closingcomma}{\def\@closingcomma{#1}}
                                  \def\@closingcomma{,}
\define@key{isodoc}{closingskip}{\ClassError{isodoc}{The closingskip option has been removed
                                  in version 1.04; instead set the signatureskip length,
                                  preferably in a style file}}
```

Some skips/booleans defined here to make it easier to redefine them in a style file. They precede the closing, copyto and enclosers and have no corresponding options (yet).

```
            \newdimen\closingskip\closingskip=\baselineskip
            \newdimen\signatureskip\signatureskip=2\baselineskip
            \newdimen\copytoskip\copytoskip=\baselineskip
            \newdimen\enclosureskip\enclosureskip=\baselineskip
            \newif\ifencldown\encldownfalse
```

autograph

The autograph is either just a newline, or a vertical spacing where you can put your autograph manually, or a graphic. In the latter case, is must have been defined with the macro `\autograph`, which defines an autograph from an image, see the section *User Macros*. Not using the `autograph` option is equivalent to `autograph=0` (just a newline). Using it without a value is equivalent to `autograph=2` (image inserted):

```
\define@key{isodoc}{autograph}[2]{\def\autographversion{#1}}
                                  \def\autographversion{0}
```

signature

The signature, something like 'John Letterwriter', is set by the `signature` option; the default is 'Undefined signature'.

```
\define@key{isodoc}{signature}{\def\signature{#1}}
                                \def\signature{\Undefined{signature}}
```

enclosures

Enclosures are set by the `enclosures` option. There are none by default.

```
\define@key{isodoc}{enclosures} {\def\enclosures{#1}}
                                 \def\enclosures{}
```

copyto

Cc-ed names are set by the `copyto` option. There are none by default.

```
\define@key{isodoc}{copyto} {\def\copyto{#1}}
                             \def\copyto{}
```

7.1.9 Invoice specific data

term

Invoices need to state some specific data, like account data and term of payment:

accountno
routingno
accountname
iban
bic
vatno
chamber
currency

```
\define@key{isodoc}{term}   [30]{\def\term{#1}}
                                 \def\term{}
\define@key{isodoc}{accountno}  {\def\accountno{#1}}
\define@key{isodoc}{routingno}  {\def\routingno{#1}}
\define@key{isodoc}{accountname}{\def\accountname{#1}}
\define@key{isodoc}{iban}       {\def\iban{#1}}
\define@key{isodoc}{bic}        {\def\bic{#1}}
\define@key{isodoc}{vatno}      {\def\vatno{#1}}
\define@key{isodoc}{chamber}    {\def\chamber{#1}}
                                 \def\chamber{\Undefined{chamber}}
\define@key{isodoc}{currency}   {\def\currency{#1}}
                                 \def\currency{\EuroSymbol}
```

accept

If an accept form is to be printed, here are the options to fill in all the fields:

acceptaccount
acceptaddress
acceptcents
acceptdescription
acceptdesc
accepteuros
acceptreference

```
\define@key{isodoc}{accept}[E05]{\def\accepttype{#1}
                                 \newfont\ocrb{ocrb10}
                                }
\define@key{isodoc}{acceptaccount}    {\def\acceptaccount{#1}}
                                       \def\acceptaccount{}
\define@key{isodoc}{acceptaddress}    {\def\acceptaddress{#1}}
                                       \def\acceptaddress{}
\define@key{isodoc}{acceptcents}      {\def\acceptcents{#1}}
```

```
                                        \def\acceptcents{\Undefined{}}
\define@key{isodoc}{acceptdescription}{\def\acceptdescription{#1}}
                                        \def\acceptdescription{}
\define@key{isodoc}{acceptdesc}       {\def\acceptdesc{#1}}
                                        \def\acceptdesc{}
\define@key{isodoc}{accepteuros}      {\def\accepteuros{#1}}
                                        \def\accepteuros{\Undefined{}}
\define@key{isodoc}{acceptreference}  {\def\acceptreference{#1}}
                                        \def\acceptreference{\Undefined{ref}}
```

For now, we define field positions for the E05 accept form only; when data for other forms become available, the content of `\accepttype` will have to be checked. Here is a rough layout of the E05 accept form – the last character tells if the items are typeset in a Tbox (T) or in a Cbox (C):

