

# The ECULetter class\*

Mark W. Sprague  
spraguem@ecu.edu

September 18, 2024

## Abstract

The ECULetter class provides a personalized ECU letterhead in a LaTeX environment. It also includes commands for elements of letters and memoranda written on the letterhead.

## Contents

|          |  |          |
|----------|--|----------|
| <b>1</b> | <b>Introduction</b>                            | <b>2</b> |
| <b>2</b> | <b>Usage</b>                                   | <b>2</b> |
| 2.1      | Class Declaration and Options . . . . .        | 2        |
| 2.2      | Required Packages . . . . .                    | 2        |
| 2.3      | Required Graphics Files . . . . .              | 3        |
| 2.4      | Letterhead Content . . . . .                   | 3        |
| 2.5      | Memo Header Content . . . . .                  | 4        |
| 2.6      | Other Formatting . . . . .                     | 5        |
| 2.7      | Letter commands in the main document . . . . . | 5        |
| 2.8      | User Definitions . . . . .                     | 6        |
| <b>3</b> | <b>Sample Files</b>                            | <b>6</b> |
| 3.1      | Sample User Configuration File . . . . .       | 6        |
| 3.2      | Sample Document Template for Letter . . . . .  | 7        |
| 3.3      | Sample Document Template for Memo . . . . .    | 8        |
| <b>4</b> | <b>Implementation</b>                          | <b>9</b> |

---

\*This document corresponds to ECULetter v3.0, dated 2024/09/18.

# 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 and Options

`\documentclass` The class declaration statement is

```
\documentclass[<options>]{ECULetter}
```

The following options are valid:

**10pt** Use a 10-point font in the document body. This option does not affect the size of the font used in the letterhead. This option is passed to the `article` class.

**11pt** Use an 11-point font in the document body (set by default). This option does not affect the size of the font used in the letterhead. This option is passed to the `article` class.

**12pt** Use a 12-point font in the document body. This option does not affect the size of the font used in the letterhead. This option is passed to the `article` class.

**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.

**usa** Include USA at the end of the postal address (set by default).

**USA** Synonym for **usa**.

**nousa** Do not include USA at the end of the postal address.

**noUSA** Synonym for **nousa**.

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

### 2.2 Required Packages

The `ECULetter` class loads the packages `geometry`, `graphicx`, `color`, `fancyhdr`, `lastpage`, and `ragged2e`. 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`).

## 2.3 Required Graphics Files

The `ECULetter` class requires three graphics files to be placed within the latex (`graphicx`) path: `ECULogo.pdf` (purple ECU logo), `ECULogoBW.pdf` (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. This LaTeX class file expects the logos in the files to be the same size as logo in the official `ECU_lockup_primary_Purple.eps` file. See the PDF files distributed with this release, which were converted from the official file.

## 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.

`\lhdept`     The author's department on the letterhead is set with

`\lhdept {\langle Department Name \rangle}`

where `\langle Department Name \rangle` is the name of the department as it should appear in the letterhead (*e.g.* Department of Physics). Note that to produce a departmental letterhead, the department name should be supplied as `\lhname` above with `\lhdegree`, `\lhtitle`, and `\lhdept` undefined.

`\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.

`\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

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

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

`\lhphone {\langle xxx-xxx-xxxx \rangle}`

where `\langle xxx-xxx-xxxx \rangle` 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 {\langle xxx-xxx-xxxx \rangle}`

where `\langle xxx-xxx-xxxx \rangle` 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 {\langle pirateid@ecu.edu \rangle}`

where `\langle pirateid@ecu.edu \rangle` is the E-mail address.

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

`\lhwww {\langle ecuurl.ecu.edu \rangle}`

where `\langle ecuurl.ecu.edu \rangle` 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}{\langle newtitle \rangle}`.

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}{\langle newlabel \rangle}`.

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

`\memoto {\langle therecipient \rangle}`

where `\langle therecipient \rangle` 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{\langle therecipient \rangle \\\ & \langle line 2 \rangle}`

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

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

`\memofrom {\langle thesender \rangle}`

where `\langle thesender \rangle` 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.

`\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. This is done 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` `\closingname` `\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 (env.)` The `afterclose` environment allows the letter postscript (P.S.), enclosure, and `\ps` 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 `\cc` `\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 department name.
\lhdept{Department of Physics}
%
% Define the departmental/campus address.
\lhECUaddress{Mail 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{piratepd@ecu.edu}
%
% Define the web page.
\lhwww{myweb.ecu.edu/piratepd}

```

### 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, 2024}

\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

Define boolean parameters to implement class options.

