The ECULetter class*

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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.

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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 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 {`⟨*Author Name*⟩`}`

where ⟨*Author Name*⟩ 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 {`⟨*Deg*⟩`}`

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 {`⟨*Title*⟩`}`

where ⟨*Title*⟩ 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 {`⟨*Department Name*⟩`}`

where ⟨*Department Name*⟩ 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 {`⟨*address*⟩`}`

where ⟨*address*⟩ is the campus portion of the address on the letterhead. The ⟨*address*⟩ 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}{`⟨*New Address*⟩`}`.

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

`\lhphone {`⟨*xxx-xxx-xxxx*⟩`}`

where ⟨*xxx-xxx-xxxx*⟩ 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-xxxx*⟩`}`

where ⟨*xxx-xxx-xxxx*⟩ 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 {`⟨*ecuurl.ecu.edu*⟩`}`

where ⟨*ecuurl.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.

\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
`\closingsig` statement with name below and space for a handwritten signature. The com-
`\closingname` mand `\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 ⟨*siggwidth*⟩ 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
`\encl` (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 fol-
`\CC` lowing the command. A short enclosure list can be separated by commas, or a
`\pc` longer list can be separated by linebreaks. The command `\cc` will format the
`\PC` 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 to 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, 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

Define boolean parameters to implement class options.

```
\newif\if@bw
\@bwfalse
\newif\if@usa
\@usatrue
\newif\if@printletterhead
\@printletterheadtrue
\newif\if@printmemohead
\@printmemoheadfalse
\newif\if@sizegiven
\@sizegivenfalse
```

Declare options

```
\DeclareOption{bw}{\@bwtrue}
\DeclareOption{color}{\@bwfalse}
\DeclareOption{memo}{\@printmemoheadtrue}
\DeclareOption{noletterhead}{\@printletterheadfalse}
\DeclareOption{usa}{\@usatrue}
\DeclareOption{USA}{\@usatrue}
\DeclareOption{nousa}{\@usafalse}
\DeclareOption{noUSA}{\@usafalse}
```

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

```
\DeclareOption{10pt}{
  \@sizegiventrue
  \PassOptionsToClass{10pt}{article}
}
\DeclareOption{11pt}{
  \@sizegiventrue
  \PassOptionsToClass{11pt}{article}
}
\DeclareOption{12pt}{
  \@sizegiventrue
  \PassOptionsToClass{12pt}{article}
}
```

Declare confliction article class options as `\OptionNotUsed`.

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

Pass all undefined options to the article class.

```
\DeclareOption*{%
  \PassOptionsToClass{\CurrentOption}{article}%
}
```

Process options.

```
\ProcessOptions\relax
```

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

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

Load the article class.

```
\LoadClass{article}
```

Load required packages.

```
\RequirePackage[letterpaper, hmargin={1in}, vmargin=1in]{geometry}
\RequirePackage{graphicx}
\RequirePackage{color}
\RequirePackage{fancyhdr}
\RequirePackage{lastpage}
\RequirePackage{ragged2e}
```

Define ECU colors.

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

No headrule or footrule.

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

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

```
\newif\if@lhnamedefined
\@lhnamedefinedfalse
\DeclareRobustCommand*{\@lhname}{}
\DeclareRobustCommand*{\lhname}[1]{
  \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).

```
  \setbox0=\hbox{\@lhname\unskip}\ifdim\wd0=0pt
    \@lhnamedefinedfalse
  \else
    \@lhnamedefinedtrue
  \fi
}
\newif\if@lhdegreedefined
\@lhdegreedefinedfalse
\DeclareRobustCommand*{\@lhdegree}{}
\DeclareRobustCommand*{\lhdegree}[1]{
  \DeclareRobustCommand*{\@lhdegree}{#1}
  \setbox0=\hbox{\@lhdegree\unskip}\ifdim\wd0=0pt
    \@lhdegreedefinedfalse
  \else
```

```
    \@lhdegreedefinedtrue
  \fi
}
\newif\if@lhtitledefined
\@lhtitledefinedfalse
\DeclareRobustCommand*{\@lhtitle}{}
\DeclareRobustCommand*{\lhtitle}[1]{
  \DeclareRobustCommand*{\@lhtitle}{#1}
  \setbox0=\hbox{\@lhtitle\unskip}\ifdim\wd0=0pt
    \@lhtitledefinedfalse
  \else
    \@lhtitledefinedtrue
  \fi
}
\newif\if@lhdeptdefined
\@lhdeptdefinedfalse
\DeclareRobustCommand{\@lhdept}{}
\DeclareRobustCommand{\lhdept}[1]{
  \DeclareRobustCommand*{\@lhdept}{#1}
  \setbox0=\hbox{\@lhdept\unskip}\ifdim\wd0=0pt
    \@lhdeptdefinedfalse
  \else
    \@lhdeptdefinedtrue
  \fi
}
\newif\if@lhECUaddressdefined
\@lhECUaddressdefinedfalse
\DeclareRobustCommand{\@lhECUaddress}{}
\DeclareRobustCommand{\lhECUaddress}[1]{
  \DeclareRobustCommand*{\@lhECUaddress}{#1}
  \setbox0=\hbox{\@lhECUaddress\unskip}\ifdim\wd0=0pt
    \@lhECUaddressdefinedfalse
  \else
    \@lhECUaddressdefinedtrue
  \fi
}
\DeclareRobustCommand{\lhECUPostal}{
    East Carolina University \textbar\
    Greenville, NC 27858-4353
}