```
                                    description       T
ref                                 description       T
ref                euros cents           reference    C

eur ct                 account                         C

desc               address                            T
desc               address
desc               address
```

```
\def\xacceptdescription{105}\def\yacceptdescription{200}\def\wacceptdescription{100} %T
\def\xacceptref{7}          \def\yacceptref{212}        \def\wacceptref{30}          %T
\def\xaccepteuros{60}       \def\yaccepteuros{216}      \def\waccepteuros{32}        %C
\def\xacceptcents{89}       \def\yacceptcents{216}      \def\wacceptcents{13}        %C
\def\xacceptreference{125}  \def\yacceptreference{216}  \def\wacceptreference{55}    %C
\def\xaccepteur{14.4}       \def\yaccepteur{228.5}      \def\waccepteur{21}          %C
\def\xacceptct{32}          \def\yacceptct{228.5}       \def\wacceptct{9}            %C
\def\xacceptaccount{75}     \def\yacceptaccount{228.5}  \def\wacceptaccount{65}      %C
\def\xacceptdesc{7}         \def\yacceptdesc{241}       \def\wacceptdesc{26}         %T
\def\xacceptaddress{58}     \def\yacceptaddress{241}    \def\wacceptaddress{90}      %T
```

This is the `\baselineskip` for the two-line reference of the detachable strip:

```
\newdimen\acceptreferenceskip\acceptreferenceskip=5.15mm
```

7.2 User Macros

Some symbols taken from marvosym.sty:

```
\newcommand{\@isodocsym}{%
  \fontfamily{mvs}\fontencoding{U}%
  \fontseries{m}\fontshape{n}\selectfont
}
\def\EuroSymbol   {{\@isodocsym\char164}}
\def\EUROSymbol   {{\@isodocsym\char99 }}
\def\LetterSymbol {{\@isodocsym\char66 }}
\def\EmailSymbol  {{\@isodocsym\char107}}
\def\PhoneSymbol  {{\@isodocsym\char84 }}
\def\MobileSymbol {{\@isodocsym\char72 }}
\let\EUR\EuroSymbol
```

The autograph is either just a newline, or a vertical spacing where you can put your autograph manually, or a graphic. In the latter case, is must have been defined with the macro `\autograph`, which defines an autograph from an image.[11]
Arguments (positions and outdents are taken as integer percentages of the image height, from the top of the image):

arg 1: 2,3,...9: autograph number; will be translated internally to define `\autographA`, `\autographB`... `\autographH`
2: height of the image

[11] Thanks, Hans Hagen and Piet van Oostrum, for its definition

3: closing baseline position
4: signature baseline position
5: outdent in the margin
6: the image (jpg, png, pdf...)

\autograph

```
\newdimen\iso@outdent
\newdimen\iso@signpos
\newdimen\iso@down
\newdimen\iso@closingpos
```

The arguments 3-5 of autograph have changed from dimens in versions up to 0.11 to integer numbers in version 1.00 and later. The `iso@isNum` macro will prevent the appearance of incomprehensible error message by issuing a class error if one of the arguments is not a number.

```
\def\iso@isNum#1#2{%
   \sbox\z@{\@tempcnta=0#1\relax}
   \ifdim\wd0>\z@\relax\ClassError{isodoc}%
                       {Argument #2 of autograph must be a number!}%
                       {You are probably using the oldstyle autograph arguments}\fi
}
\def\autograph#1#2#3#4#5#6{%
  \iso@isNum{#3}{3}\iso@isNum{#4}{4}\iso@isNum{#5}{5}
  \ifnum #1<2
    \ClassError{isodoc}{autograph #1 cannot be changed (first arg must be 2..9)}{}
  \fi
  \ifnum #1>9
    \ClassError{isodoc}{autograph #1 cannot be changed (first arg must be 2..9)}{}
  \fi
  \bgroup
  \lccode`2=`A \lccode`6=`E
  \lccode`3=`B \lccode`7=`F
  \lccode`4=`C \lccode`8=`G
  \lccode`5=`D \lccode`9=`H
  \lowercase{\def\temp{#1}}%
  \expandafter\egroup\expandafter\def\csname autograph\temp\endcsname{%
    \vskip-2\baselineskip%
    \setlength{\iso@down}{#2*#3/100-#2-2\baselineskip}
    \setlength{\iso@outdent}{-#2*#5/100}
    \setlength{\iso@signpos}{#2*(#4-#3)/100}
    \hspace*{\iso@outdent}\raisebox{\iso@down}[0pt][0pt]{\includegraphics[height=#2]{#6}}%
    \\[\baselineskip]%
    \closing\@closingcomma\\[\iso@signpos]\\[-2\baselineskip]%
    \signature%
  }
}
```

7.2.1 Logo

The logo, by default, consists of a large company name on top a rule, with a contact person's name (probably your own name) and address hanging under the rule. If the osf-txfonts package is used, old style figures are disabled here.

\logo