```
1 \newif\if@bw
2 \@bwfalse

3 \newif\if@usa
4 \@usatrue

5 \newif\if@printletterhead
6 \@printletterheadtrue

7 \newif\if@printmemohead
8 \@printmemoheadfalse

9 \newif\if@sizegiven
10 \@sizegivenfalse
```

Declare options

```
11 \DeclareOption{bw}{\@bwtrue}
12 \DeclareOption{color}{\@bwfalse}
13 \DeclareOption{memo}{\@printmemoheadtrue}
14 \DeclareOption{noletterhead}{\@printletterheadfalse}
15 \DeclareOption{usa}{\@usatrue}
16 \DeclareOption{USA}{\@usatrue}
17 \DeclareOption{nousa}{\@usafalse}
18 \DeclareOption{noUSA}{\@usafalse}
```

The ECULetter class is based on the article class, not the letter class. Pass font size options to article class.

```
19 \DeclareOption{10pt}{
20   \@sizegiventrue
21   \PassOptionsToClass{10pt}{article}
22 }
23 \DeclareOption{11pt}{
24   \@sizegiventrue
25   \PassOptionsToClass{11pt}{article}
26 }
27 \DeclareOption{12pt}{
28   \@sizegiventrue
29   \PassOptionsToClass{12pt}{article}
30 }
```

Declare confliction article class options as \OptionNotUsed.

```
31 \DeclareOption{twocolumn}{\OptionNotUsed}
```

Pass all undefined options to the article class.

```
32 \DeclareOption*{%
33   \PassOptionsToClass{\CurrentOption}{article}%
34 }
```

Process options.

```
35 \ProcessOptions\relax
```

If the font size option is not given, use 11pt as default instead of the 10pt default of the article class.

```
36 \if@sizegiven\else
37   \PassOptionsToClass{11pt}{article}
38 \fi
```

Load the article class.

```
39 \LoadClass{article}
```

Load required packages.

```
40 \RequirePackage[letterpaper, hmargin={1in}, vmargin=1in]{geometry}
41 \RequirePackage{graphicx}
```

```
42 \RequirePackage{color}
43 \RequirePackage{fancyhdr}
44 \RequirePackage{lastpage}
```

```
45 \RequirePackage{ragged2e}
```

Define ECU colors.

```
46 \definecolor{ecupurple}{RGB}{80, 45, 127}
47 \definecolor{ecugold}{RGB}{255, 200, 0}
```

No headrule or footrule.

```
48 \renewcommand{\headrulewidth}{0pt}
49 \renewcommand{\footrulewidth}{0pt}
```

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

```
50 \newif\if@lhnamedefined
51 \@lhnamedefinedfalse

52 \DeclareRobustCommand*\@lhname{}
53 \DeclareRobustCommand*\lhname[1]{
54   \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).

```
55   \setbox0=\hbox{\@lhname\unskip}\ifdim\wd0=0pt
56     \@lhnamedefinedfalse
57   \else
58     \@lhnamedefinedtrue
59   \fi
60 }

61 \newif\if@lhdegreedefined
62 \@lhdegreedefinedfalse

63 \DeclareRobustCommand*\@lhdegree{}
64 \DeclareRobustCommand*\lhdegree[1]{
65   \DeclareRobustCommand*\@lhdegree{#1}
66   \setbox0=\hbox{\@lhdegree\unskip}\ifdim\wd0=0pt
67     \@lhdegreedefinedfalse
68   \else
```

```

69     \@lhdegreedefinedtrue
70   \fi
71 }

72 \newif\if@lhtitledefined
73 \@lhtitledefinedfalse

74 \DeclareRobustCommand*\@lhtitle{}{}
75 \DeclareRobustCommand*\lhtitle}[1]{
76   \DeclareRobustCommand*\@lhtitle}{#1}
77   \setbox0=\hbox{\@lhtitle\unskip}\ifdim\wd0=0pt
78     \@lhtitledefinedfalse
79   \else
80     \@lhtitledefinedtrue
81   \fi
82 }

83 \newif\if@lhdeptdefined
84 \@lhdeptdefinedfalse
85 \DeclareRobustCommand*\@lhdept{}{}
86 \DeclareRobustCommand*\lhdept}[1]{
87   \DeclareRobustCommand*\@lhdept}{#1}
88   \setbox0=\hbox{\@lhdept\unskip}\ifdim\wd0=0pt
89     \@lhdeptdefinedfalse
90   \else
91     \@lhdeptdefinedtrue
92   \fi
93 }

94 \newif\if@lhECUaddressdefined
95 \@lhECUaddressdefinedfalse

96 \DeclareRobustCommand*\@lhECUaddress{}{}
97 \DeclareRobustCommand*\lhECUaddress}[1]{
98   \DeclareRobustCommand*\@lhECUaddress}{#1}
99   \setbox0=\hbox{\@lhECUaddress\unskip}\ifdim\wd0=0pt
100     \@lhECUaddressdefinedfalse
101   \else
102     \@lhECUaddressdefinedtrue
103   \fi
104 }

105 \DeclareRobustCommand*\lhECUPostal){
106   East Carolina University \textbar\
107   Greenville, NC 27858-4353
108 }

109
110 \newif\if@lhphonedefined
111 \@lhphonedefinedfalse

112 \DeclareRobustCommand*\@lhphone{}{}
113 \DeclareRobustCommand*\lhphone}[1]{
114   \DeclareRobustCommand*\@lhphone}{#1}
115   \setbox0=\hbox{\@lhphone\unskip}\ifdim\wd0=0pt
116     \@lhphonedefinedfalse
117   \else
118     \@lhphonedefinedtrue
119   \fi

