The University of Oslo has defined a new graphics standard\textsuperscript{1} for its bicentennial celebrations in September 2011. This new standard includes official University letters, and the actual definition of such letters can be seen in Figure 1 on the following page. This package implements this official definition in a \LaTeX{} document class, but only for a subset of the university departments; in particular, the departments where I believe \LaTeX{} is frequently used.

**Program documentation system**

This program was documented using the \texttt{web0} package which is based on Donald Knuth’s ideas of literate programming. For more information on the \texttt{web0} implementation, see http://dag.at.ifi.uio.no/public/doc/web0.pdf.

## 1 User guide for the uioletter package

The uioletter is used almost like the standard \LaTeX{} document classes. The main differences are:

- The letter is placed in a \texttt{\begin{letter}...\end{letter}} environment; the name of the recipient and the address are given as parameters to this environment.

- The letter (inside the letter environment) should always start with a \texttt{\opening} command and end with a \texttt{\closing} command.

- The standard sectioning commands like \texttt{\chapter} and \texttt{\section} may not be used.

For a simple example, see the \LaTeX{} code in Figure 2 on page 5 which produces the result shown in Figure 3 on page 6.

### 1.1 Class options

The document class recognises these language options:

- \texttt{norsk} is used for Norwegian \textit{bokmål}.

- \texttt{nynorsk} is used when the letter is in Norwegian \textit{nynorsk}.

- \texttt{UKenglish} (or just \texttt{english}) specifies that the letter is written in British English.

- \texttt{USenglish} (or \texttt{american}) indicates that American English is used.

(This implies that the familiar options \texttt{a4paper}, \texttt{12pt}, \texttt{twocolumn} etc are not recognized.)

In addition, the following departments are known:

\texttt{\textsuperscript{1}Complete description (in Norwegian) of the new graphics standard can be found at http://www.uio.no/om/profil/}.
Figure 1: The official definition for letters from the University of Oslo (shown here in scale 1:2)
\documentclass[UKenglish,math]{uioletter}
\usepackage[utf8]{inputenc}
\usepackage[T1]{fontenc}
\usepackage{babel,textcomp}
\signature{My name}
\mytitle{my job title} % Note! All lowercase
\ouremail{name@ifi.uio.no}
\ourweb{www.ifi.uio.no}
\begin{document}
\begin{letter}{Name of recipient\ His or her address\ 0000 Oslo}
\opening{Greeting phrase,}
The actual letter
\closing{Yours sincerely,}
\end{letter}
\end{document}

Figure 2: \LaTeX{} code for letter shown in Figure 3 on the next page

\textbf{geo} is the \textit{Department of Geosciences}.

\textbf{ifi} is the \textit{Department of Informatics}.

\textbf{math} is the \textit{Mathematics department}.

\textbf{usit} is the University’s \textit{Center for Information Technology}.

\subsection*{1.2 Letter specifications}

The following commands are used to specify additional information:

\texttt{\closing} is used to end the letter; the parameter specifies which words to use for farewell. This command should be present in letters.

\texttt{\countersign} gives the name of the person countersigning the letter.

\texttt{\countersigntitle} can be used to give the job title of the person countersigning.

\texttt{\date} may be used to specify a date; the default is today’s date.

\texttt{\execaddr} is used to indicate the address (whether building, street address or e-mail address) of the executive.

\texttt{\executive} is employed to tell who will handle the case (if other than the author of the letter).

\texttt{\mytitle} supplies the author’s job title.

\texttt{\opening} is used to start the letter; the parameter is the salutation. This command should be in every letter.

\texttt{\ouraddr} is used for the address of the writer’s department.

\texttt{\ourcity} may be used to specify a city (if other than Oslo).
Figure 3: Official letter produced by the \LaTeX{} code in Figure 2 on the previous page using the uioletter document class; the letter is shown in half scale

\texttt{\textbackslash ouremail} tells the e-mail address of the writer or his or her department.

\texttt{\textbackslash ourfax} gives the writer’s fax number.

\texttt{\textbackslash ourphone} specifies the phone number of the writer or his or her department.

\texttt{\textbackslash ourref} provides the writer’s reference number for the case.

\texttt{\textbackslash oursect} is used for the writer’s department section (if any).

\texttt{\textbackslash ourweb} indicates the www address of the writer’s department.

\texttt{\textbackslash ourzip} may be used to change the postal zip number (in case the writer is not at the Department of Informatics).

\texttt{\textbackslash signature} provides the author’s name.

\texttt{\textbackslash yourref} is for specifying the recipient’s reference number for the case (if any).
1.3 Other specifications

The recipient of the letter and his or her address is given as a parameter to the `letter` environment. The name and the address are separated by a `\`, as are the various lines of the address.

1.4 A complete demonstration

In Figure 4 on the following page is shown some \LaTeX code using *all* available commands; the result can be seen in Figure 5 on page 9.
Figure 4: L\TeX code demonstrating all possible options; the result is shown in Figure 5 on the next page
Kjære bruker,

Dette er et brev som demonstrerer \LaTeX-klassen `uioletter` som kan benyttes for å skrive offisielle brev fra ansatte ved Universitetet i Oslo. På nettsiden [http://www.ifi.uio.no/it/latex.html](http://www.ifi.uio.no/it/latex.html) finnes en link til dokumentasjon for denne dokumentklassen (og diverse andre nyttige \LaTeX-klasser, -pakker og -dokumentasjoner).


Med vennlig hilsen

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Kopi sendt: Alle interesserte

Vedlegg: Ingenting

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Figure 5: Official letter produced by the \LaTeX code in Figure 4 on the preceding page; the letter is shown in half scale