```
\newcommand{\zippedcity}{\ifcityzip\city\ \prezip\ \zip\else\prezip\ \zip\ \city\fi}
\newcommand{\logo}{\if@isodoclogo%
  { \parskip=0pt\parindent=0pt
    \begin{textblock}{140}[0,1](35,20)%
        \textsf{\LARGE\company}\\[-1.7ex] % large company name
        \rule{\hsize}{.3pt}               % on top a rule
    \end{textblock}
  }
  \Tbox{140}{22}{35}{\noindent
     \footnotesize\sffamily
     \ifx\empty\logoaddress%
       \ifx\undefined\tbfigures\else\tbfigures\fi
       \ifx\who\empty\else\who\\\fi
```

```
      \ifx\street\empty\else\street\\\fi
      \zippedcity
      \ifforeign\\\country\fi
    \else\logoaddress\fi
  }\fi
}
```

\returnaddress

```
\def\returnaddress{%
  \ifx\undefined\tbfigures\else\tbfigures\fi % when using osf-txfonts... just for me
  \company\\
  \street\\
  \zippedcity
  \ifforeign\\\country\fi
}
```

\setupdocument

```
\newcommand{\setupdocument}[1]{
  \setkeys{isodoc}{#1}
  \iffooter\else\geometry{bottom=25mm}\fi
}
```

\@isomakedate isomakedate sets the \year, \month and \day counters for \@iso@date. The argument can have one of three forms:

1. yyyymmdd
2. yyyy-mm-dd
3. today i.e. the string "today" (*not* \today!)

The resulting \date format depends on the language option, *i.e.*, the month is in that language, and the formatting is according to the usage in the language. The value for dd may be 00; in that case the day will not be reported. Some examples, assuming language=en-GB:

2013-01-01	1st January 2013
2013-01-00	January 2013
20130101	1st January 2013
20130100	January 2013
today	3rd June 2013 assuming that's today's date

```
\newcount\@isoyear   \@isoyear=\year  \year=0
\newcount\@isomonth \@isomonth=\month
\newcount\@isoday     \@isoday=\day
\def\@isomakedate#1{
  \StrSubstitute[2]{#1}{-}{}[\@iso@arg]
  \IfStrEq{\@iso@arg}{today}{
     \year=\@isoyear
    \month=\@isomonth
      \day=\@isoday
  }{\IfInteger{\@iso@arg}{}{\ClassError{isodoc}{
        Illegal date: not yyyymmdd | yyyy-mm-dd | today}{}\fi}
    \StrLeft{\@iso@arg}{4}[\@iso]\year=\@iso
    \StrRight{\@iso@arg}{2}[\@iso]\day=\@iso
    \StrMid{\@iso@arg}{5}{6}[\@iso]\month=\@iso
  }
  \ifnum\month > 12 \ClassError{isodoc}{Illegal date: month>12}{}\fi
  \ifnum\day   > 31 \ClassError{isodoc}{Illegal date: day>31}{}\fi
}
```

\date \date displays the date. Its value is that of forcedate if that option was used; otherwise it is undefined, unless the date option was used.

