

The ECULetter class*

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1 Introduction

The ECULetter class formats the document on official-looking ECU letterhead. It also provides macros to format letters and memos on the letterhead. User settings can be included in a file ECULetterDefs.cfg in the latex path.

2 Usage

2.1 Class Declaration

The class declaration statement is

```
\documentclass[\langle options \rangle]{ECULetter}
```

The following options are valid:

bw Use black and white graphics for the letterhead.

color Use color graphics for the letterhead (set by default).

memo Write the memo header to the first page.

noletterhead Do not write the letterhead to the first page.

All other options are passed to the **article** class (*n.b.*, not the letter class), upon which this class is based. The **article** class options **10pt**, **12pt**, and **twocolumn** are not compatible with ECULetter and are silently ignored.

2.2 Required Packages

The ECULetter class loads the packages **geometry**, **graphicx**, **fancyhdr**, **lastpage**, and **wrapfig**. Commands from each of these packages may be used in the document. Use the **\geometry** command from the **geometry** package to adjust the document layout and paper size (which defaults to **letterpaper**).

*This document corresponds to ECULetter v0.1, dated 2017/03/21.

2.3 Required Graphics Files

The ECULetter class requires three graphics files to be placed within the latex (`graphicx`) path: `ECULogo` (color ECU logo), `ECULogoBW` (black and white ECU logo), and `signature` (signature image). These files may be in any format accessible to the `graphicx` package (with the appropriate extensions) and the files in the latex path may be symlinks.

2.4 Letterhead Content

The letterhead content is set with commands that begin with `\lh...`. Omitting any of these definitions or defining it as empty (`{}`) or whitespace-only (`{ }`) results in that item being omitted from the letterhead. The letterhead content is usually defined in the configuration file `ECULetterDefs.cfg` or in the document preamble.

`\lhname` The author's name on the letterhead is set with

`\lhname {\langle Author Name \rangle}`

where `\langle Author Name \rangle` is the name as it appears at the top of the letterhead. Remember to use a backslash (`\`) after periods following initials to prevent end-of-sentence spacing (for example, `John H.\ Doe`).

`\lhdegree` The author's degree on the letterhead is set with

`\lhdegree {\langle Deg \rangle}`

where `Deg` is the degree abbreviation as it appears after the author's name on the letterhead. The degree is only written to the letterhead if `\lhname` is defined.

`\lhtitle` The author's title on the letterhead is set with

`\lhtitle {\langle Title \rangle}`

where `\langle Title \rangle` is the title (*e.g.* Associate Professor) on the letterhead. The title is only written to the letterhead if `\lhname` is defined.

`\lhECUaddress` The department address on the letterhead is set with

`\lhECUaddress {\langle address \rangle}`

where `\langle address \rangle` is the campus portion of the address on the letterhead. The `\langle address \rangle` can contain formatting and line breaks. The `\langle address \rangle` field can be used to format a departmental letterhead (with `\lhname` left undefined).

`\lhECUPostal` The macro `\ECUPostal` gives the portion of the postal address after the departmental address. This macro is defined as

East Carolina University
Greenville, NC 27858-4353
USA

and can be redefined with `\renewcommand{\lhECUPostal}{\langle New Address \rangle}`.

`\lhphone` The telephone number on the letterhead is set with

`\lhphone {<xxx-xxx-xxx>}`

where `<xxx-xxx-xxx>` is the telephone number. Note that it can be formatted in as desired, *e.g.* (123) 456-7890 or 123.456.7890.

`\lhfax` The fax number on the letterhead is set with

`\lhfax {<xxx-xxx-xxx>}`

where `<xxx-xxx-xxx>` is the fax number. Note that it can be formatted in as desired, *e.g.* (123) 456-7890 or 123.456.7890.

`\lhemail` The E-mail address on the letterhead is set with

`\lhemail {<pirateid@ecu.edu>}`

where `<pirateid@ecu.edu>` is the E-mail address.

`\lhwww` The web page URL on the letterhead is set with

`\lhwww {<ecurl.ecu.edu>}`

where `<ecurl.ecu.edu>` is the URL as should appear on the letterhead.

2.5 Memo Header Content

If the document is a memo, these commands, usually included in the document preamble, format the memo header.

