uioletter — a package for creating official letters

Program source code and documentation

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The University of Oslo has defined a new graphics standard\(^1\) 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 or which have asked to be included.

Program documentation system

This program was documented using the web\(_0\) package which is based on Donald Knuth’s ideas of literate programming. For more information on the web\(_0\) 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 \begin{letter}\ldots\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 an \opening command and end with a \closing command.
- The standard sectioning commands like \chapter and \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:

- norsk is used for Norwegian bokmål.
- nynorsk is used when the letter is in Norwegian nynorsk.
- UKEnglish (or just english) specifies that the letter is written in British English.
- USEnglish (or american) indicates that American English is used.

\(^1\)A complete description (in Norwegian) of the new graphics standard can be found at https://www.uio.no/om/designmanual/.
Figure 1: The official definition for letters from the University of Oslo (shown here in scale 1:2)
In addition, the following departments are known:

geo is the Department of Geosciences.
ifi is the Department of Informatics; this is the default.
iln is the Department of Linguistics and Scandinavian Studies
iss is the Department of Sociology and Human Geography
math is the Mathematics department.
usit is the University’s Center for Information Technology.

1.1.1 Simplified author information

Some users feel that the author information in three columns at the bottom of the page (see illustration in Figure 1 on the facing page) is a bit too excessive and prefer something simpler; an example of this simple layout can be found in Figure 6 on page 10. To achieve this, use the simplify option.

simplify gives the author information in a simpler form.

1.2 Letter specifications

The following commands are used to specify additional information:
\cc tells who are to receive copies of this letter.
\closing is used to end the letter; the parameter specifies which words to use for farewell. This command should be present in all letters.
countersign gives the name of the person countersigning the letter.
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 countersigntitle} can be used to give the job title of the person countersigning.

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

\texttt{\textbackslash encl} lists any enclosed material.

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

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

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

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

\texttt{\textbackslash ouraddr} is used for the address of the writer’s department.
\ourcity may be used to specify a city (if other than Oslo).
\ouremail tells the e-mail address of the writer or his or her department.
\ourfax gives the writer’s fax number.
\ourphone specifies the phone number of the writer or his or her department.
\ourref provides the writer’s reference number for the case.
\oursect is used for the writer’s department section (if any).
\ourweb indicates the www address of the writer’s department.
\ourzip may be used to change the postal zip number (in case the writer is not at the Department of Informatics).
\signature provides the author’s name.
\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.
Dette er et brev som demonstrerer \LaTeX-klassen \texttt{uioletter} som kan benyttes for å skrive offisielle brev fra ansatte ved Universitetet i Oslo. På nettsiden \url{http://www.mn.uio.no/ifi/tjenester/it/hjelp/latex/} finnes en link til dokumentasjon for denne dokumentklassen (og diverse andre nyttige \LaTeX{}-klasser, -pakker og -dokumentasjon).

I 2010 innførte Universitetet en ny grafisk profil. Den omfatter også offisielle brev, og \texttt{uioletter} følger denne nye standarden. Ytterligere informasjon om den nye grafiske profilen finnes på nettsiden \url{https://www.uio.no/om/designmanual/}.

\begin{letter}{Alle \LaTeX-brukere\ Universitetet i Oslo\ Oslo\ Norge}
\opening{Kjære bruker}

\texttt{LaTeX} 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 \texttt{uioletter} som kan benyttes for å skrive offisielle brev fra ansatte ved Universitetet i Oslo. På nettsiden [http://www.mn.uio.no/ifi/tjenester/it/hjelp/latex/](http://www.mn.uio.no/ifi/tjenester/it/hjelp/latex/) finnes en link til dokumentasjon for denne dokumentklassen (og diverse andre nyttige \LaTeX-klasser, -pakker og -dokumentasjon).

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Med vennlig hilsen

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Kopi sendt: Alle interesserte
Vedlegg: Ingen

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

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

I 2010 innførte Universitetet en ny grafisk profil. Den omfatter også offisielle brev, og \texttt{uioletter} følger denne nye standarden. Ytterligere informasjon om den nye grafiske profilen finnes på nettsiden \url{http://www.uio.no/om/profil/}.