```
\def\date{%
  \ifx\@forcedate\empty%
    \ifnum\year=0\Undefined{date}\else\@isodate\fi
  \else\@forcedate\fi
}
```

\accountdata Print a table with banking information. Show all data as far as defined/not empty:

```
\def\accountdata{
  \textbf{\accountdatatext:}\\
  \begin{tabular}{@{}rl@{}}
```

```
    \ifx\term\empty\else
            \termtext: & \term\ \daystext\\
    \fi
    \ifx\accounto\undefined\else
        \accountnotext: & \accountno\\
    \fi
    \ifx\iban\undefined\else
        \ibantext: & \scshape \iban\\
    \fi
    \ifx\bic\undefined\else
        \bictext: & \scshape \bic\\
    \fi
    \ifx\accountname\undefined\else
       \accountnametext: & \accountname{}\\
    \fi
    \ifx\routingno\undefined\else
       \routingnotext: & \routingno{}\\
    \fi
    \ifx\ourref\empty\else
        \referencetext: & \ourref\\
    \fi
    \ifx\vatno\undefined\else
      \vatnotext: & \vatno\\
    \fi
  \end{tabular}
}
```

The `\showkeys` command is useful for debugging. It prints a table showing the current values of most keys.

`\showkeys`

```
\def\@isodocmp#1{\begin{minipage}[t]{\hsize}\mbox{}#1\\[-1.8ex]\mbox{}\end{minipage}}
\def\@isodocun#1{\ifx#1\undefined (undefined, so not shown)\else#1\fi}
\def\showkeys{%
  \begin{longtable}{rl}
      acceptaccount & \acceptaccount\NN
      acceptaddress & \acceptaddress\NN
        acceptcents & \acceptcents\NN
         acceptdesc & \@isodocmp{\acceptdesc}\NN
  acceptdescription & \acceptdescription\NN
        accepteuros & \accepteuros\NN
    acceptreference & \acceptreference\NN
        accountname & \@isodocun{\accountname}\NN
          accountno & \@isodocun{\accountno}\NN
           areacode & \areacode\NN
                bic & \@isodocun{\bic}\NN
          cellphone & \cellphone\NN
            chamber & \chamber\NN
               city & \city\NN
            closing & \closing\NN
            company & \company\NN
             copyto & \@isodocmp{\copyto}\NN
            country & \country\NN
        countrycode & \countrycode\NN
           currency & \currency\NN
               date & \date\NN
              email & \email\NN
         enclosures & \@isodocmp{\enclosures}\NN
                fax & \fax\NN
               iban & \@isodocun{\iban}\NN
        logoaddress & \@isodocmp{\logoaddress}\NN
            opening & \opening\NN
             ourref & \ourref\NN
              phone & \phone\NN
        phoneprefix & \phoneprefix\NN
      returnaddress & \@isodocmp{\returnaddress}\NN
          routingno & \@isodocun{\routingno}\NN
          signature & \@isodocmp{\signature}\NN
             street & \street\NN
```

```
            subject & \subject\NN
               term & \term\NN
              vatno & \@isodocun{\vatno}\NN
            website & \website\NN
                who & \who\NN
         yourletter & \yourletter\NN
            yourref & \yourref\NN
                zip & \zip\NN
  \end{longtable}
}
\AtEndOfClass{%
  \usepackage{hyperref}
}
```

`@isodocheadXX` We define the heading parts here in order to allow for easy adaptations in style files.

```
\def\@isodocheadL{\totext:{} \toname{} (\date)}
\def\@isodocheadC{}
\def\@isodocheadR{\pagetext\ \thepage\ \oftext{}
    \begin{NoHyper}\pageref{LastPageOf\thelettercount}\end{NoHyper}
}
\def\@isodocheadbox#1{\mbox{\color{headingcolor}#1}}
```

`@isodocfootXX` We define the footing parts here in order to allow for easy adaptations in style files. Note that, if you redefine any of these, you will probably have to create some footer space with `\geometry{foot}`.

```
\def\@isodocfootL{}
\def\@isodocfootC{}
\def\@isodocfootR{}
```

`\itable` `\itable` inserts an invoice table; arg1 should be the rows of the table.

