

Correspondence with ConT_EXt

Version: 2009.02.14

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Introduction

1 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 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_EX 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 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 ConTeXt 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 a 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

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.

```
\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 is their is no comma in you 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

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
February 14, 2009

Step by step guide to write a letter

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Greetings from the Author

1.4 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 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 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 Mystery town

Mike Wilson
Linden street 12
78569 TeX City

Date
February 14, 2009

Step by step guide to write a letter

Dear Reader,

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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 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 e 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 | February 14, 2009 |

Step by step guide to write a letter

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Greetings from the Author

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 | February 14, 2009 |

Step by step guide to write a letter

Dear Reader,

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Greetings from the Author

Arthur Thor

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.

2 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_EXts 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.

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

2.1 Letter layers

- head
- address
- backaddress
- reference
- foot
- lettermain
- letternext
- topmark
- botmark
- cutmark
- endmark
- usermark

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

```
1 letternext lettermain head foot address backaddress reference  
topmark botmark cutmark endmark usermark
```

```
2 layer
```

```
3 inherits from \setuplayer
```

[Redacted]

[Redacted]

[Redacted]

[Redacted]

2.2 Letter sections

- title
- subject
- opening
- content
- closing
- appendices

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

```
1 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
```


3 Reference line

Max Mustermann
Musterstraße 12
12345 Musterstadt

Hans Hansen
Zielgasse 23
34789 New Mustertown

| Name | Phone | Date |
|-------------|-------------|-------------------|
| Willi Maier | 01234-56789 | February 14, 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 $\text{T}_{\text{E}}\text{X}$ 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.

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Mit freundlichen Grüßen

3.1 Alternative a

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: February 14, 2009

Grund des Anschreibens

Sehr geehrte Damen und Herren,

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Mit freundlichen Grüßen

3.2 Alternative b

Max Mustermann
Musterstraße 12
12345 Musterstadt

Hans Hansen
Zielgasse 23
34789 New Mustertown

Place, February 14, 2009

Grund des Anschreibens

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Mit freundlichen Grüßen

3.3 Alternative c

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: February 14, 2009

Grund des Anschreibens

Sehr geehrte Damen und Herren,

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Mit freundlichen Grüßen

3.4 Alternative d

Max Mustermann
Musterstraße 12
12345 Musterstadt

Hans Hansen
Zielgasse 23
34789 New Mustertown

| Name | Phone | Date |
|-------------|-------------|-------------------|
| Willi Maier | 01234-56789 | February 14, 2009 |

Grund des Anschreibens

Sehr geehrte Damen und Herren,

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Mit freundlichen Grüßen

3.5 Alternative e

Max Mustermann
Musterstraße 12
12345 Musterstadt

Hans Hansen
Zielgasse 23
34789 New Mustertown

Grund des Anschreibens

Sehr geehrte Damen und Herren,

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Mit freundlichen Grüßen

3.6 Alternative none

4 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
February 14, 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.

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Best regards

John Simmons

4.1 DIN 676 B

The letter style `d1nb` 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
