The C.D.P. Bundle[*]

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Abstract

A bundle of LaTeX (former LaTeX 2_ε) classes and packages is described, which is used by the *Coordinamento dei Dottorandi e dei Dottori di Ricerca dell'Università di Padova* (a free and informal association of Ph.D. students and Ph.D.'s at the university of Padua, Italy) to write its "official" letters. These classes and packages take care of formatting the letters as required by the standards of this association; in particular, they make it very easy to include its seal, both in black-and-white and in color, at the top of pages.

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[*]This file has version 0.34, release date 2006/01/01; last documentation update: 2006/01/01. Copyright © 1999–2006 by G. Mezzetti (see page 3).

List of Figures

Copyright notice

See Subsection 3.1 on page 10 for more information.

Author's addresses

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Please include the *exact* phrase `C.D.P.␣Bundle` in the *subject* of your message; otherwise, your message could be thrown away by a mail filter. In this regard, the weakness of the laws concerning the protection of privacy forces me to explicitly forbid the use of the above address for any kind of advertising, marketing, polling, or similar commercial or statistical contact.

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Introduction

The *Coordinamento dei Dottorandi e dei Dottori di Ricerca dell'Università di Padova* (henceforth simply referred to as "*Coordinamento*") is a free association of Ph.D.'s and Ph.D. students who took their degree, or are still studying, at the University of Padova (Padua), Italy. Discussing its precise nature is completely outside the scope of this document;[1] the only thing that concerns us here is that it writes letters of a somewhat "official" kind, which, for this reason, must bear its letterhead on the top of their first page. These classes and packages serve to prepare this kind of letters: they can print the letterhead, both in black-and-white and in color, depending on what the user requires, but they can do many other things too.

Credits and disclaimer

The `letteracdp` document class was originally based on the `letter` standard LaTeX class. During the time, it went through so many deep revisions, that by now it retains practically no relation with the original `letter` class; but we want to acknowledge the "historical" source anyway. The `articoletteracdp` document class uses some ideas borrowed from the `article` standard LaTeX class.

The author thanks heartfully Alessandro Ambrosi and Roberto Strepparava, who tested the software and constantly stimulated improvements and refinements, and Paolo Cojazzi, who, besides this, also helped with the compression tools.

As usual with computer software, no warranty is given that this code will work properly, or even that it will work at all. Using this code can even result in loss of data and/or damages to your disks and your storage media. If you use this code, you do so exclusively at your own risk!

See Subsection 3.1 and the LaTeX Project Public License for more information.

About this document

This document, like many documentation files distributed for LaTeX, is divided into two parts.

The first part, *User's Manual*, should contain all the documentation you need to succesfully *use* the classes and packages that this document presents; but unfortunately (for you!), this document is still unfinished, so this information is *not* given here; instead, you are referred to some other sources (all available through the world-wide web). The only pieces of information you will find in this part are how to install those classes and packages and how to generate this documentation. This part, however, specifies to what extent, and under what conditions, you are allowed to use and distribute the classes and packages presented in this document.

The second part, *Implementation*, is omitted in this version of the document (it is included in the complete version generated by the file `cdpbundl.dtx`), and contains information that concerns only "hackers" who want to learn how the macros that this document presents are *implemented*. Actually, this part contains the complete listing of the LaTeX code that implements the macros—unfortunately, almost without comments—in the usual DocStrip format; if you are not a LaTeX hacker, this part will not mean anything to you.

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[1] Readers who are interested in learning precisely what the *Coordinamento* is should refer to the following web page: `http://www.dei.unipd.it/~assdott/`.

English, of course!

This document, as you can see, is written in English, although the software it describes is intended mainly for Italian users, and was actually developed for a specific application limited to an Italian university (Padua). Previous versions of this document used to contain in this place a section that, in a somewhat apologetic tone, offered various reasons in support of the choice of English. Since the inclusion of the C.D.P. Bundle in the Comprehensive TeX Archive Network, however, there is no longer need to justify what now looks simply an obliged choice, due to the international nature of the CTAN.