```
\def\isodoc@bara{\raisebox{-1ex}{\rule{0pt}{3ex}}}
\def\isodoc@barb{\rule{0pt}{2.7ex}}
\def\isodoc@barc{\rule{0pt}{1ex}}
\def\itable#1{\arrayrulewidth0.05em%
  \ifvertical
    \begin{tabularx}{\hsize}{@{}X|r@{}}%
      \sffamily\descriptiontext &
      \sffamily \amounttext\,(\currency)\isodoc@bara\\\hline\\[-5.4ex]
      \isodoc@barb #1%
    \end{tabularx}
  \else
    \begin{tabularx}{\hsize}{@{}Xr@{}}%
      \sffamily\descriptiontext &
      \sffamily \amounttext\,(\currency)\isodoc@bara\\\hline\\[-5.6ex]
      \isodoc@barb #1%
    \end{tabularx}
  \fi
}
```

`\iitem` `\iitem` inserts an invoice item in the `\itable`. It inserts `\\arg1 & % arg2`:

```
\def\iitem#1#2{\\#1&#2\ignorespaces}
```

`\itotal` `\itotal` inserts an invoice total in the `\itable`.
The optional argument replaces `\totaltext`.

```
\newcommand{\itotal}[2][\totaltext]{%
  \isodoc@barc\\\cline{2-2}#1&\textbf{#2}\isodoc@barb
}
```

The counter `\lettercount` is used to construct a label on the last page of each letter/invoice of this document; it will be set to `LastPageOf`*n*, where *n* is the letter number: 1, 2, 3, ... This allows for page headings saying "Page n of m." This label is automatically added at the end of each letter.

```
\newcounter{lettercount}\setcounter{lettercount}{0}
```

`\invoice` `\invoice` prints an invoice. The first argument is optional, and may contain the same `key=value` statement as `\setupdocument`. This is useful if the document contains more than one invoice for different addressees.

The second argument creates a two-column table with headings “Description” and “Amount (EuroSymbol)”. The two columns are separated with a vertical rule; its construction is somewhat complicated, as the booktabs/ctable packages are in use that don’t provide decent vertical separators. The \barsep macro extends these separators vertically.

```
\newif\ifclosing\closingtrue
\newcount\footcount
\newcommand{\invoice}[2][]{%
  \closingfalse
  \letter[#1,
    opening={\bfseries\scshape\Large\invoicetext},
    openingcomma={},
    closing={},
    signature={}]{\Tbox{35}{127}{140}{\ignorespaces#2}}
}
```

\letter \letter prints a letter... The code is enclosed in an extra pair of braces, in order to keep option changes local

```
\newcommand{\letter}[2][]{{%
  \clearpage{\pagestyle{empty}\cleardoublepage}
  \setcounter{section}{0}
  \setkeys{isodoc}{#1}
  \def\isodoc@lead{\ifforeign+\areacode\,\else\phoneprefix\fi}
  \ifx\phone     \empty\else\def\@phone     {\isodoc@lead\phone}     \fi
  \ifx\cellphone\empty\else\def\@cellphone{\isodoc@lead\cellphone}\fi
  \ifx\fax       \empty\else\def\@fax       {\isodoc@lead\fax}       \fi
  \ifx\website   \empty\else\def\@website   {\website}               \fi
  \ifx\email     \empty\else\def\@email     {\email}                 \fi
```

By now, a language should have been chosen; if not, issue a warning and set the language to the default: -en-GB

```
  \ifx\yourlettertext\undefined%
    \ClassWarning{isodoc}{You did not use the language option; using the default: en-GB}
    \isodoc@enGB%
  \fi
  \ifnum\value{lettercount}=0%
    \hypersetup{pdftitle={letter to \toname\ dated \today},
                pdfsubject={\subject},
                pdfauthor={\who},
                pdfcreator={LaTeX with isodoc class},
    }
  \fi
  \addtocounter{lettercount}{1}
  \setcounter{page}{1}
  \setcounter{footnote}{0}
  \fancyhf{}
  \if@twoside
    \fancyhead[LE,RO]{\@isodocheadbox{\@isodocheadR}}
    \fancyhead[RE,LO]{\@isodocheadbox{\@isodocheadL}}
    \fancyfoot[LE,RO]{\@isodocheadbox{\@isodocfootR}}
    \fancyfoot[RE,LO]{\@isodocheadbox{\@isodocfootL}}
  \else
    \fancyhead[L]{\@isodocheadbox{\@isodocheadL}}
    \fancyhead[R]{\@isodocheadbox{\@isodocheadR}}
    \fancyfoot[L]{\@isodocheadbox{\@isodocfootL}}
    \fancyfoot[R]{\@isodocheadbox{\@isodocfootR}}
  \fi
  \fancyhead[C]{\@isodocheadbox{\@isodocheadC}}
  \fancyfoot[C]{\@isodocheadbox{\@isodocfootC}}
  \logo
```

@addresscenter is the center, vertically, of the to-address block: xaddress should be 1 or 3 for left- and right address windows