Med venlig hilsen

Dag Langmyhr
universitetslektor

\begin{figure}
\centering
\includegraphics[width=\textwidth]{official_letter.png}
\caption{Simplified version of an official letter; the letter is shown in half scale}
\end{figure}
2 Implementation

All \LaTeX\ class definitions consist of a standard part followed by code specific to that class.

\begin{verbatim}
#1 ⟨uiotext⟩ ≡
  \NeedsTeXFormat{LaTeX2e}[1994/12/01] % Any version, really.
  ⟨standard document class information \#2(p.11)⟩
  ⟨uiotext definitions \#6(p.15)⟩
  \endinput
(This code is not used.)
\end{verbatim}

The \texttt{uiotext} document class requires \LaTeX\2e, but not any recent version.

Note that all internal names start with “\texttt{\uiotext@...}” to avoid unintentional confusion with names in other packages.

2.1 Standard information

Every \LaTeX\2e document class should contain some standard information.

2.1.1 Identification

All \LaTeX\2e document classes identify themselves by their name, date and version number.

\begin{verbatim}
#2 ⟨standard document class information⟩ ≡
  \ProvidesPackage{uiotext}[2018/01/02 v3.08c UiO document class]
(This code is extended in \#2ₐ(p.11). It is used in \#1(p.11).)
\end{verbatim}

2.1.2 Initial code

A few definitions may be necessary before the class can handle the options.

\begin{verbatim}
#2ₐ ⟨standard document class information \#2(p.11)⟩ + ≡
  ⟨initial definitions \#3(p.11)⟩
(This code is extended in \#2ₐ(p.12).)
\end{verbatim}

2.2 Language adaption

A few words and phrases are different in different languages.

2.2.1 Norwegian bokmål

\begin{verbatim}
#3 ⟨initial definitions⟩ ≡
  \newcommand{\uiotext@bokmaal}{%
    \def \uiotext@address@name {Postadresse}%
    \def \uiotext@date@name {Dato}%
    \def \uiotext@ouraddr@name {Postboks 1080 Blindern}%
    \def \uiotext@ourref@name {Vå r ref}%
    \def \uiotext@ourzip@name {0316}%
    \def \uiotext@yourref@name {Deres ref}}
(This code is extended in \#3ₐ(p.11). It is used in \#2ₐ(p.11).)
\end{verbatim}

This is the default:

\begin{verbatim}
#3ₐ ⟨initial definitions \#3(p.11)⟩ + ≡
  \uiotext@bokmaal
(This code is extended in \#3ₐ(p.12).)
\end{verbatim}
2.2.2 Norwegian nynorsk

Nynorsk is almost identical to Bokmål.

\newcommand{\uioletter@nynorsk}{}
\def \uioletter@yourref{name} {Dykkar ref}
(This code is extended in #3, (p.12).)

2.2.3 English

There is no difference between British and American English in these words.

\newcommand{\uioletter@english}{}
\def \uioletter@address{name} {Mail address}
\def \uioletter@date{name} {Date}
\def \uioletter@ouradr{name} {PO box 1080 Blindern}
\def \uioletter@email{name} {E-mail}
\def \uioletter@fax{name} {Fax}
\def \uioletter@phone{name} {Phone}
\def \uioletter@ourref{name} {Our ref}
\def \uioletter@ourzip{name} {NO-0316}
\def \uioletter@yourref{name} {Your ref}

2.3 Class options

The \uioletter class recognises some options.

