

# **Correspondence with ConT<sub>E</sub>Xt**

Version: 2009.04.26



# Contents

Introduction	5
Part 1 Letters	7
1.1 Beginners guide	9
1.1.1 Pure text	11
1.1.2 Opening and closing	13
1.1.3 Subject	17
1.1.4 Address	19
1.1.5 Sender	21
1.1.6 Reference line	23
1.1.7 Signature	25
1.1.8 Postscript	27
1.1.9 Enclosure	29
1.1.10 Copy	31
1.2 Interface	33
1.2.1 Default	35
1.2.2 Pragma	37
1.2.3 Knuth	39
1.3 Layout	41
1.3.1 Letter layers	45
1.3.2 Letter sections	49
1.3.3 Letter descriptions	51
1.4 Extensions	53
1.5 Reference line	55
1.5.1 Alternative a	57
1.5.2 Alternative b	59
1.5.3 Alternative c	61
1.5.4 Alternative d	65
1.5.5 Alternative e	69
1.5.6 Alternative none	71

## Contents

1.5.7 Customized reference line	73
1.6 Header and Footer	79
1.6.1 Header	79
1.7 Letter Examples	81
1.7.1 DIN 676 B	83
1.7.2 DIN 676 A	85
1.7.3 NEN 1026	87
1.7.4 French	89
1.7.5 Full-block Style	91
1.7.6 Modified Block Style	93
1.7.7 Semiblock Style	95
1.7.8 Simplified Style	97
1.7.9 Hanging indented Style	99
1.7.10 Memo Style	101
1.7.11 Swiss Style A	103
1.7.12 Swiss Style B	105
Part 2 Résumés	107
2.1 Interface	109
2.1.1 Default	110
2.1.2 moderncv	111
2.2 Résumé Examples	115
2.2.1 Classic	117
2.2.2 Casual	119
A Command definitions	DQ
B File versions	DW
C Index	DY

# Introduction

This is the manual for the ConT<sub>E</sub>Xt-correspondence manual.

The module was written at the start as a package to write letters with a consistent and use to use interface and a few options to change the layout in a consistent way.

The core for the first version was based on the letter manual from Hans Hagen (`m-letter.tex`) and parts of this still remain in the low level code of the module.

As the time past more and more parts had been added to the package and it ended up in a similar interface as the L<sup>A</sup>T<sub>E</sub>X-classes but with it's own commands to set user values. Because of it's origin in Hans module the user interface and the low level parts are split in two different files and many more interfaces for the users are possible, one of them tries to mimic the style of Hans module.

As the time past the author wrote generic version of the complete setup commands and a few other in the letter core and created the new file `t-correspondence.tex` which holds now the low level code. As a result of this the new file `t-resume.tex` became part of the package with it's own setup commands and external style and interface files.

## Introduction

Introduction

# Part 1

## Letters

## Introduction



## 1.1 Beginners guide

The most important in the module for the users is the interface to write the letter text and to set the values for one or more letters.

You will learn how to write a letter with the module step by step, beginning with just a few lines of text, following with opening and closing sentences and at the end after you know how to set every kind of information you will finally learn how to change the position of the reference line and how to change the texts for the labels and to customise their style and color.

Thus, I came to the conclusion that the designer of a new system must not only be the implementer and first large-scale user; the designer should also write the first user manual.

The separation of any of these four components would have hurt T<sub>E</sub>X significantly. If I had not participated fully in all these activities, literally hundreds of improvements would never have been made, because I would never have thought of them or perceived why they were important.

But a system cannot be successful if it is too strongly influenced by a single person. Once the initial design is complete and fairly robust, the real test begins as people with many different viewpoints undertake their own experiments.

### 1.1.1 Pure text

To understand how a letter is written let's study the code for the example letter on the left page.

```
\usemodule[letter]

\starttext

\startletter
Thus, I came to the conclusion ...
\stopletter

\stoptext
```

As you could see from the first line the letter module has to be loaded before it could be used because it is none of the functions ConT<sub>E</sub>Xt provides by default, to make the examples in the following sections a little bit shorter I will no longer add `\usemodule`, `\starttext` and `\stoptext` but you shouldn't forget to add all of them in your files.

The content for your letter is written between the letter environment, it doesn't matter if you use blank lines before and after the letter text.

If you take a closer look at the result on the left side you could see the paragraphs are separated by blank lines, this could be changed with the `\setupletterstyle` command but let us keep this for later.

You're not restricted to only one letter in file, it is possible to write as many as you like in a file and you could use this to write serial letters but a easier method to do this is described later in the manual.

Dear Reader,

Thus, I came to the conclusion that the designer of a new system must not only be the implementer and first large-scale user; the designer should also write the first user manual.

The separation of any of these four components would have hurt T<sub>E</sub>X significantly. If I had not participated fully in all these activities, literally hundreds of improvements would never have been made, because I would never have thought of them or perceived why they were important.

But a system cannot be successful if it is too strongly influenced by a single person. Once the initial design is complete and fairly robust, the real test begins as people with many different viewpoints undertake their own experiments.

Greetings from the Author

## 1.1.2 Opening and closing

You saw in the last example how to write a simple text but shouldn't it be possible to give a few opening and also closing words for the letter, because the reader should know for whom the content is.

To achieve this the module provides the two variables *opening* and *closing*. To feed them with text you could either use the optional argument for `\startletter` as done in the current or you could set them before the content of the letter with the two commands `\setupletter` and `\setlettervalue`.

Let us begin with first alternative and set them as argument with `\startletter`:

```
\startletter
  [opening={Dear Reader,},
   closing={Greetings from the Author}]
Thus, I came to the conclusion ...
\stopletter
```

If you don't like this method you could set the two value before the letter environment with the `\setupletter` command, the text in your file should now look like:

```
\setupletter
  [opening={Dear Reader,},
   closing={Greetings from the Author}]

\startletter
Thus, I came to the conclusion ...
\stopletter
```

If you are more interested in a KOMA-Script like solution to set with every command only one value their is as last alternative the `\setlettervalue` command, it comes in two different versions where the keyword is either written in braces or in bracket but the content itself is written between braces.

The first version with braces for two values has the following look.

## Beginners guide

```
\setlettervalue{opening}{Dear Reader,}  
\setlettervalue{closing}{Greetings from the Author}
```

The nearly no difference to the second version and both give the same result and you could the one which you prefer.

```
\setlettervalue[opening]{Dear Reader,}  
\setlettervalue[closing]{Greetings from the Author}
```

The values itself had to be given before the letter environment because values in the letter text are ignored and will never be shown in the output.

You have also to be careful with the content for the values because commas are interpreted as end of the value if you write it as argument for `\startletter` or with `\setupletter` and the text has to be protected with braces in this case but you don't need them if there is no comma in your text.

This could not happen if you set the values with the `\setlettervalue` command because the content is delimited by the braces and commas are just normal text.

## Beginners guide

## **Step by step guide to write a letter**

Dear Reader,

Thus, I came to the conclusion that the designer of a new system must not only be the implementer and first large-scale user; the designer should also write the first user manual.

The separation of any of these four components would have hurt T<sub>E</sub>X significantly. If I had not participated fully in all these activities, literally hundreds of improvements would never have been made, because I would never have thought of them or perceived why they were important.

But a system cannot be successful if it is too strongly influenced by a single person. Once the initial design is complete and fairly robust, the real test begins as people with many different viewpoints undertake their own experiments.

Greetings from the Author



### 1.1.3 Subject

After you read how to write the text and set values for the opening and closing we mention now how we could write a subject.

Instead of integrating this point in the last section I wrote a new to let you understand the system. Before I will tell more let's take a look at the code.

```
\startletter  
  [opening={Dear Reader,},  
   subject={Step by step guide to write a letter},  
   closing={Greetings from the Author}]  
Thus, I came to the conclusion ...  
\stopletter
```

The text for the subject is written as argument for *subject* as argument for `\startletter`, as you already guess you could have set it also with `\setupletter` or `\setlettervalue` and this is also possible and true for the values in the following sections.

Besides the *subject* you have also the option to set a *title* for the letter, there is no big difference between them but the title is normally written before the subject and has and use a slightly bigger size or is emphasized in another way.

Mike Wilson  
Linden street 12  
78569 TeX City

Date  
April 26, 2009

### **Step by step guide to write a letter**

Dear Reader,

Thus, I came to the conclusion that the designer of a new system must not only be the implementer and first large-scale user; the designer should also write the first user manual.

The separation of any of these four components would have hurt T<sub>E</sub>X significantly. If I had not participated fully in all these activities, literally hundreds of improvements would never have been made, because I would never have thought of them or perceived why they were important.

But a system cannot be successful if it is too strongly influenced by a single person. Once the initial design is complete and fairly robust, the real test begins as people with many different viewpoints undertake their own experiments.

Greetings from the Author

### 1.1.4 Address

Letter are normally meant to be send by post and to prevent you from writing the address by hand on the envelope you could buy envelopes with windows. To use these envelopes the address has to be written on the letter and to do this you have to set the *name* and the *address* for the addressee with the two values *toname* and *toaddress*.

The input for the example on the left page looks like:

```
\setupletter
  [toname={Mike Wilson},
   toaddress={Linden street 12\\78569 TeX City}]

\startletter
  [opening={Dear Reader,},
   subject={Step by step guide to write a letter},
   closing={Greetings from the Author}]
Thus, I came to the conclusion ...
\stopletter
```

The author prefer to set the values for the addressee not with `\startletter` but with `\setupletter` but this is just a matter of style and you could select what fits best to your own working style.

The Author  
Hidden Street 2  
57895 Mystery town

Mike Wilson  
Linden street 12  
78569 TeX City

Date  
April 26, 2009

### **Step by step guide to write a letter**

Dear Reader,

Thus, I came to the conclusion that the designer of a new system must not only be the implementer and first large-scale user; the designer should also write the first user manual.

The separation of any of these four components would have hurt T<sub>E</sub>X significantly. If I had not participated fully in all these activities, literally hundreds of improvements would never have been made, because I would never have thought of them or perceived why they were important.

But a system cannot be successful if it is too strongly influenced by a single person. Once the initial design is complete and fairly robust, the real test begins as people with many different viewpoints undertake their own experiments.

Greetings from the Author

### 1.1.5 Sender

It is not often enough to have just the addressee information on the letter, you're looking also for way to put the *name* and *address* for the sender into the header.

If you have wondered why the author hasn't just used *name* and *address* as keys for the addressee values you will now find the solution. To make the system consistent to set the values for addressee and the sender both needed key names to prevent confusions which value should use the the simpler and which one a more verbose one both got a prefix to the key to differentiate them, so got addressee information the prefix *to* and sender information the prefix *from*.

The additional input for the example on the left page to the one from the previous examples is:

```
\setupletter  
  [fromname={The Author},  
   fromaddress={Hidden Street 2\\57895 Mystery town}]
```

The manual will describe in a later section how to write a own header with a personal look and feel but this is outside of the user interface and requires knowledge about the layout.

The Author  
Hidden Street 2  
57895 Mystery town

Mike Wilson  
Linden street 12  
78569 TeX City

Name	Phone	Fax	Date
Ben Johnson	4922-89564	4922-89564	April 26, 2009

### **Step by step guide to write a letter**

Dear Reader,

Thus, I came to the conclusion that the designer of a new system must not only be the implementer and first large-scale user; the designer should also write the first user manual.

The separation of any of these four components would have hurt T<sub>E</sub>X significantly. If I had not participated fully in all these activities, literally hundreds of improvements would never have been made, because I would never have thought of them or perceived why they were important.

But a system cannot be successful if it is too strongly influenced by a single person. Once the initial design is complete and fairly robust, the real test begins as people with many different viewpoints undertake their own experiments.

Greetings from the Author

### 1.1.6 Reference line

If you're in a company or a organisation you need sometimes a few extra information on your letter. The reference line or block is the right place where you can place these information.

Our old example from the last section was now extended by a reference line between the information from our addressee and the subject line, the information for the four fields were set with the following code.

```
\setupletter
  [name={Ben Johnson},
   phone={4922-89564},
   fax={4922-89564},
   date=\currentdate]

\setupletter
  [list={name,phone,fax,date}]
```

The first `\setupletter` set the content for the four fields *name*, *phone*, *fax* and *date*. Although the values are set none of them will appear in the output but we have to declare the fields for the reference line first, this is done in the second `\setupletter` command with the key *list*, the entries will appear in the in the same order as you write them in the list, if one or more of the keys in the list have no values they will still appear in the output but no content is shown.

