

GULetter: Glasgow Uni L^AT_EX Letter Class

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The `guletter` class is a variant of the Standard L^AT_EX letter style, to produce letters which abide by the specifications at <http://www.gla.ac.uk/visualidentity>. It also adds a couple of extra commands to the standard ones described in ‘Letter Commands’ below. In addition, it provides default values for the `\schooladdress`, and `\telephone` settings.

Other useful things it provides are a macro `\path` which allows you to put in some long (computer) path name, which it will ‘hyphenate’ at the dots and slashes. The obvious application is to world-wide web URLs, which you can put in with the macro `\url`, as in `\url{http://www.gla.ac.uk/}`.

Usage: The usage is the same as the standard letter style, except that the main style is `{guletter}`, rather than `{letter}`, and that the `\school` declaration must be given, either explicitly, or through one of the school customisations described below (the ‘school’ can be something like ‘College Office’ if necessary). There are a number of schools available as document options, with predefined contact details; see below.

Unlike the standard letter style, this style has `\section` and `\subsection` commands, for those more intricate letters; unlike the article class, however, `secnumdepth` counter is set to zero by default.

The logo files are distributed along with the style file, and should be installed in the same place. If it is for some reason desirable, however, they may be installed somewhere else, as long as they are findable on the standard T_EX search path, as governed by `TEXINPUTS`, or by `kpsepath tex`, or otherwise, depending on your installation.

The logo files, and some L^AT_EX support for using them, are distributed with the `guletter` class. However they are potentially useful by themselves (for use in posters or presentations, perhaps), and so are available in the same place you found this file, in the `gulogo` package.

The package supports standard L^AT_EX, pdfL^AT_EX, and XeT_EX. It is compatible with the `hyperref` package, though there is probably little to be gained from including that package in a letter (in particular, this package already defines a `\url` command).

1 Available options

There are several options you may use in the `\documentclass` command, in addition to the options on the standard letter style.

<school> You may insert one of the following school names to have the school name, address, telephone and fax numbers (for example) filled in by default. Any changes you make to these parameters override the default ones here. The currently available set of school codes are as given above. The schools available as defaults are CompSci, Maths and PandA (Physics and Astronomy). There used to be more, here, but when the university structure was reorganised, I deleted those I was not immediately familiar with. If yours is not here, I am happy to add it: mail me. The school and college address information are maintained by hand, rather than through any fancy integration with the university's MIS systems (shudder!), so errors and omissions here won't be fixed unless you tell me about them.

<college> You may specify the college as a document option. The possibilities are Arts, MVLS, SciEng or SocSci. Each of the school options above sets the appropriate college.

personal The option `personal` switches off the display of the University logo, and replaces the `\schooladdress` command with `\myaddress`. Also, this might not be a formal letter, so it switches off the 'Your Ref' stuff unless references are explicitly given.

useheadedpaper If you plan to print the letter out on paper which already has the university logo and address printed on it, then you don't want this style adding them. They're suppressed with the `useheadedpaper` option (this option was called just `headedpaper` before version 2.3.2).

makeheadedpaper If, in contrast, you want to generate some possibly personalised headed paper, then the `makeheadedpaper` option will generate *only* the header and footer, and suppress the content in the `\opening` and `\closing` macros, and the date and address.

draft This mode puts the word 'Draft' prominently on the page, replaces the university logo with a box, and shows any overfull boxes with a black rule in the margin.

cmfonts By default, the letter is typeset using PostScript fonts. If you don't want to or can't use a PS printer, then you can give the `cmfonts` option to use the computer modern fonts instead.

colour,black The logo is produced by default in colour, but if you want the black-and-white version, you can give the `black` option instead. The package also accepts the options `color` and `kulur` for the benefit, respectively, of those who have adopted Mr Webster's spelling reforms, and those who reject with contempt such footling half-measures.

fax There is a `fax` style recognised but currently unimplemented. This is intended to make the letter be set a few points larger than normal. If you think this would actually be useful, then pester me, and I might implement it.

raggedright A ragged-right margin is probably more consonant with the sans-serif body font, but the ‘visual identity’ examples illustrate a right-justified margin, so that’s the default.

As well as these, you can list any option `Foo` as long as there is a file `Foo.clo` in the \TeX input path (that is, it is in the current directory, or somewhere else locally that style files are located; on Unix, you can use the command `kpsepath tex` to discover this path, and the command `kpsewhich Foo.clo` to check that it is in fact findable). This file might contain extra definitions such as a custom `\school` or `\position` command, possibly corresponding to one or more identities or roles that you hold.¹ For example, if you wished to have some slightly customised setting when you are writing letters as an advisor, then you might create a file called `advising.clo`, containing:

```
\position{Adviser of Studies}
\signature{Augusta X Quarkchaser}
```

If you then include an `advising` option in the `\documentclass` line, then these options will be automatically set, unless they are further overridden within the body of the letter.

2 Commands

You give information about the letter at the top, before the `\begin{document}` line, using the following commands.

`\address` The address of the recipient of the letter

`\date` The sending date of the letter; if not present, today’s date is used

`\email` The sender’s email address

`\fax` The sender’s fax number

`\groupname` The name of the sender’s ‘group’ within the ‘school’, such as `\groupname{History of Art}` or `\groupname{Estates & Buildings}`. If this is present, it is placed in the address block at the bottom of the page.

