

# 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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\*This document corresponds to ECULetter v2.0, dated 2017/09/12.

# 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: `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.

`\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 {⟨address⟩}`

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}{⟨New Address⟩}`.

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

`\lhphone {⟨xxx-xxx-xxxx⟩}`

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 {⟨xxx-xxx-xxxx⟩}`

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 {⟨pirateid@ecu.edu⟩}`

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

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

`\lhwww {⟨ecurl.ecu.edu⟩}`

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  $\langle therecipient \rangle$  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{<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**  $\{\langle address \ \backslash \ of \ \backslash \ recipient \rangle\}$

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**  $\{\langle greeting \ text \rangle\}$

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**  $\{\langle closing \ text \rangle\}$  for a closing statement with name below and space for a handwritten signature. The command **\closingsig**  $[\langle sigwidth \rangle] \ \{\langle closing \ text \rangle\}$  inserts the graphic in the file **signature** into the signature space between the closing text and the closing name. The optional argument  $\langle sigwidth \rangle$  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**  $\{\langle closing \ name \rangle\}$ . The  $\langle closing \ name \rangle$  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** $[\langle label: \rangle]$ .

## 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.
\lhw{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@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` 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.`)



```

289 \fancyhf{}
290 \fancyhead[L]{%
291   \if@bw
292     \includegraphics[scale=0.75, viewport=48 8 144 72]{ECULogo2017BW}
293   \else
294     \includegraphics[scale=0.75, viewport=48 8 144 72]{ECULogo2017}
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@lhtitledefined
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 }

```

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