`\memotitle` The macro `\memotitle` gives the label MEMORANDUM at the top of the memo header and can be redefined with `\renewcommand{\memotitle}{<newtitle>}`.

The TO, FROM, DATE, and SUBJECT listings in the header are formatted using a `tabular` environment with the labels on the left and the appropriate fields on the right.

`\memotolabel` The macro `\memotolabel` gives the label TO: in the memo header and can be redefined with `\renewcommand{\memotolabel}{<newlabel>}`.

`\memoto` The recipient of the memo is defined with

`\memoto {<therecipient>}`

where `<therecipient>` is the name listed in the TO-field of the memo header (TO: therecipient). Note that a second line (for example the recipient's title) can be included by specifying

`\memoto{<therecipient> \\\ & <line 2>}`

`\memofromlabel` The macro `\memofromlabel` gives the label FROM: in the memo header and can be redefined with `\renewcommand{\memofromlabel}{<newlabel>}`.

`\memofrom` The sender of the memo is defined with

`\memofrom {<thesender>}`

where `<thesender>` is the name listed in the FROM-field of the memo header (FROM: thesender). Note that a second line (for example the sender's title) can be included by specifying

`\memofrom{<thesender> \\ & <line 2>}`

If `\memofrom` is not specified in the document, it defaults to the author's name on the letterhead as specified by `\lhname`.

`\memodatelabel` The macro `\memodatelabel` gives the label DATE: in the memo header and can be redefined with `\renewcommand{\memodatelabel}{<datelabel>}`.

`\memodate` The date of the memo is defined with

`\memodate {<date>}`

where *<date>* is date to be used in in the DATE-field of the memo header (DATE: date). If `\memodate` is not supplied, it is replaced by `\today`.

`\memosubjlabel` The macro `\memosubjlabel` gives the label SUBJECT: in the memo header and can be redefined with `\renewcommand{\memosubjlabel}{<subjectlabel>}`.

`\memosubject` The subject of the memo is defined with

`\memosubject {<subject text>}`

where *<subject text>* is used in in the SUBJECT-field of the memo header (SUBJECT: subject text). Normally the *<subject text>* would fit in a one-line, regular-width table file. A second line for the subject text can be included by specifying

`\memosubject{<subject text> \\ & <line 2>}`

Another possibility to extend the subject text is to place it inside a `minipage` environment.

2.6 Other Formatting

These preamble commands format other parts of the letter.

`\UNC` The footer statement about ECU being a member of the UNC System and the Equal Opportunity statement are defined with `\UNC`, which defaults to

East Carolina University is a constituent institution of the University
of North Carolina.
An equal opportunity university.

This can be redefined with `\renewcommand{\UNC}{<New statement>}`.

`\ptwohead` An optional header included after the first page is defined with

`\ptwohead {<header text>}`

If `\ptwohead` is not supplied, it defaults to the author's name on the letterhead as specified by `\lhname`.

2.7 Letter commands in the main document

These commands are used in the body of the document to format the letter.

`\letterhead` The letterhead is written to the document using the content defined in the preamble with `\letterhead`. The `\letterhead` command should be the first thing

written on the page. The letterhead is written to the first page of the document by default, unless the `noletterhead` class option is given. The `\letterhead` command allows the letterhead to be written to other pages (*e.g.*, when the file contains multiple letters).

`\memohead` The memo header is written to the document using the content defined in the preamble with `\memohead`. The memo header is written to the first page when the `memo` class option is given. The `\memohead` command allows the memo header to be written to other pages.

`\iaddress` The inside address of the letter is included with

`\iaddress {\<address \ of \ recipient\>}`

This is usually the first command given in the body of the letter (but not for a memo) after the `\letterhead` command. The inside address is usually followed with the date, either using `\today` or the appropriate date text.

`\greeting` The greeting in the letter is included with

`\greeting {\<greeting text\>}`

For example, `\greeting{Dear Jane:}` would format the greeting text “Dear Jane:” on the left margin of the letter. The `\greeting` command usually follows the date.