`\homepage` The sender’s home page URL

`\name` The name of the sender, to appear in the sender’s address block, for example ‘Prof Sir Aloysius Miggins’

¹Thanks to David Hutchings for the (implicit) suggestion here.

- `\ourref` The content of any ‘Our ref’ line
- `\position` The sender’s position within the university, such as ‘letter-writer in Chief’
- `\qualifications` A string of qualifications (try not to include your Standard Grades here) (not currently used)
- `\school` The school of the sender. Though it may offend someone’s bureaucratic taste, this doesn’t have to be an actual school, but can be something like ‘Faculty Office’ if that’s where you happen to be writing from.
- `\schooladdress` The (postal) address of the sender’s school
- `\schoollogotext` This is the school name, as with `\school`, but split into two parts, for example `\schoollogotext{School of Physics}{\& Astronomy}`; this represents the two lines of text which will be placed next to the university logo at the top of the letter
- `\signature` The sender’s name, as it will appear in the signature block at the end of the letter, for example ‘Al Miggins; if this is not present then the `\name` will be used instead.
- `\signaturegraphic` The sender’s signature as a graphic. If this is present, then it will be inserted above the text given in `\signature`. It must be one of the graphic formats which the T_EX processor can handle (it’s included using `\includegraphics`).
- `\telephone` The sender’s phone number. If this is not present, the generic school number is printed (as defaulted from the appropriate document option); if you wish to positively suppress this, then use the command `\notelephone`.
- `\telex` The sender’s telex number (remember them?)
- `\yourref` The content of any ‘Your ref’ line.

The standard letter style commands such as `\opening`, `\cc`, `\encl`, and so on, still work. The commands `\cc`, `\encl` and `\ps` (to start a postscript) may only be used between the `\closing` and the `\end{letter}`.

In addition to these information commands, the guetter style includes `\url` and `\path` commands to help writing URLs and other path names. These will appear in the `\tt` font, with ‘hyphenation’ at dots and slashes.

3 Installation and limitations

Limitations: The spec says that the body font should be Swiss 721 Light BT. Most installations don’t have this font, so we use the standard Adobe Helvetica font instead; if we’re processing the letter using XeT_EX, then we use Helvetica

Neue Light. Either of these will be closer to the specified font than the Arial that the Corporate Communications office suggests as an alternative.

The format is a little adrift from the spec in a couple of other places, nowhere particularly significantly. If you disagree about either the conformance or the significance, let me know.

Installation: The thing comes bundled up in a `.dtx` file. To unpack this, run \LaTeX on the file `guletter.ins`. Put the resulting file `guletter.cls` somewhere LaTeX will find it. This class file uses the package `gulogo`, so you'll have to install that as well. The `gulogo` package comes with a couple of postscript and PDF files (containing the colour and black-and-white logos); these must be installed alongside the `gulogo.sty` file. Installing files on a \LaTeX system can unfortunately be more tiresomely complicated than it would be in an ideal world; there is some discussion at <http://www.tex.ac.uk/cgi-bin/texfaq2html?label=installthings>, if you get stuck.

Customisation: The only customisation is the one which pre-defines school names and numbers. The only ones defined as yet correspond to the document-class options given above. To define others, you could follow the example in the implementation section below. Having said that, it would be a better idea if you *don't* add others – instead please drop me a note, and I can make any additions to the master file.

4 Example

```
1 \example
2 %%%START example file: Makefile cuts to here
3 \documentclass[PandA]{guletter}
```

The document class is `guletter`, rather than `letter`, and we have chosen the pre-defined set of address information for the School of Physics and Astronomy, by invoking the option `PandA` (case is important).

```
4 \name{Dr Norman Gray}
5 \qualifications{0-Grade Arithmetic}
6 \position{Seminar organiser}
7 \signature{Norman Gray}
8 \homepage{http://nwg.me.uk}
9 \groupname{Astronomy Group}
10 \email{norman@astro.gla.ac.uk}
11 \date{10 October 1994}
12 \ourref{Sem-AE}
```

The `\name` macro specifies your name, as it appears at the top of the letter. `\signature` gives the version of your name that will appear at the bottom of the letter, below your signature. If `\date` is omitted, today's date will be used.

```
13 \begin{document}
14 \begin{letter}{A Einstein\\Somewhere, over the rainbow\\Way up high}
15 \opening{Dear Albie,}
```

As with the standard letter style, the argument to the `{letter}` environment is

the address of the recipient – it should be limited to eight lines. Then comes the body of the letter.

```
16
17 I should like to invite you to the department to give a seminar on
18 your work. I am aware that your relatively recent death may present
19 some technical problems, but the seminar budget of  $\pounds\epsilon$ 
20 (or possibly a splendid  $\pounds 1$ ) should stretch to the
21 employment of a cheap medium (an expert on aethereal matters), and if
22 you are able to visit, I am sure there would be general interest in
23 such a special speaker.
24
25 The current seminar list is at
26 \url{http://www.astro.gla.ac.uk/seminars/}.
27
28 After the talk, we should be able to ajourn to a nearby pub, for beer
29 and dice. If there's a typographer to hand, he can be asked to 'Get
30 CAR art' in Switzerland.
31
```

And we finish the letter off in the usual way.

```
32 \closing{Yours simultaneously,}
33 \end{letter}
34 \end{document}
35 %%END example file: Makefile cuts from here
36 \example
```

5 Acknowledgements

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