newlfm.cls
A New Letter, Fax, Memo Document Class for \LaTeX{}X2e
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1 The newlfm.cls class

newlfm is a new letter, fax and memo class. It gives the user control over many elements of letter construction. It enables the user to construct a simple database of letter information for letter information storage. It includes commands to print labels, and issue form letters to multiple recipients. Additionally, the class includes tools to produce standard press releases.

1.1 Writing a simple letter

Here is an example of a very simple letter:

\documentclass[stdletter]{newlfm}
\nameto{George Bush} \addrto{\parbox{2in}{The White House \ Washington, DC}}
\namefrom{Paul Thompson} \addrfrom{\parbox{2in}{The Pink House \ Belleville, IL}}
\begin{document}
\closeline{Sincerely yours,} \greetto{Dear Mr. Bush,}
\begin{newlfm}
How are the azaleas?
\end{newlfm}
\end{document}

This produces a simple letter with very standard features. The letter produced in this way has odd-looking spacing. Additionally, the information in the “from” specification is very likely to be repeated in letter after letter. Although the user can copy this information, it is much more convenient to put this information in an address database.

1.2 Option specification

The newlfm package features a wide variety of options to specify options for letters, faxes and memos. Options may be specified in one of two ways:

1. They may be placed in the options section of the \documentclass statement. Thus, the options would be specified as follows, with several other statements to provide context:

\documentclass[dvips,faxheaderpage,letterpaper,\%
stdmemo,dateno,memoaddrto]{newlfm}
\lthOfficeA\setadrto{\adrMainCust}
\leftmarginsize{.75in}\rightmarginsize{1.385in}
\begin{document}\begin{newlfm}
Now is the time for all good men to come to the aid of the party.
\end{newlfm}\end{document}

This is called the “document-header” approach. Options may be specified in the preamble area (after the \documentclass specification and before the \begin{document} specification). The terms \lthOfficeA and \adrMainCust refer to specifications in the letter information database, which is described in Section 7. Note the use of the “\%” to set all spaces after the comma on the first line to comments; this functions to create a single unified line.

2. Options may also be placed in a statement in the letter itself, or stored in the letter database file letrinfo.tex. Using this approach, options are specified as follows:

\documentclass[dvips]{newlfm}
\newlfmP{letterpaper,dateno,letrh=OfficeA,addrt=MainCust,memoaddrto,faxheaderpage}
\begin{document}\begin{newlfm}
Now is the time for all good men to come to the aid of the party.
\end{newlfm}\end{document}
This is called the “keyed-value” approach. In previous versions, several distinct “keyed-value” specifications were used, but currently all options are placed in the newlfmP key specification. The terms OfficeA and MainCust refer to specifications in the letter information database, which is described in Section 7.

The approaches may be intermingled without effect. Options are applied in order of encounter, so the last option encountered over-rides earlier ones.

2 Available styles

2.1 Letter styles

newlfm defines several letter styles. These styles are chosen using options (in either selection method). Letters include some or all of the following components: 1) date, 2) from-address, 3) to-address, 4) opening salutation, 5) closing phrase, 6) signature, and 7) name and title of signer. Justification of the components is shown in Table 1 below.

2.2 Memo styles

Memos are headed as:

To: J Smith   April 11, 2009
From: P A Thom
Re: Gnu info

A number of options control whether more information is printed for the memo, including printing the address, phone number and FAX number of both the “from” and “to” persons (after the name). There are two forms of the memo style, as shown in Table 1 below. The user may use their own version of the memo block.

2.3 A list of styles in newlfm

Table 1 shows the components of a letter, and indicates when they will be used in letters:

Table 1: Letter and memo structures

<table>
<thead>
<tr>
<th>Class</th>
<th>Style</th>
<th>D</th>
<th>F</th>
<th>T</th>
<th>G</th>
<th>C</th>
<th>S</th>
<th>N</th>
<th>Option name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letter</td>
<td>Business</td>
<td>L</td>
<td>L</td>
<td>L</td>
<td>L</td>
<td>L</td>
<td>L</td>
<td>L</td>
<td>busletter</td>
</tr>
<tr>
<td>B, No from</td>
<td></td>
<td>L</td>
<td>O</td>
<td>L</td>
<td>L</td>
<td>L</td>
<td>L</td>
<td>L</td>
<td>busletternofrom</td>
</tr>
<tr>
<td>Standard</td>
<td></td>
<td>R</td>
<td>R</td>
<td>L</td>
<td>L</td>
<td>R</td>
<td>R</td>
<td>R</td>
<td>stdletter</td>
</tr>
<tr>
<td>S, No from</td>
<td></td>
<td>R</td>
<td>O</td>
<td>L</td>
<td>L</td>
<td>R</td>
<td>R</td>
<td>R</td>
<td>stdletternofrom</td>
</tr>
<tr>
<td>Memo</td>
<td>Standard</td>
<td>R</td>
<td>L</td>
<td>L</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>stdmemo</td>
</tr>
<tr>
<td>Full</td>
<td></td>
<td>F</td>
<td>F</td>
<td>F</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>fullmemo</td>
</tr>
</tbody>
</table>

Headers — D: Date; F: From-address; T: To-address; G: Greeting; C: Closing; S: Signature; N: Name. Body entries — R: Right-justified; L: Left-justified; O: Omitted; F: Full

2.4 FAX cover pages

A FAX cover page can be used for either the letter or the memo style. This page shows the page count, time and date of composition, and the addresses of sender and recipient. In addition, the letter can include a FAX message in a message line.
3 Letter and memo options

3.1 Use of options

In newlfm, the various components of the letter can be modified. This is done using options (placed in the “document-header” or “keyed-value” approaches).

The following example illustrates option placement in the document header line:

\documentclass[busletter,nofromaddress,dateright,dateyes]{newlfm}%
\lthMyLtr
\begin{document}
\begin{newlfm}
This prints a business letter, with no “from”-address, and date printed right-justified. Since some options can over-ride actions of others, the options are executed in the order encountered. Long specifications which cannot nicely fit on a single line should be terminated with the command character \%, which omits spaces in the specification list. The list may continue as long as is necessary.

The information may also be specified using the “keyed-value” approach:

\documentclass{newlfm}%
\newlfmP{letrh=MyLtr,busletter,nofromaddress,dateright,dateyes}
\begin{document}
\begin{newlfm}
The “keyed-value” method is very flexible. Values may be specified either as above (before the \begin{document} specification) or within the letter database. Thus, the approach gives the user the flexibility of storing letter characteristics within the address system, so that the selection of a certain recipient defines a letter of a certain type.

3.2 Letter options

Letter options involve the inclusion of elements into “from-address” and “to-address” blocks (including email and telephone numbers) and the placement of blocks on the page. Blocks may also be omitted. Options may be defined using either options specification method:

<table>
<thead>
<tr>
<th>Component</th>
<th>Option</th>
<th>Description</th>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>“From” address</td>
<td>noaddrfrom</td>
<td>Omit address</td>
<td>printallfrom</td>
<td>Print all components</td>
</tr>
<tr>
<td></td>
<td>addrfromleft</td>
<td>Left-justified block</td>
<td>addrfromright</td>
<td>Right-justified</td>
</tr>
<tr>
<td></td>
<td>addrfromemail</td>
<td>Include e-mail</td>
<td>addrfromphone</td>
<td>Include phone</td>
</tr>
<tr>
<td></td>
<td>addrfromfax</td>
<td>Include fax</td>
<td></td>
<td></td>
</tr>
<tr>
<td>“To” address</td>
<td>printallto</td>
<td>Print all components</td>
<td>addrtoleft</td>
<td>Left-justified block</td>
</tr>
<tr>
<td></td>
<td>addrtoright</td>
<td>Right-justified</td>
<td>addrtoemail</td>
<td>Include e-mail</td>
</tr>
<tr>
<td></td>
<td>addrtofax</td>
<td>Include fax</td>
<td>addrtofax</td>
<td>Include fax</td>
</tr>
<tr>
<td>Date</td>
<td>dateright</td>
<td>Right-justified</td>
<td>dateleft</td>
<td>Left-justified</td>
</tr>
<tr>
<td></td>
<td>datecenter</td>
<td>Centered</td>
<td>dateno</td>
<td>Omit</td>
</tr>
<tr>
<td></td>
<td>datesyes</td>
<td>Force date to print</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Order</td>
<td>orderdatefromto</td>
<td>Date, From, To</td>
<td>orderfromdateto</td>
<td>From, Date, To</td>
</tr>
<tr>
<td></td>
<td>orderfromdate</td>
<td>From, To, Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Signature</td>
<td>sigright</td>
<td>Right-justified</td>
<td>sigleft</td>
<td>Left-justified</td>
</tr>
<tr>
<td></td>
<td>sigcenter</td>
<td>Centered</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
3.3 Memo options
Memo options involve the inclusion of elements into “from-address” and “to-address” blocks (including email and telephone numbers) and the placement of blocks on the page. Blocks may also be omitted. These may be placed either in the “document-header” option section, or in the command \newlfm. 