\DeclareOption{geo}{\def \uioletter@dept{name} {geo}}
\def \uioletter@dept@bm{name} {Institutt for geofag}
\def \uioletter@dept@nn{name} {Institutt for geofag}
\def \uioletter@dept@eng{name} {Department of Geosciences}
\def \uioletter@fac{name} {mn}
\DeclareOption{ifi}{\def \uioletter@dept{name} {ifi}}
\def \uioletter@dept@bm{name} {Institutt for informatikk}
\def \uioletter@dept@nn{name} {Institutt for informatikk}
\def \uioletter@dept@eng{name} {Department of Informatics}
\def \uioletter@fac{name} {mn}
\DeclareOption{iln}{\def \uioletter@dept{name} {iln}}
\def \uioletter@dept@bm{name} {Institutt for lingvistiske og nordiske studier}
\def \uioletter@dept@nn{name} {Institutt for lingvistiske og nordiske studier}
\def \uioletter@dept@eng{name} {Department of Linguistics and Scandinavian Studies}
\def \uioletter@fac{name} {hf}
\DeclareOption{iss}{\def \uioletter@dept{name} {iss}}
\def \uioletter@dept@bm{name} {Institutt for sosiologi og samfunnsgeografi}
\def \uioletter@dept@nn{name} {Institutt for sosiologi og samfunnsgeografi}
\def \uioletter@dept@eng{name} {Department of Sociology and Human Geography}
\def \uioletter@fac{name} {sv}
\DeclareOption{math}{\def \uioletter@dept{name} {math}}
\def \uioletter@dept@bm{name} {Matematisk institutt}
\def \uioletter@dept@nn{name} {Matematisk institutt}
\def \uioletter@dept@eng{Department of Mathematics}
\def \uioletter@fac{mn}
\DeclareOption{usit}{\def \uioletter@dept{usit}}
\def \uioletter@dept@bm{Universitetets senter for informasjonsteknologi}
\def \uioletter@dept@nn{Universitetets senter for informasjonsteknologi}
\def \uioletter@dept@eng{University Center for Information Technology}
\def \uioletter@fac{none}

(This code is extended in \#4\textit{a} (p.13). It is used in \#2\textit{b} (p.12).)

In addition, the following language options are recognised:

\begin{enumerate}
  \item[\#4\textit{a}] \textit{class option declarations \#4(p.12)} \begin{equation}
    \DeclareOption{american}{\ExecuteOptions{USenglish}}
    \DeclareOption{english}{\ExecuteOptions{UKenglish}}
    \DeclareOption{norsk}{\uioletter@bokmaal}
    \def \uioletter@suffix {bm}
    \PassOptionsToPackage{norsk}{babel}
    \DeclareOption{nyenorsk}{\uioletter@mynorsk}
    \def \uioletter@suffix {nn}
    \PassOptionsToPackage{nyenorsk}{babel}
    \DeclareOption{UKenglish}{\uioletter@english}
    \def \uioletter@suffix {eng}
    \PassOptionsToPackage{UKenglish}{babel}
    \DeclareOption{USenglish}{\uioletter@english}
    \def \uioletter@suffix {eng}
    \PassOptionsToPackage{USenglish}{babel}
  \end{equation}
  \textit{(This code is extended in \#4\textit{a} (p.13).)}

  In this class, Norwegian is the default language.

  \item[\#4\textit{b}] \textit{class option declarations \#4(p.12)} \begin{equation}
    \uioletter@bokmaal
  \end{equation}
  \textit{(This code is extended in \#4\textit{a} (p.13).)}

  The user may specify a simplified format for the author information.

  \item[\#4\textit{c}] \textit{class option declarations \#4(p.12)} \begin{equation}
    \DeclareOption{simplify}{\uioletter@simpletrue}
  \end{equation}
  \textit{(This code is extended in \#4\textit{a} (p.13).)}

  This is not the default.

  \item[\#4\textit{d}] \textit{class option declarations \#4(p.12)} \begin{equation}
    \newif \if\uioletter@simple
    \uioletter@simplefalse
  \end{equation}
  \textit{(This code is extended in \#4\textit{a} (p.13).)}

  If\textit{i} is the default department.

