

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:

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`, `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: `ECULogo2017` (color ECU logo, 2017 version), `ECULogo2017BW` (black and white ECU logo, 2017 edition), 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

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 ecurl.ecu.edu \rangle}`

where $\langle ecurl.ecu.edu \rangle$ 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}{<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 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 Physics \textbar\ 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.

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

3 \newif\if@printletterhead
4 \@printletterheadtrue

5 \newif\if@printmemohead
6 \@printmemoheadfalse

7 \newif\if@sizegiven
8 \@sizegivenfalse
```

Declare options

```
9 \DeclareOption{bw}{\@bwtrue}
10 \DeclareOption{color}{\@bwfalse}
11 \DeclareOption{noletterhead}{\@printletterheadfalse}
12 \DeclareOption{memo}{\@printmemoheadtrue}
```

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

```
13 \DeclareOption{10pt}{
14   \@sizegiventrue
15   \PassOptionsToClass{10pt}{article}
16 }
17 \DeclareOption{11pt}{
18   \@sizegiventrue
19   \PassOptionsToClass{11pt}{article}
20 }
21 \DeclareOption{12pt}{
22   \@sizegiventrue
23   \PassOptionsToClass{12pt}{article}
24 }
```

Declare confliction article class options as \OptionNotUsed.

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

Pass all undefined options to the article class.

```
26 \DeclareOption*{%
27   \PassOptionsToClass{\CurrentOption}{article}%
28 }
```

Process options.

```
29 \ProcessOptions\relax
```

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

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

Load the article class.

```
33 \LoadClass{article}
```

Load required packages.

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

36 \RequirePackage{color}
37 \RequirePackage{fancyhdr}
38 \RequirePackage{lastpage}

39 \RequirePackage{ragged2e}
```

Define ECU colors.

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

No headrule or footrule.

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

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

```
44 \newif\if@lhnamedefined
45 \@lhnamedefinedfalse

46 \DeclareRobustCommand*\@lhname{}
47 \DeclareRobustCommand*\lhname[1]{
48   \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).

```
49   \setbox0=\hbox{\@lhname\unskip}\ifdim\wd0=0pt
50     \@lhnamedefinedfalse
51   \else
52     \@lhnamedefinedtrue
53   \fi
54 }

55 \newif\if@lhdegreedefined
56 \@lhdegreedefinedfalse

57 \DeclareRobustCommand*\@lhdegree{}
58 \DeclareRobustCommand*\lhdegree[1]{
59   \DeclareRobustCommand*\@lhdegree{#1}
60   \setbox0=\hbox{\@lhdegree\unskip}\ifdim\wd0=0pt
61     \@lhdegreedefinedfalse
62   \else
63     \@lhdegreedefinedtrue
64   \fi
65 }
```

```

66 \newif\if@lhtitledefined
67 \@lhtitledefinedfalse

68 \DeclareRobustCommand*{\@lhtitle}{}
69 \DeclareRobustCommand*{\lhtitle}[1]{
70   \DeclareRobustCommand*{\@lhtitle}{#1}
71   \setbox0=\hbox{\@lhtitle\unskip}\ifdim\wd0=0pt
72     \@lhtitledefinedfalse
73   \else
74     \@lhtitledefinedtrue
75   \fi
76 }

77 \newif\if@lhECUaddressdefined
78 \@lhECUaddressdefinedfalse

79 \DeclareRobustCommand{\@lhECUaddress}{}
80 \DeclareRobustCommand{\lhECUaddress}[1]{
81   \DeclareRobustCommand*{\@lhECUaddress}{#1}
82   \@lhECUaddressdefinedtrue
83 }

84 \DeclareRobustCommand{\lhECUPostal}{
85   East Carolina University \textbar\
86   Greenville, NC 27858-4353
87 }

88 \newif\if@lhphonedefined
89 \@lhphonedefinedfalse

90 \DeclareRobustCommand*{\@lhphone}{}
91 \DeclareRobustCommand*{\lhphone}[1]{
92   \DeclareRobustCommand*{\@lhphone}{#1}
93   \setbox0=\hbox{\@lhphone\unskip}\ifdim\wd0=0pt
94     \@lhphonedefinedfalse
95   \else
96     \@lhphonedefinedtrue
97   \fi
98 }

99 \newif\if@lhfaxdefined
100 \@lhfaxdefinedfalse

101 \DeclareRobustCommand*{\@lhfax}{}
102 \DeclareRobustCommand*{\lhfax}[1]{
103   \DeclareRobustCommand*{\@lhfax}{#1}
104   \setbox0=\hbox{\@lhfax\unskip}\ifdim\wd0=0pt
105     \@lhfaxdefinedfalse
106   \else
107     \@lhfaxdefinedtrue
108   \fi
109 }