If you change the content for the *list* key in your file the module will show by default the date of the current date at the right side of the reference line, this will normally always happen and you could say the result in the examples of the two preceding sections.

The Author  
Hidden Street 2  
57895 Mystery town

Mike Wilson  
Linden street 12  
78569 TeX City

Name	Phone	Fax	Date
Ben Johnson	4922-89564	4922-89564	April 26, 2009

### **Step by step guide to write a letter**

Dear Reader,

Thus, I came to the conclusion that the designer of a new system must not only be the implementer and first large-scale user; the designer should also write the first user manual.

The separation of any of these four components would have hurt T<sub>E</sub>X significantly. If I had not participated fully in all these activities, literally hundreds of improvements would never have been made, because I would never have thought of them or perceived why they were important.

But a system cannot be successful if it is too strongly influenced by a single person. Once the initial design is complete and fairly robust, the real test begins as people with many different viewpoints undertake their own experiments.

Greetings from the Author

Arthur Thor



### 1.1.7 Signature

You know now how to set the letter text, the opening and closing lines, the values for the addressee and the sender and also how to define your own values for the reference line.

Most of the things needed for a letter are already told but a few fields at the end of the letter remain untold, the first line you will add to our example letter is the signature. It is set with the *signature* in the same way as the other values in the former examples. What the author did in the left example was:

```
\setupletter  
  [signature={Arthur Thor}]
```

There is some space between the closing and the signature to give you the possibility to sign the letter also by hand after you have printed the letter.

You're not limited to simple text for the signature, it is also possible to use a graphic if you won't sign the letter by hand after you printed it, such a solution would have been for the author the next code.

```
\setupletter  
  [signature={\externalfigure[autograph][height=2\lineheight]}]
```

How to adjust the space between the closing line and the signature for this way will be shown in the letter style section.

The Author  
Hidden Street 2  
57895 Mystery town

Mike Wilson  
Linden street 12  
78569 TeX City

Name	Phone	Fax	Date
Ben Johnson	4922-89564	4922-89564	April 26, 2009

### **Step by step guide to write a letter**

Dear Reader,

Thus, I came to the conclusion that the designer of a new system must not only be the implementer and first large-scale user; the designer should also write the first user manual.

The separation of any of these four components would have hurt T<sub>E</sub>X significantly. If I had not participated fully in all these activities, literally hundreds of improvements would never have been made, because I would never have thought of them or perceived why they were important.

But a system cannot be successful if it is too strongly influenced by a single person. Once the initial design is complete and fairly robust, the real test begins as people with many different viewpoints undertake their own experiments.

Greetings from the Author

Arthur Thor

Posctscript

## 1.1.8 Postscript

```
\startletter
```

```
...
```

```
\ps{...}
```

```
\stopletter
```

The Author  
Hidden Street 2  
57895 Mystery town

Mike Wilson  
Linden street 12  
78569 TeX City

Name	Phone	Fax	Date
Ben Johnson	4922-89564	4922-89564	April 26, 2009

### **Step by step guide to write a letter**

Dear Reader,

Thus, I came to the conclusion that the designer of a new system must not only be the implementer and first large-scale user; the designer should also write the first user manual.

The separation of any of these four components would have hurt T<sub>E</sub>X significantly. If I had not participated fully in all these activities, literally hundreds of improvements would never have been made, because I would never have thought of them or perceived why they were important.

But a system cannot be successful if it is too strongly influenced by a single person. Once the initial design is complete and fairly robust, the real test begins as people with many different viewpoints undertake their own experiments.

Greetings from the Author

Arthur Thor

Postscript  
encl Appendices

## 1.1.9 Enclosure

```
\startletter
```

```
...
```

```
\ps{...}
```

```
\encl{...}
```

```
\stopletter
```

The Author  
Hidden Street 2  
57895 Mystery town

Mike Wilson  
Linden street 12  
78569 TeX City

Name	Phone	Fax	Date
Ben Johnson	4922-89564	4922-89564	April 26, 2009

### **Step by step guide to write a letter**

Dear Reader,

Thus, I came to the conclusion that the designer of a new system must not only be the implementer and first large-scale user; the designer should also write the first user manual.

The separation of any of these four components would have hurt T<sub>E</sub>X significantly. If I had not participated fully in all these activities, literally hundreds of improvements would never have been made, because I would never have thought of them or perceived why they were important.

But a system cannot be successful if it is too strongly influenced by a single person. Once the initial design is complete and fairly robust, the real test begins as people with many different viewpoints undertake their own experiments.

Greetings from the Author

Arthur Thor

Postscript  
encl Appendices  
List of recipients

### 1.1.10 Copy

```
\startletter
```

```
...
```

```
\ps{...}
```

```
\encl{...}
```

```
\cc{...}
```

```
\stopletter
```

## Beginners guide



## 1.2 Interface

Date  
April 26, 2009

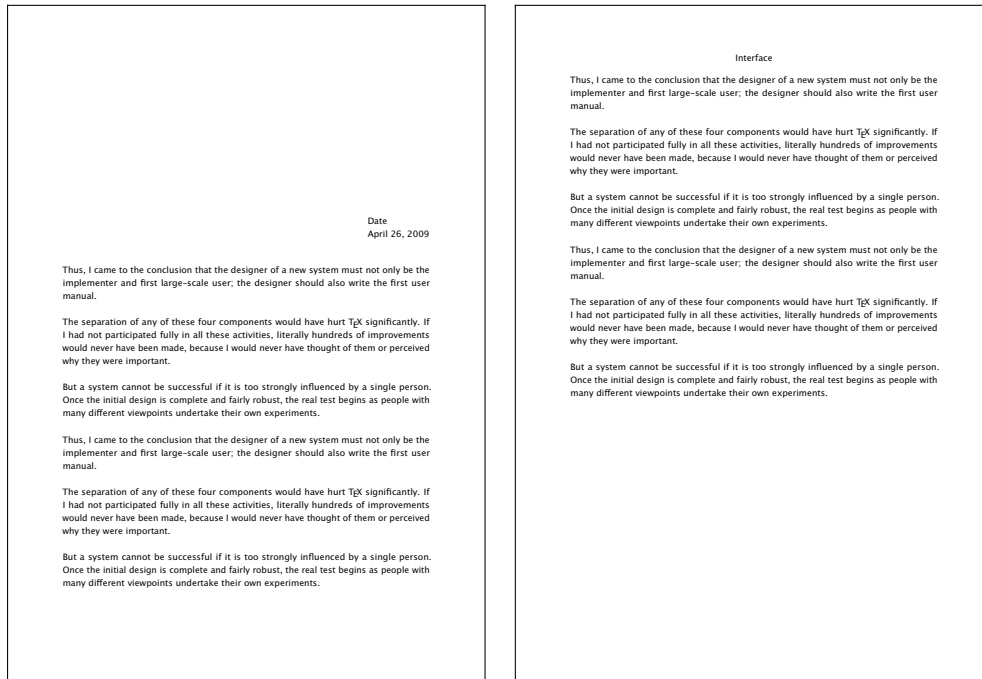
Thus, I came to the conclusion that the designer of a new system must not only be the implementer and first large-scale user; the designer should also write the first user manual.

The separation of any of these four components would have hurt T<sub>E</sub>X significantly. If I had not participated fully in all these activities, literally hundreds of improvements would never have been made, because I would never have thought of them or perceived why they were important.

But a system cannot be successful if it is too strongly influenced by a single person. Once the initial design is complete and fairly robust, the real test begins as people with many different viewpoints undertake their own experiments.

# Interface

## 1.2.1 Default



First page

Second page

```
\startletter [...,*...] ... \stopletter
OPTIONAL
```

```
* inherits from \setupletter
```

A Fancy Name  
A Nice Address  
The Place To Go

April 26, 2009

the topic

Hi There,

We thrive in information-thick worlds because of our marvelous and everyday capacity to select, edit, single out, structure, highlight, group, pair, merge, harmonize, synthesize, focus, organize, condense, reduce, boil down, choose, categorize, catalog, classify, list, abstract, scan, look into, idealize, isolate, discriminate, distinguish, screen, pigeonhole, pick over, sort, integrate, blend, inspect, filter, lump, skip, smooth, chunk, average, approximate, cluster, aggregate, outline, summarize, itemize, review, dip into, flip through, browse, glance into, leaf through, skim, refine, enumerate, glean, synopsise, winnow the wheat from the chaff and separate the sheep from the goats.

We thrive in information-thick worlds because of our marvelous and everyday capacity to select, edit, single out, structure, highlight, group, pair, merge, harmonize, synthesize, focus, organize, condense, reduce, boil down, choose, categorize, catalog, classify, list, abstract, scan, look into, idealize, isolate, discriminate, distinguish, screen, pigeonhole, pick over, sort, integrate, blend, inspect, filter, lump, skip, smooth, chunk, average, approximate, cluster, aggregate, outline, summarize, itemize, review, dip into, flip through, browse, glance into, leaf through, skim, refine, enumerate, glean, synopsise, winnow the wheat from the chaff and separate the sheep from the goats.

That Was Me

## Interface

### 1.2.2 Pragma

<p>A Fancy Name A Nice Address The Place To Go</p> <p>April 26, 2009</p> <p>the topic</p> <p>Hi There,</p> <p>We thrive in information-thick worlds because of our marvelous and everyday capacity to select, edit, single out, structure, highlight, group, pair, merge, harmonize, synthesize, focus, organize, condense, reduce, boil down, choose, categorize, catalog, classify, list, abstract, scan, look into, idealize, isolate, discriminate, distinguish, screen, pigeonhole, pick over, sort, integrate, blend, inspect, filter, lump, skip, smooth, chunk, average, approximate, cluster, aggregate, outline, summarize, itemize, review, dip into, flip through, browse, glance into, leaf through, skim, refine, enumerate, glean, synopsise, winnow the wheat from the chaff and separate the sheep from the goats.</p> <p>We thrive in information-thick worlds because of our marvelous and everyday capacity to select, edit, single out, structure, highlight, group, pair, merge, harmonize, synthesize, focus, organize, condense, reduce, boil down, choose, categorize, catalog, classify, list, abstract, scan, look into, idealize, isolate, discriminate, distinguish, screen, pigeonhole, pick over, sort, integrate, blend, inspect, filter, lump, skip, smooth, chunk, average, approximate, cluster, aggregate, outline, summarize, itemize, review, dip into, flip through, browse, glance into, leaf through, skim, refine, enumerate, glean, synopsise, winnow the wheat from the chaff and separate the sheep from the goats.</p> <p>We thrive in information-thick worlds because of our marvelous and everyday capacity to select, edit, single out, structure, highlight, group, pair, merge, harmonize, synthesize, focus, organize, condense, reduce, boil down, choose, categorize, catalog, classify, list, abstract, scan, look into, idealize, isolate, discriminate, distinguish, screen, pigeonhole, pick over, sort, integrate, blend, inspect, filter, lump, skip, smooth, chunk, average, approximate, cluster, aggregate, outline, summarize, itemize, review, dip into, flip through, browse, glance into, leaf through, skim, refine, enumerate, glean, synopsise, winnow the wheat from the chaff and separate the sheep from the goats.</p>	<p>We thrive in information-thick worlds because of our marvelous and everyday capacity to select, edit, single out, structure, highlight, group, pair, merge, harmonize, synthesize, focus, organize, condense, reduce, boil down, choose, categorize, catalog, classify, list, abstract, scan, look into, idealize, isolate, discriminate, distinguish, screen, pigeonhole, pick over, sort, integrate, blend, inspect, filter, lump, skip, smooth, chunk, average, approximate, cluster, aggregate, outline, summarize, itemize, review, dip into, flip through, browse, glance into, leaf through, skim, refine, enumerate, glean, synopsise, winnow the wheat from the chaff and separate the sheep from the goats.</p> <p>We thrive in information-thick worlds because of our marvelous and everyday capacity to select, edit, single out, structure, highlight, group, pair, merge, harmonize, synthesize, focus, organize, condense, reduce, boil down, choose, categorize, catalog, classify, list, abstract, scan, look into, idealize, isolate, discriminate, distinguish, screen, pigeonhole, pick over, sort, integrate, blend, inspect, filter, lump, skip, smooth, chunk, average, approximate, cluster, aggregate, outline, summarize, itemize, review, dip into, flip through, browse, glance into, leaf through, skim, refine, enumerate, glean, synopsise, winnow the wheat from the chaff and separate the sheep from the goats.</p> <p>We thrive in information-thick worlds because of our marvelous and everyday capacity to select, edit, single out, structure, highlight, group, pair, merge, harmonize, synthesize, focus, organize, condense, reduce, boil down, choose, categorize, catalog, classify, list, abstract, scan, look into, idealize, isolate, discriminate, distinguish, screen, pigeonhole, pick over, sort, integrate, blend, inspect, filter, lump, skip, smooth, chunk, average, approximate, cluster, aggregate, outline, summarize, itemize, review, dip into, flip through, browse, glance into, leaf through, skim, refine, enumerate, glean, synopsise, winnow the wheat from the chaff and separate the sheep from the goats.</p> <p>That Was Me</p>
---	---

First page

Second page

`\startbuffer[letter]`

`...`

`\stopbuffer`

`\setups[letter:place]`

Prof. Brian K. Reid  
Department of Electrical Engineering  
Stanford University  
Stanford, CA 94305

Dear Prof. Reid:

I understand that you are having difficulties with Alka-Seltzer tablets. Since there are 25 pills per bottle, while the manufacturer's directions recommend ``plop, plop, fizz, fizz," my colleagues tell me that you have accumulated a substantial number of bottles in which there is one tablet left.