`\closing` The closing of the letter is given by `\closing {\<closing text\>}` for a closing statement with name below and space for a handwritten signature. The command `\closingsig [\<sigwidth\>] {\<closing text\>}` inserts the graphic in the file `signature` into the signature space between the closing text and the closing name. The optional argument `\<sigwidth\>` sets the width of the signature graphic with default value 1.75in. The file `signature` may be in any format accessible to the `graphicx` package. The default name used below the closing is the letterhead name specified by `\lhname`, but it can be set with `\closingname {\<closing name\>}`. The `\<closing name\>` may include formatting commands and line breaks (for titles, *etc.*).

`afterclose` The `afterclose` environment allows the letter postscript (P.S.), enclosure, and carbon copy statements. The command `\ps` will format a postscript statement (P.S.) and format the text following it to have a hanging indent. The command `\encl` will format an enclosure statement with the list of enclosed documents following the command. A short enclosure list can be separated by commas, or a longer list can be separated by linebreaks. The command `\cc` will format the carbon copy statement “cc:” and format the text following it to have a hanging indent. Alternate copy statements `\CC` (for “CC:”), `\pc` (for “pc:”), and `\PC` (for “PC:”) are also defined. The `afterclose` environment is based on the latex `description` environment, so additional items can easily be provided with `\item[\<label:\>]`.

2.8 User Definitions

The class reads user definitions from the file `ECULetterDefs.cfg` placed within the latex path. Definitions in this file may be overridden on an *ad-hoc* basis with

commands in the document preamble. Examples of useful user definitions include letterhead content definition commands so frequently-used values do not have to be specified in each document.

3 Sample Files

This section includes sample files for use with the `ECULetter` class. The first sample file is a configuration file for storing default user settings. The second sample file is a document template for a letter. The third sample file is a document template for a memo.

3.1 Sample User Configuration File

```
% This is a sample user configuration file for use with the ECULetter
% class. Save this file with name ECULetterDefs.cfg, and save it
% somewhere in the latex path. The ECULetter class reads this file and
% executes the commands within it at the end. Add commands to define
% letterhead parameters for the user. Omit a command to leave the
% parameter undefined, leaving it off of the letterhead.
%
% First define the name on the letterhead.
\lhname{John Q.\ Doe}
%
% Define the degree: Ph.D., M.D., Ed.D., etc.
\lhdegree{Ph.D.}
%
% Define the title: Professor, Head Honcho, etc.
\lhtitle{Associate Professor}
%
% Define the departmental/campus address.
\lhECUaddress{Department of PhysicsMail Stop 563}
%
% Define the telephone number. You can use different formats for the
% number if desired.
\lhphone{252-867-5309}
%
% Define the fax number. Again, use the desired telephone number format.
\lhfax{252-328-6314}
%
% Define the E-mail address.
\lhemail{piratep@ecu.edu}
%
% Define the web page.
\lhwww{myweb.ecu.edu/piratep}
```

3.2 Sample Document Template for Letter

```

% This is a sample document template for a memo using the ECULetter class.
\documentclass[ ]{ECULetter}

\begin{document}
\today

% Insert inside address in brackets below.  Include linebreaks (\\).
\iaddress{Address\\ of\\ Recipient}

% Insert the complete greeting with name and punctuation in brackets
% below.
\greeting{Dear Recipient:}

% Begin body of the letter below.


% The following creates the closing. Include the closing text in the
% brackets. Use \closing to sign by hand and \closingsig to use the
% scanned signature in the file signature.pdf (stored in the latex path).

\closing{Sincerely}

% \closingsig{Sincerely}

% Uncomment commands below to include afterclose items.
% \begin{afterclose}
%
% \ps
%
% \cc
%
% \encl
%
% \end{afterclose}

\end{document}

```

3.3 Sample Document Template for Memo

```

% This is a sample document template for a memo using the ECULetter class.
\documentclass[memo]{ECULetter}

% Define memo parameters.
\memoto{Patricia T.\ Pirate}
% Include a two-line version with the following:
% \memoto{Patricia T.\ Pirate, Chair\\ & Tailgating Committee}

% The following defines the FROM field. Omit it to use the letterhead
% name instead.

