

Official MPS Letters with L^AT_EX

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This paper describes class `mpslet`
version 3.3 from 2022/11/10

1 Introduction

This is a variant on the standard L^AT_EX `letter` class for producing official letters for the Max-Planck-Institut für Sonnensystemforschung. Official letters should be printed on paper with the approved letterhead and logo. One can either have L^AT_EX print this letterhead (on a colour printer) or print the letter without the letterhead on preprinted stationery.

Another option is to print the letterhead in black & white on a non-colour printer, as a copy, say.

As of June, 2022, a new set of logos have become the required for use at MPS, which combine both the MPS and the MPG Minerva, with a colour change as well. The format for official letters has also been modified. This class now conforms to these new regulations, but an option is available to produce the old logos and format for backward compatibility, to reproduce old letters.

2 Invoking the Class

This class is invoked with the L^AT_EX 2_ε command

```
\documentclass[options]{mpslet}
```

where possible options are

`10pt` `11pt` `12pt` to specify the basic font size (default is `10pt`).

`color` `colour` (default) to output the letterhead and logo in colour. Note that both spelling variants are allowed.

`bw` `sw` to output the letterhead and logo in black & white.

`bank` `nobank` for banking data in the footline or not, default is without.

`logo nologo` to turn on or off the printing with letterhead (default is on).

With `nologo`, it is expected that the output is printed on pre-printed letterhead paper. Subsequent pages will have a black or coloured continuation header according to the other options.

`doc nodoc` to turn on or off the printing of the source L^AT_EX file name. Default is off.

`german, ngerman` to load the package `textttngerman.sty` to switch to German names for explicit words, German word division, and so on (for new spelling, not old).

`english` (default) also loads `ngerman.sty` but selects language `english` (UK date).

`Lindau, lindau` to use the old address and telephone numbers for the Lindau institute, just to be able to reproduce old letters.

`oldmps` to use the logos and letter format used prior to June 2022, to reproduce older letters as they were then. Default is to use the newer ones.

3 Entering the Writer's Data

`\name` The writer's name and other data are entered with the following
`\signature`

```
\name{\main_name}
\signature{\sig_name}
```

The `main_name` goes in the official heading. The `sig_name` is placed below the space for the signature; if it is omitted, then `main_name` is used.

`\telephone` The writer's telephone extension and his or her computer account names
`\fax` are entered with

```
\internet \telephone{\num} \fax{\num}
\email \internet{\acct} \email{\acct}
```

Only the personal parts of the telephone and computer addresses are to be given, not the whole things. The command `\email` is the same as `\internet`.

`\workstation` If some user has a domain name different from `mps`, this may be inserted with

```
\workstation{\domain_name}
```

This was originally provided in the MP_Ae letter class at times when many people had their own workstations with their own email addresses. Today,

everyone should have `mps.mpg.de` as the external email address. However, some may prefer to keep the `linmpi.mpg.de` address, in which case they must give

```
\workstation{linmpi}
```

Admittedly, the name ‘workstation’ is outdated in this context, but is kept for backward compatibility.

<code>\myref</code>	Information about the letter itself is entered with
<code>\yref</code>	
<code>\ymail</code>	<code>\myref{\langle sender's marker for this letter \rangle}</code>
<code>\subject</code>	<code>\yref{\langle marker on letter being answered \rangle}</code>
<code>\date</code>	<code>\ymail{\langle date of letter being answered \rangle}</code>
	<code>\subject{\langle topic of this letter \rangle}</code>
	<code>\date{\langle fixed date for this letter \rangle}</code> [is current date if not given].

4 Structure of a Letter File

Like all L^AT_EX files, a letter file must contain

```
\documentclass{\langle class \rangle}
\begin{document} ... \end{document}
```

It may contain several letters, each one in a separate `letter` environment. The rules for how the information entries apply are

1. any entry before `\begin{document}` is *global*, and applies to all the letters;
2. any entry between two `letter` environments applies to all following letters;
3. any entry inside a `letter` environment is *local*, and applies to that letter only; all local entries must be given before the `\opening` command.