Part I
User's Manual

1   About this part

We shall only give instructions on how to install the bundle and how to generate this documentation; partial instructions on how to use the classes and packages contained in the bundle can be found in several documents written by the author [1, 2, 3, 4, 5, 6, 7, 8, 9], but a systematic user's manual is no longer foreseen. :-(Note that including in this document the instructions on how to generate the document itself may seem pretty useless, but actually isn't: you might be reading a copy obtained from another person.

2   Installing the C.D.P. Bundle and generating this documentation

As usual for LaTeX distributions, the C.D.P. Bundle is distributed in the form of a `.dtx` file, namely `cdpbundl.dtx`, and an accompanying `.ins` file, namely `cdpbundl.ins`.

2.1   Installation

To install the bundle, run LaTeX (or Plain TeX) once on the file `cdpbundl.ins`. This will generate the following LaTeX input files:

```
adiseal.sty
articoletteracdp.cls
cdpaddon.sty
cdpshues-example.def
cdpshues.cfg
epson-stylus-740.def
hp-laserjet-4500.def
lettcdpadi.cls
letteracdp.cls
```

To finish the installation, move them into a LaTeX input directory. (If you want, you can discard one, more, or all of the files whose name ends in `.def`, each of which contains color definitions for the seal appropriate for a particular printer. See Subsection 2.2 for information about how these files are used for this purpose.) The above listing of all the files you need to move is also displayed on the terminal at the end of the run of the file `cdpbundl.ins`. The documentation of your TeX installation should tell you how to find the LaTeX input directory/ies, and probably also how to create new LaTeX input directories reserved to hold your private classes and packages. If your TeX installation offers you the chance of defining your private LaTeX input directories, I recommend you exploit this possibility and place the generated files into such a directory.

2.2 Configuring the `cdpaddon` package

The `cdpaddon` package is the part of the C.D.P. Bundle that takes care of coloring the C.D.P. seal, which appears in black-and-white if you don't load this package. Experience by trial and error has shown that some configuration work may be necessary in order to obtain (more or less) correctly-looking colors in the seal. This happens because different printers may render color hues in different ways, sometimes producing surprising results.

The configuration mechanism works as follows. For each printer you plan to use there should be a definition file that specifies what hues should be used to color the C.D.P. seal. To select which file to load, the user indicates its name in an option passed to the `cdpaddon` package. If the user gives no such indication, the package reads from a configuration file the name of the default definition file, and uses that file. In both cases, if the designated definition file cannot be read, the package issues a warning and resorts, for the hues, to an emergency definition (which, as you can expect, is not very pleasant to the eye).

2.2.1 Writing color definition files

The task of a color definition file is simply to define two colors called `slight@col` and `strong@col` (when the definition file is read, the `@` characters are treated as ordinary letters): `slight@col` is the color used to paint the inner of the D and of the P in the seal, `strong@col` is the color used to draw the lines. You define these colors by means of the `\definecolor` command: see the *LaTeXbook* [0, Section 7.3 and Subsection C.14.3] for information on colors and the `\definecolor` command.

The file `cdpshues-example.def`, too, contains comments which explain how to write new definition files for the `cdpaddon` package. Indeed, this file is supplied only as a prototype: I suggest that you write a new file by making a copy of it (with the appropriate name) and modifying it with the help of the comments. The colors defined in this file are just an example, and indeed they are exactly the emergency colors used internally by the `cdpaddon` package when it cannot load a definition file—that is, a completely useless definition!

The file `cdpshues-example.def` uses the `named` color model, but of course you can use any color model you want. Indeed, it is best to use "direct" color models like `rgb` or `cmyk`, that allow you to drive the printer with precision: after all, it is exactly for this purpose that you are writing the file! The other two definition files included in the C.D.P. Bundle illustrate the use of these color models.