110 \newif\if@lhemaildefined
111 \@lhemaildefinedfalse

```

```

112 \DeclareRobustCommand*\@lhemail{}\{}
113 \DeclareRobustCommand*\lhemail}[1]{
114   \DeclareRobustCommand*\@lhemail}{#1}
115   \setbox0=\hbox{\@lhemail\unskip}\ifdim\wd0=0pt
116     \@lhemaildefinedfalse
117   \else
118     \@lhemaildefinedtrue
119   \fi
120 }

121 \newif\if@lhwwwdefined
122 \@lhwwwdefinedfalse

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

```

Declare memo commands

```

132 \DeclareRobustCommand*\memotitle\{MEMORANDUM}
133 \DeclareRobustCommand*\memotolabel\{TO:}
134 \DeclareRobustCommand*\@memoto{}\{}
135 \DeclareRobustCommand*\memoto}[1]{\DeclareRobustCommand*\@memoto}{#1}}
136 \newif\if@memofromdefined
137 \@memofromdefinedfalse
138 \DeclareRobustCommand*\memofromlabel\{FROM:}
139 \DeclareRobustCommand*\@memofrom{}\{}
140 \DeclareRobustCommand*\memofrom}[1]{
141   \DeclareRobustCommand*\@memofrom}{#1}
142   \@memofromdefinedtrue
143 }

144 \DeclareRobustCommand*\memosubjlabel\{SUBJECT:}
145 \DeclareRobustCommand*\@memosubject{}\{}
146 \DeclareRobustCommand*\memosubject}[1]{\DeclareRobustCommand*\@memosubject}{#1}}
147 \newif\if@memodatedefined
148 \@memodatedefinedfalse
149 \DeclareRobustCommand*\memodatelabel\{DATE:}
150 \DeclareRobustCommand*\@memodate{}\{}
151 \DeclareRobustCommand*\memodate}[1]{
152   \DeclareRobustCommand*\@memodate}{#1}
153   \@memodatedefinedtrue
154 }

```

Declare other formatting commands.

```

155 \newif\if@ptwoheaddefined
156 \@ptwoheaddefinedfalse

157 \DeclareRobustCommand*\@ptwohead*{}
158 \DeclareRobustCommand*\ptwohead*[1]{
159   \DeclareRobustCommand*\@ptwohead*{#1}
160   \@ptwoheaddefinedtrue
161 }

162 \DeclareRobustCommand\iaddress*[1]{
163   \par
164   #1
165   \par
166 }

167 \DeclareRobustCommand\greeting*[1]{
168   \par
169   #1
170   \par
171 }

172 \newif\if@closingnamedefined
173 \@closingnamedefinedfalse

174 \DeclareRobustCommand*\@closingname*{}
175 \DeclareRobustCommand*\closingname*[1]{
176   \DeclareRobustCommand*\@closingname*{#1}
177   \@closingnamedefinedtrue
178 }

179 \DeclareRobustCommand\closing*[1]{
180   \par
181   \vspace{\parskip}\vspace{\parskip}#1,
182   \par
183   \vspace{\parskip}\vspace{\parskip}%
184   \if@closingnamedefined
185     \@closingname
186   \else
187     \if@lhnamedefined
188       \@lhname
189     \else
190       ~
191     \fi
192   \fi
193 }

194 \newlength{\sigwidth}
195 \setlength{\sigwidth}{1.75in}

```

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

```

196 \DeclareRobustCommand\closingsig*[2][\sigwidth]{
197   \par

```

```

198 \vspace{\parskip}\vspace{\parskip}#2,\\
199 \includegraphics[width=#1]{signature}\\
200 \if@closingnamedefined
201   \@closingname
202 \else
203   \if@lhnamedefined
204     \@lhname
205   \else
206     ~
207   \fi
208 \fi
209 }

```

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

```

210 \DeclareRobustCommand{\letterhead}{
211   \thispagestyle{lhpage}
212 }

```

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

```

213 \DeclareRobustCommand{\memohead}{
214   \begin{tabular}{l l}
215     \multicolumn{2}{l}{\memotitle}\\
216     \memotolabel & \@memoto\\
217     \memofromlabel & \\
218     \if@memofromdefined
219       \@memofrom\\
220     \else
221       \if@lhnamedefined
222         \@lhname\\
223       \else
224         ~\\
225       \fi
226     \fi
227     \memodatelabel & \\
228     \if@memodatedefined
229       \@memodate \\
230     \else
231       \today \\
232     \fi
233     \memosubjlabel & \@memosubject\\
234   \end{tabular}
235 }

```

The following length definitions are necessary.

