

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

Version: 2008.11.30



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# Introduction



# I Interface

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 customize 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  $\text{\TeX}$  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.



## I.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` and `\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,

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Greetings from the Author

## I.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 values 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 there 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.

```
\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 choose the one which you prefer.

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

The values themselves 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.



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

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Greetings from the Author

## I.3 Subject

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

Instead of intergrating 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 ist 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, the 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 Willson  
Lindenstreet 12  
78569 TeX City

Date  
December 21, 2008

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

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Greetings from the Author



## I.4 Address

Letters are normally meant to be sent 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 Willson},
   toaddress={Lindenstreet 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 prefers 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 Mysterytown

Mike Willson  
Lindenstreet 12  
78569 TeX City

Date  
December 21, 2008

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

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Greetings from the Author

## 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 addresse values you will now find the solution. To make the system consistent to set the values for addresse 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 addresse information the prefix *to* and sender information the prefix *from*.<sup>1</sup>

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 Mysterytown}]
```

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.

---

<sup>1</sup> The real answer is the author took the names for the new user interface from KOMA-Script and this is where most of the commands have their name from.

The Author  
Hidden Street 2  
57895 Mysterytown

Mike Willson  
Lindenstreet 12  
78569 TeX City

Name	Phone	Fax	Date
Ben Johnson	4922-89564	4922-89564	December 21, 2008

### Step by step guide to write a letter

Dear Reader,

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Greetings from the Author

## I.6 Reference line

If you're in a company or an 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 Mysterytown

Mike Willson  
Lindenstreet 12  
78569 TeX City

Name	Phone	Fax	Date
Ben Johnson	4922-89564	4922-89564	December 21, 2008

### Step by step guide to write a letter

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Greetings from the Author

Arthur Thor

## I.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[authorgraph][height=2\lineheight]}]
```

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





## 2 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 a 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  
December 21, 2008

**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.

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Best regards

John Simmons

## 2.1 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.

John Simmons  
Parkstreet 12  
8257 Green Bay

Steve Wilson  
Nightstreet 4a  
9183 Cotton Village

Date  
December 21, 2008

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Best regards

John Simmons

## 2.2 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.

John Simmons  
Parkstreet 12  
8257 Green Bay

Steve Wilson  
Nightstreet 4a  
9183 Cotton Village

Date  
December 21, 2008

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Best regards

John Simmons

## 2.3 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.

John Simmons  
Parkstreet 12  
8257 Green Bay

December 21, 2008

Steve Wilson  
Nightstreet 4a  
9183 Cotton Village

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Best regards

John Simmons



## 2.4 French

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

Parkstreet 12  
8257 Green Bay

December 21, 2008

Steve Wilson  
Nightstreet 4a  
9183 Cotton Village

Dear Mr Wilson,

Brand new templates for Word

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Best regards

John Simmons

## 2.5 Full-block Style

Parkstreet 12  
8257 Green Bay

December 21, 2008

Steve Wilson  
Nightstreet 4a  
9183 Cotton Village

Dear Mr Wilson,

Brand new templates for Word

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Best regards

John Simmons

## 2.6 Semiblock Style

Parkstreet 12  
8257 Green Bay

December 21, 2008

Steve Wilson  
Nightstreet 4a  
9183 Cotton Village

Dear Mr Wilson,

Brand new templates for Word

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Best regards

John Simmons

## 2.7 Modified Block Style

Parkstreet 12  
8257 Green Bay

December 21, 2008

Steve Wilson  
Nightstreet 4a  
9183 Cotton Village

Brand new templates for Word

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John Simmons



## 2.8 Simplified Style

Parkstreet 12  
8257 Green Bay

December 21, 2008

Steve Wilson  
Nightstreet 4a  
9183 Cotton Village

Dear Mr Wilson,

Brand new templates for Word

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Best regards

John Simmons

## 2.9 Hanging indented Style

Date: December 21, 2008  
To: Steve Wilson  
From: John Simmons  
Subject: Brand new templates for Word

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Best regards

John Simmons

## 2.10 Memo Style



## A File versions

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

File	Revision	Description
t-correspondence.tex	2008.11.27	Core Module
t-letter.tex	2008.11.27	Letter Module
t-resume.tex	2008.11.27	Résumé Module
default.nli	2008.10.27	Default Interface
pragma.nli	2008.02.17	m-letter.tex Interface
knuth.nli	2008.04.17	letter.tex Interface
default.nls	2008.11.27	Basic style
dina.nls	2007.02.11	German style DIN 676 A
dinb.nls	2008.05.01	German style DIN 676 B
pragma.nls	2008.02.07	m-letter.tex style
knuth.nls	2008.01.27	letter.tex style
dutch.nls	2008.04.24	Dutch letter style
french.nls	2008.08.07	Fench letter style
english.nls	2008.03.13	English letter style
default.nls	2008.07.08	Default values
blockstyle.nls	2008.05.28	Default block values
fullblock.nls	2008.05.28	Full-block
semiblock.nls	2008.05.28	Semiblock
modified.nls	2008.05.28	Modified block
hanging.nls	2008.05.28	Hanging intended
simplified.nls	2008.05.28	Simplified style
memo.nls	2008.07.03	Memo style
label.nle	2008.08.08	Text labels
pragma.nle	2008.01.23	Examples from m-letter.tex
corres.nle	2008.10.27	XML-Database
addrenetry.nle	2008.09.24	\addrenetry support
optimize.nle	2008.04.23	Page optimation
user.ori	2008.07.08	Example for user settings