  \item[\#4\textit{e}] \textit{class option declarations \#4(p.12)} \begin{equation}
    \ExecuteOptions{ifi}
  \end{equation}
  \textit{(This code is extended in \#4\textit{f} (p.13).)}
\end{enumerate}

\subsection*{2.3.2 Ignored options}

Options for paper size are silently ignored.

\begin{enumerate}
  \item[\#4\textit{f}] \textit{class option declarations \#4(p.12)} \begin{equation}
    \DeclareOption{a4paper}{}
  \end{equation}
  \textit{(This code is extended in \#4\textit{g} (p.13).)}
\end{enumerate}

\subsection*{2.3.3 Other options}

No other options are legal.

\begin{enumerate}
  \item[\#4\textit{g}] \textit{class option declarations \#4(p.12)} \begin{equation}
    \DeclareOption*{\ClassWarning{uioletter}{Option ‘\CurrentOption’ is not recognised}}
  \end{equation}
\end{enumerate}
2.4 The base class

The \texttt{uioletter} document class is an extension of the standard \texttt{letter} class using A4 paper size and 11 pt font size.

\begin{verbatim}
\LoadClass[a4paper,11pt]{letter}
\end{verbatim}

2.5 Required packages

Some support packages are needed.

2.5.1 Different languages

Language issues in \LaTeX{} are handled by the \texttt{babel} package.

\begin{verbatim}
\RequirePackage{babel}
\end{verbatim}

(This code is extended in \#5\texttt{a} (p.14). It is used in \#2\texttt{c} (p.14).)

2.5.2 Calculations

To make size calculations easier to read, the \texttt{calc} package is very useful.

\begin{verbatim}
\RequirePackage{calc}
\end{verbatim}

(This code is extended in \#5\texttt{b} (p.14).)

2.5.3 Graphics

To insert graphics (like logos) we need the \texttt{graphicx} package.

\begin{verbatim}
\RequirePackage{graphicx}
\end{verbatim}

(This code is extended in \#5\texttt{c} (p.14).)

2.5.4 Tables

The \texttt{tabularx} package helps produce better-looking tables.

\begin{verbatim}
\RequirePackage{tabularx}
\end{verbatim}

(This code is extended in \#5\texttt{d} (p.14).)

2.5.5 Placing fixed elements

The package \texttt{textpos} makes it possible to place anything at a specified position on the page.

\begin{verbatim}
\RequirePackage[absolute]{textpos}
\end{verbatim}

(This code is extended in \#5\texttt{e} (p.14).)

2.5.6 Typeface

The official typeface for letters is Georgia.

\begin{verbatim}
\RequirePackage{uiofont}
\end{verbatim}
2.6 User interface

The following new commands are defined:

- `\countersign` gives the name of the countersigner (if any).

\[\newcommand{\countersign}{\def \uioletter@countersign {#1}}\]
\[\def \uioletter@countersign {}\]
(This code is extended in \#6a (p.15). It is used in \#1 (p.11).)

- `\countersigntitle` gives the title of the person countersigning (if any).

\[\newcommand{\countersigntitle}{\def \uioletter@countertitle {#1}}\]
\[\def \uioletter@countertitle {}\]
(This code is extended in \#6b (p.15).)

- `\executive` indicates the name of the executive officer handling this case.

\[\newcommand{\executive}{\def \uioletter@executive {#1}}\]
\[\def \uioletter@executive {}\]
(This code is extended in \#6c (p.15).)

- `\execaddr` indicates the address (e-mail address, phone or other) of the executive officer handling this case.

\[\newcommand{\execaddr}{\def \uioletter@execaddr {#1}}\]
\[\def \uioletter@execaddr \uioletter@execaddr@name\]
(This code is extended in \#6d (p.15).)

- `\mytitle` gives the writer's job title; the default is to leave it empty.

\[\newcommand{\mytitle}{\def \uioletter@mytitle {#1}}\]
\[\def \uioletter@mytitle {}\]
(This code is extended in \#6e (p.15).)

- `\ouraddr` gives the writer's post address; the default is the one for the Department of Informatics: Postboks 1080 Blindern/PO box 1080 Blindern.

\[\newcommand{\ouraddr}{\def \uioletter@ouraddr {#1}}\]
\[\def \uioletter@ouraddr {\uioletter@ouraddr@name}\]
(This code is extended in \#6f (p.15).)