```

```

120 }

121 \newif\if@lhfaxdefined
122 \@lhfaxdefinedfalse

123 \DeclareRobustCommand*\@lhfax{}{}
124 \DeclareRobustCommand*\lhfax}[1]{
125   \DeclareRobustCommand*\@lhfax}{#1}
126   \setbox0=\hbox{\@lhfax\unskip}\ifdim\wd0=0pt
127     \@lhfaxdefinedfalse
128   \else
129     \@lhfaxdefinedtrue
130   \fi
131 }

132 \newif\if@lhemaildefined
133 \@lhemaildefinedfalse

134 \DeclareRobustCommand*\@lhemail{}{}
135 \DeclareRobustCommand*\lhemail}[1]{
136   \DeclareRobustCommand*\@lhemail}{#1}
137   \setbox0=\hbox{\@lhemail\unskip}\ifdim\wd0=0pt
138     \@lhemaildefinedfalse
139   \else
140     \@lhemaildefinedtrue
141   \fi
142 }

143 \newif\if@lhwwwdefined
144 \@lhwwwdefinedfalse

145 \DeclareRobustCommand*\@lhwww{}{}
146 \DeclareRobustCommand*\lhwww}[1]{
147   \DeclareRobustCommand*\@lhwww}{#1}
148   \setbox0=\hbox{\@lhwww\unskip}\ifdim\wd0=0pt
149     \@lhwwwdefinedfalse
150   \else
151     \@lhwwwdefinedtrue
152   \fi
153 }

  Declare memo commands

154 \DeclareRobustCommand*\memotitle}{MEMORANDUM}

155 \DeclareRobustCommand*\memotolabel}{TO:}

156 \DeclareRobustCommand*\@memoto{}{}
157 \DeclareRobustCommand*\memoto}[1]{\DeclareRobustCommand*\@memoto}{#1}}

158 \newif\if@memofromdefined
159 \@memofromdefinedfalse

160 \DeclareRobustCommand*\memofromlabel}{FROM:}

161 \DeclareRobustCommand*\@memofrom{}{}
162 \DeclareRobustCommand*\memofrom}[1]{
163   \DeclareRobustCommand*\@memofrom}{#1}
164   \@memofromdefinedtrue
165 }

166 \DeclareRobustCommand*\memosubjlabel}{SUBJECT:}

