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AT CHICAGO

Mathematics, Statistics and Computer Science (MC 249)
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T_EX User
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Chicago, Illinois 60680

Dear User,

This letter is to introduce you to our plain T_EX macros for writing letters. The macro package is designed with two principles in mind. The first is that one should have convenient tools for doing jobs that must be done often. The second is that one should use simple tools for simple jobs. These macros are extremely simple. They are based on macros written by Don Knuth and included in Appendix E of the T_EX Book.

To generate a letter with these macros you create an ASCII source file of the form:

```
\input newletter
\address
[recipient's address]
\body
[salutation]

[body of letter]
\closing
[complementary closing]
[sender's address]
\annotations
[annotations]
\ps
[post script]
\endletter
\bye
```

The first line causes TeX to load the macros. Each line between `\address` and `\body` appears in the address section of the letter as a separate line. The material between

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`\body` and `\closing` is typeset using \TeX 's usual line-breaking and page-breaking algorithms. Of course you may include any mathematical formulas in plain \TeX format. Leave a blank line between the salutation and the body of the letter, and use blank lines to separate paragraphs. Line breaking is again suppressed between the `\closing` command and the next command. Room for a signature is left between the first and second lines following the `\closing`. The `\annotations` and `\ps` sections of the letter can be omitted.

That is about it, but there is one last detail. The date is automatically added to the top of the letter when you “tex” the file. Some day you may need a letter with a date other than the current date. For example you may need to produce a copy of a letter that you wrote weeks ago, and you may have deleted the dvi file. In a case like this you can add a line such as

```
\def \today {November 22, 1963}
```

at the beginning of your file.

If you wish to use these macros on your PC, or while you are away from UIC, then you will need to know that the PostScript font called Palatino-Roman is used in the letterhead. Both the standard and small caps variants of this font will need to be installed on your system as \TeX virtual fonts. The “official” \TeX names for these fonts are `pplr` and `pplrc`.

Sincerely yours,

Marc Culler

MC:mc

P. S. The relevant files, and documentation for the \LaTeX version, can be found at the following URLs:

Plain \TeX : <http://www.math.uic.edu/Letterhead/>

\LaTeX : <http://www.math.uic.edu/Letterhead/mscsltr/>