- `\ourcity` gives the writer's city; the default is Oslo.

\[\newcommand{\ourcity}{\def \uioletter@ourcity {#1}}\]
\[\def \uioletter@ourcity {Oslo}\]
(This code is extended in \#6g (p.16).)
• \ouremail gives the writer’s e-mail address,\(^2\) the default is to leave this empty.

\texttt{#6_g \textit{\textit{\uioletter definitions #6(p.15)}} + \equiv
\newcommand\{\ouremail\}[1]\{\def \uioletter@ouremail \{#1\}\}
\def \uioletter@ouremail \{
(This code is extended in #6_h(p.16).)
}

• \ourfax gives the writer’s fax number; the default is to leave this empty.

\texttt{#6_h \textit{\textit{\uioletter definitions #6(p.15)}} + \equiv
\newcommand\{\ourfax\}[1]\{\def \uioletter@ourfax \{#1\}\}
\def \uioletter@ourfax \{
(This code is extended in #6_i(p.16).)
}

• \ourphone gives the phone number of the writer’s department; the default is to leave it empty.

\texttt{#6_i \textit{\textit{\uioletter definitions #6(p.15)}} + \equiv
\newcommand\{\ourphone\}[1]\{\def \uioletter@ourphone \{#1\}\}
\def \uioletter@ourphone \{
(This code is extended in #6_i(p.16).)
}

• \ourref specifies the sender’s reference number.

\texttt{#6_j \textit{\textit{\uioletter definitions #6(p.15)}} + \equiv
\newcommand\{\ourref\}[1]\{\def \uioletter@ourref \{#1\}\}
\def \uioletter@ourref \{
(This code is extended in #6_j(p.16).)
}

• \oursect gives the writer’s section; the default is to leave this empty.

\texttt{#6_k \textit{\textit{\uioletter definitions #6(p.15)}} + \equiv
\newcommand\{\oursect\}[1]\{\def \uioletter@oursect \{#1\}\}
\def \uioletter@oursect \{
(This code is extended in #6_k(p.16).)
}

• \ourweb gives the web address of the sender’s unit the default is to use the University’s web address.

\texttt{#6_l \textit{\textit{\uioletter definitions #6(p.15)}} + \equiv
\newcommand\{\ourweb\}[1]\{\def \uioletter@ourweb \{#1\}\}
\def \uioletter@ourweb \{www.uio.no\}
(This code is extended in #6_m(p.16).)
}

• \ourzip gives the writer’s zip code in the postal address; the default is the one for the Department of Informatics: 0316/NO-0316.

\texttt{#6_m \textit{\textit{\uioletter definitions #6(p.15)}} + \equiv
\newcommand\{\ourzip\}[1]\{\def \uioletter@ourzip \{#1\}\}
\def \uioletter@ourzip \{\uioletter@ourzip@name\}
(This code is extended in #6_m(p.16).)
}

• \yourref specifies the recipient’s reference number.

\texttt{#6_n \textit{\textit{\uioletter definitions #6(p.15)}} + \equiv
\newcommand\{\yourref\}[1]\{\def \uioletter@yourref \{#1\}\}
\def \uioletter@yourref \{
(This code is extended in #6_n(p.17).)
}

\(^2\)The specifications are unclear whether this is the sender’s or the department’s e-mail address.
3 Letter setup

Figure 1 on page 4 specifies what an official letter from the University of Oslo should look like.

3.1 Fixed elements

Since all letters are created in a letter environment, the various fixed elements are best handled by attaching them to this environment.

\begin{verbatim}
\usepackage{uioletter}
\begin{document}
\let \uioletter@orig@letter = \letter
\renewcommand{\letter}{\@addFixedElements
  \firstpagestyle{\addFixedElements}
  \addFixedElements}
\end{document}
\end{verbatim}

The \uioletter@addFixedElements macro adds all the fixed elements on the front page using the textblock environment from the textpos package (see Section 2.5.5 on page 14).