Table 3: Memo options

<table>
<thead>
<tr>
<th>Block</th>
<th>Option</th>
<th>Function</th>
<th>Option</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>“From” block</td>
<td>memonofrom</td>
<td>Omit block</td>
<td>memoaddrfrom</td>
<td>Address</td>
</tr>
<tr>
<td></td>
<td>memoemailfrom</td>
<td>E-mail</td>
<td>memopagerfrom</td>
<td>Pager #</td>
</tr>
<tr>
<td></td>
<td>memophonefrom</td>
<td>Telephone #</td>
<td>memofaxfrom</td>
<td>FAX #</td>
</tr>
<tr>
<td>“To” block</td>
<td>memonoto</td>
<td>Omit block</td>
<td>memoaddrto</td>
<td>Address</td>
</tr>
<tr>
<td></td>
<td>memoemailto</td>
<td>E-mail</td>
<td>memophonetoo</td>
<td>Telephone #</td>
</tr>
<tr>
<td></td>
<td>memopagerto</td>
<td>Pager #</td>
<td>memofaxto</td>
<td>FAX #</td>
</tr>
<tr>
<td>Other</td>
<td>memodate</td>
<td>Set date on memo</td>
<td>memonore</td>
<td>Omit “Re:” line</td>
</tr>
<tr>
<td></td>
<td>fullmemo</td>
<td>Use all optional items</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3.4 Memo block structure
The default memo block code was shown previously. The memo style is stored internally, but as \newlfm is processed, it looks for a file memosec.tex, and reads the memo header block definition in that file if it is found. If an alternative to the default memo header block structure is desired, the user may feel free to hack the code found in smemosec.tex and save it in memosec.tex. Thus, you may alter that file to make changes in the memo block. To simplify the process, you may wish to 1) set up the main parameters for \newlfm successfully, and 2) alter the code in memosec.tex to look as you wish. Using this approach, you may find that the alteration process works in a more dependable fashion. No support for modification of code is able to be offered, unfortunately. The code for \memosec is presented and commented on Page 48.

3.5 Fax options
Fax options involve the selection of one of several fax block styles. test1.tex shows an example of the use of faxheaderpage (separate fax page), while faxhba shows an example of the use of faxhba (fax information in header block). The code for \faxpage is presented and commented on Page 50.

Table 4: FAX options

<table>
<thead>
<tr>
<th>Option</th>
<th>FAX item</th>
<th>Option</th>
<th>FAX item</th>
</tr>
</thead>
<tbody>
<tr>
<td>faxheaderpage</td>
<td>Print FAX page</td>
<td>faxhba</td>
<td>In Rheader</td>
</tr>
<tr>
<td>faxblocka</td>
<td>Block A style</td>
<td>faxblockb</td>
<td>Block B style</td>
</tr>
</tbody>
</table>

3.6 Press Release style
There is only one press release style. A press release includes the following elements, in this order:

1. The information about the contact, address, etc. of the contact person is taken from the current “from-address” information. So, to insert a person into the “Contact” line specified below, use the addr specification or the other methods of indicating the “from-information.”

2. On the upper left, below the letterhead, information about when the release may be used. Usually this is FOR IMMEDIATE RELEASE. This phrase is modified using the command \release.

3. Contact information, drawn from the from information used in the other styles. The option PhrContact allows the user to substitute another term for “Contact:”.

4. Headline, usually in boldface with the first letters of words capitalized. This is specified with the \headline command. The press release style automatically inserts a header into the center block of
the head section for all subsequent pages. This is the same as the headline information, unless a different value is defined with the \shorthead command.

5. Dateline, usually a city. The date is appended automatically.

6. The main body of the press release.

7. The end marker, usually ####.

Because recipients like to scribble notes on press releases, they have 1 inch margins (that is the default anyway) and double spacing; the command dspace will also set double spacing, while sspace retains single spacing.\footnote{Do not put a onehalfspace environment directly inside the default doublespace. The former multiplies whatever spacing is in effect.}

A press release should also try not to break paragraphs across pages (not yet implemented), and, if there are multiple pages, put “— more —” at the bottom and the headline (or a short form of it) at the top of subsequent pages.

If faxing a press release, remember to pick a good fax font. As this matter is not specific to press releases, and is system dependent, this press release environment does nothing special to your fonts. Usually, sans serif fonts work better when faxing, so you might want to specify \sffamily right after \begin{document}.

A press release does not have a signature or closing phrase at the end.

### 3.7 Press Release options

Press releases are inherently subjective in construction. What works for one person will not work for another. The style defined in newlfm is servicable, but not particularly elegant. For that reason, a very easy method of customization is set up. The file sprsrls.tex includes the default press release style. To change the style:

1. Copy the file to prsrls.tex;
2. Modify the style as needed;
3. Test using a press release of your choosing.

### 4 Spacing commands

newlfm has a number of commands which allow the user to define the position of items within the letter. Some of these commands control the space for structural elements of the document, and some control spacing within these structural elements.

#### 4.1 Structure of a \LaTeX document

A \LaTeX document has a number of structural elements, summarized in Figure 1. Examining this figure, there are three sections vertically (header, text body, footer) and three sections horizontally (left margin, text body, right margin). Each of these sections is placed in reference to the paper boundaries. Vertically, the header is offset from the top of the page, there is a separation to the text body, there is a separation from the text body to the footer, and the footer is offset from the bottom of the page.

#### 4.2 Vertical spacing

Vertical spacing commands are shown in Table 5. This table shows the various components of the \LaTeX page, along with the commands which are used to define or modify these elements in newlfm. Naturally, since the physical page has a physical dimension, the size of one component can be defined by the other dimensions save one. In newlfm, commands which give the structure of the overall document are amplified and extended by commands which give the structure of the document within the text body itself. These additional items are shown in Table 6.
Figure 1: Page elements. The values shown are those in effect in the current document, not the defaults.
For many of these terms, they may be used alone or within the \texttt{newlfmP} specification. If used alone, they are specified as \LaTeX\ commands, while if used within the \texttt{newlfmP} specification, they are used without the backslash:

\begin{verbatim}
\topmarginskip{1in}
\newlfmP{topmarginskip=1in}
\end{verbatim}

Table 5: Vertical spacing commands

<table>
<thead>
<tr>
<th>Page Section</th>
<th>\LaTeX Name</th>
<th>newlfm Name</th>
<th>Default</th>
<th>Included Items</th>
<th>Function Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Top Margin</td>
<td>\topmargin</td>
<td>unprtop</td>
<td>\topmarginskip</td>
<td></td>
<td>Top unprintable area</td>
</tr>
<tr>
<td></td>
<td></td>
<td>topmarginskip</td>
<td></td>
<td></td>
<td>Top of page to header block</td>
</tr>
<tr>
<td>Header</td>
<td>\headheight</td>
<td>MinHead</td>
<td>headermarginsize 72pt</td>
<td>Group 1</td>
<td>Header section</td>
</tr>
<tr>
<td>Header Skip</td>
<td>\headsep</td>
<td>headermarginskip 20pt</td>
<td></td>
<td></td>
<td>Header section</td>
</tr>
<tr>
<td>Text Height</td>
<td>\textheight</td>
<td>textheightsize 20pt</td>
<td></td>
<td>Group 2</td>
<td>Skip from header to text block top</td>
</tr>
<tr>
<td>Footer skip</td>
<td>\footskip</td>
<td>bottommarginsize 20pt</td>
<td></td>
<td></td>
<td>Skip from bottom of text to footer</td>
</tr>
<tr>
<td>Footer</td>
<td>\footskip</td>
<td>MinFoot</td>
<td>72pt</td>
<td>Group 3</td>
<td>Footer section</td>
</tr>
</tbody>
</table>