```

```

\memofrom{P.\ D.\ the Pirate}
% Include a two-line version with the following command.
% \memofrom{P.\ D.\ the Pirate, Chair\ & Trebuchet Committee}

\memosubject{Saturday Activities}

% The following defines the DATE field. Use any date format desired.
% Omit the command to use \today.
\memodate{October 31, 2017}

\begin{document}
%Begin body of the memo below.


% Uncomment commands below to include afterclose items.
% \begin{afterclose}


% \ps


% \cc


% \encl


% \end{afterclose}

\end{document}

```

4 Implementation

The ECULetter class is based on the article class, not the letter class.

```

1 \LoadClass[11pt]{article}
   Define boolean parameters to implement class options.
2 \newif\if@bw
3 \@bwfalse
4 \newif\if@printletterhead
5 \@printletterheadtrue
6 \newif\if@printmemohead
7 \@printmemoheadfalse

   Load required packages.
8 \RequirePackage[letterpaper, hmargin={2in,1in}, vmargin=1in]{geometry}
9 \RequirePackage{graphicx}
10 \RequirePackage{fancyhdr}
11 \RequirePackage{lastpage}
12 \RequirePackage{wrapfig}

```


Declare options

```

13 \DeclareOption{bw}{\@bwtrue}
14 \DeclareOption{color}{\@bwfalse}
15 \DeclareOption{noletterhead}{\@printletterheadfalse}
16 \DeclareOption{memo}{\@printmemoheadtrue}

```

Declare confliction article class options as \OptionNotUsed.

```

17 \DeclareOption{10pt}{\OptionNotUsed}
18 \DeclareOption{12pt}{\OptionNotUsed}
19 \DeclareOption{twocolumn}{\OptionNotUsed}

```

Pass all undefined options to the article class.

```

20 \DeclareOption*{%
21     \PassOptionsToClass{\CurrentOption}{article}%
22 }

```

Process options.

```

23 \ProcessOptions\relax

```

No headrule or footrule.

```

24 \renewcommand{\headrulewidth}{0pt}
25 \renewcommand{\footrulewidth}{0pt}

```

Take care of letterhead definitions. Most commands have a boolean \if@commanddefined and a value holder \@command.

```

26 \newif\if@lhnamedefined
27 \@lhnamedefinedfalse
28 \DeclareRobustCommand*\@lhname{}
29 \DeclareRobustCommand*\lhname[1]{
30     \DeclareRobustCommand*\@lhname{#1}%

```

The following command \setbox... strips whitespace and declares the command undefined if nothing is left. It will cause an error if there are any \\ in the value (use \linebreak instead).

```

31     \setbox0=\hbox{\@lhname\unskip}\ifdim\wd0=0pt
32         \@lhnamedefinedfalse
33     \else
34         \@lhnamedefinedtrue
35     \fi
36 }
37 \newif\if@lhdegreedefined
38 \@lhdegreedefinedfalse
39 \DeclareRobustCommand*\@lhdegree{}
40 \DeclareRobustCommand*\lhdegree[1]{
41     \DeclareRobustCommand*\@lhdegree{#1}
42     \setbox0=\hbox{\@lhdegree\unskip}\ifdim\wd0=0pt
43         \@lhdegreedefinedfalse
44     \else
45         \@lhdegreedefinedtrue
46     \fi
47 }

```

```

48 \newif\if@lhtitledefined
49 \@lhtitledefinedfalse
50 \DeclareRobustCommand*\@lhtitle{}{}
51 \DeclareRobustCommand*\@lhtitle}[1]{
52   \DeclareRobustCommand*\@lhtitle}{#1}
53   \setbox0=\hbox{\@lhtitle\unskip}\ifdim\wd0=Opt
54     \@lhtitledefinedfalse
55   \else
56     \@lhtitledefinedtrue
57   \fi
58 }

59 \newif\if@lhECUaddressdefined
60 \@lhECUaddressdefinedfalse
61 \DeclareRobustCommand*\@lhECUaddress{}{}
62 \DeclareRobustCommand*\@lhECUaddress}[1]{
63   \DeclareRobustCommand*\@lhECUaddress}{#1}
64   \@lhECUaddressdefinedtrue
65 }

66 \DeclareRobustCommand*\@lhECUpostal{}{
67   East Carolina University\\
68   Greenville, NC 27858-4353\\
69   USA
70 }

71 \newif\if@lhphonedefined
72 \@lhphonedefinedfalse
73 \DeclareRobustCommand*\@lhphone{}{}
74 \DeclareRobustCommand*\@lhphone}[1]{
75   \DeclareRobustCommand*\@lhphone}{#1}
76   \setbox0=\hbox{\@lhphone\unskip}\ifdim\wd0=Opt
77     \@lhphonedefinedfalse
78   \else
79     \@lhphonedefinedtrue
80   \fi
81 }

82 \newif\if@lhfaxdefined
83 \@lhfaxdefinedfalse
84 \DeclareRobustCommand*\@lhfax{}{}
85 \DeclareRobustCommand*\@lhfax}[1]{
86   \DeclareRobustCommand*\@lhfax}{#1}
87   \setbox0=\hbox{\@lhfax\unskip}\ifdim\wd0=Opt
88     \@lhfaxdefinedfalse
89   \else
90     \@lhfaxdefinedtrue
91   \fi
92 }

93 \newif\if@lhemaildefined
94 \@lhemaildefinedfalse