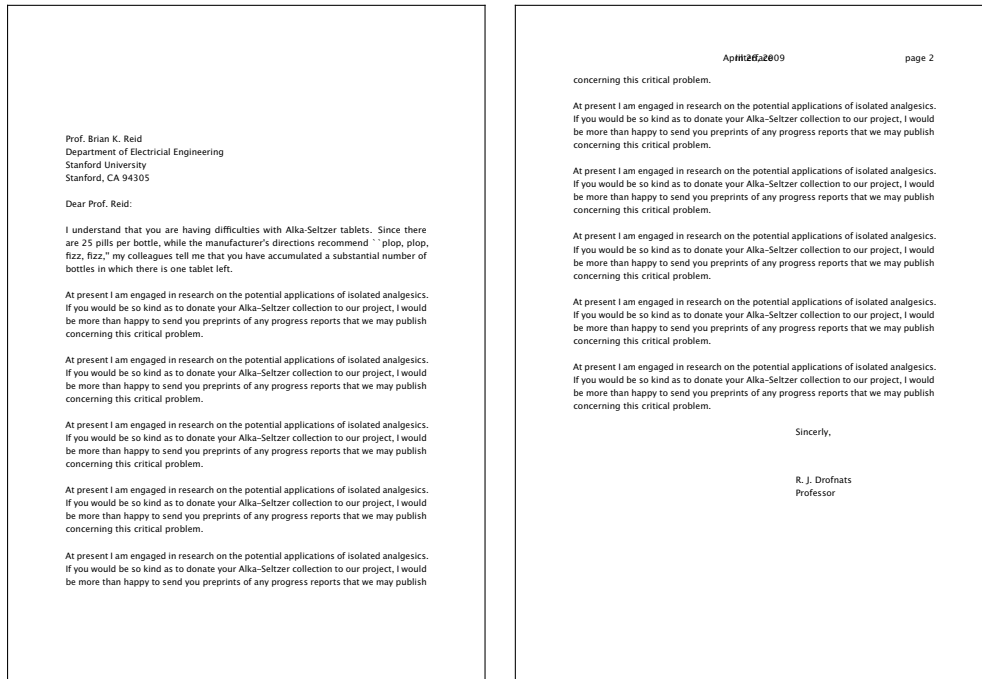
At present I am engaged in research on the potential applications of isolated analgesics. If you would be so kind as to donate your Alka-Seltzer collection to our project, I would be more than happy to send you preprints of any progress reports that we may publish concerning this critical problem.

Sincerely,

R. J. Drofnats  
Professor

## Interface

### 1.2.3 Knuth



First page

Second page

```
\address  
...  
\body  
...  
\closing  
...  
\endletter
```

## Interface



## 1.3 Layout

The components for the letter can be divided in to groups, the first are letter layers, you can position them on the page wherever you want and it is also possible to put one layer bevor or behind another layer.

The underlying machanism behind letter layers are ConT<sub>E</sub>Xt's normal layer mechanism in combination with localframed environments, this is a very powerful combination and you could create complicated layouts with them.

The second group of components for the layout are letter sections, they are not as powerfule as letter layers and you have only a limited number of elements to control their layout.

```
\setupletterstyle [...1...] [...2...]
```

```
1 firstpage secondpage
```

```
2 inherits from \setuplayout
```

## Layout

```
\setupletterstyle [...1.] [...2..=...]
                        OPTIONAL

1 option

2 marking              = yes no
  indenting            = inherits from \setupindenting
  whitespace           = inherits from \setupwhitespace
  backgroundcolor       = IDENTIFIER
  backgroundimage       = FILE
  header               = reset
  footer               = reset
  before               = COMMAND
  after                = COMMAND
  pagenumber           = NUMBER
  bodyfont              = 5pt ... 12pt small big
  alternative           = singlesided doublesided
  state                = start stop
```

## Layout

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

## 1.3.1 Letter layers

Layer are used to position elements one page independant of the page layout. They are used for the header and footer, address block<sup>1</sup> etc.

The complete list of all available layers is:

- |              |             |               |
|--------------|-------------|---------------|
| • head       | • nexthead  | • botmark     |
| • letternext | • lefthead  | • cutmark     |
| • lettermain | • righthead | • endmark     |
| • foot       | • nextfoot  | • usermark    |
| • address    | • leftfoot  | • backaddress |
| • reference  | • rightfoot |               |
| • location   | • topmark   |               |

`\setlayer[...]{\framed{...}}`

The position and layout of the layers can be changed with the `\setupletterstyle` command.

`\setupframed[...][...==...]`

`\setupletterstyle [...,1...] [...,2...] [...,3==,...]`  
OPTIONAL

1 head foot nexthead nextfoot lefthead leftfoot righthead rightfoot  
address backaddress reference location topmark botmark cutmark  
endmark usermark letternext lettermain

2 frame

3 *inherits from* \setupframed

`\setuplayer[...][...==...]`

<sup>1</sup> The block styles use a different structure and use a letter section for the address block.

## Layout

`\setupletterstyle [...,1...] [...,2...] [...,3=...]`  
OPTIONAL

- 1 head foot nexthead nextfoot lefthead leftfoot righthead rightfoot  
address backaddress reference location topmark botmark cutmark  
endmark usermark letternext lettermain
- 2 layer
- 3 *inherits from* \setuplayer

`\getparameters[...][...,...=...,...]`

`\setupletterstyle [...,1...] [...,2...] [...,3=...]`  
OPTIONAL

- 1 head foot nexthead nextfoot lefthead leftfoot righthead rightfoot  
address backaddress reference location topmark botmark cutmark  
endmark usermark letternext lettermain
- 2 option
- 3 state = start stop first next left right leftpage rightpage  
page subpage  
symbol = IDENTIFIER  
style = normal bold slanted boldslanted type cap small...  
COMMAND  
color = IDENTIFIER  
alternative = IDENTIFIER  
separator = IDENTIFIER  
leftmargin = DIMENSION  
rightmargin = DIMENSION  
spacebefore = DIMENSION  
spaceafter = DIMENSION

## Layout

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## 1.3.2 Letter sections

- letterhead<sup>2</sup>
- dateline
- referenceline
- specialnotation
- insideaddress
- title
- subject
- opening
- content
- closing
- appendices

You can change the layout of a letter section with the `\setupletterstyle` command, the syntax is:

```
\setupletterstyle [...1,...] [...2,...]
```

1 letterhead dateline referenceline specialnotation insideaddress  
title subject opening content closing appendices

2 before = COMMAND  
after = COMMAND  
align = inner outer left right flushleft flushright middle  
center normal no yes  
style = normal bold slanted boldslanted type cap small...  
COMMAND  
color = IDENTIFIER  
leftmargin = DIMENSION  
rightmargin = DIMENSION  
alternative = IDENTIFIER  
separator = IDENTIFIER  
command = \...#1  
optimize = yes no

<sup>2</sup> Only used for the blockstyle layouts.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### 1.3.3 Letter descriptions

```
\setupletterstyle [...,1...] [...,2_,...]
```

```
1 postscript copy enclosure
2 location = left right top text
  width    = fit broad DIMENSION
  distance = DIMENSION
  before   = COMMAND
  after    = COMMAND
  inbetween = COMMAND
  headstyle = normal bold slanted boldslanted type cap small...
             COMMAND
  headcolor = IDENTIFIER
```

## Layout

## 1.4 Extensions

The letter module provides a special type of files, called extensions. They provide functions that could be used by different files like the labels for each language (`label.nle`) or extra features for one purpose like the page optimisation (`optimize.nle`).

You can load extension files either with the letter module and write their names as argument to the `extension` key or afterwards in your file with the `useletterextension` command.

```
\useletterextension [...,*...]
```

\* IDENTIFIER

The module comes itself with the following extensions:

<b>label</b>	Labeltexts for different languages
<b>pragma</b>	Example content for Hans own letter module
<b>optimize</b>	Increase or decrease the distance between paragraphs to fill a page with at least 25% of the text height

## Extensions

## 1.5 Reference line

The reference lines is used to show information like the date and other information.

A few styles are predefined and you can select them with:

```
\setupletterstyle[reference][alternative=...]
```

By default only the current date is shown in the reference line but you can change this with list key, you can give a single value or a comma list as argument.

```
\setupletterstyle[reference][list=...]
```

For backward compatibility you could set both values also with the `\setupletter` command which are passed down to the `\setupletterstyle` command.

```
\setupletter  
  [alternative=...,  
  list=...]
```

Max Mustermann  
Musterstraße 12  
12345 Musterstadt

Hans Hansen  
Zielgasse 23  
34789 New Mustertown

Name  
Willi Maier

Phone  
01234-56789

Date  
April 26, 2009

## Grund des Anschreibens

Sehr geehrte Damen und Herren,

Thus, I came to the conclusion that the designer of a new system must not only be the implementer and first large-scale user; the designer should also write the first user manual.

The separation of any of these four components would have hurt T<sub>E</sub>X significantly. If I had not participated fully in all these activities, literally hundreds of improvements would never have been made, because I would never have thought of them or perceived why they were important.

But a system cannot be successful if it is too strongly influenced by a single person. Once the initial design is complete and fairly robust, the real test begins as people with many different viewpoints undertake their own experiments.

Mit freundlichen Grüßen



## Reference line

### 1.5.1 Alternative a

The reference alternative a is enabled with the default style, the only value you can see is the date. The setup in the default style for the reference line is like this:

```
\setupletterstyle  
  [reference]  
  [alternative=a,  
   list=date]
```

This leads to the following output, you get two lines which are aligned to the right side with a label in the current mainlanguage on the top line and the current date on the bottom line.

Date April 26, 2009
------------------------

You could also show more elements in the reference line when you write them as argument the list key.

```
\setupletterstyle  
  [reference]  
  [list={name,phone,date}]
```

The values are shown in the given order and spread across the line like below. To get this effect you need a list with at least two elements, otherwise it is moved to the right side like you can see in the first example.

Name	Phone	Date
Willi Maier	01234-56789	April 26, 2009

Max Mustermann  
Musterstraße 12  
12345 Musterstadt

Hans Hansen  
Zielgasse 23  
34789 New Mustertown

Your ref.:

Your letter of: 2880-01-15

Our ref.: IV 1 - 24 00

Our letter of:

Name: Max Mustermann

Room:

Phone: 01234-56789

Fax: 3456-9853

Date: April 26, 2009

## Grund des Anschreibens

Sehr geehrte Damen und Herren,

Thus, I came to the conclusion that the designer of a new system must not only be the implementer and first large-scale user; the designer should also write the first user manual.

The separation of any of these four components would have hurt T<sub>E</sub>X significantly. If I had not participated fully in all these activities, literally hundreds of improvements would never have been made, because I would never have thought of them or perceived why they were important.

