

UiO : **Department of Informatics**
University of Oslo

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 standard¹ 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 Figure1 on the following page. This package implements this official definition in a L^AT_EX document class, but only for a subset of the university departments; in particular, the departments where I believe L^AT_EX is frequently used or which have asked to be included.

Program documentation system

This program was documented using the *web₀* package which is based on Donald Knuth's ideas of *literate programming*. For more information on the *web₀* implementation, see <https://www.mn.uio.no/ifi/personer/vit/dag/public/doc/web0.pdf>.

1 User guide for the uioletter package

The uioletter is used almost like the standard L^AT_EX document classes. The main differences are:

- The letter is placed in a `\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 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 L^AT_EX code in Figure2 on page 5 which produces the result shown in Figure3 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.

(This implies that the familiar options `a4paper`, `12pt`, `twocolumn` etc are not recognized.)

In addition, the following departments are known:

¹A complete description (in Norwegian) of the new graphics standard can be found at <https://www.uio.no/om/designmanual/>.

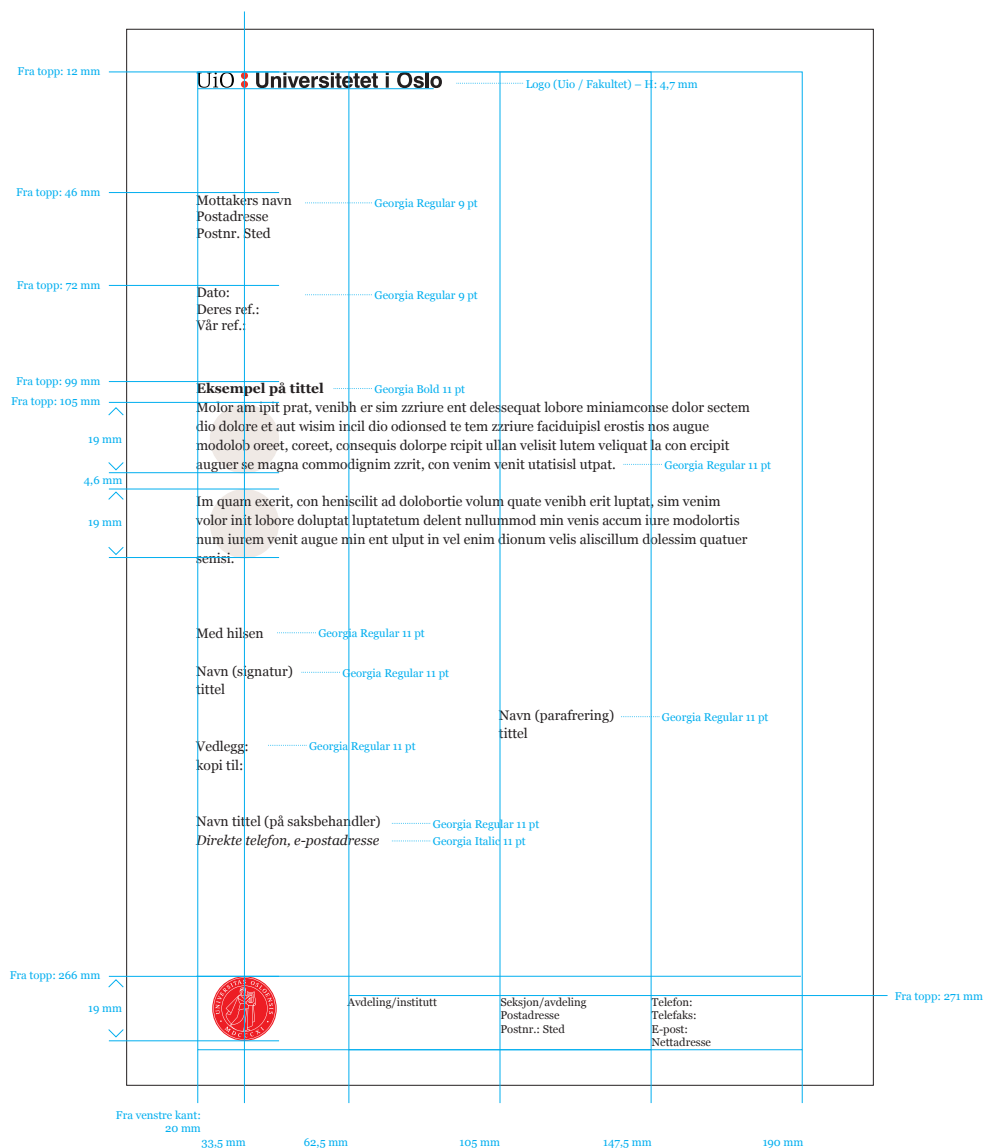


Figure 1: The official definition for letters from the University of Oslo (shown here in scale 1:2)

