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KU Leuven and Kulak corporate lay-out LaTeX-classes

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Introduction

This text explains how to write LaTeX documents according to the KU Leuven and Kulak corporate lay-out. It explains which files are needed, how to use and install the different class files, templates and examples.

1 Folder content

`kulak/` class files, style files and necessary images and logos. These have to be available to LaTeX in the local `texmf`-tree as explained in section 3.

- `kulakarticle.cls` for short documents, one side printing, no title page.
- `kulakreport.cls` for longer documents or books, two side printing, with title page.
- `kulakposter.cls` for portrait or landscape posters, based on `sciposter.cls`.
- `kulakbeamer.cls` for presentations, on screen and hand-outs.

`/Examples/` example files for each class with output.

- `test_kulakarticle` this very document.
- `test_kulakreport` document explaining LaTeX-basics.
- `test_kulakposter` basics for structuring a scientific poster.
- `test_kulakbeamer` a presentation on LaTeXand Beamer.

`/Templates/` template files for each class. Instructions on how to use are to be found in section 3.5.

- `template_kulakarticle.tex`
- `template_kulakreport.tex`
- `template_kulakposter.tex`
- `template_kulakbeamer.tex`

2 Specific commands and options

All four classes have options `kulak`, `kuleuven-brugge` and `kul` to select the appropriate logo.

`kulak` `kuleuven-brugge` `kul`

2.1 Kulak article class

The title bar on the first page is generated with the command `\maketitle`. This command requires the following four commands in the preamble.

`\title{}` large bold text, lower right of title bar.

`\author{}` large text, lower right of title bar.

`\date{}` normal text, lower left of title bar.

`\address{}` small text, upper right of title bar.

2.2 Kulak report class

The title page and back cover are generated with the command `\titlepage`. This command requires the following commands in the preamble.

`\faculty{}` upper right of title page, in coloured bar.

`\group{}` upper right of title page, under coloured bar.

`\title{}` huge bold text, centre of the title page.

`\subtitle{}` large bold text, below of the title.

`\author{}` large bold text, bottom right of the title page.

`\institute{}` normal text, below of the author.

`\date{}` normal text, below of the institute.

`\emailaddress{}` to be used in the address-field.

`\address{}` small text, upper right of the back cover.

2.3 Kulak poster class

This class is based on `sciposter` and allows all `sciposter` options: `landscape` and `portrait` (default) for page orientation, `a3` up to `a0` for page (and font) size. It is important to note that the correct placement of the title-banner might require multiple LaTeX-runs.

The option `background` yields a very light blue fill, whereas `nobackground` (default) yields a white fill.

A picture of the author can be added next to the logo. This is obtained with the option `photo` (default), whereas `nophoto` suppresses this information. In the latter case the photo can be added manually with the command `\photohere`.

With the command `\maketitle`, the title bar is placed below the coloured banner. This command requires the following information to be found in the preamble.

```
\title{}

\author{}

\institute{}

\photo{}

\emailaddress{}
```

2.4 Kulak beamer class

This class is based on `beamer` and allows all `beamer` options.

Two new environments are defined for obtaining an alternative frame-layout. The first environment, `titleframe`, is merely intended for use on the title-page. The second environment, `outlineframe`, can be used for outlines or chapter-titles.

```
\begin{titleframe}
  \titlepage
\end{titleframe}

\begin{outlineframe}
  \tableofcontents
\end{outlineframe}
```

3 Installing the files

To use these classes, one has to copy `/kulak/` to a local folder *and* make LaTeX recognize the new files. If a local TeX-tree already exists, just add the subfolder `/kulak/` and all of its content to the appropriate folder.

3.1 MikTeX and Windows

Create the following directory structure and copy `/kulak/` and all of its content to the appropriate folder:

```
c:\users\<username>\texmf\tex\latex\
```

Now start the `MikTeX Console` program by clicking `Start, All programs, MikTeX Console`. Click on `Settings` and `Directories`, then click the +-sign, and browse for the folder `c:\users\<username>\texmf` and click OK twice.

3.2 TeXLive and Windows

When installing `TeXLive` on a `Windows` system, a local TeX-tree should be created automatically. The default location is:

```
c:\texlive\texmf-local\tex\latex\local\
```

Add the subfolder `/kulak/` and all of its content to this folder. Open the TeX Live Manager, and click 'Update filename database' in the Actions menu.

3.3 MacTeX and Mac OS X

Place the folder `/kulak/` and all of its content in `~/Library/texmf/tex/latex/`. Done.

3.4 TeXLive and Linux

Open a terminal session and create the necessary directory structure:

```
cd ~
mkdir -p texmf/tex/latex/
```

Copy the folder `/kulak/` and all of its content into this newly created directory and make LaTeX recognize the new files:

```
texhash ~/texmf
```

3.5 Installing the templates in TeXStudio

The easiest way to use the Kulak-classes is to start from the appropriate template, for these contain all necessary commands. To avoid overwriting the original files, register each one of them as templates. The following instructions on how to do this are specific to `TeXStudio`, but other editors offer similar solutions.

To install all Kulak-templates simultaneously, simply copy the files from the `/Templates/`-directory to your personal `TeXStudio`-template-folder, depending on the operating system on one of the following or a similar location (make sure you can view hidden folders in Windows Explorer):

- `C:\Users\<username>\AppData\Roaming\texstudio\templates\user`
- `~/.config/texstudio/templates/user`

If you want to install these templates for all users, add them to the existing template-folder that comes with every `TeXStudio`-installation:

```
C:\Program Files\texstudio\templates
```

To adjust the Kulak-templates or to make your own template, follow these steps:

- Open the file `template_kulak<class>.tex` in `TeXStudio`.
- Adjust this file to own needs: add desired packages, commands, author name, ...
- Click `File`, then `Make Template...`
- Fill out the form and click OK.

To start a new Kulak-themed document, click `File`, then `New from template...` and choose the desired template. A new minimal-content-file opens.

4 Documentation

Must-have documentation about LaTeX can be found here:

The not so Short Introduction to LaTeX2e. The best introduction to how and why to write documents with LaTeX.

wikibooks.org: LaTeX. A wiki-based guide to the LaTeX markup language.

The BEAMER class. Comprehensive manual on how to make presentations and how to do it with BEAMER. Section 3, *Tutorial: Euclid's Presentation*, gives a good introduction.

BEAMER appearance cheat sheet. Overview of most BEAMER's elements (colors, fonts, templates).

Manual for Preparation of Posters. Manual for the SCIPOSTER-package, explaining the preparation of posters of any size.

The Ti*k*Z & PGF Packages Comprehensive manual on the unlimited possibilities of making drawings with Ti*k*Z and PGF. Part I, *Tutorials and Guidelines*, gives a good introduction through the step-by-step building of a few detailed examples.

A comprehensive (SI) units package. The package SIUNITX takes care of the correct typesetting of values with units.

The MHCHEM Bundle. This package provides commands for typesetting chemical molecular formulæ and equations.

The BIOCON package. The biological conventions-package aids the typesetting of some biological conventions.

Conclusion

LaTeX works like a charm, but these classes maybe not so much... all advice on how to improve them is much appreciated: `stijn.rebry@kuleuven.be`.