RUTGERS
School of Arts and Sciences

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The Person this is to
His building,
His city, State and Zip

Dear Gentleperson,

This letter is totaly useless and can be safely ignored. Unless you send letters using LATEX.

If, however, you do want to write letters in LATEX, with the official Rutgers letterhead personalized with your information and the department address, you better read at least the first part. You can also examine the LATEX source of this letter as an example.

To change the letterhead to your own personal one, you need to make a file `pers.cfg` and place it properly, as explained in part two. Your system manager needs to have placed similar configuration files for the department as well. She also needs to have installed the bera group of fonts. This is all spelled out in part two.

As specified by the "Identity" people, the Rutgers logo appears on subsequent pages, but we have decided it should appear only on odd pages if the letter is to be printed two-sided.

When we first did this in 2007, we were supposed to have a logo with "Rutgers The State University of New Jersey" on it, but now we are told to replace that with one with "School of Arts and Sciences"

Part three acknowledges that this is a joint project with Kendall Blake, with some help from Richard Bumby, using logos derived from the Rutgers Visual Identity Group, except for the new one for SAS.

Part 1: User instructions

The letterhead (with `personal` option) consists of three blocks. The first is the "Rutgers" fancy script logo. It can be printed with or without "the State University of New Jersey" or "School of Arts and Sciences". We are supposed to use the last, by inserting the `sas` option (see the end of Part 1).

The second block contains the department information and currently needs to be specified in an option to the documentclass command and implemented in a configuration file. Currently we have options

dcs : Department of Computer Science

lcsr : Laboratory for Computer Science Research

dpa : Department of Physics and Astronomy

nhetc : New High Energy Theory Center

lsm : Laboratory for Surface Modification

iamdn : Institute for Advanced Materials, Devices and Nanotechnology

blank : Leave out the "middle block" with Department info.

Actually, I haven't implemented lsm, and iamdn yet.

The third block is your personal information. See Part 2.

In addition to the department option, there are some options which I suggest using, in particular `personal`, `sas`, `rjust`, `toname` and `twoside`. You can also specify `sunj` as an alternate to `sas`, and `sasyes`, `sunjyes`, `sasno`, and `sunjno` which force adding (yes) or deleting (no) the "School of Arts and Sciences" or "the State University of New Jersey" from the Department address

- The option `personal` takes your personal information from the file `pers.cfg` and places it in the right hand block. Without this option only the departmental information appears.
- The option `sas` places "School of Arts and Sciences" in the logo and take it out of the department address by default (override with sasyes).
- The option `sunj` places "the State University of New Jersey" in the logo and take it out of the department address by default (override with sunjyes).
- The option `rjust` sets the right address block **right** justified rather than left justified. This is to give the letterhead a more symmetric look.
- The option `toname` prints the name of the person the letter is addressed to in the header of all but the first page.
- The option `nopage` suppresses the printing of the page number which otherwise appears on all but the first page.
- The option `twoside` formats the letter appropriately for two-sided printing, with the logo only on odd-numbered pages.
- The `bw` option uses the black and white versions of the logos. These will then come out black instead of grey on a black and white printer. The color logos come out a pleasant dark gray on some black and white printers, but not on some others.

This version of the letter began with
`\documentclass[toname,dpa,rjust,sas,twoside, personal]{ruletter}`

Part 2: Instructions for installation

Each user will have to install her own `pers.cfg` file, preferably in her ∼/texmf/tex/latex directory, though it is possible to place the file in the current directory when LaTeXing the file. One can begin by copying my file from `/home/shapiro/texmf/tex/latex/pers.cfg` and changing my information to yours. The text of each line is given as the first argument of a `\nextline` command, and the second argument is the extra space to leave after that line of text. You can also include, as I have, other inputs to the standard letter format.

The ruletter style insists on making the department information and the personal information line up vertically, both at the top and at the bottom. This will only work if the two blocks are roughly the same height. If you want to defeat that, add two lines `\nextline{\phantom{—}}{8pt}` `\nextline{\phantom{—}}{0pt}` at the end, and adjust the 8pt as needed.

After you have installed your `pers.cfg`, and after your system manager has installed whatever departmental files necessary, you need to execute the command `texhash`.

The Departmental information needs to be placed in a file with a name of the form *dept*`.cfg` (but **not** `dept.cfg`!) under the local texmf directory, which on the Suns in Solaris 9 means the Physics and Astronomy info is in `/usr/local/teTeX/share/texmf-local/tex/latex/dpa.cfg`,

and in Linux Fedora5 is in `/usr/local/share/texmf/tex/latex/dpa.cfg`. Individual users could override that by placing it in their ∼`/texmf/tex/latex` directory or in the current directory. Machines may have a default department in dept.cfg, but machines that serve multiple departmental letterheads will have to have a file for each (*e.g.* Physics has `dpa.cfg`, `nhetc.cfg`, `lsm.cfg`, `iamdn.cfg`). Each of these needs an entry in the `ruletter.cls` file in the local texmf directory, the same directory as for `dpa.cfg`. All departmental configurations accessible from a given computer system need to be specified as `DeclareOption`'s in the `dept.cfg` file.

The departmental configuration files have the same format as the `pers.cfg` file, except for beginning with `\setDepartmentalContent{%` instead of `\setPersonalContent{%`, and should have one line replaced by `\doputsunj{0pt}`, which will place a line saying "Rutgers, the State University of New Jersey" if the `sunj` option is not used, with no extra space. But will leave it out if `sunj` is used, and therefore this already appears in the logo.

Each machine needs to have the bera fonts installed and also the two graphic logos, `rulogoC.eps` and `rulogostC.eps` installed in the local `tex/generic/rutgers` directory of the teTeX distribution, which is `/usr/local/teTeX/share/texmf-local/tex/generic/rutgers` on Solaris 9, and `/usr/local/texmf/tex/generic/rutgers` on Linux/Fedora.

Part 3: Acknowledgements

The people who presented the "mark" were originally taken aback when I said we would need a postscript version, but the Rutgers Visual Identity Group did accommodate this request, and has provided EPS files of all the marks. They gave me trouble at first, and I want to thank the group, and in particular Joanne Dus-Zastrow and Edmund Rhudy, for providing me with somewhat simplified versions. Nonetheless these files are too unwieldy for my taste, and I have simplified them

RU_LOGOTYPE_PMS186.eps	(319550 bytes)	$\Longrightarrow$	rulogoC.eps	(8331 bytes)
RU_SIG_ST_CMYK.eps	(356127 bytes)	$\Longrightarrow$	rulogostC.eps	(29644 bytes)
RU_SIG_HZ_CMYK.eps	(411399 bytes)	$\Longrightarrow$	flogo.eps	(66166 bytes)
RU_LOGOTYPE_100K.eps	(315785 bytes)	$\Longrightarrow$	rulogoBW.eps	(8227 bytes)
RU_SIG_ST_100K.eps	(354260 bytes)	$\Longrightarrow$	rulogostBW.eps	(29677 bytes)

The actual ruletter.cls originated from one by Kendall E. Blake of Computer Science, and the current version is the result of numerous interchanges between us. Some help around TEX roadblocks came from Richard T. Bumby of the Math Department.

Sincerely,

Joel A. Shapiro
Official Maniac LATEX hacker for
Physics

cc: Prof. I. M. Blind
    Mr. Secretary

encl: Lots of money
      The kitchen sink.

PS: Please accept my apologies for the foolishness herein.