Group 1: \texttt{Cheader, Rheader, Lheader, cheader, rheader, lheader}. Group 2: \texttt{date, to-address, from-address, greetto, signature}. Group 3: \texttt{Cfooter, Rfooter, Lfooter, cfooter, rfooter, lfooter}

Table 6: Vertical spacing commands

<table>
<thead>
<tr>
<th>Function Name</th>
<th>newlfm Structure</th>
<th>Section Size</th>
<th>Space Before</th>
<th>Space After</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>\dateset</td>
<td>dateskipbefore</td>
<td>dateskipafter</td>
<td></td>
</tr>
<tr>
<td>“From” address</td>
<td>\adrsetfr{XXX}</td>
<td>addrfromskipbefore</td>
<td>addrfromskipafter</td>
<td></td>
</tr>
<tr>
<td>“To” address</td>
<td>\adrsetto{XXX}</td>
<td>addrtoskipbefore</td>
<td>addrtoskipafter</td>
<td></td>
</tr>
<tr>
<td>Greeting</td>
<td>\greetto</td>
<td>greettoskipbefore</td>
<td>greettoskipafter</td>
<td></td>
</tr>
<tr>
<td>Text Block</td>
<td>\textheight</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Left Margin Block</td>
<td>\Lmargin</td>
<td>leftmargintopdist</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Right Margin Block</td>
<td>\Rmargin</td>
<td>rightmargintopdist</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Close line</td>
<td>\closeline</td>
<td>closeskipbefore</td>
<td>closeskipafter</td>
<td></td>
</tr>
<tr>
<td>Signature</td>
<td>\signature</td>
<td>sigskipbefore</td>
<td>sigskipafter</td>
<td></td>
</tr>
<tr>
<td>Ps, Ps, etc</td>
<td>Various</td>
<td>postsigskipbefore</td>
<td>postsigskipafter</td>
<td></td>
</tr>
<tr>
<td>Memo block</td>
<td>Various</td>
<td>memoskipbefore</td>
<td>memoskipafter</td>
<td></td>
</tr>
</tbody>
</table>

Here are several rules which are used to define the sizes of items:

- If header margin specifications (\texttt{\textbackslash{}Cheader}, etc.) are not used, \texttt{headermarginskip} and \texttt{topmarginskip} are ignored. In this case, \texttt{\textbackslash{}topmargin} alone is sufficient to specify the size of the top margin. If \texttt{unprtop} is specified, and \texttt{unprtop} > \texttt{\textbackslash{}topmargin}, \texttt{unprtop} is used in place of \texttt{\textbackslash{}topmargin}. If \texttt{unprtop} is specified, and \texttt{unprtop} > \texttt{\textbackslash{}topmarginskip}, \texttt{unprtop} is used in place of \texttt{\textbackslash{}topmarginskip}.
- If any of the footer margin specifications (\texttt{\textbackslash{}Cfooter}, \texttt{\textbackslash{}Rfooter}, or \texttt{\textbackslash{}Lfooter}) are used to specify a footer margin block, \texttt{bottommarginskipbelow} and \texttt{bottommarginskip} are both used to position the bottom- or footer-margin block relative to the text. Additionally, the overall height (including depth) of the largest of the three footer-margin placement blocks is used to specify the value of \texttt{footermarginsize}. If \texttt{unprbottom} is specified, and \texttt{unprbottom} > \texttt{\textbackslash{}bottommarginskip}, \texttt{unprbottom} is used in place of \texttt{\textbackslash{}bottommarginsize}.
• \textwidth and \textheight are sufficient to specify the positions of blocks vertically. If \textheight is also specified, it is used last, and over-rides the specification of text height by subtraction.
• If a left margin text block is specified using \Lmargin, \leftmargintopdist sets the space that the left margin block is placed from the top of the page. By default, the left margin is placed flush with the bottom of the header section. Any choice here sets the top of the header block a certain distance from the top of the page.
• The use of space-after commands is not recommended in the general case, as they can complicate item placement.

4.3 Horizontal spacing

Horizontal spacing commands are shown in Table 7.

<table>
<thead>
<tr>
<th>Page Section</th>
<th>\LaTeX Name</th>
<th>newlfm Name</th>
<th>Default Items</th>
<th>Function Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Left Margin</td>
<td>\oddsidemargin</td>
<td>unprleft</td>
<td>Group 4</td>
<td>Left unprintable area</td>
</tr>
<tr>
<td></td>
<td>\leftmarginskipleft</td>
<td></td>
<td></td>
<td>Page left side to margin block</td>
</tr>
<tr>
<td>Left Print Area</td>
<td>MinLeft</td>
<td>\leftmarginsize</td>
<td>72pt</td>
<td>Left print section</td>
</tr>
<tr>
<td>Left Margin Gap</td>
<td>\leftmarginskipright</td>
<td>\leftmarginsize</td>
<td>10pt</td>
<td>Header section</td>
</tr>
<tr>
<td>Text Width</td>
<td>\textwidthsize</td>
<td></td>
<td></td>
<td>Dist from margin block to text</td>
</tr>
<tr>
<td>Right margin</td>
<td>\evensidemargin</td>
<td>\rightmarginsize</td>
<td>Group 5</td>
<td></td>
</tr>
</tbody>
</table>

Usage of these spacing commands:

• The size of the left margin text block is set by the width of the minimum of the \Lmargin block or by the MinLeft value.
• When \Lmargin is used for a left margin block, both \leftmarginskipleft and \leftmarginskipright are used to position the left-margin block relative to the text. Additionally, the width of \Lmargin is used to specify the value of \leftmarginsize. If \unprleft is specified, and \unprleft > \leftmarginskipleft, \unprleft is used in place of \leftmarginskipleft.
• If \Lmargin is not used, \leftmarginskipleft and \leftmarginskipright are ignored. In this case, \leftmarginsize alone is sufficient to specify the size of the left margin. If \unprleft is specified, and \unprleft > \leftmarginsize, \unprleft is used in place of \leftmarginsize.
• If \Rmargin is not used, and \unppright > \rightmarginsize, \unppright is substituted for \rightmarginsize.
• \rightmarginsize and \leftmarginsize are sufficient to specify the positions of blocks horizontally. If \textwidth is also specified, it is used last, and over-rides the specification of text width by subtraction.

4.4 Ordering of elements:

Date, from-address and to-address are generally printed in that order. Other orders are set up using options.

• orderdatefromto: date, from-address, to-address
• orderfromdateto: from-address, date, to-address
• orderfromtodate: from-address, to-address, date
5 Address components

Information about the names, addresses, telephone numbers and the other types of data is specified using these commands.

5.1 Address commands

Address information is specified using the commands in Table 8. These commands are used for both “from-address” and “to-address.” However, the information stored using these commands must be converted to specific “from-address” or “to-address” information, as discussed below in Section 7 below.