```

236 \headsep = 0.25in
237 \parskip = 2ex
238 \parindent = 0.0in
239 \footskip = 18.7pt

```

afterclose Define the afterclose environment.

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

Define the afterclose items.

```
241 \DeclareRobustCommand*{\ps}{
```

```
242   \item[{\rm{P.S.}}]
```

```
243 }
```

```
244 \DeclareRobustCommand*{\encl}{
```

```
245   \item[{\rm{encl:}}]
```

```
246 }
```

```
247 \DeclareRobustCommand*{\cc}{
```

```
248   \item[{\rm{cc:}}]
```

```
249 }
```

```
250 \DeclareRobustCommand*{\CC}{
```

```
251   \item[{\rm{CC:}}]
```

```
252 }
```

```
253 \DeclareRobustCommand*{\pc}{
```

```
254   \item[{\rm{pc:}}]
```

```
255 }
```

```
256 \DeclareRobustCommand*{\PC}{
```

```
257   \item[{\rm{PC:}}]
```

```
258 }
```

Define the page style for the letterhead page.

```
259 \fancypagestyle{lhpage}{%
```

```
260   \newgeometry{vmargin={2in, 1in}, hmargin=1in, headheight=62pt, foot=6pt}
```

```
261   \renewcommand{\headrulewidth}{2pt}
```

```
262   \renewcommand{\headrule}{\hbox to\headwidth{%
```

```
263     \if@bw\else
```

```
264       \color{ecugold}%
```

```
265     \fi
```

```
266     \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`.)

```
267 \fancyhf{}
```

```
268 \fancyhead[L]{%
```

```
269   \if@bw
```

```
270     \includegraphics[scale=0.75, viewport=48 8 144 72]{ECULogo2017BW}
```

```
271   \else
```

```
272     \includegraphics[scale=0.75, viewport=48 8 144 72]{ECULogo2017}
```

```
273   \fi
```

```
274 }
```

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

```

275 \fancyhead[R]{
276   \if@bw\else
277     \color{ecupurple}
278   \fi
279   \sf\raggedleft \fontsize{9}{10.8}\selectfont
280   \if@lhname\defined
281     \textbf{\@lhname\if@lhdegree\defined{, \@lhdegree}\fi}
282     \if@lhtitle\defined
283       \textbar\ \@lhtitle\
284     \else
285       \
286     \fi
287   \fi
288   \if@lhECUaddress\defined
289     \@lhECUaddress \textbar
290   \fi
291   \lhECUPostal\
292   \if@lhphone\defined
293     \@lhphone\ office
294   \fi
295   \if@lhfax\defined
296     \if@lhphone\defined
297       \textbar\
298     \fi
299     \@lhfax\ fax
300   \fi
301   \if@lhemail\defined
302     \textbar\ \@lhemail\
303   \fi
304   \if@lhwww\defined
305     \textbar\ \@lhwww
306   \fi
307 }
308 \fancyfoot{}
309 \fancyfoot[R]{
310   \if@bw\else
311     \color{ecugold}
312   \fi
313   \sf\raggedleft \fontsize{16}{19.2}\selectfont
314   \vspace{-12pt}
315   www.ecu.edu
316 }
317 }

```

Set the page style for pages following the first page.

```

318 \pagestyle{fancy}
319 \newgeometry{vmargin=1in, hmargin=1in, headheight=16pt, includehead}
320 \renewcommand{\headrulewidth}{0pt}
321 \lhead{
322   \if@ptwohead\defined

```



```

323   \@ptwohead
324   \else
325     \@lhname
326   \fi
327 }
328 \chead{}
329 \rhead{Page \thepage\ of \pageref{LastPage}}
330 \lfoot{}
331 \cfoot{}
332 \rfoot{}

    Set the main text to be \raggedright
333 \raggedright

    Read user defined commands from the file ECULetterDefs.cfg if it exists.
334 \InputIfFileExists{ECULetterDefs.cfg}{%
335   \ClassInfo{ECULetter}{Loading user configurations from ECULetterDefs.cfg}%
336 }%
337 {%
338   \ClassInfo{ECULetter}{User configuration file found.}%
339 }

    Include \letterhead and \memohead at the beginning of the document if ap-
    propriate.
340 \AtBeginDocument{
341   \if@printletterhead
342     \letterhead
343   \fi
344   \if@printmemohead
345     \memohead
346   \par
347   \fi
348 }

```

Change History

v1.0		Options 10pt and 12pt are now
General: Initial version	1	available
v2.0		Package color required
General: 2017 ECU logo files	2	
ECU 2017 letterhead format	1	Package wrapfig no longer
ECU colors for letterhead		used
header, headrule, and footer	10	UNC statement removed from
Headrule in letterhead	15	letterhead

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