\newif\if@lhphonedefined
\@lhphonedefinedfalse
\DeclareRobustCommand*{\@lhphone}{}
\DeclareRobustCommand*{\lhphone}[1]{
  \DeclareRobustCommand*{\@lhphone}{#1}
  \setbox0=\hbox{\@lhphone\unskip}\ifdim\wd0=0pt
    \@lhphonedefinedfalse
  \else
    \@lhphonedefinedtrue
  \fi
```

```
}
\newif\if@lhfaxdefined
\@lhfaxdefinedfalse
\DeclareRobustCommand*{\@lhfax}{}
\DeclareRobustCommand*{\lhfax}[1]{
  \DeclareRobustCommand*{\@lhfax}{#1}
  \setbox0=\hbox{\@lhfax\unskip}\ifdim\wd0=0pt
    \@lhfaxdefinedfalse
  \else
    \@lhfaxdefinedtrue
  \fi
}
\newif\if@lhemaildefined
\@lhemaildefinedfalse
\DeclareRobustCommand*{\@lhemail}{}
\DeclareRobustCommand*{\lhemail}[1]{
  \DeclareRobustCommand*{\@lhemail}{#1}
  \setbox0=\hbox{\@lhemail\unskip}\ifdim\wd0=0pt
    \@lhemaildefinedfalse
  \else
    \@lhemaildefinedtrue
  \fi
}
\newif\if@lhwwwdefined
\@lhwwwdefinedfalse
\DeclareRobustCommand*{\@lhwww}{}
\DeclareRobustCommand*{\lhwww}[1]{
  \DeclareRobustCommand*{\@lhwww}{#1}
  \setbox0=\hbox{\@lhwww\unskip}\ifdim\wd0=0pt
    \@lhwwwdefinedfalse
  \else
    \@lhwwwdefinedtrue
  \fi
}
```

Declare memo commands

```
\DeclareRobustCommand*{\memotitle}{MEMORANDUM}
\DeclareRobustCommand*{\memotolabel}{TO:}
\DeclareRobustCommand*{\@memoto}{}
\DeclareRobustCommand*{\memoto}[1]{\DeclareRobustCommand*{\@memoto}{#1}}
\newif\if@memofromdefined
\@memofromdefinedfalse
\DeclareRobustCommand*{\memofromlabel}{FROM:}
\DeclareRobustCommand*{\@memofrom}{}
\DeclareRobustCommand*{\memofrom}[1]{
  \DeclareRobustCommand*{\@memofrom}{#1}
  \@memofromdefinedtrue
}
\DeclareRobustCommand*{\memosubjlabel}{SUBJECT:}
```

```
\DeclareRobustCommand*{\@memosubject}{}
\DeclareRobustCommand*{\memosubject}[1]{\DeclareRobustCommand*{\@memosubject}{#1}}
\newif\if@memodatedefined
\@memodatedefinedfalse
\DeclareRobustCommand*{\memodatelabel}{DATE:}
\DeclareRobustCommand*{\@memodate}{}
\DeclareRobustCommand*{\memodate}[1]{
  \DeclareRobustCommand*{\@memodate}{#1}
  \@memodatedefinedtrue
}
```

Declare other formatting commands.

```
\newif\if@ptwoheaddefined
\@ptwoheaddefinedfalse
\DeclareRobustCommand*{\@ptwohead}{}
\DeclareRobustCommand*{\ptwohead}[1]{
  \DeclareRobustCommand*{\@ptwohead}{#1}
  \@ptwoheaddefinedtrue
}
\DeclareRobustCommand{\iaddress}[1]{
  \par
  #1
  \par
}
\DeclareRobustCommand{\greeting}[1]{
  \par
  #1
  \par
}
\newif\if@closingnamedefined
\@closingnamedefinedfalse
\DeclareRobustCommand*{\@closingname}{}
\DeclareRobustCommand*{\closingname}[1]{
  \DeclareRobustCommand*{\@closingname}{#1}
  \@closingnamedefinedtrue
}
\DeclareRobustCommand{\closing}[1]{
  \par
  \vspace{\parskip}\vspace{\parskip}#1,
  \par
  \vspace{\parskip}\vspace{\parskip}%
  \if@closingnamedefined
    \@closingname
  \else
    \if@lhnamedefined
      \@lhname
    \else
      ~
    \fi
  \fi
}
```

```
\newlength{\sigwidth}
\setlength{\sigwidth}{1.75in}
```

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