2.2.2 Selecting a color definition file via an option

The first way to select a particular color definition file among the ones you have installed is to pass a suitable option to the `cdpaddon` package. More precisely, the option name has the form `printer:`⟨*bare file name*⟩, all in a row without intervening spaces, where ⟨*bare file name*⟩ is the name of the definition file you want to load *without* the extension `.def`. For example, to load a file called `acme-wylejet.def`, you pass the option `printer:acme-wylejet`. Explicitly, you would write

`\usepackage[printer:acme-wylejet]{cdpaddon}`

to load the `cdpaddon` package and the color definitions suitable for the ACME WyleJet printer (the printer preferred by 8 coyotes out of 10). Similarly, to load

the file `cdpshues-example.def` you would write

`\usepackage[printer:cdpshues-example]{cdpaddon}`

and so on. Of course, you can still specify, as well, the other options listed in [8]: for instance,

`\usepackage[hypertext,printer:acme-wylejet]{cdpaddon}`

activates the hyperlinks and selects the colors for the ACME WyleJet printer.

When no `printer:...` option is specified, a default definition file is loaded, as explained in the next section. For elegance, you can explicitly request this default definition file with the `printer:Default` option (note the capitalization). Of course, this implies that you cannot have a definition file called `Default.def`; but `default.def` is absolutely OK, and you can select it with `printer:default`. Moreover, the `printer:None` option forces the `cdpaddon` package to ignore the configuration file and to use the emergency, built-in colors; again, `printer:none`, instead, tries to load a color definition file called `none.def`.

2.2.3   Declaring the default color definition file

Most users will have only one printer, and even those users who have access to several printers will use one of them more often than the others. Therefore, it is wise to have a second way of selecting a definition file, to be used when the user does not specify one. This is done by indicating in a configuration file the name of a default color definition file. This configuration file is called `cdpshues.cfg`.

The `cdpshues.cfg` file should contain only zero or one (but preferably one!) `\DeclareCDPSealHuesDefault` command. This command may be used only here, and only once, since it deactivates itself when executed, and also stops LaTeX from reading any further in the configuration file. In its unique (mandatory) argument, one puts the name, *without* the extension `.def`, of the default color definition file. Do not include any other command in your configuration file, because the effect of any other command is undefined.

The `cdpshues.cfg` file included in the C.D.P. Bundle contains comments that help you to modify it in order to declare your personal default color definition file. The recommended way of doing this is:

1) make a backup copy (good idea indeed!) of the original configuration file under a convenient name, for example `cdpshues.cfg.original`;

2) modify the `cdpshues.cfg` file following the advice given in its comments;

3) if you want, delete all comments from the (new version of the) `cdpshues.cfg` file, to save disk space.

The obsolete version of the `cdpaddon` package documented in [8] was not configurable: it was programmed to read the color definitions from a file called `cdpshues.def`, and this name was hard-coded in the package. To maintain compatibility with this version, the file `cdpshues.cfg` included in the C.D.P. Bundle designates as the default color definition file exactly a file named `cdpshues.def`. Consequently, if you install the supplied files without making any change to them, the `cdpaddon` package will continue to exhibit the old behavior, reading the legacy `cdpshues.def` file if you have one installed, and adopting the emergency colors otherwise. Note that no actual `cdpshues.def` file is included in the C.D.P. Bundle.

2.3 The image of the ADI seal

The C.D.P. Bundle does *not* include the file containing the image of the ADI seal. The reason for this is purely legal: I do not own the copyright for the ADI seal, so I have no right to distribute it under a license of my choice. But of course, without this file it is impossible for the `adiseal` package, the part of the C.D.P. Bundle that has this task, to print, or display, the seal. Since this is just a legal problem and not a TEXnical one, I cannot foresee how long it will take to solve it; perhaps I'll never find a solution, because the problem does not depend on me.