But a system cannot be successful if it is too strongly influenced by a single person. Once the initial design is complete and fairly robust, the real test begins as people with many different viewpoints undertake their own experiments.

Mit freundlichen Grüßen

## 1.5.2 Alternative b

```
\setupletterstyle  
  [reference]  
  [alternative=b]
```

```
\setupletter[date][separator=: ]
```

Date: April 26, 2009

```
\setupletterstyle  
  [reference]  
  [alternative=b,  
   list={name,phone,date}]
```

```
\setupletter  
  [name,phone,date]  
  [separator=: ]
```

Name: Willi Maier  
Phone: 01234-56789  
Date: April 26, 2009

```
\setupletter  
  [name,phone,date]  
  [titlestyle=\tx,  
   separator=: ]
```

Name: Willi Maier  
Phone: 01234-56789  
Date: April 26, 2009

Max Mustermann  
Musterstraße 12  
12345 Musterstadt

Hans Hansen  
Zielgasse 23  
34789 New Mustertown

Place, April 26, 2009

## **Grund des Anschreibens**

Sehr geehrte Damen und Herren,

Thus, I came to the conclusion that the designer of a new system must not only be the implementer and first large-scale user; the designer should also write the first user manual.

The separation of any of these four components would have hurt T<sub>E</sub>X significantly. If I had not participated fully in all these activities, literally hundreds of improvements would never have been made, because I would never have thought of them or perceived why they were important.

But a system cannot be successful if it is too strongly influenced by a single person. Once the initial design is complete and fairly robust, the real test begins as people with many different viewpoints undertake their own experiments.

Mit freundlichen Grüßen

### 1.5.3 Alternative c

```
\setupletterstyle
[reference]
[alternative=c,
list=reference]
```

```
\setupletter[reference=\rightaligned{\currentdate}]
```

April 26, 2009

```
\setupletterstyle
[reference]
[alternative=c,
list=reference]
```

```
\setupletter
[reference=\line{\lettervalue{name}\hfill\lettervalue{date}}]
```

Willi Maier

April 26, 2009

You could also use the alternative c to create your own reference line.

The following example show you a way to create own similar the alternative a but now with a natural table and a hard coded order of the elements.

```
\setupletterstyle
[reference]
[alternative=c,
list=reference]
```

```
\startsetups reference:customized
```

```
\bTABLE[frame=off,offset=0pt,width=.25\hsize]
```

## Reference line

```
\bTR
  \bTD \labeltext{letter:name} \eTD
  \bTD \labeltext{letter:phone} \eTD
  \bTD \labeltext{letter:fax} \eTD
  \bTD \labeltext{letter:date} \eTD
\eTR
\bTR
  \bTD \lettervalue{name} \eTD
  \bTD \lettervalue{phone} \eTD
  \bTD \lettervalue{fax} \eTD
  \bTD \lettervalue{date} \eTD
\eTR
\eTABLE
```

\stopsetups

\setupletter

[reference=\setups{reference:customized}]

The code results in the following result.

Name	Phone	Fax	Date
Willi Maier	01234-56789	3456-9853	April 26, 2009

Reference line

Max Mustermann  
Musterstraße 12  
12345 Musterstadt

Hans Hansen  
Zielgasse 23  
34789 New Mustertown

Your ref.:  
Your letter of: 2880-01-15  
Our ref.: IV 1 - 24 00  
Our letter of:

Name: Max Mustermann  
Room:  
Phone: 01234-56789  
Fax: 3456-9853

Date: April 26, 2009

## Grund des Anschreibens

Sehr geehrte Damen und Herren,

Thus, I came to the conclusion that the designer of a new system must not only be the implementer and first large-scale user; the designer should also write the first user manual.

The separation of any of these four components would have hurt T<sub>E</sub>X significantly. If I had not participated fully in all these activities, literally hundreds of improvements would never have been made, because I would never have thought of them or perceived why they were important.

But a system cannot be successful if it is too strongly influenced by a single person. Once the initial design is complete and fairly robust, the real test begins as people with many different viewpoints undertake their own experiments.

Mit freundlichen Grüßen



## 1.5.4 Alternative d

```
\setupletterstyle  
[reference]  
[alternative=b]
```

Date April 26, 2009

```
\setupletterstyle  
[reference]  
[alternative=d,  
list={name,phone,date}]
```

Name Willi Maier  
Phone 01234-56789  
Date April 26, 2009

```
\setupletter  
[name,phone,date]  
[separator=: ]
```

Name: Willi Maier  
Phone: 01234-56789  
Date: April 26, 2009

```
\setupletter  
[name,phone,date]  
[titlestyle=\tx,  
separator=: ]
```

## Reference line

Name: Willi Maier  
Phone: 01234-56789  
Date: April 26, 2009

Reference line

Max Mustermann  
Musterstraße 12  
12345 Musterstadt

Hans Hansen  
Zielgasse 23  
34789 New Mustertown

Name	Phone	Date
Willi Maier	01234-56789	April 26, 2009

## Grund des Anschreibens

Sehr geehrte Damen und Herren,

Thus, I came to the conclusion that the designer of a new system must not only be the implementer and first large-scale user; the designer should also write the first user manual.

The separation of any of these four components would have hurt T<sub>E</sub>X significantly. If I had not participated fully in all these activities, literally hundreds of improvements would never have been made, because I would never have thought of them or perceived why they were important.

But a system cannot be successful if it is too strongly influenced by a single person. Once the initial design is complete and fairly robust, the real test begins as people with many different viewpoints undertake their own experiments.

Mit freundlichen Grüßen

## 1.5.5 Alternative e

```
\setupletterstyle  
  [reference]  
  [alternative=b]
```

Date  
April 26, 2009

```
\setupletterstyle  
  [reference]  
  [alternative=e,  
    list={name,phone,date}]
```

```
\setupletter  
  [name,date,phone]  
  [width=.25\textwidth]
```

Name	Phone	Date
Willi Maier	01234-56789	April 26, 2009

Max Mustermann  
Musterstraße 12  
12345 Musterstadt

Hans Hansen  
Zielgasse 23  
34789 New Mustertown

## Grund des Anschreibens

Sehr geehrte Damen und Herren,

Thus, I came to the conclusion that the designer of a new system must not only be the implementer and first large-scale user; the designer should also write the first user manual.

The separation of any of these four components would have hurt T<sub>E</sub>X significantly. If I had not participated fully in all these activities, literally hundreds of improvements would never have been made, because I would never have thought of them or perceived why they were important.

But a system cannot be successful if it is too strongly influenced by a single person. Once the initial design is complete and fairly robust, the real test begins as people with many different viewpoints undertake their own experiments.

Mit freundlichen Grüßen

## 1.5.6 Alternative none

The last alternative `none` is different from the previous alternatives.

It disables the complete reference line and use as only alternative the values from layout for the first page to the distance till the first line of the letter while the other ignores this values and calculate it based on the position, height and distance after the reference line.

You choose in the same way as the other alternatives.

```
\setupletterstyle  
  [reference]  
  [alternative=none]
```

Max Mustermann  
Musterstraße 12  
12345 Musterstadt

Hans Hansen  
Zielgasse 23  
34789 New Mustertown

Fax                      Email  
3456-9853

Your ref.	Our ref.	Phone	Date
2880-01-15	IV 1 - 24 00	01234-56789	2009-04-26

## Grund des Anschreibens

Sehr geehrte Damen und Herren,

Thus, I came to the conclusion that the designer of a new system must not only be the implementer and first large-scale user; the designer should also write the first user manual.

The separation of any of these four components would have hurt T<sub>E</sub>X significantly. If I had not participated fully in all these activities, literally hundreds of improvements would never have been made, because I would never have thought of them or perceived why they were important.

But a system cannot be successful if it is too strongly influenced by a single person. Once the initial design is complete and fairly robust, the real test begins as people with many different viewpoints undertake their own experiments.

Mit freundlichen Grüßen



## 1.5.7 Customized reference line

```

\defineletterelement[reference][customized]%
  {\setupTABLE           [height=18mm,frame=off,offset=0pt]%
   \setupTABLE[c][1,2]   [width=50.8mm]%
   \setupTABLE[c][3,4,5][width=25.4mm]%
   \bTABLE
     \bTR
       \bTD[m=3] \labeltext{letter:fax}   \\\lettervalue{fax}   \eTD
       \bTD      \labeltext{letter:email} \\\lettervalue{email} \eTD
     \eTR
     \bTR
       \bTD      \labeltext{letter:yourref}\\\lettervalue{yourref} \eTD
       \bTD      \labeltext{letter:myref}  \\\lettervalue{myref}  \eTD
       \bTD[nx=2] \labeltext{letter:phone} \\\lettervalue{phone}  \eTD
       \bTD      \labeltext{letter:date}   \\\lettervalue{date}   \eTD
     \eTR
   \eTABLE}

\setupletterstyle
  [firstpage]
  [topspace=11.5cm]

\setupletterstyle
  [reference]
  [alternative=customized]

```

Reference line

## Reference line

```
\defineletterelement[reference][customized]%
{\bTABLE[frame=off,offset=0pt,width=.25\hsize]
  \bTR
    \bTD \labeltext{letter:name} \eTD
    \bTD \labeltext{letter:phone} \eTD
    \bTD \labeltext{letter:fax} \eTD
    \bTD \labeltext{letter:date} \eTD
  \eTR
  \bTR
    \bTD \lettervalue{name} \eTD
    \bTD \lettervalue{phone} \eTD
    \bTD \lettervalue{fax} \eTD
    \bTD \lettervalue{date} \eTD
  \eTR
\eTABLE}
```

Max Mustermann  
Musterstraße 12  
12345 Musterstadt

Hans Hansen  
Zielgasse 23  
34789 New Mustertown

## Grund des Anschreibens

Vorname Nachname  
01234/567890  
hans.meier@muster.de

Sehr geehrte Damen und Herren,

Thus, I came to the conclusion that the designer of a new system must not only be the implementer and first large-scale user; the designer should also write the first user manual.

The separation of any of these four components would have hurt  $\text{\TeX}$  significantly. If I had not participated fully in all these activities, literally hundreds of improvements would never have been made, because I would never have thought of them or perceived why they were important.

But a system cannot be successful if it is too strongly influenced by a single person. Once the initial design is complete and fairly robust, the real test begins as people with many different viewpoints undertake their own experiments.

Mit freundlichen Grüßen

## Reference line

```
\defineletterelement[reference][sideline]
  {\framed
    [frame=off,
     align={right,high},
     foregroundstyle=small,
     width=4cm,
     height=\textwidth]
    {Vorname Nachname\\
     01234/567890\\
     hans.meier@muster.de}}
```

```
\setupletterstyle
  [firstpage,secondpage]
  [topspace=8cm,
   width=13cm]
```

```
\setupletterstyle
  [reference]
  [alternative=sideline,
   hoffset=\dimexpr\backspace+\textwidth+1em\relax,
   voffset=\topspace]
```

Reference line

## 1.6 Header and Footer

### 1.6.1 Header

Max Mustermann  
Musterweg 12  
12345 Musterstadt  
1234/567890  
1234/567891  
max.mustermann.com

alternative = left  
fromrule = no

Max Mustermann  
Musterweg 12  
12345 Musterstadt  
1234/567890  
1234/567891  
max.mustermann.com

alternative = middle  
fromrule = no

Max Mustermann  
Musterweg 12  
12345 Musterstadt  
1234/567890  
1234/567891  
max.mustermann.com

alternative = right  
fromrule = no

Max Mustermann  
Musterweg 12  
12345 Musterstadt  
1234/567890  
1234/567891  
max.mustermann.com

alternative = left  
fromrule = top

Max Mustermann  
Musterweg 12  
12345 Musterstadt  
1234/567890  
1234/567891  
max.mustermann.com

alternative = middle  
fromrule = top

Max Mustermann  
Musterweg 12  
12345 Musterstadt  
1234/567890  
1234/567891  
max.mustermann.com

alternative = right  
fromrule = top

Max Mustermann  
Musterweg 12  
12345 Musterstadt  
1234/567890  
1234/567891  
max.mustermann.com

alternative = left  
fromrule = bottom

Max Mustermann  
Musterweg 12  
12345 Musterstadt  
1234/567890  
1234/567891  
max.mustermann.com

alternative = middle  
fromrule = bottom

Max Mustermann  
Musterweg 12  
12345 Musterstadt  
1234/567890  
1234/567891  
max.mustermann.com

alternative = right  
fromrule = bottom

## Header and Footer



## 1.7 Letter Examples

The letter module consists not only of just the main module, it contains also a few already defined styles for different countries and each of them use slightly different position for the layers and other setups.