February 14, 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.

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Best regards

John Simmons

4.2 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.



First page



Second page

John Simmons
Parkstreet 12
8257 Green Bay

Steve Wilson
Nightstreet 4a
9183 Cotton Village

Date
February 14, 2009

Brand new templates for Word

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Best regards

John Simmons

4.3 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

February 14, 2009

Steve Wilson
Nightstreet 4a
9183 Cotton Village

Brand new templates for Word

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Best regards

John Simmons

4.4 French

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

John Simmons
Parkstreet 12
857 Green Bay

February 14, 2009

Steve Wilson
Highstreet 22
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 \textbackslash 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.

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First page

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Best regards

John Simmons

Second page

Parkstreet 12
8257 Green Bay

February 14, 2009

Steve Wilson
Nightstreet 4a
9183 Cotton Village

Dear Mr Wilson,

Brand new templates for Word

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The separation of any of these four components would have hurt T_EX 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.

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Best regards

John Simmons

4.5 Full-block Style

Parkstreet 12
8257 Green Bay
February 14, 2009

Steve Wilson
Nightstreet 4a
9183 Cotton Village

Dear Mr Wilson,

Brand new templates for Word

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Steve Wilson 55 February 14, 2009

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Best regards

John Simmons

Second page

Parkstreet 12
8257 Green Bay

February 14, 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.

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Best regards

John Simmons

4.6 Semiblock Style

Parkstreet 12
825J Green Bay
February 14, 2009

Steve Wilson
Nightstreet 4a
918J 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.

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Steve Wilson 57 February 14, 2009

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John Simmons

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Parkstreet 12
8257 Green Bay

February 14, 2009

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Nightstreet 4a
9183 Cotton Village

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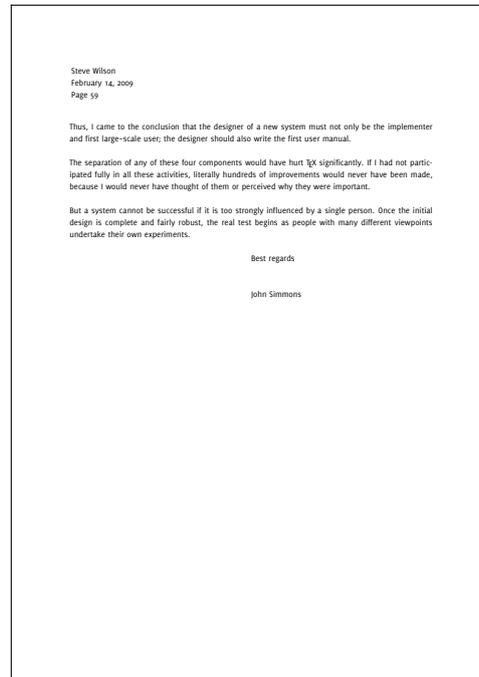
Best regards

John Simmons

4.7 Modified Block Style



First page



Second page

Parkstreet 12
8257 Green Bay

February 14, 2009

Steve Wilson
Nightstreet 4a
9183 Cotton Village

Brand new templates for Word

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John Simmons

4.8 Simplified Style

Parkstreet 12
825J Green Bay
February 14, 2009

Steve Wilson
Nightstreet 4a
918J 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.

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First page

Steve Wilson 61 February 14, 2009

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John Simmons

Second page

Parkstreet 12
8257 Green Bay

February 14, 2009

Steve Wilson
Nightstreet 4a
9183 Cotton Village

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Brand new templates for Word

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Best regards

John Simmons

4.9 Hanging indented Style

Parkstreet 12
825J Green Bay
February 14, 2009

Steve Wilson
Nightstreet aa
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.

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First page

Steve Wilson
February 14, 2009
Page 63

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Best regards

John Simmons

Second page

Date: February 14, 2009
To: Steve Wilson
From: John Simmons
Subject: Brand new templates for Word

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Best regards

John Simmons

4.10 Memo Style

Date: February 14, 2009
To: Steve Wilson
From: John Simmons
Subject: Brand new templates for Word

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First page

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Best regards

John Simmons

Second page

John Simmons
Parkstreet 12
8257 Green Bay

Steve Wilson
Nightstreet 4a
9183 Cotton Village

Date
February 14, 2009

Brand new templates for Word

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John Simmons

4.11 Swiss Style A



First page



Second page

John Simmons
Parkstreet 12
8257 Green Bay

Steve Wilson
Nightstreet 4a
9183 Cotton Village

Date
February 14, 2009