```

```

95 \DeclareRobustCommand*\@lhemail}{ }
96 \DeclareRobustCommand*\lhemail}[1]{
97   \DeclareRobustCommand*\@lhemail}{#1}
98   \setbox0=\hbox{\@lhemail\unskip}\ifdim\wd0=Opt
99     \@lhemaildefinedfalse
100  \else
101    \@lhemaildefinedtrue
102  \fi
103 }

104 \newif\if@lhwwwdefined
105 \@lhwwwdefinedfalse

106 \DeclareRobustCommand*\@lhwww}{ }
107 \DeclareRobustCommand*\lhwww}[1]{
108   \DeclareRobustCommand*\@lhwww}{#1}
109   \setbox0=\hbox{\@lhwww\unskip}\ifdim\wd0=Opt
110     \@lhwwwdefinedfalse
111   \else
112     \@lhwwwdefinedtrue
113   \fi
114 }

  Declare memo commands

115 \DeclareRobustCommand*\memotitle}{MEMORANDUM}
116 \DeclareRobustCommand*\memotolabel}{TO:}
117 \DeclareRobustCommand*\@memoto}{ }
118 \DeclareRobustCommand*\memoto}[1]{\DeclareRobustCommand*\@memoto}{#1}}
119 \newif\if@memofromdefined
120 \@memofromdefinedfalse

121 \DeclareRobustCommand*\memofromlabel}{FROM:}
122 \DeclareRobustCommand*\@memofrom}{ }
123 \DeclareRobustCommand*\memofrom}[1]{
124   \DeclareRobustCommand*\@memofrom}{#1}
125   \@memofromdefinedtrue
126 }

127 \DeclareRobustCommand*\memosubjlabel}{SUBJECT:}
128 \DeclareRobustCommand*\@memosubject}{ }
129 \DeclareRobustCommand*\memosubject}[1]{\DeclareRobustCommand*\@memosubject}{#1}}
130 \newif\if@memodatedefined
131 \@memodatedefinedfalse

132 \DeclareRobustCommand*\memodatelabel}{DATE:}
133 \DeclareRobustCommand*\@memodate}{ }
134 \DeclareRobustCommand*\memodate}[1]{
135   \DeclareRobustCommand*\@memodate}{#1}
136   \@memodatedefinedtrue
137 }

```

Declare other formatting commands.

```

138 \newif\if@ptwoheaddefined
139 \@ptwoheaddefinedfalse
140 \DeclareRobustCommand*\@ptwohead*{}
141 \DeclareRobustCommand*\ptwohead*[1]{
142   \DeclareRobustCommand*\@ptwohead*{#1}
143   \@ptwoheaddefinedtrue
144 }
145 \DeclareRobustCommand\UNC*{
146   East Carolina University is a constituent institution of the
147   University of North Carolina.\
148   An equal opportunity university.
149 }
150 \DeclareRobustCommand\iaddress*[1]{
151   \par
152   #1
153   \par
154 }
155 \DeclareRobustCommand\greeting*[1]{
156   \par
157   #1
158   \par
159 }
160 \newif\if@closingnamedefined
161 \@closingnamedefinedfalse
162 \DeclareRobustCommand*\@closingname*{}
163 \DeclareRobustCommand*\closingname*[1]{
164   \DeclareRobustCommand*\@closingname*{#1}
165   \@closingnamedefinedtrue
166 }
167 \DeclareRobustCommand\closing*[1]{
168   \par
169   \vspace{\parskip}\vspace{\parskip}#1,
170   \par
171   \vspace{\parskip}\vspace{\parskip}%
172   \if@closingnamedefined
173     \@closingname
174   \else
175     \if@lhnamedefined
176       \@lhname
177     \else
178       ~
179     \fi
180   \fi
181 }
182 \newlength\sigwidth
183 \setlength\sigwidth{1.75in}

