

The Impatient Person's Guide to The UoC Document Collection

Michael JasonSmith

17th December 1999

1 Setting Up

The UoC Document Collection needs to know information about you to correctly format the letterhead that goes at the top of the document. The easiest way to do this is to set up a file, say `me.sty` that contains all the information about you. Figure 1 shows such a file. Copy this file from the website (making sure you call it `me.sty`) and edit the fields as indicated in the file. A number of fields, such as the name of the Department, and the postal address of the University are already set, so you don't have to duplicate them here.

2 Your First Letter

Figure 2 shows an example of a simple letter. The only difference between the example letter and a normal L^AT_EX letter is the two packages that are included.

3 Your First Memorandum

Figure 3 shows an example memorandum. Notice that the memorandum is a class, not a style. The three fields go to make up the cover sheet of the memorandum, but the `\CC` field is optional. (There is also an optional `\Date` field, but it defaults to `\today`.) Each person in the `\To` field is separated by the `\and` command.

4 Your First Facsimile

Figure 4 shows a simple facsimile. The `\To` field contains the name of the *organisation* that is receiving the facsimile, while the `\Attn` field contains the name of the *individuals*. If the facsimile is internal the `\Attn` field can be left out and the names can go in the `\To` field.

```

\def\fileversion{0.1}      % don't touch
\def\filedate{1999/12/14} % don't touch
\NeedsTeXFormat{LaTeX2e}  % don't touch
\ProvidesPackage{me}       % don't touch

% Change this to the name you want in the letterhead
\Displayname{Michael JasonSmith, Student}

% Change this to the name you want in the from field of
% a memorandum or facsimile
\From{Michael JasonSmith}

% Change this to the signature you wish to appear at the
% bottom of your letters
\signature{Michael JasonSmith, \ Student}

% Change this to the name you wish to use for the return
% address on an envelope
\name{Michael JasonSmith}

% Change this to the telephone number of the exchange
\Phone{+64-3 364-2987}

% Change this to your telephone extension
\Extn{7755}

% Change this to your email address
\Email{mpj17@student.canterbury.ac.nz}

% Change this to your website address
\Website{http://www.cosc.canterbury.ac.nz/~{ }mpj17}

```

Figure 1: Example Personal Information File

```

\documentclass[a4paper, onese]{letter}
\usepackage{uocletter}
\usepackage{me}

\begin{document}

\begin{letter}{%
  Some B. Wig\\
  Registry\\
  University of Canterbury\\
  Christchurch}
  \opening{Dear Some,}

  This is a letter to Some Big Wig in the Registry.
  I hope you can give me money.
  \closing{Yours faithfully,}
\end{letter}

\end{document}

```

Figure 2: Sample Letter

```

\documentclass[a4paper]{uocmemo}
\usepackage{me}

\To{Some B. Wig}
\CC{Wibble B. Qux}
\Subject{Money}

\begin{document}
\maketitle
  This is a memorandum to Some Big Wig in the Registry.
  I hope you can give me money.
\end{document}

```

Figure 3: Sample Memorandum

```
\documentclass[a4paper]{uocfax}
\usepackage{me}

\To{Registry}
\Attn{Some B. Wig\and Blarg Q. Mumblefrotz}
\Faxto{+64 3 364-2727}

\begin{document}
\maketitle
  This is a facsimile to Some Big Wig in the Registry.
  I hope you can give me money.
\end{document}
```

Figure 4: Sample Facsimile