Table 8: Address item commands

<table>
<thead>
<tr>
<th>Command</th>
<th>Stores ...</th>
<th>Command</th>
<th>Stores ...</th>
<th>Command</th>
<th>Stores ...</th>
</tr>
</thead>
<tbody>
<tr>
<td>\addr</td>
<td>Address</td>
<td>\byline</td>
<td>Byline</td>
<td>\city</td>
<td>City</td>
</tr>
<tr>
<td>\dept</td>
<td>Department</td>
<td>\email</td>
<td>E-mail address</td>
<td>\email b</td>
<td>E-mail address b</td>
</tr>
<tr>
<td>\emailc</td>
<td>E-mail address c</td>
<td>\fax</td>
<td>FAX #</td>
<td>\fname</td>
<td>First name</td>
</tr>
<tr>
<td>\greet</td>
<td>Greeting</td>
<td>\institution</td>
<td>Institution</td>
<td>\lname</td>
<td>Last name</td>
</tr>
<tr>
<td>\mname</td>
<td>Middle name</td>
<td>\name</td>
<td>Name</td>
<td>\pager</td>
<td>Pager #</td>
</tr>
<tr>
<td>\phone</td>
<td>Telephone #</td>
<td>\phone a</td>
<td>Telephone # a</td>
<td>\phone b</td>
<td>Telephone # b</td>
</tr>
<tr>
<td>\phonec</td>
<td>Telephone # c</td>
<td>\phone d</td>
<td>Telephone # d</td>
<td>\phoneo</td>
<td>Office #</td>
</tr>
<tr>
<td>\phoneh</td>
<td>Home #</td>
<td>\position</td>
<td>Position</td>
<td>\regarding</td>
<td>“Regarding” line</td>
</tr>
<tr>
<td>\release</td>
<td>“Immediate Release”</td>
<td>\role</td>
<td>Role</td>
<td>\socsec</td>
<td>Social Security #</td>
</tr>
<tr>
<td>\ataddr</td>
<td>Street address</td>
<td>\state</td>
<td>State</td>
<td>\subdept</td>
<td>Sub-department</td>
</tr>
<tr>
<td>\title</td>
<td>Title</td>
<td>\zip</td>
<td>zip-code</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5.2 Phrase commands

Letters and memos have certain phrases which identify sections. These include the terms for “To” and “From” in the memo, and the phrases identifying the other sections of letters. These phrases may be modified using the commands listed here. They are used as:

\begin{newlfm}
\...
\PhrPhone{Telephone Number}
\...

This term will be used whenever the phrase for “Telephone Number” should be printed.

Table 9: Phrase commands

<table>
<thead>
<tr>
<th>Command</th>
<th>Use</th>
<th>Command</th>
<th>Use</th>
<th>Command</th>
<th>Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>\PhrFAXcovp</td>
<td>FAX Cover page</td>
<td>\PhrFAXpgcnt</td>
<td>FAX Page Count</td>
<td>\PhrPager</td>
<td>Pager</td>
</tr>
<tr>
<td>\PhrEmail</td>
<td>E-mail</td>
<td>\PhrDocument</td>
<td>Document</td>
<td>\PhrPhone</td>
<td>Telephone</td>
</tr>
<tr>
<td>\PhrRe</td>
<td>re</td>
<td>\PhrSubre</td>
<td>re</td>
<td>\PhrCc</td>
<td>cc</td>
</tr>
<tr>
<td>\PhrPs</td>
<td>ps</td>
<td>\PhrMessage</td>
<td>Message</td>
<td>\PhrPps</td>
<td>pps</td>
</tr>
<tr>
<td>\PhrPpps</td>
<td>ppps</td>
<td>\PhrEncl</td>
<td>Encl</td>
<td>\PhrPage</td>
<td>page</td>
</tr>
<tr>
<td>\PhrTo</td>
<td>To</td>
<td>\PhrFrom</td>
<td>From</td>
<td>\PhrRegard</td>
<td>Regarding</td>
</tr>
<tr>
<td>\PhrContact</td>
<td>Contact</td>
<td>\PhrRelease</td>
<td>For Immediate Release</td>
<td>\PhrMore</td>
<td>— more —</td>
</tr>
<tr>
<td>\PhrPREnd</td>
<td># # #</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6 Letterhead tools

6.1 Inclusion of logos

Logos and other information, stored as encapsulated PostScript objects (for standard \LaTeX production using latex file and dvips file) or .pdf files (for \LaTeX production using pdflatex file), can be placed in the
header and footer of letters. However, sizing the resulting letter can be challenging. **newlfm** automatically adjusts letter dimensions to accommodate the inclusion of such objects, if these objects are included as boxed text (\texttt{\verb|\sbox|}, \texttt{\verb|\fbox|}, \texttt{\verb|\parbox|}, \texttt{\verb|\minipage|}, etc.). In the discussion that follows, the first page of the letter is called the “letterhead” page, while subsequent pages are the “non-letterhead” pages.

Using **fancyhdr.sty** of Piet van Oostrom, **newlfm** handles letterhead information in a simple and straightforward manner. In **newlfm**, information for the letterhead page is entered using the commands shown in Table 10.

<table>
<thead>
<tr>
<th>Page</th>
<th>Location</th>
<th>Left</th>
<th>Center</th>
<th>Right</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letterhead</td>
<td>Footer</td>
<td>\Lfooter</td>
<td>\Cfooter</td>
<td>\Rfooter</td>
</tr>
<tr>
<td></td>
<td>Header</td>
<td>\Lheader</td>
<td>\Cheader</td>
<td>\Rheader</td>
</tr>
<tr>
<td></td>
<td>Margin</td>
<td>\Lmargin</td>
<td>\Rmargin</td>
<td></td>
</tr>
<tr>
<td>Non-letterhead</td>
<td>Footer</td>
<td>\lfooter</td>
<td>\cfooter</td>
<td>\rfooter</td>
</tr>
<tr>
<td></td>
<td>Header</td>
<td>\lheader</td>
<td>\cheader</td>
<td>\rheader</td>
</tr>
<tr>
<td></td>
<td>Margin</td>
<td>\lmargin</td>
<td>\rmargin</td>
<td></td>
</tr>
</tbody>
</table>

In order to simplify use letterhead logos and other PostScript pictorial information (logos, etc.), the program automatically calculates the heights of the header and footer and optimally places them on the page. In order for this to work, **all information for the header and footer must be included in boxed formats**. That is, to use a letterhead, logos, pictures, addresses, whatever must be placed in a LaTeX box structure. The boxed formatted items may be included in a wrapper program.

For example, if a logo is to be included from an external file, this should be inserted into an \texttt{\verb|\sbox|} and used as follows:

\begin{verbatim}
\newsavebox{\Lpalmb}
\sbox{\Lpalmb}\{\parbox[t]{1.75in}{\includegraphics[ext=.pdf,\%
angle=101,trim=-50 245 125 125]{palm}}\%
\makelth{Homea}{\Lheader{\usebox{\Lpalms}}}\%
\end{verbatim}

### 6.2 Marginal material

The left and right margins may also contain a box of text. This is placed in \texttt{\verb|\Lmargin|} or \texttt{\verb|\Rmargin|}. The size of the margin is automatically calculated from the box size. The box is placed a very small distance from the edge of the paper (10pt), and the margin gap from the box to the text box of the letter is set to be 10pt as well.

In some cases, the header and footer margins may be too small when fitted to the boxed-up header and footer items. For this reason, four commands allow the headers and footers to have a given minimum size. These commands are **minhead=xxpt** (minimum size for header of non-letterhead page; xxpt is a dimensional value such as 5in or 12pt), **MinHead=xxpt** (minimum size for header of letterhead page), **minfoot=xxpt** (minimum size for footer of non-letterhead page) and **MinFoot=xxpt** (minimum size for footer of letterhead page). These ensure that the headers and footers have given minimum sizes.

### 6.3 Graphical objects

Here is a step-by-step description of the process of incorporating a graphical object:

- **Insert the object**: Insert the graphical object into the document (\texttt{\verb|\includegraphics|}).
- **Check object**: Ensure that the graphical object is included correctly. Prior to attempting to use **newlfm** to print the object, ensure that \texttt{\verb|\includegraphics|} has inserted the information correctly. Using the \texttt{\verb|\fbox|} specification to allow the box edges to be examined carefully, print the boxed information to ensure that the object is correctly specified, and that the size is correct. If the appearance is appropriate, use the wide range of options in the \texttt{\verb|\includegraphics|} command (\texttt{\verb|clip|}, \texttt{\verb|view|}, \texttt{\verb|bb|}, \texttt{\verb|trim|}, \texttt{\verb|size|}, etc.) to make the object appear as you wish it.
6.4 Example use of external object:

Here is an example of the inclusion of an external object and its use in constructing a letterhead page. A `\newsavebox` is constructed and used to store the object. `\includegraphics` is used to insert the object. If commands to produce a `.ps` file are used, `\LaTeX` will search for a file with the `.ps` or `.eps` suffix. If commands to produce a `.pdf` file are used, `\LaTeX` will search for a file with the `.pdf` suffix.