```

```

167 \DeclareRobustCommand*{\@memosubject}{\}
168 \DeclareRobustCommand*{\@memosubject}[1]{\DeclareRobustCommand*{\@memosubject}{\#1}}
169 \newif\if@memodatedefined
170 \@memodatedefinedfalse
171 \DeclareRobustCommand*{\memodatelabel}{DATE:}
172 \DeclareRobustCommand*{\@memodate}{\}
173 \DeclareRobustCommand*{\memodate}[1]{
174   \DeclareRobustCommand*{\@memodate}{\#1}
175   \@memodatedefinedtrue
176 }

  Declare other formatting commands.

177 \newif\if@ptwoheaddefined
178 \@ptwoheaddefinedfalse
179 \DeclareRobustCommand*{\@ptwohead}{\}
180 \DeclareRobustCommand*{\ptwohead}[1]{
181   \DeclareRobustCommand*{\@ptwohead}{\#1}
182   \@ptwoheaddefinedtrue
183 }

184 \DeclareRobustCommand{\iaddress}[1]{
185   \par
186   #1
187   \par
188 }

189 \DeclareRobustCommand{\greeting}[1]{
190   \par
191   #1
192   \par
193 }

194 \newif\if@closingnamedefined
195 \@closingnamedefinedfalse
196 \DeclareRobustCommand*{\@closingname}{\}
197 \DeclareRobustCommand*{\closingname}[1]{
198   \DeclareRobustCommand*{\@closingname}{\#1}
199   \@closingnamedefinedtrue
200 }

201 \DeclareRobustCommand{\closing}[1]{
202   \par
203   \vspace{\parskip}\vspace{\parskip}\#1,
204   \par
205   \vspace{\parskip}\vspace{\parskip}%
206   \if@closingnamedefined
207     \@closingname
208   \else
209     \if@lhnamedefined
210       \@lhname
211     \else
212       ~
213     \fi
214   \fi
215 }

```

```

216 \newlength{\sigwidth}
217 \setlength{\sigwidth}{1.75in}

\closingsig This command will include a signature image in the file signature.
218 \DeclareRobustCommand{\closingsig}[2][\sigwidth]{
219   \par
220   \vspace{\parskip}\vspace{\parskip}#2,\,
221   \includegraphics[width=#1]{signature}\,
222   \if@closingnamedefined
223     \@closingname
224   \else
225     \if@lhnamedefined
226       \@lhname
227     \else
228       ~
229     \fi
230   \fi
231 }

\letterhead This is the command to include the letterhead in the document.
232 \DeclareRobustCommand{\letterhead}{
233   \thispagestyle{lhpage}
234 }

\memohead The command memohead creates a heading for a memorandum.
235 \DeclareRobustCommand{\memohead}{
236   \begin{tabular}{l l}
237     \multicolumn{2}{l}{\memotitle}\, \,
238     \memotolabel & \@memoto\, \,
239     \memofromlabel &
240     \if@memofromdefined
241       \@memofrom\, \,
242     \else
243       \if@lhnamedefined
244         \@lhname\, \,
245       \else
246         ~\, \,
247     \fi
248   \fi
249   \memodatelabel &
250   \if@memodatedefined
251     \@memodate \, \,
252   \else
253     \today \, \,
254   \fi
255   \memosubjlabel & \@memosubject\, \,
256 \end{tabular}
257 }

```

The following length definitions are necessary.

```

258 \headsep = 0.25in
259 \parskip = 2ex
260 \parindent = 0.0in
261 \footskip = 18.7pt

```

afterclose (*env.*) Define the afterclose environment.

```

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

    Define the afterclose items.
263 \DeclareRobustCommand*\ps{%
264   \item[{\rm{P.S.}}]
265 }

266 \DeclareRobustCommand*\encl{%
267   \item[{\rm{encl:}}]
268 }

269 \DeclareRobustCommand*\cc{%
270   \item[{\rm{cc:}}]
271 }

272 \DeclareRobustCommand*\CC{%
273   \item[{\rm{CC:}}]
274 }

275 \DeclareRobustCommand*\pc{%
276   \item[{\rm{pc:}}]
277 }

278 \DeclareRobustCommand*\PC{%
279   \item[{\rm{PC:}}]
280 }

Define the page style for the letterhead page.
281 \fancypagestyle{lhpage}{%
282   \newgeometry{vmargin={2in, 1in}, hmargin=1in, headheight=62pt, foot=6pt}

283   \renewcommand{\headrulewidth}{2pt}
284   \renewcommand{\headrule}{\hbox to\headwidth{%
285     \if@bw\else
286       \color{ecugold}%
287     \fi
288     \leaders\hrule height \headrulewidth\hfill}}

```

The black and white and color ECU logo files are in the `\includegraphics` commands below. these files must be somewhere in the latex path. (Test with the terminal command `kpsewhich filename.pdf`.) The scale and viewport settings in the `\includegraphics` command are for the PDF files converted from the official ECU\lockup\\_primary\\_Purple.eps file.

```

289 \fancyhf{}
290 \fancyhead[L]{%
291   \if@bw
292     \includegraphics[scale=0.156, viewport=261 78 348 142]{ECULogoBW.pdf}
293   \else
294     \includegraphics[scale=0.156, viewport=261 78 348 142]{ECULogo.pdf}
295   \fi
296 }