This section will give you an overview of all included styles you could use with the module without the need to write your own style.

John Simmons  
Parkstreet 12  
8257 Green Bay

Steve Wilson  
Nightstreet 4a  
9183 Cotton Village

Date  
April 26, 2009

**Brand new templates for Word**

Dear Mr Wilson,

Thus, I came to the conclusion that the designer of a new system must not only be the implementer and first large-scale user; the designer should also write the first user manual.

The separation of any of these four components would have hurt T<sub>E</sub>X significantly. If I had not participated fully in all these activities, literally hundreds of improvements would never have been made, because I would never have thought of them or perceived why they were important.

But a system cannot be successful if it is too strongly influenced by a single person. Once the initial design is complete and fairly robust, the real test begins as people with many different viewpoints undertake their own experiments.

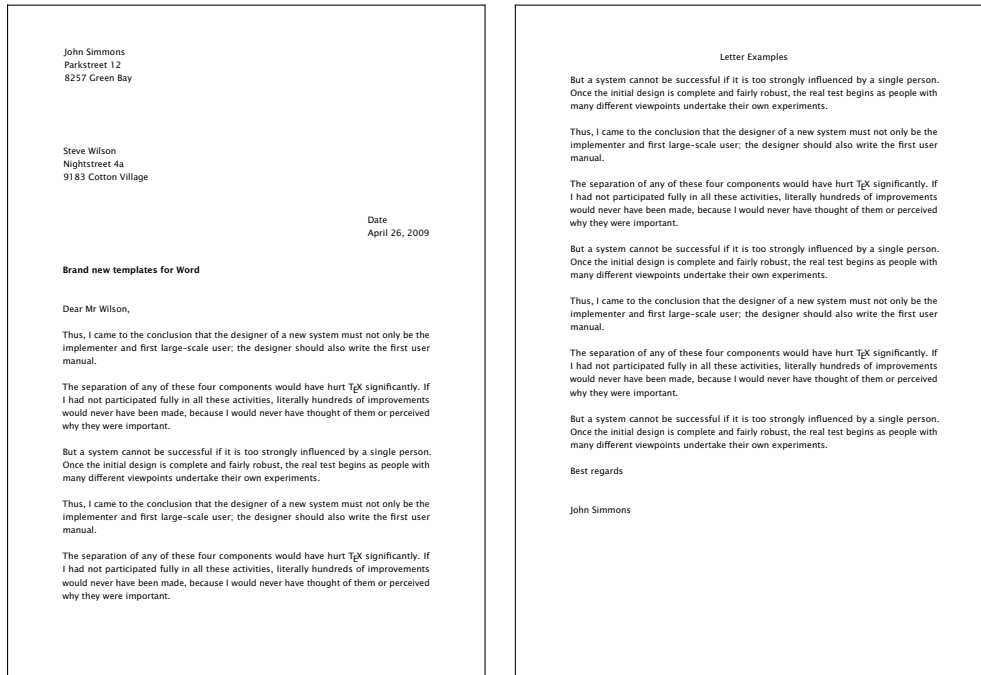
Best regards

John Simmons

## Letter Examples

### 1.7.1 DIN 676 B

The letter style `dinb` is the default style for the module and is used if nothing else is specified by the user.



First page

Second page

John Simmons  
Parkstreet 12  
8257 Green Bay

Steve Wilson  
Nightstreet 4a  
9183 Cotton Village

Date  
April 26, 2009

**Brand new templates for Word**

Dear Mr Wilson,

Thus, I came to the conclusion that the designer of a new system must not only be the implementer and first large-scale user; the designer should also write the first user manual.

The separation of any of these four components would have hurt T<sub>E</sub>X significantly. If I had not participated fully in all these activities, literally hundreds of improvements would never have been made, because I would never have thought of them or perceived why they were important.

But a system cannot be successful if it is too strongly influenced by a single person. Once the initial design is complete and fairly robust, the real test begins as people with many different viewpoints undertake their own experiments.

Best regards

John Simmons

## Letter Examples

### 1.7.2 DIN 676 A

The second style dina follows the same rules as the style dinb but all fields shifted by the same value upwards to give you more space for the lettercontent.

<p>John Simmons Parkstreet 12 8257 Green Bay</p> <p>Steve Wilson Nightstreet 4a 9183 Cotton Village</p> <p>Date April 26, 2009</p> <p><b>Brand new templates for Word</b></p> <p>Dear Mr Wilson,</p> <p>Thus, I came to the conclusion that the designer of a new system must not only be the implementer and first large-scale user; the designer should also write the first user manual.</p> <p>The separation of any of these four components would have hurt Tgk significantly. If I had not participated fully in all these activities, literally hundreds of improvements would never have been made, because I would never have thought of them or perceived why they were important.</p> <p>But a system cannot be successful if it is too strongly influenced by a single person. Once the initial design is complete and fairly robust, the real test begins as people with many different viewpoints undertake their own experiments.</p> <p>Thus, I came to the conclusion that the designer of a new system must not only be the implementer and first large-scale user; the designer should also write the first user manual.</p> <p>The separation of any of these four components would have hurt Tgk significantly. If I had not participated fully in all these activities, literally hundreds of improvements would never have been made, because I would never have thought of them or perceived why they were important.</p> <p>But a system cannot be successful if it is too strongly influenced by a single person. Once the initial design is complete and fairly robust, the real test begins as people with many different viewpoints undertake their own experiments.</p>	<p>Letter Examples</p> <p>Thus, I came to the conclusion that the designer of a new system must not only be the implementer and first large-scale user; the designer should also write the first user manual.</p> <p>The separation of any of these four components would have hurt Tgk significantly. If I had not participated fully in all these activities, literally hundreds of improvements would never have been made, because I would never have thought of them or perceived why they were important.</p> <p>But a system cannot be successful if it is too strongly influenced by a single person. Once the initial design is complete and fairly robust, the real test begins as people with many different viewpoints undertake their own experiments.</p> <p>Thus, I came to the conclusion that the designer of a new system must not only be the implementer and first large-scale user; the designer should also write the first user manual.</p> <p>The separation of any of these four components would have hurt Tgk significantly. If I had not participated fully in all these activities, literally hundreds of improvements would never have been made, because I would never have thought of them or perceived why they were important.</p> <p>But a system cannot be successful if it is too strongly influenced by a single person. Once the initial design is complete and fairly robust, the real test begins as people with many different viewpoints undertake their own experiments.</p> <p>Best regards</p> <p>John Simmons</p>
--	--

First page

Second page

John Simmons  
Parkstreet 12  
8257 Green Bay

Steve Wilson  
Nightstreet 4a  
9183 Cotton Village

Date  
April 26, 2009

**Brand new templates for Word**

Dear Mr Wilson,

Thus, I came to the conclusion that the designer of a new system must not only be the implementer and first large-scale user; the designer should also write the first user manual.

The separation of any of these four components would have hurt T<sub>E</sub>X significantly. If I had not participated fully in all these activities, literally hundreds of improvements would never have been made, because I would never have thought of them or perceived why they were important.

But a system cannot be successful if it is too strongly influenced by a single person. Once the initial design is complete and fairly robust, the real test begins as people with many different viewpoints undertake their own experiments.

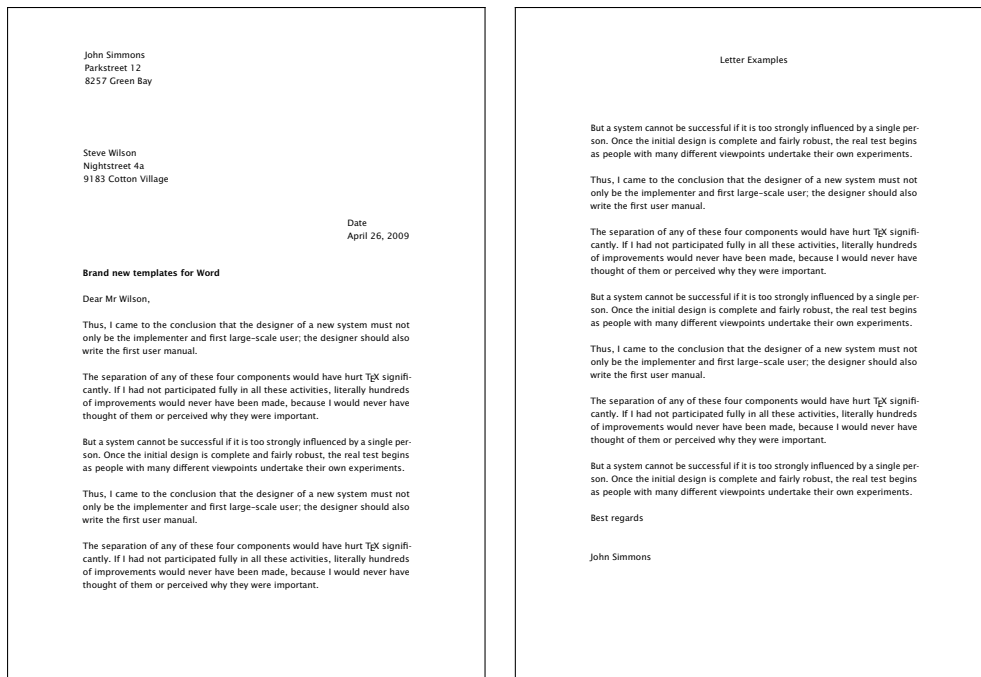
Best regards

John Simmons

## Letter Examples

### 1.7.3 NEN 1026

The third style supported by the letter module is for dutch letters, the name of the style is called `dutch`. The values and examples for the style are provided by Willi Egger.



First page

Second page

John Simmons  
Parkstreet 12  
8257 Green Bay

April 26, 2009

Steve Wilson  
Nightstreet 4a  
9183 Cotton Village

### **Brand new templates for Word**

Dear Mr Wilson,

Thus, I came to the conclusion that the designer of a new system must not only be the implementer and first large-scale user; the designer should also write the first user manual.

The separation of any of these four components would have hurt T<sub>E</sub>X significantly. If I had not participated fully in all these activities, literally hundreds of improvements would never have been made, because I would never have thought of them or perceived why they were important.

But a system cannot be successful if it is too strongly influenced by a single person. Once the initial design is complete and fairly robust, the real test begins as people with many different viewpoints undertake their own experiments.

Best regards

John Simmons



## Letter Examples

### 1.7.4 French

The french style is based on values given to me by Olivier Guéry.



First page



Second page

Parkstreet 12  
8257 Green Bay

April 26, 2009

Steve Wilson  
Nightstreet 4a  
9183 Cotton Village

Dear Mr Wilson,

Brand new templates for Word

Thus, I came to the conclusion that the designer of a new system must not only be the implementer and first large-scale user; the designer should also write the first user manual.

The separation of any of these four components would have hurt T<sub>E</sub>X significantly. If I had not participated fully in all these activities, literally hundreds of improvements would never have been made, because I would never have thought of them or perceived why they were important.

But a system cannot be successful if it is too strongly influenced by a single person. Once the initial design is complete and fairly robust, the real test begins as people with many different viewpoints undertake their own experiments.