For this example, the object found in `wulogo3` was boxed up using the `\sbox` specification. It will be placed in the left section of the header block for the letterhead page. The logo was examined earlier to ensure that it is printed exactly as required.

Usage tip: Examine the example of the inclusion of the graphical object above carefully. Note that all lines are terminated with the comment character “%”. All wrapper macros should be constructed in this manner, to ensure that no blank spaces are inadvertently placed in the wrapper macro between commands, other than those placed within a command (for instance, the `\addr` command has blanks). The wrapper macros should not have blanks around commands, either before the start of a command or after the end of one. The wrappers are “unpacked” during active text construction, and the presence of blanks can result in odd, difficult-to-trace minor justification anomalies. In many cases, the author has found it helpful to ensure that
all lines in the wrapper addresses and terms are terminated with the “%” comment character, to ensure that end-of-line characters are not translated into hard-to-detect space characters.

6.5 Including a pre-set sheet as background

In some cases, the letterhead or pre-set form is to be included as a full sheet of letterhead information. In this case, the pre-set form may be designated using the command \texttt{Background} (for letterhead form for the first page), and \texttt{background} (for pre-set form for subsequent pages after the first page). The form to be included should be set up as a valid graphical object. In the case of the use of the \texttt{pdflatex} process, it should be set up as a .pdf form, and in the case of \texttt{latex} processing, it should be set up as a valid .ps form, using the encapsulated PostScript approach with a valid bounding box.

6.6 Blank block printing commands

In some cases, the user wishes to use the included graphical objects to size the header and footer areas (covered in Section 6 below), and then not actually print the objects \textit{per se}. For instance, the letter may be printed on letterhead stock, using the letterhead objects included to size the letter. In that case, the options shown in Table 11 are available to blank out the various parts of the letterhead information after it is used to set margin sizes.

\begin{table}[h]
\centering
\begin{tabular}{|l|l|l|l|}
\hline
Option & Blanks \ldots & Option & Blanks \ldots & Option & Blanks \ldots \\
\hline
\texttt{blankheader} & \texttt{r,l,cheader} & \texttt{blankfooter} & \texttt{r,l,cfooter} & \texttt{blanklmargin} & \texttt{lmargin} \\
\texttt{blankrmargin} & \texttt{rmargin} & \texttt{Blankheader} & \texttt{R,L,Cheader} & \texttt{Blankfooter} & \texttt{R,L,Cfooter} \\
\texttt{Blanklmargin} & \texttt{lmargin} & \texttt{Blankrmargin} & \texttt{rmargin} & \texttt{Blankall} & \texttt{All} \\
\texttt{blankall} & \texttt{All lower-case} & \texttt{Blank} & \texttt{All} & \texttt{Blankall} & \texttt{All upper-case} \\
\hline
\end{tabular}
\caption{Options for blanking}
\end{table}

7 The letter database

7.1 Letter database \texttt{letrinfo.tex}

Information for letters may be stored in a file. The default name of the file is \texttt{letrinfo.tex}. This file stores information in two ways: unconditionally and conditionally. The conditional information, such as lists of addresses associated with names, is stored in “wrappers”, which carry the information from the file \texttt{letrinfo.tex} to each letter. The information stored in the letter database file \texttt{letrinfo.tex} is letter information (i.e., \texttt{name(Paul Thompson)}, \texttt{PhrPhone(Telephone #)}).

Several types of information are stored in the file \texttt{letrinfo.tex}. These different types of information may be stored in several ways. It may be stored unconditionally, by placing it into the file \texttt{letrinfo.tex}. All information, used in the order listed, will be available for all letters.

Most information is not unconditional, however. For this reason, the information will almost always be stored in address “wrappers”. This includes information about the “from” person, as this information may change based on the style of letter, etc. The information may be divided into three different types, and is thus placed into three types of wrapper commands.

7.2 Address information

Address information is stored in an address wrapper. The address wrapper has an wrapper ID and a body. The wrapper is set up using the command:

\begin{verbatim}
\makeaddress{IDENT}{stuff}.
\end{verbatim}

The wrapper ID is \texttt{IDENT}. This makes a wrapper for addresses, \texttt{\adrIDENT}. Commands placed in the wrapper are then carried into the document when the wrapper command is placed in the letter as:

\begin{verbatim}
\begin{document}
\end{verbatim}
Note that the wrapper command is placed after `\begin{document}` and before `\begin{newlfm}`. All items entered into the IDENT wrapper are then activated in that particular document. This enables information to be centrally stored in the `lettrinfo.tex` file, and used in each actual letter.

The wrappers may also be indicated using the `newlfmP` key-value specification:

```latex
\begin{document}
\newlfmP{addrt=IDENT,addrf=OTHID}
\begin{newlfm}
......
\end{newlfm}
\end{document}
```

This also sets up IDENT as the “to” address and OTHID as the “from” address.

Wrapper commands have two parameters.

- The wrapper ID is the first parameter in the `\makeaddress` specification. The wrapper ID is used to set up a new command `\adrIDENT`, and is used in many other places by itself. In general, a simple identifier is best (i.e., addressee’s initials).
- The actual items are placed in the second set of braces. The wrapper ID is case-sensitive. Whatever is placed there is used in the command, and carried along whenever it is used. The user may choose to place a wide variety of information in the wrapper. Commands usually used in address wrapper commands are shown in Table 8.

The address information for a certain individual usually does not change from letter to letter, although different persons are used in different letters. By using address info wrappers, the information can be handled and used easily with the single wrapper command. This information may be used for either the sender or the addressee for the letter.

**Designating a sender:** To use the address information for the sender or “from-person,” use the `\setadrfr` command or the `addrf` term in the `newlfmP` command:

```latex
\setadrfr{\adrPAT}
\setadrfr{\fixadr{PAT}}
\newlfmP{addrf=\PAT}
```

This sets up the information in the PAT wrapper to be placed in the “from” blanks of the letter. If the wrapper ID is used in the `\setadrfr` command, the `\fixadr` command converts the wrapper ID to the correct form.

**Designating a recipient:** To use the address information for the recipient, use the `\setadrto` command or the `addrt` term in the `newlfmP` command:

```latex
\setadrto{\adrPAT}
\newlfmP{addrt=\PAT}
\setadrto{\fixadr{\PAT}}
```

This would set up the information in the PAT wrapper to be placed in the “to” blanks of the letter.
7.3 Letterhead information

Letterhead information is stored in a letterhead wrapper. The wrapper is prepared using the command:

\makeletterhead{LIDENT}{stuff}

The wrapper usually contains information about the header, footer and margin objects, which are used to set up the letterhead. This wrapper is used like the \makeaddress command. In many cases, the return address of the letter author is set up in the letterhead wrapper, because this does not change:

\makeletterhead{HomeA}{
  \rheader{this}
  \setadrfr{\adrPAT}
}

7.4 Signature information

Signature information is stored in a signature wrapper. The wrapper is prepared using the command

\makesignature{SIDENT}{stuff}

This wrapper is used like the \makeaddress command. The information shown in Table 12 is usually included in the \makesignature wrapper.

Table 12: Signature Commands

<table>
<thead>
<tr>
<th>Command</th>
<th>Use</th>
<th>Command</th>
<th>Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>\signature</td>
<td>Boxed-up signature</td>
<td>\signame</td>
<td>Printed name</td>
</tr>
<tr>
<td>\closeline</td>
<td>Letter closing line</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

In some cases, multiple signatures are required. These are listed in a command \siglist:

\siglist{AAA,BBB,CCC}

In this case, three signatures are printed. By default, they are printed in a left-justified column. To print them in a row, use \sigacross{2} to indicate the number of signature blocks printed in each row (the maximum number is 4). Each signature is printed in a block of the height and width of the largest signature block. For this approach, the letter will look odd and unbalanced if signatures are of different sizes. The user must ensure that all signatures are of the same size, as the program cannot ensure this. Additionally, each signature wrapper is unpacked to determine closing line and printed name. Spacing between signature block columns is set by \sigskipcolumn, and spacing between signature block rows is set by \sigskiprow.