```

`\closingsig` This command will include a signature image in the file `signature`.

```

184 \DeclareRobustCommand{\closingsig}[2][\sigwidth]{
185   \par
186   \vspace{\parskip}\vspace{\parskip}#2,\,\,
187   \includegraphics[width=#1]{signature}\,\,
188   \if@closingnamedefined
189     \@closingname
190   \else
191     \if@lhnamedefined
192       \@lhname
193     \else
194       ~
195     \fi
196   \fi
197 }
```

`\letterhead` This is the command to include the letterhead in the document.

```

198 \DeclareRobustCommand{\letterhead}{
199   \thispagestyle{lhpage}
200   \begin{wrapfigure}[15]{i}[0pt]{0in}
201     \hspace{-1.75in}
202     \begin{minipage}[t]{1.7in}
203       \vspace{-0.5in}
204       \if@bw
```

The black and white ECU logo file is in the `\includegraphics` command below. This file must be somewhere in the latex path. (Test with the terminal command `$ kpsewhich filename.pdf`.)

```

205       \includegraphics[width=4.75in]{ECULogoBW}\,\,\,
206       \else
```

The ECU logo file is in the `\includegraphics` command below. This file must be somewhere in the latex path. (Test with the terminal command `$ kpsewhich filename.pdf`.)

```

207       \includegraphics[width=4.75in]{ECULogo}\,\,\,
208       \fi
209       {%
210       \sf\raggedright \fontsize{9}{10.8}\selectfont
211       \if@lhnamedefined
212         \textbf{\@lhname\if@lhdegreedefined{, \@lhdegree}\fi}\,\,
213         \if@lhtitledefined{\@lhtitle}\,\,\fi
214       \fi
215       \if@lhECUaddressdefined
216         \@lhECUaddress ~\,\,
217       \fi
218       \lhECUPostal\,\,\,\,\,
219       \if@lhphonedefined
220         \@lhphone\ office\,\,
221       \fi
222       \if@lhfaxdefined
```

```

223      \@lhfax\ fax\\~\\
224      \fi
225      \if@lhemaildefined
226      \@lhemail \\
227      \fi
228      \if@lhwwwdefined
229      \@lhwww \\
230      \fi
231      }
232      \end{minipage}%
233      \end{wrapfigure}
234      \normalsize
235      ~
236      \par
237 }

```

`\memohead` The command `memohead` creates a heading for a memorandum.

```

238 \DeclareRobustCommand{\memohead}{
239 \begin{tabular}{l l}
240 \multicolumn{2}{l}{\memotitle}\\
241 \memotolabel & \@memoto\\
242 \memofromlabel &
243 \if@memofromdefined
244 \quad \@memofrom\\
245 \else
246 \quad \if@lhnamedefined
247 \quad \@lhname\\
248 \quad \else
249 \quad ~\\
250 \quad \fi
251 \fi
252 \memodatelabel &
253 \if@memodatedefined
254 \quad \@memodate \\
255 \else
256 \quad \today \\
257 \fi
258 \memosubjlabel & \@memosubject\\
259 \end{tabular}
260 }

```

The following length definitions are necessary.

```

261 \headsep = 0.25in
262 \parskip = 2ex
263 \parindent = 0.0in
264 \footskip = 18.7pt

```

Format the first page headers and footers.

```

265 \fancypagestyle{lhpage}{%
266 \fancyhf{}

```

```

267 \fancyfoot[L]{\hspace{-1.75in}
268 \begin{minipage}{1.7in}
269 \raggedright
270 \emph{\fontsize{7}{8.4}\selectfont \UNC\}}
271 \end{minipage}
272 }%
273 }%

```

afterclose Define the afterclose environment.

```

274 \newenvironment{afterclose}{\begin{description}}{\end{description}}