```

\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: L^AT_EX code for letter shown in Figure3 on the next page

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*

ilos is the *Department of Literature, Area Studies and European Languages*

iss is the *Department of Sociology and Human Geography*

isv is the *Department of Political Science*

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 Figure1 on the facing page) is a bit too excessive and prefer something simpler; an example of this simple layout can be found in Figure6 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.

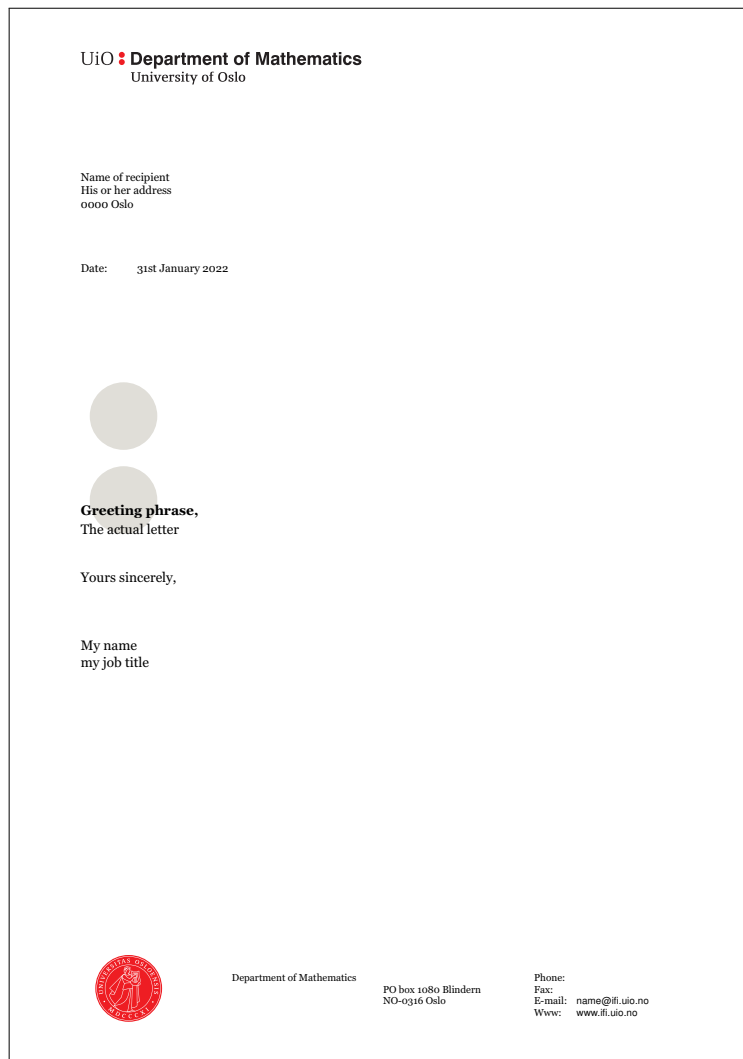


Figure 3: Official letter produced by the L^AT_EX code in Figure 2 on the previous page using the `uioletter` document class; the letter is shown in half scale

`\countersign` gives the name of the person countersigning the letter.

`\countersigntitle` can be used to give the job title of the person countersigning.

`\date` may be used to specify a date; the default is today's date.

`\encl` lists any enclosed material.

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

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

`\mytitle` supplies the author's job title.

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

\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 Figure4 on the following page is shown some $\text{\LaTeX}$ code using *all* available commands; the result can be seen in Figure5 on page 9.