Best regards

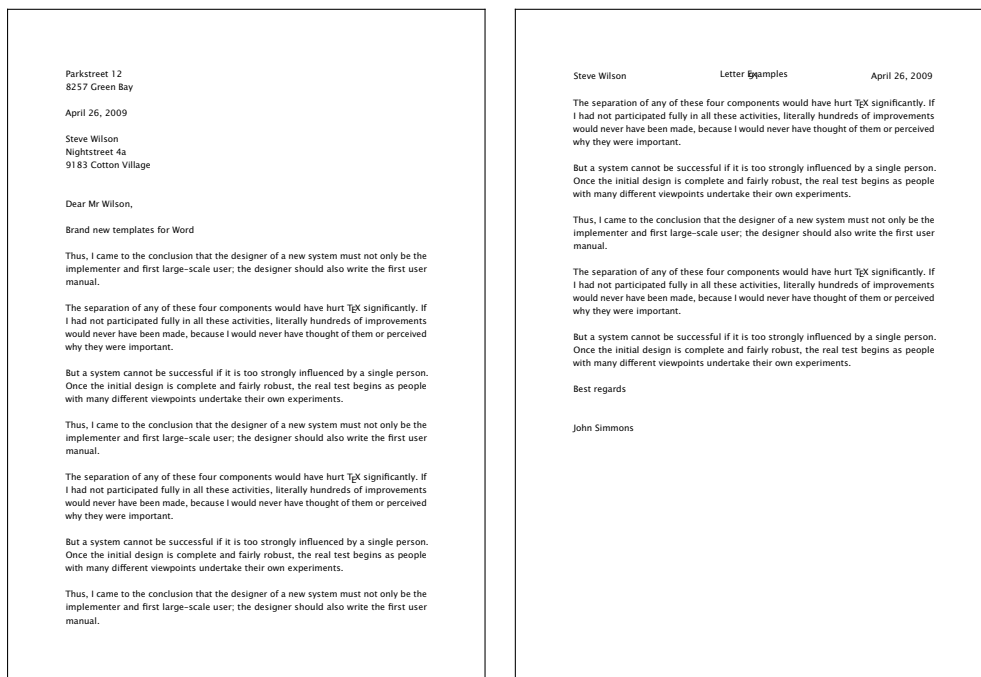
John Simmons

## Letter Examples

### 1.7.5 Full-block Style

The full-block format is the simplest of all six blockstyle formats. Every part of the letter starts at the left margin with a blank line between each part.

The order of the parts is date, inside address, attention line, salutation, subject line, body, complimentary close, signature and additional information.



First page

Second page

Parkstreet 12  
8257 Green Bay

April 26, 2009

Steve Wilson  
Nightstreet 4a  
9183 Cotton Village

Dear Mr Wilson,

Brand new templates for Word

Thus, I came to the conclusion that the designer of a new system must not only be the implementer and first large-scale user; the designer should also write the first user manual.

The separation of any of these four components would have hurt T<sub>E</sub>X significantly. If I had not participated fully in all these activities, literally hundreds of improvements would never have been made, because I would never have thought of them or perceived why they were important.

But a system cannot be successful if it is too strongly influenced by a single person. Once the initial design is complete and fairly robust, the real test begins as people with many different viewpoints undertake their own experiments.

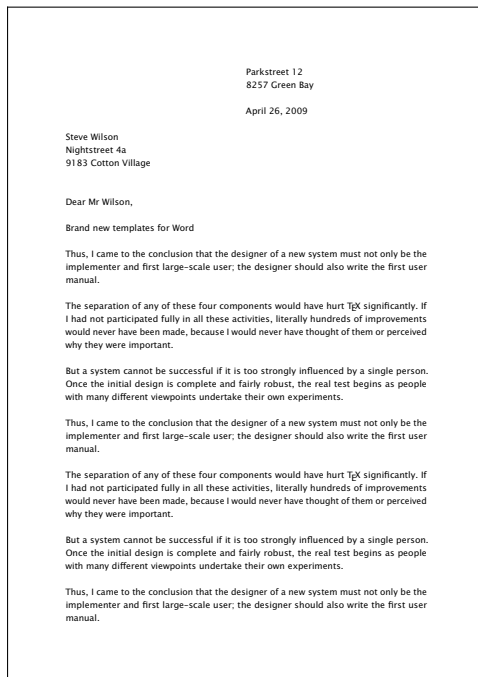
Best regards

John Simmons

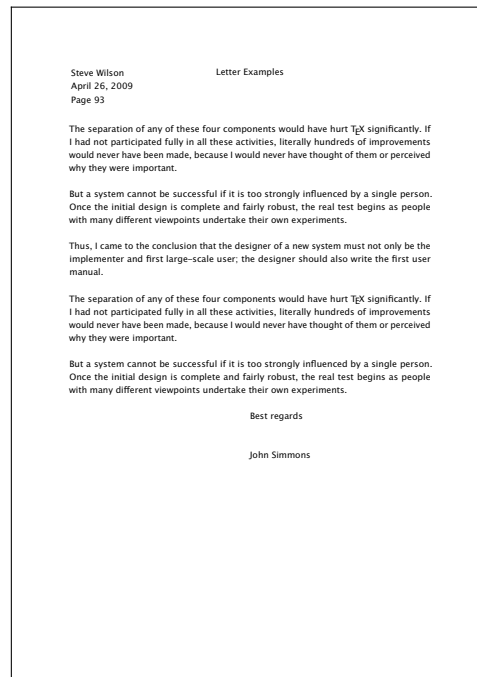
## Letter Examples

### 1.7.6 Modified Block Style

The modified style has the same layout as the full-block style but the date, signature and closing moved to the right, which allows them to stand.



First page



Second page

Parkstreet 12  
8257 Green Bay

April 26, 2009

Steve Wilson  
Nightstreet 4a  
9183 Cotton Village

Dear Mr Wilson,

Brand new templates for Word

Thus, I came to the conclusion that the designer of a new system must not only be the implementer and first large-scale user; the designer should also write the first user manual.

The separation of any of these four components would have hurt  $\text{T}_{\text{E}}\text{X}$  significantly. If I had not participated fully in all these activities, literally hundreds of improvements would never have been made, because I would never have thought of them or perceived why they were important.

But a system cannot be successful if it is too strongly influenced by a single person. Once the initial design is complete and fairly robust, the real test begins as people with many different viewpoints undertake their own experiments.

Best regards

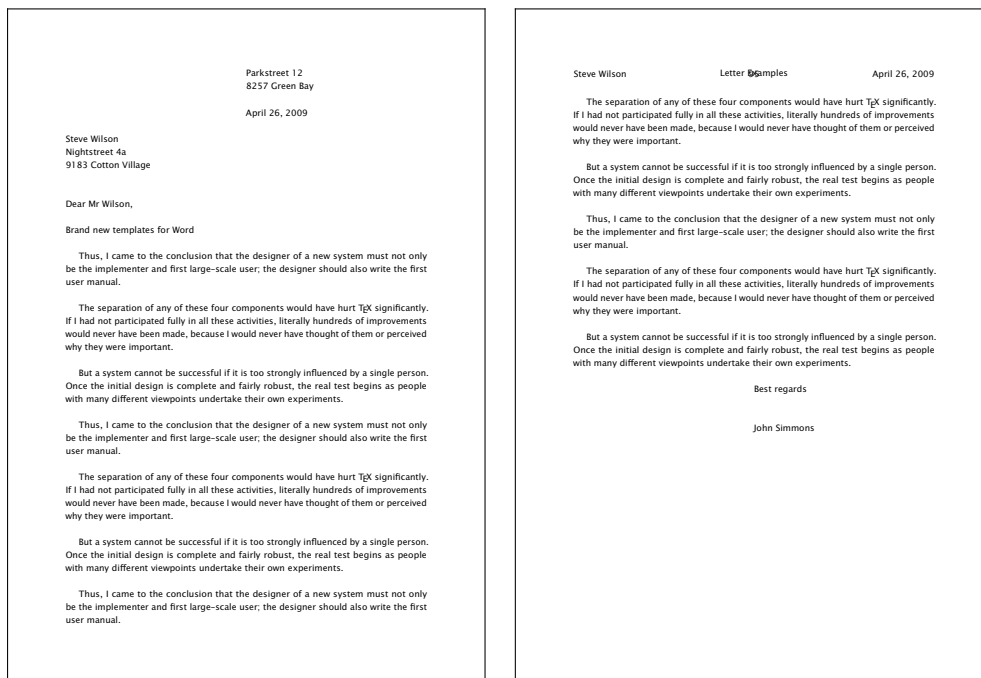
John Simmons

## Letter Examples

### 1.7.7 Semiblock Style

The semiblock style is the format most people recognize as business letter.

The layout is the same as in the modified style. Paragraphs are intended by five spaces<sup>3</sup>.



First page

Second page

<sup>3</sup> The semiblock letter style use the medium value for `\setupindenting` to indent the paragraphs.

Parkstreet 12  
8257 Green Bay

April 26, 2009

Steve Wilson  
Nightstreet 4a  
9183 Cotton Village

Brand new templates for Word

Thus, I came to the conclusion that the designer of a new system must not only be the implementer and first large-scale user; the designer should also write the first user manual.

The separation of any of these four components would have hurt T<sub>E</sub>X significantly. If I had not participated fully in all these activities, literally hundreds of improvements would never have been made, because I would never have thought of them or perceived why they were important.

But a system cannot be successful if it is too strongly influenced by a single person. Once the initial design is complete and fairly robust, the real test begins as people with many different viewpoints undertake their own experiments.

John Simmons

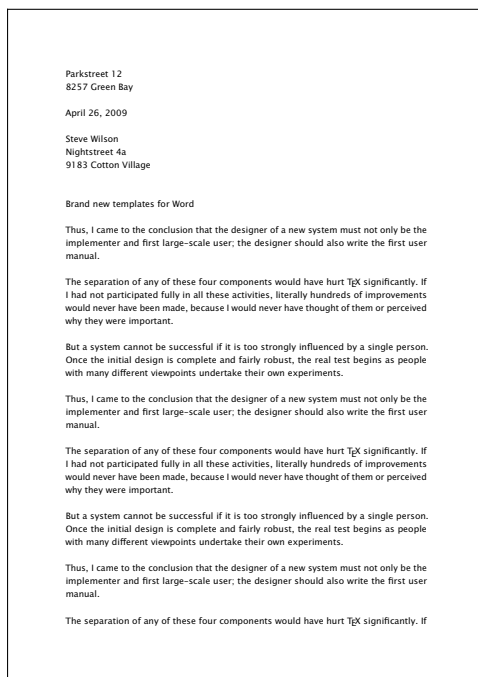


## Letter Examples

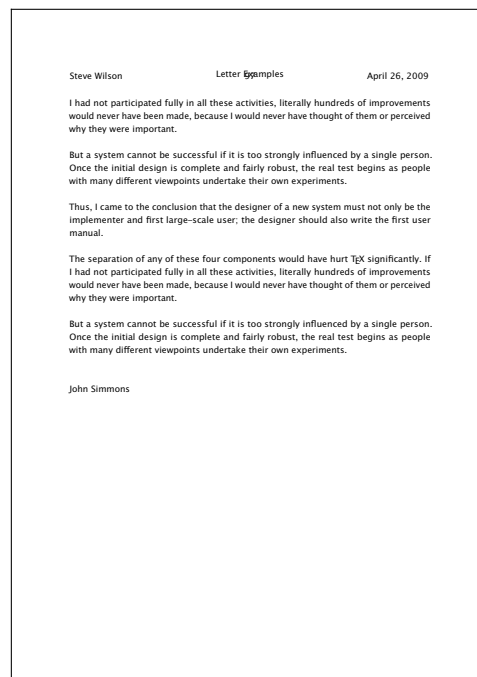
### 1.7.8 Simplified Style

The simplified style is used when you don't know the name of the person you're writing to or when you write to a company.

It contains no title, salutation or complimentary closing. The main focus is the body of the letter.



First page



Second page

Parkstreet 12  
8257 Green Bay

April 26, 2009

Steve Wilson  
Nightstreet 4a  
9183 Cotton Village

Dear Mr Wilson,

Brand new templates for Word

Thus, I came to the conclusion that the designer of a new system must not only be the implementer and first large-scale user; the designer should also write the first user manual.

The separation of any of these four components would have hurt T<sub>E</sub>X significantly. If I had not participated fully in all these activities, literally hundreds of improvements would never have been made, because I would never have thought of them or perceived why they were important.

But a system cannot be successful if it is too strongly influenced by a single person. Once the initial design is complete and fairly robust, the real test begins as people with many different viewpoints undertake their own experiments.

