The UoC Document Collection

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Abstract

The UoC Document Collection contains three packages for typesetting letters, facsimiles, and memoranda from the University of Canterbury, Christchurch, New Zealand.

1   Introduction

In late 1999 Kerry Stewart and Alastair Wilson produced a set of proposed stationary formats for the University of Canterbury. These provided a 'corporate image' for the University and all departments were requested to comply with the formats. In addition to the paper proofs, a set of Microsoft™ Word document templates were provided. While these were useful to Word users the Department of Computer Science needed some LaTeX files for their own communiques, resulting in the UoC Document Collection.

The UoC Document Collection consists of four packages:

uocletter style file for creating letters,

uocfax class for typesetting facsimiles,

uocmemo class for typesetting memoranda,

uocfields style file for controlling the data used by the other three packages.

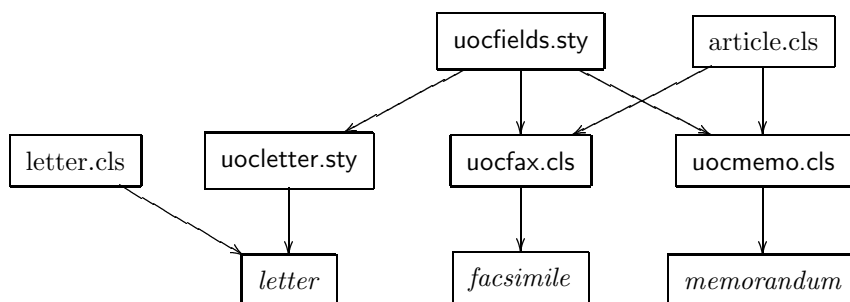The packages' relationship are outlined in Figure 1.

Figure 1: The packages in the UoC Document Collection

2 Tutorial

This section will guide you through a brief tutorial in creating a simple letter using the UoC Document Collection.

A letter starts the same as a standard letter, except it uses the uocletter package, which changes a number of settings in the letter class.

```
\documentclass[a4paper, oneside]{letter}
\usepackage{uocletter}
```

The information that uocletter requires to create the letterhead is supplied next. This information is usually the same between letters and can be placed in a single file and used over again. An example of this is shown in Section 3.1.

```
\Phone{+64 3 364-2987}
\Extn{7755}
\Website{http://www.cosc.canterbury.ac.nz/\~{}ab}
\Email{abcdefghij@cosc.canterbury.ac.nz}
\Displayname{A. K. Lmnopqrs}
```

The letter carries on as normal. Notice the `name` field of the letter. All of the fields used in the UoC Document collection start with a capitol letter, to avoid clashes with LaTeX predefined characters. The `\opening` command causes the letterhead to be typeset at the top of the page.

```
\name{Abcdefghij K. Lmnopqrs Ph.D esq.\\ Whining Bugger}
\begin{document}
\begin{letter}{%
    Some B. Wig\\Registry\\University of Canterbury\\Christchurch}
  \opening{Dear Foo,}
It's backup day today so I'm pissed off. Being the BOFH, however,
does have it's advantages. I reassign null to be the tape
device ---
```

2.1 A Facsimile and Memorandum

The fields for a memorandum are entered in the same way as in a letter. The `Displayname` is commented out so a Departmental letterhead will be produced. The `author` and `title` fields are set to be the same as `From` and `Subject` respectively. The letterhead and cover-sheet for the memorandum is typeset when the `\maketitle` command is issued.

```
\documentclass[a4paper]{uocmemo}

%\Displayname{Foo B. Wibble}
\To{Bar F. Wibble}
\From{Foo B. Wibble}
\Displayname{Foo B. Wibble}
\Department{Department of Computer Science}
\Extn{7755}
\Subject{BOFH}
```

```
\begin{document}
\maketitle
It's backup day today so I'm pissed off. Being the BOFH, however,
does have it's advantages. I reassign null to be the tape
device ---
```

A facsimile is similar to a memorandum, except for the addition of a number
of fields. See Section 3.4 for more detail.

3   Reference Manual

3.1   The **uocfields** Package

Uocfields provides commands for storing information that is used by the other
packages to display appropriate information at the beginning of the document.
Table 1 summarises the 17 available fields.