```

Define the afterclose items.

```

275 \DeclareRobustCommand*\ps){
276 \item[{P.S.}]
277 }

278 \DeclareRobustCommand*\encl){
279 \item[{encl:}]
280 }

281 \DeclareRobustCommand*\cc){
282 \item[{cc:}]
283 }

284 \DeclareRobustCommand*\CC){
285 \item[{CC:}]
286 }

287 \DeclareRobustCommand*\pc){
288 \item[{pc:}]
289 }

290 \DeclareRobustCommand*\PC){
291 \item[{PC:}]
292 }

```

Set the page style for pages following the first page.

```

293 \pagestyle{fancy}
294 \lhead{
295 \if@ptwoheaddefined
296 \@ptwohead
297 \else
298 \@lhname
299 \fi
300 }
301 \chead{}
302 \rhead{Page \thepage\ of \pageref{LastPage}}
303 \lfoot{}
304 \cfoot{}
305 \rfoot{}

```

Set the main text to be \raggedright

```

306 \raggedright

```

Read user defined commands from the file `ECULetterDefs.cfg` if it exists.

```

307 \InputIfFileExists{ECULetterDefs.cfg}{%
308   \ClassInfo{ECULetter}{Loading user configurations from ECULetterDefs.cfg}%
309 }%
310 {%
311   \ClassInfo{ECULetter}{User configuration file found.}%
312 }

Include \letterhead and \memohead at the beginning of the document if appropriate.

313 \AtBeginDocument{
314   \if@printletterhead
315     \letterhead
316   \fi
317   \if@printmemohead
318     \memohead
319   \fi
320 }
```

Change History

v0.1
 General: Initial version 1

Index

Numbers written in *italic* refer to the page where the corresponding entry is described; numbers underlined refer to the code line of the definition; numbers in *roman* refer to the code lines where the entry is used.

Symbols	\@lhdegreedefinedfalse	\@lhnamedefinedfalse
\@bwfalse 3, 14 38, 43 27, 32
\@bwtrue 13	\@lhdegreedefinedtrue	\@lhnamedefinedtrue 34
\@closingname 45	\@lhphone 73, 75, 76, 220
. 162, 164, 173, 189	\@lhemail 95, 97, 98, 226	\@lhphonedefinedfalse
\@closingnamedefinedfalse	\@lhemaildefinedfalse 72, 77
. 161 94, 99	\@lhphonedefinedtrue 79
\@closingnamedefinedtrue	\@lhemaildefinedtrue	\@lhtitle 50, 52, 53, 213
. 165 101	\@lhtitledefinedfalse
\@lhECUaddress	\@lhfax . . 84, 86, 87, 223 49, 54
. 61, 63, 216	\@lhfaxdefinedfalse	\@lhtitledefinedtrue 56
\@lhECUaddressdefinedfalse 83, 88	\@lhwww 106, 108, 109, 229
. 60	\@lhfaxdefinedtrue . 90	\@lhwwwdefinedfalse
\@lhECUaddressdefinedtrue	\@lhname 105, 110
. 64	28, 30, 31, 176,	\@lhwwwdefinedtrue . 112
\@lhdegree 39, 41, 42, 212	192, 212, 247, 298	\@memodate 133, 135, 254