```
  { \parskip=0pt\parindent=0pt
    \begin{textblock}{\@addresswidth}[0,.5](\xaddress,\@addresscenter)%
        \ifreturn
          {\def\\{\unskip\enspace{\rmfamily\mdseries\textbullet}\enspace\ignorespaces}%
            \sffamily\bfseries\scriptsize\returnaddress
```

```
        }\\[-.8\baselineskip]
        \rule{\hsize}{.2pt}\\
      \fi
      \toname\\\toaddress
  \end{textblock}
}
\subjectpos=\headerpos
\textskip=\headerpos\advance\textskip-12
\ifx\subject\empty\advance\textskip-10\else\advance\subjectpos10\fi
\openingpos=\subjectpos
\ifheader
  \openingpos=\subjectpos\advance\openingpos12
  \Tbox{35}{\headerpos}{35}{\noindent
    {\@hft\yourlettertext}\\
    \yourletter
  }
  \Tbox{70}{\headerpos}{35}{\noindent
    {\@hft\yourreftext}\\
    \raggedright\yourref
  }
  \Tbox{105}{\headerpos}{35}{\noindent
    {\@hft\ourreftext}\\
    \raggedright\ourref
  }
  \Tbox{140}{\headerpos}{35}{\noindent
    {\@hft\datetext}\\
    \date
  }
  \ifx\subject\empty\else%
    \Tbox{35}{\subjectpos}{140}{\noindent
      \ifx\subjecttext\empty{\bfseries\subject}\else%
        \begin{tabularx}{\hsize}{@{}l>{\raggedright}X@{}}
          \@hft\subjecttext&\subject
        \end{tabularx}
      \fi
    }
  \fi
\else
  \advance\textskip-12
\fi
```

Create the footfields that occur in `\@footorder`, starting at the left;

```
\footcount=35
\iffooter
  \ForEachX{;}{%
    \setbox0=\hbox{\csname @\thislevelitem\endcsname}
    \ifdim\wd0=0pt\else
      \Tbox{\footcount}{\footerpos}{35}{\noindent
        {\@hft\csname\thislevelitem text\endcsname}\\
          \csname @\thislevelitem\endcsname
      }
    \fi
      \advance\footcount35
  }{\@footorder}
\fi
{ \parskip=0pt\parindent=0pt
  \begin{textblock*}{3mm}(\xfold,\yfold)%
     {\color{markercolor}\rule{\hsize}{.2pt}}
  \end{textblock*}
}
\ifx\undefined\accepttype\else\accept\fi
\noindent\Tbox{35}{\openingpos}{140}{\opening\@openingcomma}
\vspace{\textskip mm}
\thispagestyle{empty}
\noindent\ignorespaces#2
\ifclosing{\vskip\closingskip\vskip-\baselineskip
  \parindent=0pt\parskip=\baselineskip\noindent
```