Brand new templates for Word

Dear Mr Wilson,

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Best regards

John Simmons

4.12 Swiss Style B

John Simmons
Parkstreet 12
857 Green Bay

Steve Wilson
Nightsstreet 4a
918j Cotton Village

Date
February 14, 2009

Brand new templates for Word

Dear Mr Wilson,

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Best regards

John Simmons

Second page

5 Résumé Exemples

John Doe

Resumé title (optional)

street and number

postcode city

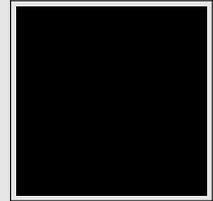
mobile (optional)

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

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

language 2 **Skill level**

Comment

language 3 **Skill level**

Comment

5.1 Classic

John Doe
Resumé title (optional)

Education

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

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Description

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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**

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



Comment
Comment
Comment

1/2

First page

Computer skills

category 1 xxx, yy, 222
category 2 xxx, yy, 222
category 3 xxx, yy, 222

category 4 xxx, yy, 222
category 5 xxx, yy, 222
category 6 xxx, yy, 222

Interests

hobby 1 Description
hobby 2 Description
hobby 3 Description

Extra 1

- Item 1
- Item 2
- + Item 3

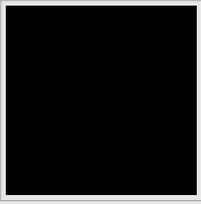
Extra 2

- o Item 1
- o Item 2
- o Item 3

o Item 4
o Item 5

2/2

Second page



Some quote (optional)

Education

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

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

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supervisors Supervisors
description Short thesis abstract

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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 | <i>Comment</i> |
| language 2 | Skill level | <i>Comment</i> |
| language 3 | Skill level | <i>Comment</i> |

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

5.2 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

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Experience

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Description

Miscellaneous

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

Languages

| | | |
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| language 1 | Skill level | <small>Comment</small> |
| language 2 | Skill level | <small>Comment</small> |
| language 3 | Skill level | <small>Comment</small> |

street and number - postcode city

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

• email (optional) • additional information (optional)

1/2

First page

Computer skills

| | | | |
|------------|-----------------------------|------------|-----------------------------|
| category 1 | <small>xxx, yy, zzz</small> | category 4 | <small>xxx, yy, zzz</small> |
| category 2 | <small>xxx, yy, zzz</small> | category 5 | <small>xxx, yy, zzz</small> |
| category 3 | <small>xxx, yy, zzz</small> | category 6 | <small>xxx, yy, zzz</small> |

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 4 |
| o Item 2 | o Item 5 |
| o Item 3 | |

street and number - postcode city

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

• email (optional) • additional information (optional)

2/2

Second page

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 | 2008.02.13 | Core Module |
| t-letter.tex | 2008.02.13 | Letter Module |
| t-resume.tex | 2009.02.12 | Résumé Module |
| default.nli | 2009.02.14 | Default letter interface |
| default.nri | 2009.02.14 | Default resume interface |
| pragma.nli | 2009.02.12 | m-letter.tex Interface |
| knuth.nli | 2009.01.23 | letter.tex Interface |
| default.nls | 2009.02.14 | Basic style |
| 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 | Fench letter style |
| english.nls | 2008.03.13 | English letter style |
| default.nls | 2008.07.08 | Default values |
| 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 |
| simplified.nls | 2008.12.16 | Simplified style |
| memo.nls | 2008.11.29 | Memo style |
| 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 | 2009.02.13 | modercv basic style |
| casual.nrs | 2009.02.11 | modercv casual style |

| File | Revision | Description |
|---------------|-----------------|----------------------------|
| classic.nrs | 2009.02.11 | modercv classic style |
| label.nle | 2009.02.13 | Text labels |
| pragma.nle | 2008.01.23 | Examples from m-letter.tex |
| corres.nle | 2009.02.13 | XML-Database |
| addrentry.nle | 2008.12.26 | \addrenentry support |
| optimize.nle | 2008.12.03 | Page optimization |
| user.ori | 2008.07.08 | Example for user settings |