Command	Example
Letter, Memorandum, and Facsimile	
Displayname	Michael JasonSmith
Department[a]	Department of Computer Science
Phone[a]	+64-3-364-2362
Email[a]	admin@cosc.canterbury.ac.nz
Letter, and Facsimile	
Organisation[a]	University of Canterbury
Post[a]	PO Box 4800
City[a]	Christchurch
Country[a]	New Zealand
Website	http://www.cosc.canterbury.ac.nz/~mpj17
Memorandum and Facsimile	
Date	15th December 1999
To	External Relations
From[b]	Michael JasonSmith
Attn	Jeff Field
Memorandum Only	
Extn	7755
CC	Paul Ashton
Subject[c]	Proposed Stationary Format
Facsimile Only	
Faxto	366-7001

[a]Set in `uocfield.sty`
[b]Sets the value of the `author` field
[c]Sets the value of the `title` field

Table 1: Fields used in the UoC Document Collection

Seven of the fields are set to the departmental defaults, so they do not need to
be duplicated in the documents, unless the user wishes to change them. Fields,
such as From, Extn, and Displayname can be set in a single file that is included

in all documents proceed by the author. Figure 2 provides an example of such a file.

```
\def\fileversion{0.1}
\def\filedate{1999/12/14}
\NeedsTeXFormat{LaTeX2e}
\ProvidesPackage{me}

\Displayname{Michael JasonSmith}
\From{Michael JasonSmith}
\Phone{+64-3 364-2987}
\Extn{7755}
\Email{mpj17@student.canterbury.ac.nz}
\Website{http://www.cosc.canterbury.ac.nz/\~{}mpj17}
```

Figure 2: Example Personal Information File

3.2   The **uocletter** Package

The uocletter package extends the letter class so it conforms to the Proposed Stationary Format. No commands are added, rather the University letterhead is typeset when the `\opening` command is issued. There are three forms of letterhead.

1. A departmental letterhead with no website (Figure 3(a)). This letterhead is produced by omitting the `Website` field, or setting it to null (`\Website{}`).

2. A departmental letterhead with a website (Figure 3(b)).

3. A Personal letterhead (Figure 3(c)). This letterhead is produced by setting the `Displayname` field, such as `\Displayname{Michael JasonSmith}`.

In all letterheads the phone number is typeset with the extension if the `Extn` field is provided, such as Figure 3(c).

3.3   The **uocmemo** Package

A memorandum created by using the uocmemo document class. Essentially a memorandum is the same as an article, but has seven compulsory fields, rather than two. The additional fields used by memoranda are shown in Table 2.

3.4   The **uocfax** Package

A facsimile is similar to a memorandum in look, but it also shares a large number of similarities with a letter. The letterhead for a facsimile is the same as that for a letter (Figure 3). However under the letterhead a cover sheet, similar to that in a memorandum, typeset. The fields in the facsimile are shown in Table 3.

The facsimile class changes the Roman typeface to Bookman, which improves the legibility of the facsimile.

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Department of Computer Science

University of Canterbury   Telephone: +64-3-364-2362
PO Box 4800   Facsimile: +64-3-364-2569
Christchurch, New Zealand   Email: admin@cosc.canterbury.ac.nz

(a) Departmental letterhead with no website

Department of Computer Science

University of Canterbury   Telephone: +64-3-364-2362
PO Box 4800   Facsimile: +64-3-364-2569
Christchurch   Email: admin@cosc.canterbury.ac.nz
New Zealand   Website: http://www.cosc.canterbury.ac.nz/

(b) Departmental letterhead with a website

Michael JasonSmith

Department of Computer Science   Telephone: +64-3-364-2362ext 7757
University of Canterbury   Facsimile: +64-3-364-2569
PO Box 4800   Email: mpj17@student.canterbury.ac.nz
Christchurch,New Zealand   Website: http://www.cosc.canterbury.ac.nz/

(c) Personal letterhead

Figure 3: Letterheads

Field	Example	Note
Letterhead		
Displayname	Michael JasonSmith	Optional name to appear in the letterhead.
Department	Department of Computer Science	Compulsory department name to appear in the letterhead.
Phone	+64-3-364-2362	Compulsory telephone number
Extn	7755	Compulsory telephone extension
Email	test@test.com	Compulsory email address
Cover Sheet		
To	Jeff Field	Compulsory name of the person that is receiving the memorandum
From	Michael JasonSmith	If From is not set then the value Displayname or author is used
CC	Paul Ashton	Optional filed that contains the name of the person that receives a carbon copy.
Subject	Stationary Formats	Compulsory field that contains the subject of the Memorandum.

Table 2: Fields in a Memorandum

Field	Example	Note
To	External Relations	The *organisation* that is receiving the facsimile.
Attn	Jeff Field	The *individual* that is receiving the facsimile.
Faxto	+64 3 364-2727	The receiving organisation's facsimile number.
From	Michael JasonSmith	Who is sending the facsimile.
Date	15th December 1999	The date, defaults to \today.

Table 3: Fields for a facsimile cover-sheet