7.5 Closing information

Other closing items may be included in the letter itself, in the file letrinfo.tex. These include the following:

Table 13: Closing commands

<table>
<thead>
<tr>
<th>Command</th>
<th>Usage</th>
<th>Command</th>
<th>Usage</th>
<th>Command</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>\cclist</td>
<td>Routing list</td>
<td>\enclist</td>
<td>Enclosures list</td>
<td>\initials</td>
<td>Sender initials</td>
</tr>
<tr>
<td>\faxmssg</td>
<td>FAX cover message</td>
<td>\psitem</td>
<td>Ps line</td>
<td>\pppsitem</td>
<td>Pps line</td>
</tr>
<tr>
<td>\pppsitem</td>
<td>ppps line</td>
<td>\re</td>
<td>re line</td>
<td>\subre</td>
<td>Second re line</td>
</tr>
</tbody>
</table>
7.6 Setting up wrapper macros

File letrinfo.tex:

\makesignature{PT}{\newsavebox{\Signature}
\sbox{\Sigx}{\includegraphics[bb=16 9 597 784,viewport=180 350 400
425, scale=6, %
height=.6in, width=1.375in, clip]{sigfile} %
}\signature{\usebox{\Sigx}} %
\signame{\raisebox{.5in}{\parbox[t]{5in}{Paul A. Thompson \%
Associate Professor \ Div. Biostatistics \%
Washington University School of Medicine}}}} %
}\makeaddress{JS}{\name{Joe Smith} %
\address{12 Center Street \ Greenville, OH 55555} %
\phone{(312) 333-4444} \greet{Dear Joe,} %
}\makeaddress{PAT}{\name{Paul A. Thompson, Ph.D.} %
\addr{Washington University School of Medicine \%
Box 8067, 660 S. Euclid \ St. Louis, MO 63110-1093} %
\phone{(314) 747-3793} \fax{(314) 362-2693} %
}\newsavebox{\Logob} %
\sbox{\Logob}{\parbox[t]{\vdim}{\includegraphics[scale=.8]{wulogo3}}} %
\makeletterhead{WULHa}{%
\sigPT %
\Lheader{\usebox{\Logob}} \setadrfr{\adrPAT} %
}\}

Use in a letter:

\documentclass[american]{newlfm}
\newlfmP{letrh=WULHa, addr=JS}
\begin{document}
\begin{newlfm}
...
\end{newlfm}
\end{document}

This letter will be addressed to Joe Smith, using the letterhead stored in \texttt{WULHa}. The signature is taken from signature wrapper \texttt{PT}, which is carried along with the letterhead wrapper \texttt{WULHa}. In this way, the letters can be addressed to Joe Smith very easily, by merely including the file \texttt{letrinfo.tex} on the \LaTeX{} path, and including the wrapper as shown above in the file. Although initials for the recipient need not be used as the wrapper identifier tag, this is convenient and makes the wrapper designation easy to do.

The wrapper commands may be used in a nested fashion. Consider this sequence:

\makesignature{Main}{\name{Paul A. Thompson} %
\addr{WU School of Medicine}} %
\makeaddress{YouA}{\adrMain \name{Love A} %
\addr{Wherever you are}} %
\makeaddress{YouB}{\adrMain \name{Love B} %
\addr{The White House}} %

In this case, the information in \texttt{adrMain} is carried into the wrappers \texttt{adrYouA} and \texttt{adrYouB} and is available there. This is similar to the concept of inheritance in object-oriented programming.
7.7 Multiple information datasets

By default, newlfm looks for a file letrinfo.tex on the \TeX path. If this file is found, it is read in during the initialization process of the newlfm environment. If an alternative file is needed, it may be indicated using the command `\InfoFileName{check.tex}`. This file will then be used in place of letrinfo.tex.

7.8 Rules for use of wrapper IDs

The wrapper IDs used to construct the letterhead database can be used in two different ways. First, the address or letterhead wrappers may be used by themselves as `\adrSETA` or `\ltrSETB`. Second, the wrapper IDs may be used in many situations without the `\adr`. Here are the general rules for usage:

1. The wrapper macro `\adrXXX` may be used at any point in a letter. To properly set up margins, it should be used as `\setadrto{\adrXXX}` and `\setadrfr{\adrXXX}` (used to convert neutral address information into to-address and from-address information) prior to the `\begin{newlfm}` command. This will ensure that proper spacing decisions are made. The `\doletter` construction also uses this form of wrapper (note: this command is now obsolete - please use `\oneletter` as described below).

2. Wrapper IDs can be used as `\setadrto{\fixadr{XXX}}` to convert neutral addresses to to-addresses and from-addresses (again, prior to `\begin{newlfm}`). Additionally, `\oneletter{XXX}` is used to send a form letter to address XXX, `\multletter{XXX,YYY,ZZZ}` to multiple addresses, and `\newlfmP{addrt=AAA,addrf=BBB}` are used to convert addresses using the `\newlfmP` mechanism.

8 Form letters

The use of the address wrapper commands makes it very easy to set up form letters. newlfm has a simple approach to form letters, using two commands:

- `\letterbody`: This command is used to set up the body of the letter. The body is the text of the letter. When you set up the body, it is very easy to further customize the letters by setting up commands within the letter.
- `\oneletter`: This is the command to print the different letters. The command has a mandatory argument of the label of the “to” address.
- `\multletter`: This command allows the use of a list of address wrapper labels that will all be used to print a form letter. The address wrapper labels must all be separated by the comma (","). When printing form letters in this manner, specific tailoring can only be done if the tailoring information is included in the address wrapper. Thus, this can be used to print any number of identical letters, or letters which have been tailored or modified using information in the address wrappers.

8.1 Example form letter

Here is an example of the use of the form-letter commands. In this example, the two wrapper commands `\adrAA` and `\adrBB` can be used to address letters which are both the same to the persons listed in these wrappers:

```
\letterbody{This is an example of a form letter. }% 
\newcommand{\tailor}{First special version.}
\oneletter{AA}
\letterbody{This is a second example of a form letter, but this approach does not allow for individualization. It is being sent to \printnameto.}
\multletter{AA,BB}
\renewcommand{\tailor}{Second special version.}
\oneletter{BB}
```

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9 Printing envelopes and labels

newlfm includes a set of commands which print labels. Some invoke the functionality of the envlab package. To use this functionality, follow these steps:

1. Ensure that envlab is properly installed in your TeXinstallation, and that the installation database has been properly refreshed. This will ensure that \TeX can find the files.
2. Use the option useenvlab on the command line:
   \begin{verbatim}
   \documentclass[useenvlab]{newlfm}
   \end{verbatim}

   This will issue the \texttt{\makelabels} command at the start of the run, issue the \texttt{\startlabels} command at the end of the run, insert the “from-address” and “to-address” into appropriate structures for envlab and otherwise complete the printing of the envelope using internal information.
3. Options which are needed for envlab may also be entered into the \TeX command line, just as with any normal use of envlab during any \TeX.
4. Several types of Avery labels may be used. The specifications for Avery labels 5160, 5161, 5162, 5163 and 5164 are pre-set in newlfm. These are summarized in the table below.

   \begin{table}[h]
   \centering
   \begin{tabular}{|c|c|c|c|c|c|c|c|}
   \hline
   Option & Ht & Wt & tl & Btw & Col & Row \\
   \hline
   Avery5160 & 1 & 2.75 & .5 & .19 & .16 & 3 & 10 \\
   Avery5161 & 1 & 4.19 & .5 & .16 & .19 & 2 & 10 \\
   Avery5162 & 1 & 4.19 & .83 & .16 & .19 & 2 & 7 \\
   Avery5163 & 1 & 4.19 & .5 & .16 & .19 & 2 & 5 \\
   Avery5164 & 1 & 4.19 & .5 & .16 & .19 & 2 & 3 \\
   \hline
   \end{tabular}
   \caption{Label definitions}
   \end{table}