```

Next the letterhead text. For a color letterhead, use the color `ecupurple` defined above.

```

297 \fancyhead[R]{
298   \if@bw\else
299     \color{ecupurple}
300   \fi

```

Only include information that has been defined.

```

301 \sf\raggedleft \fontsize{9}{10.8}\selectfont
302 \if@lhnamedefined
303 \textbf{\@lhname\if@lhdegreedefined{, \@lhdegree}\fi}
304 \if@lhtitleddefined
305 \textbar\ \@lhtitle\
306 \fi
307 \if@lhdeptdefined
308 \textbar\ \@lhdept\
309 \else
310 \
311 \fi
312 \fi
313 \if@lhECUaddressdefined
314 \@lhECUaddress\ \textbar
315 \fi
316 \lhECUPostal
317 \if@usa
318 \textbar\ USA\
319 \else
320 \
321 \fi

```

Use the \@sep command to use the \textbar separator only after the first defined parameter is included in the letterhead.

```

322 \newcommand{\@sep}{}
323 \if@lhphonedefined
324 \@lhphone\ office%
325 \renewcommand{\@sep}{\textbar}
326 \fi
327 \if@lhfaxdefined
328 \@sep\ \@lhfax\ fax%
329 \renewcommand{\@sep}{\textbar}
330 \fi
331 \if@lhemaildefined
332 \@sep\ \@lhemail%
333 \renewcommand{\@sep}{\textbar}
334 \fi
335 \if@lhwwwdefined
336 \@sep\ \@lhwww
337 \fi
338 }

```

The ECU webpage URL goes in the footer.

```

339 \fancyfoot{}
340 \fancyfoot[R]{
341 \if@bw\else
342 \color{ecugold}
343 \fi
344 \sf\raggedleft \fontsize{16}{19.2}\selectfont
345 \vspace{-12pt}
346 www.ecu.edu
347 }
348 }

```



Set the page style for pages following the first page.

```

349 \pagestyle{fancy}
350 \newgeometry{vmargin=1in, hmargin=1in, headheight=16pt, includehead}
351 \renewcommand{\headrulewidth}{0pt}
352 \lhead{
353   \if@ptwoheaddefined
354     \@ptwohead
355   \else
356     \@lhname
357   \fi
358 }
359 \chead{}
360 \rhead{Page \thepage\ of \pageref{LastPage}}
361 \lfoot{}
362 \cfoot{}
363 \rfoot{}

```

Set the main text to be \raggedright

```
364 \raggedright
```

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

```

365 \InputIfFileExists{ECULetterDefs.cfg}{%
366   \ClassInfo{ECULetter}{Loading user configurations from ECULetterDefs.cfg}%
367 }%
368 {%
369   \ClassInfo{ECULetter}{User configuration file found.}%
370 }

```

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

```

371 \AtBeginDocument{
372   \if@printletterhead
373     \letterhead
374   \fi
375   \if@printmemohead
376     \memohead
377   \par
378   \fi
379 }

```

## Change History

|                                    |      |                                      |       |
|------------------------------------|------|--------------------------------------|-------|
| v2.0                               |      | Package color required . . . . .     | 2, 10 |
| General: (no)usa options to (not)  |      | Package wrapfig no longer            |       |
| include country . . . . .          | 2    | used . . . . .                       | 2, 10 |
| 2017 ECU logo files required . . . | 3    | UNC statement removed from           |       |
| All font sizes 10pt, 11pt, and     |      | letterhead . . . . .                 | 5, 13 |
| 12pt now available . . . . .       | 2, 9 |                                      |       |
| Department name supplied           |      | v3.0                                 |       |
| separately as lhdept . . . . .     | 3, 6 | General: Including changes . . . . . | 1     |
| ECU colors for letterhead          |      | Logo scale and viewport settings     | 15    |
| header, headrule, and footer .     | 10   | Logos same size as official logo     |       |
| Headrule in letterhead . . . . .   | 15   | file . . . . .                       | 3     |
|                                    |      | New logo file names . . . . .        | 3, 15 |

