



Michael Plexousakis

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Committee for the Graphical Identity of TEM

Dear friends,

This is a first attempt towards a letter class for the Department of Applied Mathematics. The provided class file, `temls.cls`, is an extension of the standard \LaTeX letter class which adds a letterhead and a footer. Using the `temls` class is quite easy. Here is the preamble of the letter you are reading now:

```
\documentclass[bw]{temls}
%
\name{Michael Plexousakis}
\telephone{+30-2810-393709}
\fax{+30-2810-393701}
\email{plex@tem.uoc.gr}
\www{www.tem.uoc.gr/~{}plex}
%
\signature{Michael Plexousakis}
%\sigfile{mysig}
```

The option `bw` instructs \LaTeX to include the black & white version of the University of Crete logo. Use the option `color` if you are using a color printer. Any other option, for example, `12pt` is passed on to the `letter` class. The options `a4paper` and `10pt` are automatically loaded so you don't have to include them. The main body of the letter is written in exactly the same way as with the standard `letter` class. For example, for this letter I have written

```
\begin{document}
\begin{letter}{Committee for the Graphical Identity of TEM}
\opening{Dear friends,}
...
\closing{Best regards,}
%
\end{letter}
\end{document}
```

`\name{...}`. Since the contact details appear in the footer, it may be enough to include your name and, optionally, your position. Had I writtern `\name{Michael Plexousakis}\Assistant Professor` the words Assistant Professor would appear under my name in the sender's field.

`\signature{...}`. If this field is not empty, it will appear under the closing salutation. Otherwise, the signature is read from the `\name{...}` field.

`\sigfile{signature-file}`. If this field is not empty, it is assumed that *signature-file* contains the scanned signature of the sender in either Encapsulated Postscript or PDF format. The contents of this file are printed under the closing salutation. If you are planning on using such a signature file, provide a `.eps` and a `.pdf` version, the latter only in the case you are using `pdflatex`.

The remaining macros appear in the footer along with the department's address. Note that the telephone and fax macros are meant to define *private* telephone and fax numbers.

Optional annotation, such as `\enc1`, `\cc` and `\ps` are still available with this letter style. In addition, if you include

the command `\makelabels` in the preamble of your letter the address label will be printed on a separate page.

Notice also that if the letter is more than one page long, the addressee, date and page number will appear at the top of the subsequent pages.

The color and black & white versions of the UoC logo are provided in both `eps` and `pdf` formats, the latter for the benefit of those using `pdflatex`. The command `\includegraphics` of the `graphicx` package which is loaded by the `temls` class, uses the correct extension automatically. If you have a `.eps` file which you want to convert to `.pdf`, use the command `epstopdf`.

Any comments, suggestions or help from local `TEX`-perts would be greatly appreciated. Once the letterhead and footer details are finalized, we can make it available for anyone to use.

Best regards,

Michael Plexousakis

P.S. A Greek version is in the works.