```
    \begin{minipage}[t]{\hsize}
        \ifcase\autographversion
          \par\closing\@closingcomma\\\signature   % 0: closing on the next line
        \or\par\closing\@closingcomma\\[\signatureskip]\signature % 1: whiteskip
        \or\autographA
        \or\autographB
        \or\autographC
        \or\autographD
        \or\autographE
        \or\autographF
        \or\autographG
        \or\autographH
        \else
          \par\Undefined{autograph: \autographversion}\\
        \fi
    \end{minipage}
  }\fi
  \ifencldown\vspace*{\fill}\fi
  \ifx\enclosures\empty\else{\\[\enclosureskip]
    \noindent
    \begin{minipage}[t]{\hsize}
        \setbox1=\vbox{\enclosures}%
        \textbf{\ifdim\ht1>\baselineskip\enclosurestext\else\enclosuretext\fi}\\
        \enclosures
    \end{minipage}
  }\fi
  \ifx\copyto\empty\else{\\[\copytoskip]
    \noindent
    \begin{minipage}[t]{\hsize}
        \textbf{\copytotext}\\
        \copyto
    \end{minipage}
  }\fi
  \label{LastPageOf\thelettercount}
}}
```

7.3 Internal Macros

The accept is produced from `\Tbox` and `\Cbox` commands only, using the `textpos` package:

`\Cbox` `\Cbox{x}{y}{width}{text}` places `text` in a box of `\testsl{width}` mm, centered around (x,y) in mm:

```
\def\Cbox#1#2#3#4{%
  { \parskip=0pt\parindent=0pt
    \begin{textblock}{#3}[.5,.5](#1,#2)%
        \begin{center}
          #4
        \end{center}
    \end{textblock}
  }
}
```

`\Tbox` `\Tbox{x}{y}{width}{text}` places `text` in a box of `\testsl{width}` mm, with the upper left corner at (x,y) in mm:

```
\long\def\Tbox#1#2#3#4{%
  { \parskip0pt\parindent=0pt
    \begin{textblock}{#3}(#1,#2)%
        \begin{minipage}[t]{\hsize}
          \noindent#4
        \end{minipage}
    \end{textblock}
  }
}
```

`\accept` This macro will have a parameter if other accept forms will have to be programmed:

```
\def\accept{
  \Tbox{\xacceptdescription}
```

```
        {\yacceptdescription}
        {\wacceptdescription}
        {\acceptdescription}
  \Tbox{\xacceptdesc}
        {\yacceptdesc}
        {\wacceptdesc}
        {\acceptdesc}
  \Tbox{\xacceptaddress}
        {\yacceptaddress}
        {\wacceptaddress}
        {\ifx\acceptaddress\empty\toname\\\toaddress\else\acceptaddress\fi}
  \Cbox{\xacceptreference}
        {\yacceptreference}
        {\wacceptreference}
        {\ocrb\acceptreference}
  \Tbox{\xacceptref}
        {\yacceptref}
        {\wacceptref}
        {\baselineskip=\acceptreferenceskip\ocrb\acceptreference}
  \Cbox{\xaccepteuros}
        {\yaccepteuros}
        {\waccepteuros}
        {\ocrb\accepteuros}
  \Cbox{\xacceptaccount}
        {\yacceptaccount}
        {\wacceptaccount}
        {\ocrb\acceptaccount}
  \Cbox{\xacceptcents}
        {\yacceptcents}
        {\wacceptcents}
        {\ocrb\acceptcents}
  \Cbox{\xaccepteur}
        {\yaccepteur}
        {\waccepteur}
        {\ocrb\accepteuros}
  \Cbox{\xacceptct}
        {\yacceptct}
        {\wacceptct}
        {\ocrb\acceptcents}
}
```

`\isodoc@xxYY`