```

\documentclass[norsk]{uioletter}
\usepackage[utf8]{inputenc}
\usepackage[T1]{fontenc,url}    \urlstyle{sf}
\usepackage{babel,textcomp}

\signature{Dag Langmyhr}
\mytitle{universitetslektor}

\date{Medio juli 2010}
\ourref{Info 1/2010}
\yourref{2010-99-1}

\ouremail{dag@ifi.uio.no}
\oursect{OMS-gruppen}
\ourweb{www.ifi.uio.no}
\ouraddr{Ole-Johan Dahls hus}
\ourcity{Tigerstaden}
\ourzip{++++}
\ourphone{(228) 524 50}
\ourfax{(228) 524 10}

\countersign{En Medarbeider}
\countersigntitle{parafreringsperson}

\executive{En Saksbehandler}
\execaddr{konsulent@ifi.uio.no}

\begin{document}
\begin{letter}{Alle \LaTeX-brukere\ \ Universitetet i Oslo\ \ Oslo\ \ Norge}
\opening{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
\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 \textsf{uioletter} følger denne nye
standard. Ytterligere informasjon om den nye grafiske profilen
finnes på nettsiden \url{https://www.uio.no/om/designmanual/}.

\closing{Med vennlig hilsen}

\cc{Alle interesserte}
\encl{Ingenting}
\end{letter}
\end{document}

```

Figure 4: L^AT_EX code demonstrating all possible options; the result is shown in Figure5 on the next page



Figure 5: Official letter produced by the L^AT_EX code in Figure 4 on the preceding page; the letter is shown in half scale

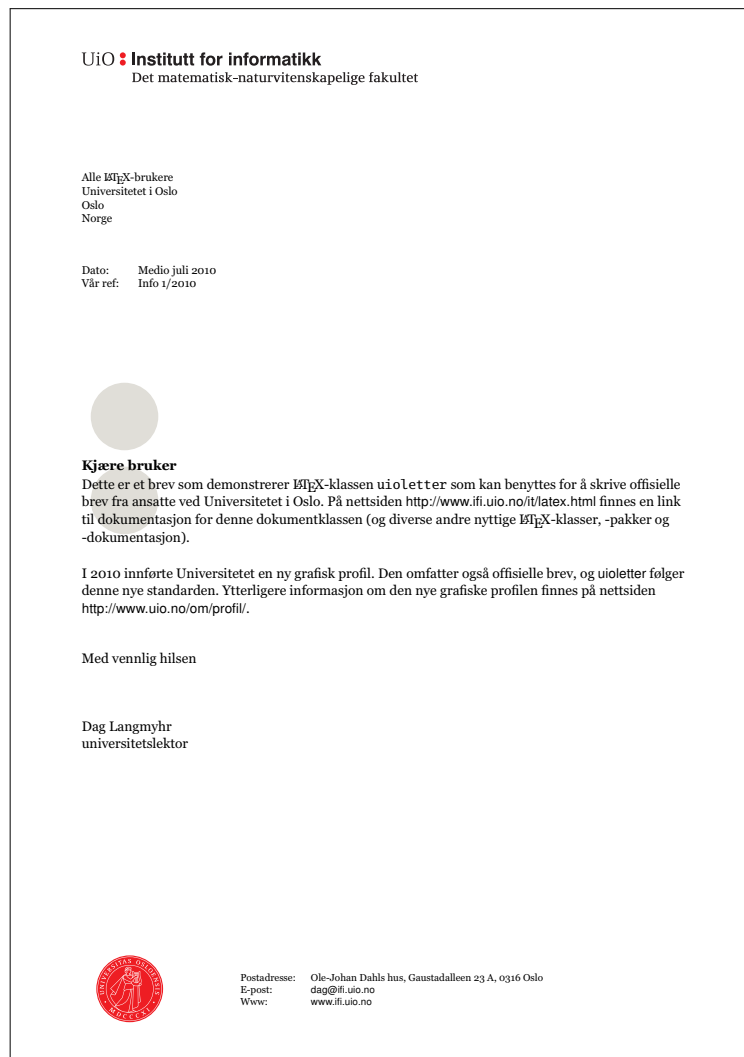


Figure 6: Simplified version of an official letter; the letter is shown in half scale