# 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                                   |  |  |
|---|--|--|
| \@bwfalse . . . . .                       | 2, 12  |  |
| \@bwtrue . . . . .                        | 11   |  |
| \@closingname . . . . .                   | 196, 198, 207, 223                                 |  |
| \@closingnamedefinedfalse . . . . .       | 195  |  |
| \@closingnamedefinedtrue . . . . .        | 199  |  |
| \@lhECUaddress . . . . .                  | 96, 98, 99, 314                                    |  |
| \@lhECUaddressdefinedfalse . . . . .      | 95, 100  |  |
| \@lhECUaddressdefinedtrue . . . . .       | 102  |  |
| \@lhdegree 63, 65, 66, 303                |  |  |
| \@lhdegreedefinedfalse . . . . .          | 62, 67   |  |
| \@lhdegreedefinedtrue . . . . .           | 69   |  |
| \@lhdept . 85, 87, 88, 308                |  |  |
| \@lhdeptdefinedfalse . . . . .            | 84, 89   |  |
| \@lhdeptdefinedtrue . 91                  |  |  |
| \@lhemail . . . . .                       | 134, 136, 137, 332                                 |  |
| \@lhemaildefinedfalse . . . . .           | 133, 138   |  |
| \@lhemaildefinedtrue . . . . .            | 140  |  |
| \@lhfax 123, 125, 126, 328                |  |  |
| \@lhfaxdefinedfalse . . . . .             | 122, 127   |  |
| \@lhfaxdefinedtrue . 129                  |  |  |
| \@lhname . . . . .                        | 52, 54, 55, 210, 226, 244, 303, 356                |  |
| \@lhnamedefinedfalse . . . . .            | 51, 56   |  |
| \@lhnamedefinedtrue . 58                  |  |  |
| \@lhphone . . . . .                       | 112, 114, 115, 324                                 |  |
| \@lhphonedefinedfalse . . . . .           | 111, 116   |  |
| \@lhphonedefinedtrue . . . . .            | 118  |  |
| \@lhtitle 74, 76, 77, 305                 |  |  |
| \@lhtitledefinedfalse . . . . .           | 73, 78   |  |
| \@lhtitledefinedtrue . 80                 |  |  |
| \@lhwww 145, 147, 148, 336                |  |  |
| \@lhwwwdefinedfalse . . . . .             | 144, 149   |  |
| \@lhwwwdefinedtrue . 151                  |  |  |
| \@memodate 172, 174, 251                  |  |  |
| \@memodatedefinedfalse . . . . .          | 170  |  |
| \@memodatedefinedtrue . . . . .           | 175  |  |
| \@memofrom 161, 163, 241                  |  |  |
| \@memofromdefinedfalse . . . . .          | 159  |  |
| \@memofromdefinedtrue . . . . .           | 164  |  |
| \@memosubject . . . . .                   | 167, 168, 255                                      |  |
| \@memoto . 156, 157, 238                  |  |  |
| \@printletterheadfalse . . . . .          | 14   |  |
| \@printletterheadtrue . . . . .           | 6  |  |
| \@printmemoheadfalse . 8                  |  |  |
| \@printmemoheadtrue . 13                  |  |  |
| \@ptwohead 179, 181, 354                  |  |  |
| \@ptwoheaddefinedfalse . . . . .          | 178  |  |
| \@ptwoheaddefinedtrue . . . . .           | 182  |  |
| \@sep . 322, 325, 328, 329, 332, 333, 336 |  |  |
| \@sizegivenfalse . 10                     |  |  |
| \@sizegiventru . . . . .                  | 20, 24, 28   |  |
| \@usafalse . . . . .                      | 17, 18   |  |
| \@usatru . . . . .                        | 4, 15, 16  |  |
| \_ . . . .                                | 106, 305, 308, 314, 318, 324, 328, 332, 336, 360   |  |
| 10pt . . . . .                            | 2  |  |
| 11pt . . . . .                            | 2  |  |
| 12pt . . . . .                            | 2  |  |
| A   |  |  |
| afterclose (env.) . 6, <u>262</u>         |  |  |
| \AtBeginDocument . . 371                  |  |  |
| B   |  |  |
| \begin . . . . .                          | 236, 262   |  |
| bw . . . . .                              | 2  |  |
| C   |  |  |
| \CC . . . . .                             | 6, 272   |  |
| \cc . . . . .                             | 6, 269   |  |
| \cfoot . . . . .                          | 362  |  |
| \thead . . . . .                          | 359  |  |
| class declaration . . . . .               | 2  |  |
| class options . . . . .                   | 2  |  |
| \ClassInfo . . . 366, 369                 |  |  |
| \closing . . . . .                        | 6, 201   |  |
| \closingname . . . . 6, 197               |  |  |
| \closingsig . . . . 6, <u>218</u>         |  |  |
| color . . . . .                           | 2  |  |
| \color . . . . 286, 299, 342              |  |  |
| \CurrentOption . . . . 33                 |  |  |
| D   |  |  |
| \DeclareOption . . . . .                  | 11, 12, 13, 14, 15, 16, 17, 18, 19, 23, 27, 31, 32 |  |
| \definecolor . . . . 46, 47               |  |  |
| \documentclass . . . . 2                  |  |  |
| E   |  |  |
| ECULetterDefs.cfg file . . . . .          | 2, 3, 6, 17  |  |
| ECULogo.pdf file . . . . 3                |  |  |
| ECULogoBW.pdf file . 3                    |  |  |
| \encl . . . . .                           | 6, 266   |  |
| \end . . . . .                            | 256, 262   |  |
| environments:                             |  |  |
| afterclose . . . 6, <u>262</u>            |  |  |
| F   |  |  |
| \fancyfoot . . . 339, 340                 |  |  |
| \fancyhead . . . 290, 297                 |  |  |
| \fancyhf . . . . .                        | 289  |  |
| \fancypagestyle . . . 281                 |  |  |
| \fontsize . . . . 301, 344                |  |  |
| \footrulewidth . . . . 49                 |  |  |
| \footskip . . . . .                       | 261  |  |
| G   |  |  |
| geometry package . . . . 2                |  |  |