5. Several options exist for address selection during label printing. The default is labto, in which the “to-address” only is printed. If labrowfrto is selected, both “from-address” and “to-address” are printed in a row:

   From: Paul A. Thompson  
   25 Signal Hill Blvd  
   Belleville, IL 62223

   To: George W. Bush  
   1400 W. Turkey Rd.  
   Crawford, TX 49281

   If labcolfrto is selected, both “from-address” and “to-address” are printed in a column:

   From: Paul A. Thompson  
   25 Signal Hill Blvd  
   Belleville, IL 62223

   To: George W. Bush  
   1400 W. Turkey Rd.  
   Crawford, TX 49281

   The user is responsible for ensuring that the label printing options can fit on the label selected; Avery5160 is generally suitable only for labto, but other choices can fit on other labels.
6. Other printing sizes may be selected during label printing using labsize=\texttt{\small}: 

   \begin{verbatim}
   labsize=\small
   \end{verbatim}

10 Miscellaneous topics

10.1 Lines

By default, newlfm demarcates the header and footer sections with lines. These may be eliminated using the commands noheadline, noFootline, noLines (for the letterhead page), and noheadline, nofootline,
nolines (for subsequent pages). These commands eliminate lines in either the letterhead page or the non-letterhead page. Line widths may be set as well, using the commands Headlinewd (sets head linewidth for letterhead page), headlinewd (sets head linewidth for non-letterhead page), Footlinewd (sets foot linewidth for letterhead page), and footlinewd (sets foot linewidth for non-letterhead page). These final four commands issued either in the command line or in the newlfmP commands as:

```
newlfmP{Headlinewd=.5pt,footlinewd=.75pt}
```

If a line width is set to 0pt, the line is not printed.

## 10.2 Printing information on additional pages

In many letters, the letterhead page is to be followed by additional information on additional, non-letterhead pages. This may be done using the \restlettera{text}, \restletterb{text}, \restletterc{text}, \restletterd{text}, and \restlettere{text} commands. Following the issuance of the signature, a \newpage command is issued, and the information contained in the \restlettera{text}, \restletterb{text}, \restletterc{text}, \restletterd{text}, and \restlettere{text} blocks are printed. These need not be used sequentially. These blocks must not have spaces. If paragraphs are to be used, use \paragraph to force the new paragraph without an actual blank line. In addition, extra material in each section is limited to a single page. The letterhead rules for the extra pages follow the rules for the non-first page.

## 10.3 Setting the date

The date for the letter is set to be the date upon which the letter is typeset. To change the date, use \dateset{May 20, 1974} (feel free to use other dates as needed). \dateset{\today} prints today's date.

## 10.4 Language option definitions:

These options define the language for the letter. These macros are not frequently manipulated. Basically, the strings defined here set up the printing of structural elements of a memo or letter, such as the “From” or “To” strings.

These terms are used at various points in printing letters and memos. They are American terms; your mileage may vary. Inclusion of other terms is encouraged, especially when another language group is served. This may be done as follows:

1. Change the letters “am” to either “fr” for French, “gr” for German, “en” for English, “ot” for other or “pl” for pig-Latin. If you feel that I have unfairly cast disrespect on your language, feel free to add appropriate code in the section above for your language. Change phrases in the following terms to the appropriate terms for the language in question:

```
\newcommand{\am@phr}{
\renewcommand{\@fax@cover@line}{FAX Cover Page}%
\renewcommand{\@fax@page@count}{FAX Page Count}%
\renewcommand{\@fax@phr}{FAX}%
\renewcommand{\@pager@phr}{Pager}%
\renewcommand{\@doc@phr}{Document}%
\renewcommand{\@phn@phr}{Phone}%
\renewcommand{\@email@phr}{E-mail}%
\renewcommand{\@re@phr}{Re}%
\renewcommand{\@subre@phr}{Re_2}%
\renewcommand{\@cc@phr}{cc}%
\renewcommand{\@ps@phr}{Ps}%
\renewcommand{\@m@phr}{Message}%
```
2. Use file `extracd.tex` to store the new commands. This file should be placed in the same subdirectory as `newlfm.cls`. When the program executes, it includes the file if it is found.

3. Use the appropriate option to include the correct code.

### 10.5 Printing the address information

The `newlfm` package prints a variety of address information in specific ways which are appropriate and standard for letters. In some cases, you may wish to print other information from the addresses in more flexible ways. For this purpose, certain printing macros are defined. These are shown in Table 15.

<table>
<thead>
<tr>
<th>Select</th>
<th>Command</th>
<th>Item</th>
<th>Command</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>&quot;To&quot;</td>
<td><code>\printnameto</code></td>
<td>Name</td>
<td><code>\printaddrto</code></td>
<td>address</td>
</tr>
<tr>
<td></td>
<td><code>\printphoneto</code></td>
<td>phone</td>
<td><code>\printphoneato</code></td>
<td>phone A</td>
</tr>
<tr>
<td></td>
<td><code>\printphoneto</code></td>
<td>phone B</td>
<td><code>\printphonecto</code></td>
<td>phone C</td>
</tr>
<tr>
<td></td>
<td><code>\printphoneto</code></td>
<td>phone D</td>
<td><code>\printphoneoto</code></td>
<td>phone O</td>
</tr>
<tr>
<td></td>
<td><code>\printphoneto</code></td>
<td>phone H</td>
<td><code>\printpagerto</code></td>
<td>pager</td>
</tr>
<tr>
<td></td>
<td><code>\printfaxto</code></td>
<td>FAX</td>
<td><code>\printgreetto</code></td>
<td>greeting</td>
</tr>
<tr>
<td></td>
<td><code>\printfnamefrom</code></td>
<td>first name</td>
<td><code>\printaddrfrom</code></td>
<td>address</td>
</tr>
<tr>
<td></td>
<td><code>\printfnamefrom</code></td>
<td>phone</td>
<td><code>\printphoneafrom</code></td>
<td>phone A</td>
</tr>
<tr>
<td></td>
<td><code>\printfnamefrom</code></td>
<td>phone B</td>
<td><code>\printphonebf rom</code></td>
<td>phone C</td>
</tr>
<tr>
<td></td>
<td><code>\printfnamefrom</code></td>
<td>phone D</td>
<td><code>\printphoneofrom</code></td>
<td>phone O</td>
</tr>
<tr>
<td></td>
<td><code>\printfnamefrom</code></td>
<td>phone H</td>
<td><code>\printpagerto</code></td>
<td>pager</td>
</tr>
<tr>
<td></td>
<td><code>\printfaxfrom</code></td>
<td>FAX</td>
<td><code>\printgreetfrom</code></td>
<td>greeting</td>
</tr>
<tr>
<td></td>
<td><code>\printemailto</code></td>
<td>email</td>
<td><code>\printemailbto</code></td>
<td>email</td>
</tr>
<tr>
<td></td>
<td><code>\printemailcto</code></td>
<td>email C</td>
<td><code>\printlamefrom</code></td>
<td>last name</td>
</tr>
<tr>
<td></td>
<td><code>\printnamefrom</code></td>
<td>first name</td>
<td><code>\printnamefrom</code></td>
<td>first name</td>
</tr>
</tbody>
</table>

These commands can be issued in any letter to print the information for the particular address component.

### 10.6 Cellophane-window envelopes

Letters are sometimes set up to be printed for a cellophane-window envelope. Using this approach, the “to-address” must be placed into a specific orientation. In `newlfm`, this is particularly challenging, as the class attempts to grant users great flexibility.

In `newlfm`, users can specify the use of a cellophane-window envelope. The `cellowindow` option specifies this choice. The “to-address” block is positioned down from the top (using `cellodown` to specify the length down; default = 2.5 inches) and left from the side (using `celloleft` to specify the length from the left; default = 1 inch). If the user specifies the printing of a “from-address” and a date, it may not be possible to print the “to-address” in the correct location; in this case, the user should carefully examine the log and the output screen to determine if the specified locations can be used in the context of other options. The user can also specify the height and width of the “to-address” block as `cellowidth` (default = 4 inches) and `celloheight` (default = 1 inch).
10.7 Examples

newlfm includes a large number of examples specified as test1.tex through test12.tex. These examples all specify their options using the newlfmP mechanism. Each file is also set up using the \documentclass specification, on test1alt.tex through test8alt.tex. When preparing examples, both pdflatex and latex are both used to prepare examples.