3.1.1 The name of the department

This name is, together with the faculty name, defined to be 9.3 mm high and goes in the top left corner, 12 mm from the top and 20 mm from the left edge.

\begin{verbatim}
\begin{textblock*}{15cm}(20mm,12mm)
\includegraphics[height=9.3mm]{\uioletter@fac-\uioletter@dept-\uioletter@suffix}
\end{textblock*}
\end{verbatim}

3.1.2 The recipient

The name and address of the recipient should be placed exactly 46 mm from the top and 20 mm from the left edge. It should use 9 pt type size.

\begin{verbatim}
\begin{textblock*}{17cm}(20mm,46mm)
\footnotesize\foname\f禍\null
\end{textblock*}
\end{verbatim}

(The \null avoids error messages in case the address is empty.)

\footnote{My guess is that a fixed position makes it easy to used envelopes with a window.}
3.1.3 Date and reference numbers

The date and references (if any) go beneath the recipient. (Even though it has not been specified, I have decided to tabulate the entries; I think it looks a lot better that way.)

#9 \( (\text{add date}) \equiv \)

\begin{verbatim}
\begin{textblock*}{17cm}(20mm,72mm)
\footnotesize
\ifthenelse{\boolean{uioletter@date}}{}\textbf{\{\vspace{1.5ex}\}} \makebox[45pt][l]{\uioletter@date@name:} \uioletter@date@cmd
\end{textblock*}
\end{verbatim}

(This code is used in #6, p.17.)

As you can see, we drop the prefix for missing items. Testing for an empty date, however, is more complicated and involves testing for the use of particular packages that adapt the \today command.

#6q \( (\text{uioletter definitions #6 (p.15)}) + \equiv \)

\begin{verbatim}
def \uioletter@date@cmd \{\@date\}
\AtBeginDocument{
  \ifthenelse{\isundefined{\iso@printday}} % Package isodate loaded?
    {}\setboolean{uioletter@date}{true}\def \uioletter@date@cmd \{\today\}
  \ifthenelse{\equal{\@date}{} % \date{} ?
    {}\setboolean{uioletter@date}{true}
  }{}
}
\end{verbatim}

(This code is extended in #6, p.19.)

3.1.4 A transparent colon

One distinctive part of the profile is a big transparent colon where each dot is 19 mm tall; it should go behind the text and be \((2 \times 19 + 4.6 =)\) 42.6 mm high, positioned 105 mm from the top and 2.5 mm from the left margin.\(^4\)

#10 \( (\text{add colon}) \equiv \)

\begin{verbatim}
\begin{textblock*}{20mm}(22.5mm,105mm)
\includegraphics{uio-bg-colon}
\end{textblock*}
\end{verbatim}

(This code is used in #6, p.17.)

3.1.5 The University seal

The seal goes in the bottom left corner, 266 mm from the top. It should be 19 mm tall and the center should be 33.5 mm from the left edge. (In other words, the seal should be positioned \((33.5 - 19/2 =)\) 24 mm from the left edge.)

#11 \( (\text{add university seal}) \equiv \)

\begin{verbatim}
\begin{textblock*}{19mm}(24mm,266mm)
\includegraphics[height=19mm]{uio-off-logo}
\end{textblock*}
\end{verbatim}

(This code is used in #6, p.17.)

---

\(^4\)The distance from the left margin is not explicitly specified but are according to my measurements.
3.1.6 Sender information

The sender information can be shown in either the full three-column format, as demonstrated in Figure 5 on page 9, or in simplified form, as shown in Figure 6 on page 10.

3.1.6.1 Full format  Beside the seal (at 62.5 mm from the left edge and 271 mm from the top) comes various information about the sender.\(^5\)

3.1.6.2 Simplified format  This defines the layout of the simplified format.

3.2 Text layout

The text layout is defined partly in the text preamble (i.e., before \begin{document}) and partly in the letter environment.

---

\(^5\)The font size for this information is not specified, but I guess 7 pt will be OK.
3.2.1 Margins

Left and right margin are defined to be 20 mm.

\[ \textit{uioolter definitions} \quad \#6\textup{(p.15)} \quad + \equiv \]

\( 209 \) \setlength{\oddsidemargin}{20mm-1in}
\( 210 \) \setlength{\textwidth}{21cm-20mm-20mm}

(This code is extended in \#6, p.(20).)