<code>letter</code>	A sample letter file is as follows.	
<code>\opening</code>	<code>\documentclass[german,11pt]{mpslet}</code>	
<code>\closing</code>	<code>\name{Dr.\ P. W. Daly}</code>	Sets the header name globally
<code>\encl</code>	<code>\email{daly}</code>	also set globally
<code>\cc</code>	<code>\begin{document}</code>	
<code>\ps</code>	<code>\begin{letter}{Mr.\ Smith\\</code>	Begin first letter
	<code>123 Apple Rd.\\</code>	with address
	<code>Treetown, USA}</code>	
	<code>\opening{Dear Harry,}</code>	The opening
	<code>.</code>	Text of letter
	<code>\closing{Regards,}</code>	The ending

<code>\encl{...}</code>	Optional, enclosures
<code>\cc{...}</code>	Optional, distribution
<code>\ps{PS: Hope all is well.}</code>	Optional, postscript
<code>\end{letter}</code>	Terminate the letter
<code>\begin{letter}{Dr.\ Johns\}</code>	Begin second letter
<code>.</code>	
<code>\end{letter}</code>	Terminate 2nd letter
<code>\end{document}</code>	End the file

The following paragraph applies only to the pre-June 2022 format:

An additional feature in `mplet.cls` is optional text for the continuation pages. Normally, the second and following pages contain a header with *To xxxx* where *xxxx* is the first line of the address given as argument to the `letter` environment. Sometimes this first line is inappropriate for the continuation, in which case, alternative text may be inserted as

```
\begin{letter}[all Fachbeirat members]{The Fachbeirat\...}
```

4.1 Bilingual Entries

All of these entry commands enter their text to both the English and German versions of any letters. However, if the English text is to be different from the German, it may be given as an optional argument, as

```
\signature[Mr.\ Burns\Head]{Herr Burns\Leiter}
```

This applies to all entry commands where such a distinction makes sense.

4.2 Switching Languages

`\selectlanguage` The package `ngerman` is always included, but by default with language `english` selected. One can add the option `german` or `ngerman` to the `documentclass` command to select German as default for all languages. Otherwise one can switch language between letters with

```
\selectlanguage{USenglish} sets date as January 1, 1995
\selectlanguage{english} sets date as 1st January 1995
\selectlanguage{ngerman} sets date as 1. Januar, 1995
\selectlanguage{naustrian} sets date as 1. Jänner, 1995
```

Note that here `ngerman` and `naustrian` must be used since the `ngerman` package does not recognize the old names. (Strictly speaking, the old names will switch the hyphenation patterns but will not change the prestored names.)

The language may be switched locally or globally.

4.3 Preprogrammed Entries

The entries for the special persons are stored in a file named `mpslet.def` such that they are invoked by special commands.

`\dva` activates the entries for Prof. Vasyliunas.

(This is a hold-over from the `mpalet` class, and should be removed.)

Any user can make up his or her own local configuration but putting the entry commands into a file named `mpslet.cfg`. For example, my own local file contains

```
\newcommand{\pwd}{\telephone{279}  
  \name[Dr.\ P. W. Daly\Scientific Staff Member]  
    {Dr.\ P. W. Daly\Wissenschaftlicher Mitarbeiter}  
  \signature{Patrick W. Daly}  
  \email{daly}}
```

I only need to give `\pwd` in my letter files to enter my personal data.

4.4 Compatibility with older formats

As of February 2014, the MPS is located in Göttingen and that address and corresponding telephone numbers are now standard. In order to reproduce an older letter with the Lindau address, add the `Lindau` option. It is not expected that this option will be used much.

As of June 2022, the MPS logo has been changed, as well as the format for official letters. This is now the default. To reproduce the previous logos and format, add the `oldmps` option. This is meant only to generate older letters as they were originally.