|                                       |                    |                                     |               |                                      |                    |
|---------------------------------------|--------------------|-------------------------------------|---------------|--------------------------------------|--------------------|
| <code>\greeting</code> . . . . .      | 6, 189             | <code>\includegraphics</code> . .   |               | <b>P</b>                             |                    |
|                                       |                    | . . . . .                           | 221, 292, 294 | packages, required . . . .           | 2                  |
| <b>H</b>                              |                    | <code>\InputIfFileExists</code> .   | 365           | <code>\pageref</code> . . . . .      | 360                |
| <code>\headrule</code> . . . . .      | 284                | <b>L</b>                            |               | <code>\pagestyle</code> . . . . .    | 349                |
| <code>\headrulewidth</code> . . . .   |                    | <code>\leaders</code> . . . . .     | 288           | <code>\parindent</code> . . . . .    | 260                |
| . . . . .                             | 48, 283, 288, 351  | <code>\letterhead</code> . . . .    | 5, 232, 373   | <code>\PassOptionsToClass</code>     |                    |
| <code>\headsep</code> . . . . .       | 258                | <code>\lfoot</code> . . . . .       | 361           | . . . . .                            | 21, 25, 29, 33, 37 |
| <code>\headwidth</code> . . . . .     | 284                | <code>\lhdegree</code> . . . . .    | 3, 64         | <code>\PC</code> . . . . .           | 6, 278             |
| <code>\hfill</code> . . . . .         | 288                | <code>\lhdept</code> . . . . .      | 3, 86         | <code>\pc</code> . . . . .           | 6, 275             |
| <code>\hrule</code> . . . . .         | 288                | <code>\lhead</code> . . . . .       | 352           | <code>\ProcessOptions</code> . . .   | 35                 |
| <b>I</b>                              |                    | <code>\lhECUaddress</code> . . . .  | 3, 97         | <code>\ps</code> . . . . .           | 6, 263             |
| <code>\iaddress</code> . . . . .      | 5, 184             | <code>\lhECUpostal</code> . . . .   | 3, 105, 316   | <code>\ptwohead</code> . . . . .     | 5, 180             |
| <code>\if@bw</code> . . . . .         | 1,                 | <code>\lhemail</code> . . . . .     | 4, 135        | <b>R</b>                             |                    |
| . . . . .                             | 285, 291, 298, 341 | <code>\lhfax</code> . . . . .       | 4, 124        | <code>\raggedleft</code> . . . .     | 301, 344           |
| <code>\if@closingnamedefined</code>   |                    | <code>\lhname</code> . . . . .      | 3, 53         | <code>\raggedright</code> . . . .    | 364                |
| . . . . .                             | 194, 206, 222      | <code>\lhphone</code> . . . . .     | 4, 113        | <code>\relax</code> . . . . .        | 35                 |
| <code>\if@lhdegreedefined</code>      |                    | <code>\lhtitle</code> . . . . .     | 3, 75         | <code>\renewcommand</code> . . . .   |                    |
| . . . . .                             | 61, 303            | <code>\lhwww</code> . . . . .       | 4, 146        | . . . . .                            |                    |
| <code>\if@lhdeptdefined</code> .      |                    | <code>\LoadClass</code> . . . . .   | 39            | . . . . .                            | 48, 49, 283, 284,  |
| . . . . .                             | 83, 307            | <b>M</b>                            |               | . . . . .                            | 325, 329, 333, 351 |
| <code>\if@lhECUaddressdefined</code>  |                    | memo . . . . .                      | 2             | <code>\RequirePackage</code> . . . . | 40,                |