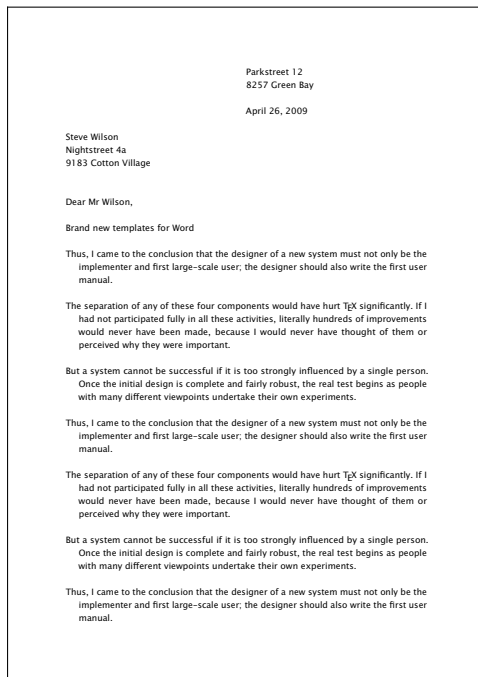
Best regards

John Simmons

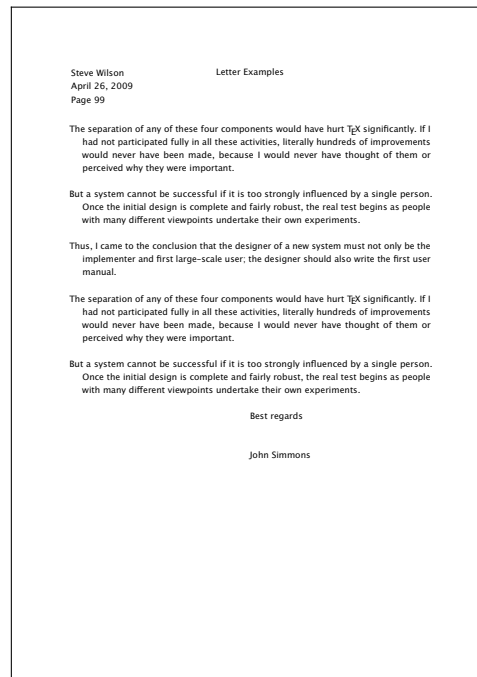
## Letter Examples

### 1.7.9 Hanging indented Style

The hanging indented format is seldom used. It's main advantage is that it calls attention to the body and each paragraph.



First page



Second page

Date: April 26, 2009  
To: Steve Wilson  
From: John Simmons  
Subject: Brand new templates for Word

Thus, I came to the conclusion that the designer of a new system must not only be the implementer and first large-scale user; the designer should also write the first user manual.

The separation of any of these four components would have hurt T<sub>E</sub>X significantly. If I had not participated fully in all these activities, literally hundreds of improvements would never have been made, because I would never have thought of them or perceived why they were important.

But a system cannot be successful if it is too strongly influenced by a single person. Once the initial design is complete and fairly robust, the real test begins as people with many different viewpoints undertake their own experiments.

Best regards

John Simmons

## Letter Examples

### 1.7.10 Memo Style

The memo style used primarily for interoffice communication. The top of the memo indicates the date, the name of the recipient, the name of the sender and the subject.

The abbreviation “RE” is sometimes used instead of “Subject”.

A signature and additional information are optional. The signature is placed near the center with the additional information at the left margin.

Date: April 26, 2009  
To: Steve Wilson  
From: John Simmons  
Subject: Brand new templates for Word

Thus, I came to the conclusion that the designer of a new system must not only be the implementer and first large-scale user; the designer should also write the first user manual.

The separation of any of these four components would have hurt TgX significantly. If I had not participated fully in all these activities, literally hundreds of improvements would never have been made, because I would never have thought of them or perceived why they were important.

But a system cannot be successful if it is too strongly influenced by a single person. Once the initial design is complete and fairly robust, the real test begins as people with many different viewpoints undertake their own experiments.

Thus, I came to the conclusion that the designer of a new system must not only be the implementer and first large-scale user; the designer should also write the first user manual.

The separation of any of these four components would have hurt TgX significantly. If I had not participated fully in all these activities, literally hundreds of improvements would never have been made, because I would never have thought of them or perceived why they were important.

But a system cannot be successful if it is too strongly influenced by a single person. Once the initial design is complete and fairly robust, the real test begins as people with many different viewpoints undertake their own experiments.

Thus, I came to the conclusion that the designer of a new system must not only be the implementer and first large-scale user; the designer should also write the first user manual.

The separation of any of these four components would have hurt TgX significantly. If I had not participated fully in all these activities, literally hundreds of improvements would never have been made, because I would never have thought of them or perceived why they were important.

But a system cannot be successful if it is too strongly influenced by a single person. Once the initial design is complete and fairly robust, the real test begins as people with many different viewpoints undertake their own experiments.

First page

Thus, I came to the conclusion that the designer of a new system must not only be the implementer and first large-scale user; the designer should also write the first user manual.

The separation of any of these four components would have hurt TgX significantly. If I had not participated fully in all these activities, literally hundreds of improvements would never have been made, because I would never have thought of them or perceived why they were important.

But a system cannot be successful if it is too strongly influenced by a single person. Once the initial design is complete and fairly robust, the real test begins as people with many different viewpoints undertake their own experiments.

Best regards

John Simmons

Second page

John Simmons  
Parkstreet 12  
8257 Green Bay

Steve Wilson  
Nightstreet 4a  
9183 Cotton Village

Date  
April 26, 2009

**Brand new templates for Word**

Dear Mr Wilson,

Thus, I came to the conclusion that the designer of a new system must not only be the implementer and first large-scale user; the designer should also write the first user manual.

The separation of any of these four components would have hurt T<sub>E</sub>X significantly. If I had not participated fully in all these activities, literally hundreds of improvements would never have been made, because I would never have thought of them or perceived why they were important.

But a system cannot be successful if it is too strongly influenced by a single person. Once the initial design is complete and fairly robust, the real test begins as people with many different viewpoints undertake their own experiments.

Best regards

John Simmons

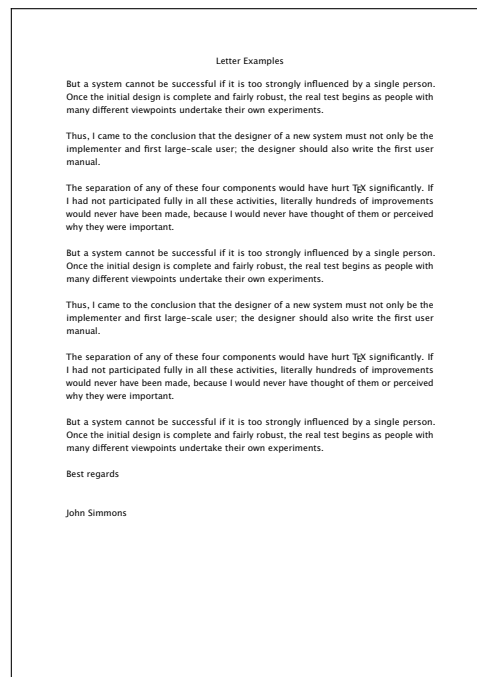
## Letter Examples

### 1.7.11 Swiss Style A

The layout of this style is not finished, if you want to use it give me information about the correct margins and position of the elements.



First page



Second page

John Simmons  
Parkstreet 12  
8257 Green Bay

Steve Wilson  
Nightstreet 4a  
9183 Cotton Village

Date  
April 26, 2009

**Brand new templates for Word**

Dear Mr Wilson,

Thus, I came to the conclusion that the designer of a new system must not only be the implementer and first large-scale user; the designer should also write the first user manual.

The separation of any of these four components would have hurt T<sub>E</sub>X significantly. If I had not participated fully in all these activities, literally hundreds of improvements would never have been made, because I would never have thought of them or perceived why they were important.

But a system cannot be successful if it is too strongly influenced by a single person. Once the initial design is complete and fairly robust, the real test begins as people with many different viewpoints undertake their own experiments.

Best regards

John Simmons



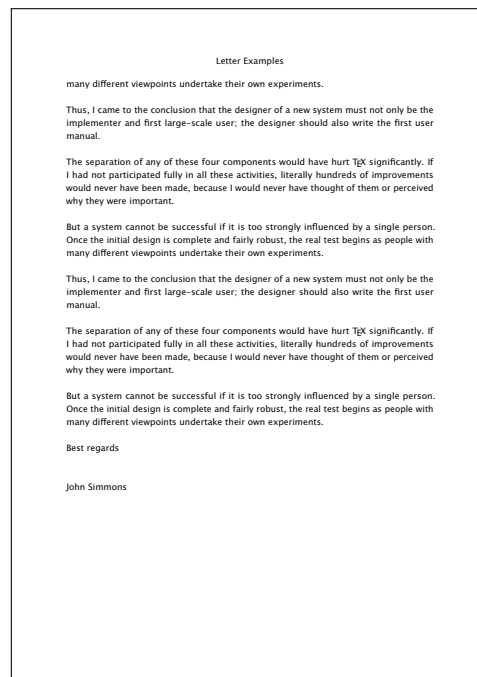
## Letter Examples

### 1.7.12 Swiss Style B

The layout of this style is not finished, if you want to use it give me information about the correct margins and position of the elements.



First page



Second page

## Letter Examples

Letter Examples

## Part 2

# Résumés

## Letter Examples

## 2.1 Interface

## Interface

### 2.1.1 Default

```
\startresume [...,.*,...] ... \stopresume
      OPTIONAL
*   inherits from \setupresume
```

## Interface

### 2.1.2 moderncv

The moderncv interface is based on the layout of the moderncv-package for L<sup>A</sup>T<sub>E</sub>X and with the same elements and styles. The difference between the L<sup>A</sup>T<sub>E</sub>X and the ConT<sub>E</sub>Xt-version is that you don't need a `\maketitle` command to place the header for each style and it is placed by default.

The current implementation of the moderncv interface is written as resume style and not as interface, this means you load it with `\useresumestyle` or as argument for `\usemodule` with the style key.

The available elements for the interface are described below.

#### `\cvline`

The `\cvline` take two arguments, the first place the text in the left margin and accepts only short entries, the second argument accepts longer texts which are placed in the text area. You could change the distance after the entry with the optional argument.

```
\cvline{...}{...}
```

The two lines

```
\cvline{supervisors}{Supervisors}  
\cvline{description}{\tx Short thesis abstract}
```

results in

```
supervisors  Supervisors  
description  Short thesis abstract
```

## `\cvlistitem`

The `\cvlistitem` is similar to the `\cvline` command above but it takes only one argument which is placed in the text area. In the left margin appear a symbol like a itemize, you could change this symbol with the optional argument before the text.

```
\cvlistitem[<symbol>]{...}
```

The two example line below

```
\cvlistitem{Item 1}
\cvlistitem[+]{Item 2}
```

result in the following output

```
- Item 1
+ Item 2
```

## `\cvlistdoubleitem`

The `\cvlistdoubleitem` is a enhanced version of the `\cvlistitem` command and place two text side by side, if you change the symbol it affects the symbol for both texts.

```
\cvlistdoubleitem[<symbol>]{...}{...}
```

As you can see in the next example you have to write the text in two command if you want one below the other.

```
\cvlistdoubleitem[$\circ$]{Item 1}{Item 3}
\cvlistdoubleitem[$\circ$]{Item 2}{Item 4}
```



## Interface

You can see this in the output from the example above.

- Item 1
- Item 2
- Item 3
- Item 4

## `\cventry`

The `\cventry` has six argument and prints the argument two to five in the first line of the text with a certain format for each text and separates them with commas. The first argument is typed in the left margin and the last in the text on a separate line.

```
\cventry{...}{...}{...}{...}{...}{...}
```

Two possible settings for the arguments are:

```
\cventry{year-year}{Degree}{Institution}{City}{\it Grade}{Description}  
\cventry{year-year}{Job title}{Employer}{City}{}{Description}
```

This results in the time period in the left margin and the information in the text.

year-year    **Degree, Institution, City, Grade.**  
                  Description

year-year    **Job title, Employer, City.**  
                  Description

## `\cvlanguage`

The `\cvlanguage` behaves also line the `\cvline` command but take a third argument which can be used for additional information in the right margin.