<code>\@memodatedefinedfalse</code> 131	E	<code>\if@printmemohead</code> 6, 317
<code>\@memodatedefinedtrue</code> 136	<code>\emph</code> 270	<code>\if@ptwoheaddefined</code> 138, 295
<code>\@memofrom</code> 122, 124, 244	<code>\encl</code> 5, 278	<code>\includegraphics</code> 187, 205, 207
<code>\@memofromdefinedfalse</code> 120	<code>\end</code> 232, 233, 259, 271, 274	<code>\InputIfFileExists</code> . 307
<code>\@memofromdefinedtrue</code> 125	environments: afterclose ... 5, <u>274</u>	
<code>\@memosubject</code> 128, 129, 258	F	L
<code>\@memoto</code> .. 117, 118, 241	<code>\fancyfoot</code> 267	<code>\letterhead</code> . 4, <u>198</u> , 315
<code>\@printletterheadfalse</code> 15	<code>\fancyhf</code> 266	<code>\tfoot</code> 303
<code>\@printletterheadtrue</code> 5	<code>\fancypagestyle</code> ... 265	<code>\lhdegree</code> 2, 40
<code>\@printmemoheadfalse</code> 7	<code>\fontsize</code> 210, 270	<code>\lhead</code> 294
<code>\@printmemoheadtrue</code> 16	<code>\footrulewidth</code> 25	<code>\lhECUaddress</code> 2, 62
<code>\@ptwohead</code> 140, 142, 296	<code>\footskip</code> 264	<code>\lhECUPostal</code> . 2, 66, 218
<code>\@ptwoheaddefinedfalse</code> 139	G	<code>\lhemail</code> 3, 96
<code>\@ptwoheaddefinedtrue</code> 143	<code>\greeting</code> 5, 155	<code>\lhfax</code> 3, 85
	H	<code>\lhname</code> 2, 29
	<code>\headrulewidth</code> 24	<code>\lhphone</code> 2, 74
	<code>\headsep</code> 261	<code>\lhtitle</code> 2, 51
	<code>\hspace</code> 201, 267	<code>\lhwww</code> 3, 107
		<code>\LoadClass</code> 1
	I	M
<code>_</code> 220, 223, 302	<code>\iaddress</code> 5, 150	<code>\memodate</code> 4, 134
A	<code>\if@bw</code> 2, 204	<code>\memodatelabel</code> 4, 132, 252
afterclose (environ- ment) 5, <u>274</u>	<code>\if@closingnamedefined</code> 160, 172, 188	<code>\memofrom</code> 3, 123
<code>\AtBeginDocument</code> .. 313	<code>\if@lhdegreedefined</code> 37, 212	<code>\memofromlabel</code> 3, 121, 242
B	<code>\if@lhECUaddressdefined</code> 59, 215	<code>\memohead</code> .. 5, <u>238</u> , 318
<code>\begin</code> 200, 202, 239, 268, 274	<code>\if@lhemaildefined</code> 93, 225	<code>\memosubject</code> 4, 129
C	<code>\if@lhfaxdefined</code> 82, 222	<code>\memosubjlabel</code> 4, 127, 258
<code>\CC</code> 5, 284	<code>\if@lhnamedefined</code> 26, 175, 191, 211, 246	<code>\memotitle</code> . 3, 115, 240
<code>\cc</code> 5, 281	<code>\if@lhphonedefined</code> 71, 219	<code>\memoto</code> 3, 118
<code>\cfoot</code> 304	<code>\if@lhtitledefined</code> 48, 213	<code>\memotolabel</code> 3, 116, 241
<code>\chead</code> 301	<code>\if@lhwwwdefined</code> 104, 228	<code>\multicolumn</code> 240
<code>\ClassInfo</code> ... 308, 311	<code>\if@memodatedefined</code> 130, 253	N
<code>\closing</code> 5, 167	<code>\if@memofromdefined</code> 119, 243	<code>\newlength</code> 182
<code>\closingname</code> 5, 163	<code>\if@printletterhead</code> 4, 314	<code>\normalsize</code> 234
<code>\closingsig</code> 5, <u>184</u>		O
<code>\CurrentOption</code> 21		<code>\OptionNotUsed</code> .. 17–19
D		P
<code>\DeclareOption</code> .. 13–20		<code>\pageref</code> 302
		<code>\pagestyle</code> 293
		<code>\parindent</code> 263
		<code>\PassOptionsToClass</code> 21

<code>\PC</code>	5, 290	<code>\RequirePackage</code> . .	8–12	T	
<code>\pc</code>	5, 287	<code>\rfoot</code>	305	<code>\textbf</code>	212
<code>\ProcessOptions</code> . .	23	<code>\rhead</code>	302	<code>\thepage</code>	302
<code>\ps</code>	5, 275	<code>\rm</code>	276, 279,	<code>\thispagestyle</code> . . .	199
<code>\ptwohead</code>	4, 141		282, 285, 288, 291	<code>\today</code>	256
R		S		U	
<code>\raggedright</code>		<code>\selectfont</code> . . .	210, 270		
.	210, 269, 306	<code>\setlength</code>	183		
<code>\relax</code>	23	<code>\sf</code>	210		
<code>\renewcommand</code> . . .	24, 25	<code>\sigwidth</code>	182–184	<code>\UNC</code>	4, 145, 270