The vertical margins are not defined, but my estimates are 46 mm top margin and \((297 - 266) + (105 - 99) = ) 37 \text{ mm} \) bottom margin.

\[ \textit{uioolter definitions} \quad \#6\textup{(p.15)} \quad + \equiv \]

\( 211 \) \setlength{\topmargin}{46mm-1in-\headheight-\headsep}
\( 212 \) \setlength{\textheight}{29.7cm-46mm-37mm}

(This code is extended in \#6, p.(20).)

On the first page of a letter, we must add some extra vertical space so that the title line is 99 mm from the top of the page.

\[ \textit{specify text layout} \quad \#13 \equiv \]

\( 213 \) \vspace{\textwidth-2in}
\( 214 \) \vspace{\textwidth-\topmargin}
\( 215 \) \vspace{\textwidth-\headheight}
\( 216 \) \vspace{\textwidth-\headsep}
\( 217 \) \vspace{99mm}
\( 218 \) \vspace{-1.5ex}

(This code is extended in \#13. (p.20). It is used in \#6, p.(17).)

The text lines should have have a baseline distance of 5 mm\(^6\) and be ragged right.

\[ \textit{specify text layout} \quad \#13\textup{(p.20)} \quad + \equiv \]

\( 219 \) \setlength{\baselineskip}{5mm plus 1pt minus 1pt}
\( 220 \) \raggedright

(This code is extended in \#13, (p.20).)

The paragraphs should be unindented but be separated by a blank line.

\[ \textit{specify text layout} \quad \#13\textup{(p.20)} \quad + \equiv \]

\( 221 \) \setlength{\parindent}{0pt} %
\( 222 \) \setlength{\parskip}{5mm plus 2pt minus 2pt}

3.3 Page styles

The \textit{uioolter} class does not define any new page styles. The front page of a letter uses the empty style and any subsequent pages use the standard plain style with just a page number on the bottom of the page.\(^7\)

\[ \textit{first page style} \quad \#14 \equiv \]

\( 223 \) \thispagestyle{empty}

(This code is used in \#6, p.(17).)

3.4 The opening

The \texttt{opening} command is used to produce the greeting and must be completely redefined.

\[ \textit{uioolter definitions} \quad \#6\textup{(p.15)} \quad + \equiv \]

\( 224 \) \renewcommand{\opening}[1]{%}
\( 225 \) \texttt{\textbf{#1}} \par \vspace{1pt} \vspace{-\baselineskip}

(This code is extended in \#6, p.(21).)

Note that there should be very little spacing after the heading.

\(^6\)Even though it is not specified (and probably never even considered ☹) I have added a 1 pt stretch and shrink.

\(^7\)The University’s specifications say nothing about other pages than the first one, so using the plain style is my decision.
3.5 The closing

The \closing command is used for the signature. The definition uses a minipage to inhibit page breaks.

\begin{minipage}{\textwidth}
\#1\par
\vspace{3\baselineskip}
\mbox{}\fromsig\mbox{}\uioletter@mytitle\mbox{\fromcounter}\mbox{\fromexecutive}\mbox{\fromadditions}\par
\end{minipage}

3.5.1 Countersignatures

An additional person may countersign the document. This is indicated by flushing this signature \((105 - 20 =) 85 \text{ mm right.}\)

\begin{minipage}{85mm}
\ifthenelse{\equal{\uioletter@countersign}{}{}}{}
\ifthenelse{\equal{\uioletter@countertitle}{}{}}{}
\end{minipage}\par

3.5.2 Add executive officer

If an executive officer has been assigned, his or her name must be entered.

\begin{minipage}{85mm}
\ifthenelse{\equal{\uioletter@executive}{}{}}{}
\ifthenelse{\equal{\uioletter@execaddr}{}{}}{}
\end{minipage}\par

3.5.3 Additions

The user may specify copies and enclosures using the \cc and \encl commands, respectively. These follow the signature and should be formatted slightly differently.

\begin{minipage}{85mm}
\setlength{\parskip}{0pt}
\end{minipage}\par

(This code is used in \#6, p.21.)
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(Symbols marked with * are not used.)