```
\input{isodoc-ca-ES.ldf}
\input{isodoc-de-DE.ldf}
\input{isodoc-en-GB.ldf}
\input{isodoc-en-US.ldf}
\input{isodoc-es-ES.ldf}
\input{isodoc-fr-FR.ldf}
\input{isodoc-it-IT.ldf}
\input{isodoc-nb-NO.ldf}
\input{isodoc-nl-BE.ldf}
\input{isodoc-nl-NL.ldf}
\input{isodoc-sr-RS.ldf}
```

Change History

v0.01

General: Initial version 1

v0.02

General: - added options phoneprefix, routingno, logoaddress
- accountname now optional
- accountnumber ⇒ accountno
- german and french translations corrected
- indents removed in header fields
- expect printer to have more unprintable border
- ascriptiontext ⇒ accountnametext for dutch
- Interdocument language changes now work

- Vatno, if defined, is reported with accountdata
- country in returnaddress now separated with dot
- option changes kept local to the letter/invoice
- English/American accountname text adapted 1
v0.03
General: several errors in documentation corrected 1
v0.03b
General: - non-zero parskip generated whitespace in standard textblocks
- several accept positions fixed,
- added option shift,
- whitespace problems solved,
- added option currency,
- added option cityzip - without documentation 1
v0.04
General: - options shift, currency, cityzip added
- norwegian translations added (thanks Sveinung Heggen) 1
v0.05
General: - text misplacement in subjectless letters
- corrected
- norwegian translations corrected . . . 1
v0.06
General: - moved all documentation files in subdirectory doc,
- because files appeared to be wrongly placed on the
- TeX Collection DVD
- Some minor corrections 1
v0.07
General: - using eurosym package instead of marvosym
- using frenchb package instead of french
- added addresswidth option, default stays 2 cols
- changes suggested by Fabrice Niessen (thanks)
- added header/noheader options
- added bodyshift option
- date format can be yyyy-mm-dd or a literal today
- added forcedate option to enter anything for date
- added foldleft and foldright options, default stays right
- headingcolor, if defined, colors fancy headings
- headcolor, if defined, colors headings in header and footer
- foldmarkcolor, if defined, colors foldmark 1
v0.08
General: - now compatible with XeLaTeX
- made independent of babel and polyglossia packages: user must Require those, if needed
- handling of font and encoding now left to the user
- language names same as in babel (norwegian ⇒ norsk)
- option language added
- option english is synonym for language-UKenglish
- option american is synonym for language-USenglish
- language options *only* change keyword translations
- new translations added: italian, spanish, catalan, serbian
- option fontpackage removed
- option cityzip moves zip behind city
- now compatible with XeLaTeX
- positioning of headings, subject, opening, body text fixed
- repaired several minor bugs 1
v0.09
General: - subject text uses full textwidth; use newlines if needed
- introducing isodocsymbols.sty
- new option closingcomma
- subject uses full textwidth
- using foreach package for footfields
- removed some unwanted whitespace 1
v0.10
General: - bug: missing prefixes for phone numbers
- added option footorder, setting the order of footer fields 1
v0.11
General: - added color and tabularx to required packages
- removed hypersetup (author/version info); didn't work 1
v1.00
General: This version has incompatibilites with previous versions:
- languages renamed according to ISO 3166
- options dutch, english, american, german, french now obsolete, use language option with argument nl-NL, en-GB, en-US, de-DE, fr-FR respectively.
- localbank option removed, as IBAN is now used for all accounts
- footer fields appear in the order in which they were defined with the footorder option.
- the autograph command has been completely redefined and simplified. . . 1
v1.00 continued
General: - documentation improved
- empty foot fields can be added with extra semicolons in the footorder option.
- copyto option added
- vertical bar in invoices is automatically extended for multiline entries.
- vertical bar in invoices can be suppressed with option novertical
- if class option twoside is set, letters and invoices start recto.

- the itotal command got an optional argument.
- closingcomma did not work
- added pdfauthor and pdfcreator (isodoc) to pdf-comment
- reorganized documentation directory and install script 1
v1.01
General: - vattext was missing in all language files
- aus ⇒ von; subjecttext ⇒ empty for de-DE
- closing parts in minipages for better page break
- more comment on toname, today, language, subject
- moved contents of isodocsymbols.sty into isodoc.dtx and removed it
- empty subjectext generates bold subject line (habit in de-DE)
- page headings forced in one line
- more instructions for first line of address
- phone number prefix +nn\, instead of +nn-- 1
v1.02
General: - installing in correct dirs, so texdoc finds the doc
- more comment 1
v1.03
General: - added logo and nologo options
- changed definitions for fancy headings and footings to allow for easy adaptation in style files. 1
v1.04
General: - footers and copyto did not work correctly.
- closingskip option removed; use dimen signatureskip in style file.
- some skips now have own dimen for easier adaptation in style file. 1
v1.05
General: - README and inst script reorganized 1
v1.06
General: - bug causing ”No line here to end” error - font and footskip warnings removed 1

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