## Interface

```
\cvlanguage{...}{...}{...}
```

The following example

```
\cvlanguage{language 1}{Skill level}{Comment}  
\cvlanguage{language 2}{Skill level}{Comment}
```

results in:

language 1	<b>Skill level</b>	<i>Comment</i>
language 2	<b>Skill level</b>	<i>Comment</i>

## \cvcomputer

The `\cvcomputer` command is an enhanced version of the `\cvlistdoubleitem` with two explicit arguments for the label text which is written on the left of each entry.

```
\cvcomputer{...}{...}{...}{...}
```

As you can see in the first and third arguments a label is written to describe the text category of each entry.

```
\cvcomputer{category 1}{XXX, YYY, ZZZ}{category 3}{XXX, YYY, ZZZ}  
\cvcomputer{category 2}{XXX, YYY, ZZZ}{category 4}{XXX, YYY, ZZZ}
```

This produces the following output.

category 1	XXX, YYY, ZZZ	category 3	XXX, YYY, ZZZ
category 2	XXX, YYY, ZZZ	category 4	XXX, YYY, ZZZ

## 2.2 Résumé Examples

John Doe

Resumé title (optional)

street and number

postcode city

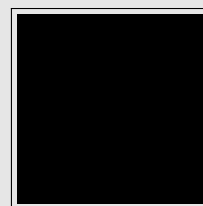
mobile (optional)

phone (optional)

fax (optional)

email (optional)

additional information (optional)



## Education

year-year **Degree, Institution, City, Grade.**  
Description

year-year **Degree, Institution, City, Grade.**  
Description

## Master thesis

title *Title*  
supervisors Supervisors  
description Short thesis abstract

## Experience

### Vocational

year-year **Job title, Employer, City.**  
Description

### Miscellaneous

year-year **Job title, Employer, City.**  
Description line 1  
Description line 2

## Languages

language 1	<b>Skill level</b>	<i>Comment</i>
language 2	<b>Skill level</b>	<i>Comment</i>

Résumé Examples

2.2.1 Classic

street and number  
postcode city  
mobile (optional)  
phone (optional)  
fax (optional)  
email (optional)  
additional information (optional)

John Doe

Resumé title (optional)

Education

year-year Degree, Institution, City, Grade.  
Description

year-year Degree, Institution, City, Grade.  
Description

Master thesis

title Title

supervisors Supervisors

description Short thesis abstract

Experience

Vocational

year-year Job title, Employer, City.  
Description

year-year Job title, Employer, City.  
Description

Miscellaneous

year-year Job title, Employer, City.  
Description line 1  
Description line 2

Languages

language 1 Skill level

language 2 Skill level

language 3 Skill level

Comment

Comment

Computer skills

category 1 xxx, yyy, zzz

category 2 xxx, yyy, zzz

category 3 xxx, yyy, zzz

category 4 xxx, yyy, zzz

category 5 xxx, yyy, zzz

category 6 xxx, yyy, zzz

Interests

hobby 1 Description

hobby 2 Description

hobby 3 Description

Extra 1

- Item 1

- Item 2

+ Item 3

Extra 2

o Item 1

o Item 2

o Item 3

o Item 4

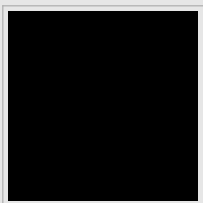
o Item 5

1/2

2/2

First page

Second page



John Doe

Some quote (optional)

## Education

year-year **Degree**, *Institution*, City, *Grade*.  
Description

year-year **Degree**, *Institution*, City, *Grade*.  
Description

## Master thesis

title *Title*  
supervisors Supervisors  
description Short thesis abstract

## Experience

### Vocational

year-year **Job title**, *Employer*, City.  
Description

### Miscellaneous

year-year **Job title**, *Employer*, City.  
Description line 1  
Description line 2

## Languages

language 1	<b>Skill level</b>	<i>Comment</i>
language 2	<b>Skill level</b>	<i>Comment</i>

*street and number* – *postcode city*  
*mobile (optional)* • *phone (optional)* • *fax (optional)*  
• *email (optional)* • *additional information (optional)*

Résumé Examples

2.2.2 Casual

John Doe

Some quote (optional)

Education

year-year

Degree, Institution, City, Grade.

Description

year-year

Degree, Institution, City, Grade.

Description

Master thesis

title

Title

supervisors

Supervisors

description

Short thesis abstract

Experience

Vocational

year-year

Job title, Employer, City.

Description

year-year

Job title, Employer, City.

Description

Miscellaneous

year-year

Job title, Employer, City.

Description line 1

Description line 2

Languages

language 1

Skill level

Comment

street and number - postcode city

mobile (optional) • phone (optional) • fax (optional)

• email (optional) • additional information (optional)

1/2

language 2

Skill level

Comment

language 3

Skill level

Comment

Computer skills

category 1

xxx, yyy, zzz

category 2

xxx, yyy, zzz

category 3

xxx, yyy, zzz

category 4

xxx, yyy, zzz

category 5

xxx, yyy, zzz

category 6

xxx, yyy, zzz

Interests

hobby 1

Description

hobby 2

Description

hobby 3

Description

Extra 1

- Item 1

- Item 2

+ Item 3

Extra 2

◦ Item 1

◦ Item 2

◦ Item 3

◦ Item 4

◦ Item 5

street and number - postcode city

mobile (optional) • phone (optional) • fax (optional)

• email (optional) • additional information (optional)

2/2

First page

Second page

## Résumé Examples



## A Command definitions

```
\startletter [...,*...] ... \stopletter
```

OPTIONAL

\* *inherits from* \setupletter

```
\setupletterstyle [...,1...] [...,2...]
```

1 firstpage secondpage

2 *inherits from* \setuplayout

```
\setupletterstyle [...1...] [...,2...]
```

OPTIONAL

1 option

2 marking = yes no  
indenting = *inherits from* \setupindenting  
whitespace = *inherits from* \setupwhitespace  
backgroundcolor = IDENTIFIER  
backgroundimage = FILE  
header = reset  
footer = reset  
before = COMMAND  
after = COMMAND  
pagenumber = NUMBER  
bodyfont = 5pt ... 12pt small big  
alternative = singlesided doublesided  
state = start stop

## Command definitions

`\setupletterstyle [...,1...] [...,2...] [...,3...]`  
OPTIONAL

- 1 head foot nexthead nextfoot lefthead leftfoot righthead rightfoot  
address backaddress reference location topmark botmark cutmark  
endmark usermark letternext lettermain
- 2 frame
- 3 *inherits from* \setupframed

`\setupletterstyle [...,1...] [...,2...] [...,3...]`  
OPTIONAL

- 1 head foot nexthead nextfoot lefthead leftfoot righthead rightfoot  
address backaddress reference location topmark botmark cutmark  
endmark usermark letternext lettermain
- 2 layer
- 3 *inherits from* \setuplayer

`\setupletterstyle [...,1...] [...,2...] [...,3...]`  
OPTIONAL

- 1 head foot nexthead nextfoot lefthead leftfoot righthead rightfoot  
address backaddress reference location topmark botmark cutmark  
endmark usermark letternext lettermain
- 2 option
- 3 state = start stop first next left right leftpage rightpage  
page subpage  
symbol = IDENTIFIER  
style = normal bold slanted boldslanted type cap small...  
COMMAND  
color = IDENTIFIER  
alternative = IDENTIFIER  
separator = IDENTIFIER  
leftmargin = DIMENSION  
rightmargin = DIMENSION  
spacebefore = DIMENSION  
spaceafter = DIMENSION

## Command definitions

`\setupletterstyle [...1,...] [...,2.,...]`

- 1 letterhead dateline referenceline specialnotation insideaddress  
title subject opening content closing appendices
- 2 before = COMMAND  
after = COMMAND  
align = inner outer left right flushleft flushright middle  
center normal no yes  
style = normal bold slanted boldslanted type cap small...  
COMMAND  
color = IDENTIFIER  
leftmargin = DIMENSION  
rightmargin = DIMENSION  
alternative = IDENTIFIER  
separator = IDENTIFIER  
command = \...#1  
optimize = yes no

`\setupletterstyle [...1,...] [...,2.,...]`

- 1 postscript copy enclosure
- 2 location = left right top text  
width = fit broad DIMENSION  
distance = DIMENSION  
before = COMMAND  
after = COMMAND  
inbetween = COMMAND  
headstyle = normal bold slanted boldslanted type cap small...  
COMMAND  
headcolor = IDENTIFIER

`\useletterextension [...*,...]`

- \* IDENTIFIER

## Command definitions

`\startresume [...*...] ... \stopresume`  
OPTIONAL

\* *inherits from* `\setupresume`

`\cvline [...1] {...2} {...3}`  
OPTIONAL

1 DIMENSION

2 TEXT

3 TEXT

`\cvlistitem [...1] {...2}`  
OPTIONAL

1 TEXT

2 TEXT

`\cvlistdoubleitem [...1] {...2} {...3}`  
OPTIONAL

1 TEXT

2 TEXT

3 TEXT

## Command definitions

```
\cventry {...} {...} {...} {...} {...} {...}
```

- 1 TEXT
- 2 TEXT
- 3 TEXT
- 4 TEXT
- 5 TEXT
- 6 TEXT

```
\cvlanguage {...} {...} {...}
```

- 1 TEXT
- 2 TEXT
- 3 TEXT

```
\cvcomputer {...} {...} {...} {...}
```

- 1 TEXT
- 2 TEXT
- 3 TEXT
- 4 TEXT

## Command definitions

## B File versions

The letter module comes as a package with many different files and each of them has their own version tag, you could read this version tag at the bottom of each file in the field date.

<b>File</b>	<b>Revision</b>	<b>Description</b>
t-correspondence.tex	2009.04.26	Core module
t-letter.tex	2009.02.13	Letter Module
t-resume.tex	2009.02.12	Résumé Module
default.nli	2009.03.31	Default letter interface
pragma.nli	2009.02.12	m-letter.tex Interface
knuth.nli	2009.01.23	letter.tex Interface
default.nri	2009.03.31	Default resume interface
moderncv.nri	2009.03.31	moderncv resume interface
label.nle	2009.02.13	Text labels
corres.nle	2009.02.13	XML-Database
pragma.nle	2008.01.23	Examples from m-letter.tex
optimize.nle	2008.12.03	Page optimisation
addrenetry.nle	2008.12.26	ex addrenetry support
dina.nls	2007.02.11	German style DIN 676 A
dinb.nls	2009.02.14	German style DIN 676 B
pragma.nls	2009.02.12	m-letter.tex style
knuth.nls	2009.02.13	letter.tex style
dutch.nls	2008.12.28	Dutch letter style
french.nls	2008.08.07	French letter style
english.nls	2008.03.13	English letter style
default.nls	2009.03.27	Basic style
blockstyle.nls	2008.11.29	Default block values
fullblock.nls	2008.12.16	Full-block
semiblock.nls	2008.12.16	Semiblock
modified.nls	2008.12.16	Modified block
hanging.nls	2008.12.25	Hanging intended
memo.nls	2008.11.29	Memo style
simplified.nls	2008.12.16	Simplified style

## File versions

<b>File</b>	<b>Revision</b>	<b>Description</b>
swiss.nls	2009.02.14	Swiss style
swissleft.nls	2009.02.14	Swiss left style
default.nrs	2009.02.10	Default resume style
modern.nrs	2009.04.10	modercv basic style
classic.nrs	2009.03.31	modercv classic style
casual.nrs	2009.03.31	modercv casual style
user.ori	2008.07.08	Example for user settings



## C Index

### c

closing *C*  
copy *C*  
\cc *C*  
closing *I.A.2-M*  
copy *I.A.10-AE*  
\cc *I.A.10-AE*

### d

DIN 676 B *D*  
DIN 676 A *D*  
DIN 676 B *I.G.1-CE*  
DIN 676 A *I.G.2-CG*

### e

enclosure *C*  
\enc1 *C*  
enclosure *I.A.9-AC*  
\enc1 *I.A.9-AC*

### f

fromname *C*  
fromaddress *C*  
Full-block *D*  
fromname *I.A.5-U*  
fromaddress *I.A.5-U*  
Full-block *I.G.5-CM*

### h

Hanging *D, I.G.9-CU*

### m

Modified *D*

Memo *D*

Modified *I.G.6-CO*

Memo *I.G.10-CW*

### n

NEN 1026 *D, I.G.3-CI*

### o

opening *C, I.A.2-M*

### p

postscript *C*  
\ps *C*  
postscript *I.A.8-AA*  
\ps *I.A.8-AA*

### s

subject *C*  
signature *C*  
Semiblock *D*  
Simplified *D*  
subject *I.A.3-Q*  
signature *I.A.7-Y*  
Semiblock *I.G.7-CQ*  
Simplified *I.G.8-CS*

### t

toname *C*  
toaddress *C*  
toname *I.A.4-S*  
toaddress *I.A.4-S*

## Index

## Index