| . . . . .                             | 94, 313            | <code>\memodate</code> . . . . .    | 5, 173        | . . . . .                            | 41, 42, 43, 44, 45 |
| <code>\if@lhemaildefined</code> .     |                    | <code>\memodatelabel</code> . . . . |               | <code>\rfoot</code> . . . . .        | 363                |
| . . . . .                             | 132, 331           | . . . . .                           | 5, 171, 249   | <code>\rhead</code> . . . . .        | 360                |
| <code>\if@lhfaxdefined</code> . .     |                    | <code>\memofrom</code> . . . . .    | 4, 162        | <code>\rm</code> . . . . .           | 264, 267,          |
| . . . . .                             | 121, 327           | <code>\memofromlabel</code> . . . . |               | . . . . .                            | 270, 273, 276, 279 |
| <code>\if@lhnamedefined</code> 50,    |                    | . . . . .                           | 4, 160, 239   | <b>S</b>                             |                    |
| . . . . .                             | 209, 225, 243, 302 | <code>\memohead</code> . . . . .    | 5, 235, 376   | <code>\selectfont</code> . . . .     | 301, 344           |
| <code>\if@lhphonedefined</code> .     |                    | <code>\memosubject</code> . . . .   | 5, 168        | <code>\setlength</code> . . . . .    | 217                |
| . . . . .                             | 110, 323           | <code>\memosubjlabel</code> . . . . |               | <code>\sf</code> . . . . .           | 301, 344           |
| <code>\if@lhtitledefined</code> .     |                    | . . . . .                           | 5, 166, 255   | signature file . . . .               | 3, 6, 14           |
| . . . . .                             | 72, 304            | <code>\memotitle</code> . . . . .   | 4, 154, 237   | <code>\sigwidth</code> . . . . .     | 216, 217, 218      |
| <code>\if@lhwwwdefined</code> . .     |                    | <code>\memoto</code> . . . . .      | 4, 157        | <b>T</b>                             |                    |
| . . . . .                             | 143, 335           | <code>\memotolabel</code> . . . .   | 4, 155, 238   | <code>\textbar</code> . . . . .      | 106,               |
| <code>\if@memodatedefined</code>      |                    | <code>\multicolumn</code> . . . . . | 237           | . . . . .                            | 305, 308, 314,     |
| . . . . .                             | 169, 250           | <b>N</b>                            |               | . . . . .                            | 318, 325, 329, 333 |
| <code>\if@memofromdefined</code>      |                    | <code>\newgeometry</code> . . . .   | 282, 350      | <code>\textbf</code> . . . . .       | 303                |
| . . . . .                             | 158, 240           | <code>\newlength</code> . . . . .   | 216           | <code>\thepage</code> . . . . .      | 360                |
| <code>\if@printletterhead</code>      |                    | noletterhead . . . . .              | 2             | <code>\thispagestyle</code> . . . .  | 233                |
| . . . . .                             | 5, 372             | noUSA . . . . .                     | 2             | <code>\today</code> . . . . .        | 253                |
| <code>\if@printmemohead</code> 7, 375 |                    | nousa . . . . .                     | 2             | <b>U</b>                             |                    |
| <code>\if@ptwoheaddefined</code>      |                    | <b>O</b>                            |               | USA . . . . .                        | 2                  |
| . . . . .                             | 177, 353           | <code>\OptionNotUsed</code> . . . . | 31            | usa . . . . .                        | 2                  |
| <code>\if@sizegiven</code> . . . .    | 9, 36              |                                     |               |                                      |                    |
| <code>\if@usa</code> . . . . .        | 3, 317             |                                     |               |                                      |                    |