```
\DeclareRobustCommand{\closingsig}[2][\sigwidth]{
  \par
  \vspace{\parskip}\vspace{\parskip}#2,\\
  \includegraphics[width=#1]{signature}\\
  \if@closingnamedefined
    \@closingname
  \else
    \if@lhnamedefined
      \@lhname
    \else
      ~
    \fi
  \fi
}
```

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

```
\DeclareRobustCommand{\letterhead}{
  \thispagestyle{lhpage}
}
```

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

```
\DeclareRobustCommand{\memohead}{
\begin{tabular}{l l}
  \multicolumn{2}{l}{\memotitle}\\ \\
  \memotolabel & \@memoto\\ \\
  \memofromlabel &
  \if@memofromdefined
    \@memofrom\\ \\
  \else
    \if@lhnamedefined
      \@lhname\\ \\
    \else
      ~\\ \\
    \fi
  \fi
  \memodatelabel &
  \if@memodatedefined
    \@memodate \\ \\
  \else
    \today \\ \\
  \fi
  \memosubjlabel & \@memosubject\\ \\
\end{tabular}
}
```

The following length definitions are necessary.

```
\headsep = 0.25in
\parskip = 2ex
\parindent = 0.0in
\footskip = 18.7pt
```

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

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

Define the `afterclose` items.

```
\DeclareRobustCommand*{\ps}{
  \item[{\rm{P.S.}}]
}
\DeclareRobustCommand*{\encl}{
  \item[{\rm{encl:}}]
}
\DeclareRobustCommand*{\cc}{
  \item[{\rm{cc:}}]
}
\DeclareRobustCommand*{\CC}{
  \item[{\rm{CC:}}]
}
\DeclareRobustCommand*{\pc}{
  \item[{\rm{pc:}}]
}
\DeclareRobustCommand*{\PC}{
  \item[{\rm{PC:}}]
}
```

Define the page style for the letterhead page.

```
\fancypagestyle{lhpage}{%
     \newgeometry{vmargin={2in, 1in}, hmargin=1in, headheight=62pt, foot=6pt}
     \renewcommand{\headrulewidth}{2pt}
     \renewcommand{\headrule}{\hbox to\headwidth{%
       \if@bw\else
         \color{ecugold}%
       \fi
       \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.

```
  \fancyhf{}
  \fancyhead[L]{%
    \if@bw
      \includegraphics[scale=0.156, viewport=261 78 348 142]{ECULogoBW.pdf}
    \else
      \includegraphics[scale=0.156, viewport=261 78 348 142]{ECULogo.pdf}
    \fi
  }
```

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

```
  \fancyhead[R]{
    \if@bw\else
      \color{ecupurple}
    \fi
```

Only include information that has been defined.

```
    \sf\raggedleft \fontsize{9}{10.8}\selectfont
    \if@lhnamedefined
      \textbf{\@lhname\if@lhdegreedefined{, \@lhdegree}\fi}
      \if@lhtitledefined
        \textbar\ \@lhtitle\
      \fi
      \if@lhdeptdefined
        \textbar\ \@lhdept\\
      \else
        \\
      \fi
    \fi
    \if@lhECUaddressdefined
      \@lhECUaddress\ \textbar
    \fi
    \lhECUPostal
    \if@usa
      \textbar\ USA\\
    \else
      \\
    \fi
```

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

```
    \newcommand{\@sep}{}
    \if@lhphonedefined
      \@lhphone\ office%
      \renewcommand{\@sep}{\textbar}
    \fi
    \if@lhfaxdefined
      \@sep\ \@lhfax\ fax%
      \renewcommand{\@sep}{\textbar}
    \fi
    \if@lhemaildefined
      \@sep\ \@lhemail%
      \renewcommand{\@sep}{\textbar}
    \fi
    \if@lhwwwdefined
      \@sep\ \@lhwww
    \fi
  }
```

The ECU webpage URL goes in the footer.

```
  \fancyfoot{}
  \fancyfoot[R]{
    \if@bw\else
      \color{ecugold}
    \fi
    \sf\raggedleft \fontsize{16}{19.2}\selectfont
    \vspace{-12pt}
    www.ecu.edu
  }
}
```

Set the page style for pages following the first page.

```
\pagestyle{fancy}
\newgeometry{vmargin=1in, hmargin=1in, headheight=16pt, includehead}
\renewcommand{\headrulewidth}{0pt}
\lhead{
  \if@ptwoheaddefined
    \@ptwohead
  \else
    \@lhname
  \fi
}
\chead{}
\rhead{Page \thepage\ of \pageref{LastPage}}
\lfoot{}
\cfoot{}
\rfoot{}
```

Set the main text to be `\raggedright`

```
\raggedright
```

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

```
\InputIfFileExists{ECULetterDefs.cfg}{%
  \ClassInfo{ECULetter}{Loading user configurations from ECULetterDefs.cfg}%
}%
{%
  \ClassInfo{ECULetter}{User configuration file found.}%
}
```

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

```
\AtBeginDocument{
  \if@printletterhead
    \letterhead
  \fi
  \if@printmemohead
    \memohead
    \par
  \fi
}
```

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