10.8 \LaTeX vs. pdf\LaTeX

pdf\LaTeX is becoming more and more common in document production in the \TeX family. It is not the standard yet, and there remain tools which work only in the \LaTeX system (i.e., pstricks).

The author uses .eps files, constructed to ensure that the bounding box accurately encapsulates the active text area of the .eps figure. Each of the figures was then converted to .pdf encoding using GSview. However, the bounding box in the .pdf files does not seem to act to crop the image in the same manner. Using the same code for both pdf\LaTeX and \LaTeX processing does not result in the same appearance of the output page.

For this reason, functionality of H. Oberdiek’s ifpdf.sty file is included in newlfm. This tool allows one option to be performed when pdf\LaTeX is used for processing, and another option to be executed in the \LaTeX environment. Use of this tool is illustrated in the letrinfo.tex file included in the newlfm package.

Here is an example:

```latex
\newsavebox{\Lpalme}%
\ifpdf
\savebox{\Lpalme}{\parbox[t\[1in\[t\{2in\]{{\includegraphics[scale=.1,viewport=135 624 360 700]{palm}\vspace{.5in} \rule{2in}{2pt} \25 Signal Hill Blvd}}
\else
\savebox{\Lpalme}{\parbox[t\{2in\]{\includegraphics[scale=.1]{palm} \rule{2in}{2pt} \25 Signal Hill Blvd}}
\fi
```

Note that the \ifpdf construction includes the entire \savebox specification. Although this is not the only manner in which this system will work, it is a reliable method. Problems can be found, which are very hard to diagnose, when the \ifpdf-\fi construction is used to control processing of portions of a specification.

10.9 Usage tips

As with any complex program, there are certain tips which can enhance the use of the program. Here are several. If you come up with new ones, please forward them to paul@wubios.wustl.edu; complete files demonstrating useful ideas are the most helpful.

- geometry is no longer used for dimension setting. Rather, all dimensions are set internally. This is done using a combination of default values, header and footer sizes and values input from the user. These include primarily the page size commands leftmarginsize, textwidthsize and rightmarginsize.
- When size commands are used, they will be overridden by structures. Additionally, dimensional commands are applied in order. Inconsistencies are resolved by attending to the most recent commands, and ignoring earlier inconsistent ones.
11 Command Summary

\documentstyle[options]{newlfm}
\topmarginsize{.25in} \addrfrom{Paul A. Thompson}
\adr{PAT}
\NewlmP{leftmarginsize=1.25in}
\begin{document}
\begin{newlfm}
text text text
\end{newlfm}
\end{document}

Letter styles: stdletter, stdletternofrom, busletter, busletternofrom (Table 2, on Page 4)

Letter options: noaddrfrom, printallfrom, printallto, dateright, dateleft, datecenter,
sigright, sigleft, sigcenter, addrtoemail, addrtofax, addrfromemail,
addrfromphone, addrfromfax (Table 2, on Page 4 — can be specified either in the document-header
option block or in the \NewlmP command)

Letter date information: \dateset

Background information: \Background, \background

Memo styles: stdmemo, fullmemo (Table 3, on Page 5)

Memo options: memoaddrto, memoemailto, memophoneto, memofaxto, memoaddrfrom, memoemailfrom,
memophonefrom, memofaxfrom, memopagerto, memopagerfrom (Table 3, on Page 5 — can be specified
either in the letter \documentclass option block or in the \NewlmP command)

FAX styles: faxheaderpage, faxhba, faxhbb (Table 4, on Page 5)

FAX options: faxblocka, faxblockb (Table 4, on Page 5 — can be specified either in the letter
\documentclass option block or in the \NewlmP command)

Press Release Styles: stdpressrelease

Press Release Options: dspace,sspace

Cellophane-window envelopes: cellowindow

Cellophane-window options: cellodown,celloleft,cellowidth,celloheight

Address item order options: orderdatefromto, orderfromdateto, orderfromtodate (can be
specified either in the document-header option block or in the \NewlmP command)

eenvlab options: useenvlab

To-Address commands: \nameto, \addressto, \phoneto, \phonebto, \phonecto, \phonedto, \faxto,
\emailto, \greetto, \setadrto{\adrXXX}, \setadrto{\fixadr{XXX}} \regarding, \fnameto,
\lnameto, \addrto,

From-Address commands: \namefrom, \name, \address, \addrfrom, \phone, \phonefrom,
\phonebfrom, \phonecfrofrom, \fax, \faxfrom, \emailfrom, \setadrfr{\adrXXX},
\setadrfr{\fixadr{XXX}}, \fnamefrom, \lnamefrom, \addrfr

Press Release commands: \byline, \headline, \release, \shorthead

End of letter commands: \cclist, \enclist, \initials, \faxmsg, \psitem, \ppsitem,
\pppsitem, \re, \subre (Table 13, on Page 15)
Signature commands: \signature, \signame, \siglist, \sigacross, \closeline, \sigtr (Table 12, on Page 15)

Horizontal spacing and sizing commands: \unprleft, \leftmarginskipleft, \leftmarginsize, \leftmarginkipright, \textwidth, \rightmarginsize, \unprright, MinLeft, MinRight, minleft, minright (Table 7, on Page 9 — can be specified either in the letter itself or in the \newlfmP command; when specified in the NewlfmP statement, they are specified without the “\”)

Vertical spacing and sizing commands: \unprtop, \topmarginskip, \headermarginsize, \headermarginskip, \leftmargintopdist, \rightmargintopdist, \memoskipbefore, \memoskipafter, \addrfromskipbefore, \addrfromskipafter, \addrtoskipbefore, \addrtoskipafter, \greettoskipbefore, \greettoskipafter, \textheight, \closeskipbefore, \closeskipafter, \sigskipbefore, \sigskipafter, \sigskipcolumn, \sigskiprow, \postsigskipbefore, \postsigskipafter, \bottommarginskip, \footermarginsize, \unprbottom, MinHead, MinFoot, minhead, minfoot (Table 5, on Page 8 — can be specified either in the letter itself or in the \newlfmP command; when specified in the NewlfmP statement, they are specified without the “\”)

Wrapper commands: \makeaddress{XXX}{xxx info} creates a command \adrXXX containing the “xxx info”, \makeletterhead{XXX}{stuff} creates a command \lthXXX containing “stuff” and \makesignature{XXX}{sigstuff} creates a command \sigXXX with “sigstuff” (Page 13).

Form letters: \letterbody sets the body of a form letter, while \doletter{zz} prints the letter, zz is any command to be issued before the letter, which will usually be a wrapper command name.

Letterhead commands: \Lfooter, \Cfooter, \Rfooter, \Lheader, \Cheader, \Rheader, \Lmargin, \Rmargin, \lfooter, \cfooter, \rfooter, \lheader, \cheader, \rheader, \lmargin, \rmargin, \letrh (Table 10, on Page 11)

Blanking options: blankheader, blankfooter, blanklmargin, blankrmargin, Blankheader, Blankfooter, Blanklmargin, blankrmargin, blankall, Blankall, Blank (Table 11, on Page 13)

Extended letters: \restlettera{text}, \restletterb{text}, \restletterc{text}, \restletterd{text}, \restlettere{text}, and \restletterf{text} prints additional pages after the signature with additional information.

Printing commands: \printnameto, \printaddrto, \printphoneto, \printphoneato, \printphonebto, \printphonecto, \printphonehto, \printpagerto, \printfaxto, \printgreetto, \printemailto, \printemailbto, \printemailcto, \print_from, \printnamefrom, \printaddrfrom, \printphonelfrom, \printphonectfrom, \printphonehtfrom, \printpagenfrom, \printfaxfrom, \printgreetfrom, \printemailfrom, \printemailbfrom, \printemailcfrom, \printnamefrom, \printnamecf from (Table 15, on Page 20)