However, by default the `adiseal` package does *not* draw the ADI seal, but simply a placeholder; it will try to draw the seal only if explicitly requested via the `usepixmap` option (see [7]). This means that, by default, the package does *not* need the file with the image of the ADI seal, and will try to access it only if invoked with the `usepixmap` option; moreover, this option will be ignored if the file cannot be found. In conclusion, the `adiseal` package can recover gracefully even if the file is absent.

The `adiseal` package expects to find the image of the ADI seal in a file in Encapsulated PostScript (EPS) format called `adiseal.eps`, unless PDF output is being generated, in which case a file in Portable Document Format (PDF) named `adiseal.pdf` is searched for instead. The image should be exactly 60 bp wide and 42 bp tall; larger images will be clipped, smaller images will not be well aligned. The resolution is not fixed by the `adiseal` package, but of course the best results are obtained when it matches the target printer resolution. I don't think that with this information you will be able to manifacture the correct image by yourself, but at least you can check whether a file you have got does (not) fit!

Of course, even if I cannot distribute it under the LaTeX Project Public License, still I have prepared and made available on the Web an "official" `adiseal.eps` file (why didn't you say it before, you'll say!): it can be found in

> `http://www.math.unipd.it/~mezzetti/Gustavo/Ludic/CDP/adiseal.eps`

Its resolution is 300 dpi, both vertical and horizontal; the image is 250 pixels wide and 175 pixels tall, which, at this resolution, correspond exactly to 60 bp by 42 bp. Again, I am sorry that you need to download this file separately, but. . .

I have also prepared a special enhanced variation of the `adiseal.eps` file for use with OzTEX, Andrew Trevorrow's implementation of TEX for the Macintosh. This enhanced file enables OzTEX to display the seal on its integrated previewer, and to print it also on non-PostScript printers. To obtain this file, ask it directly to me by e-mail; my address is:

> `mezzetti@math.unipd.it`

Perhaps, in the future, I shall erect a mail filter to protect myself from junk-mail, so be sure to cite the word `adiseal.eps` in the *subject* of your message.

2.4 Documentation

To produce this documentation, run LaTeX three times (for the table of contents to be correct) on the file `cdpbundl.dtx`. This won't produce the index and the change history, however: for those, you have to run MakeIndex on the files `cdpbundl.idx` and `cdpbundl.glo`, produced during the previous LaTeX run, with the styles `gind.ist` and `gglo.ist`, respectively (these styles are part of the standard LaTeX distribution); then pass `cdpbundl.dtx` through LaTeX twice more.

3 How to use the C.D.P. Bundle

The C.D.P. Bundle contains three LaTeX document classes, namely `letteracdp`, `articoletteracdp`, and `lettcdpadi`, two LaTeX packages, called `adiseal` and `cdpaddon`, and some definition and configuration files pertaining to the `cdpaddon` package. As already said, the actual purpose of this section is not to explain you how to use these macro files, but only to give you references to documents where you can find the explanations.

For instructions on how to use the `letteracdp` class the reader is referred to [1, 2, 3, 5, 6, 9]. Note, however, that the class is syntactically compatible with the `letter` standard LaTeX class, in the sense that a document prepared for the `letter` class can be compiled without errors with the `letteracdp` class; but the output will be different.

As a minimal reference, fig. 1 illustrates the typical structure of a simple input file for the `letteracdp` document class.

For instructions on how to use the `articoletteracdp` class, see [4].

For instructions on how to use the `adiseal` package and the `lettcdpadi` class, see [7].

For instructions on how to use the `cdpaddon` package, see [8]. Note, however, that this document describes an obsolete version, which lacks the ability to deal with several color definition files.

Please note that before using the C.D.P. Bundle you must read the following license to see whether its terms are acceptable for you, especially for what concerns the lack of any warranty; if they are not, don't use this program.

3.1 License

The C.D.P. Bundle is *not* in the public domain: its author, Gustavo MEZZETTI, owns the copyright, and in general retains all the rights therein; but as a special exception, the author grants you the permissions indicated below.

3.1.1 Distribution and/or modification

The C.D.P. Bundle may be distributed and/or modified under the conditions of the LaTeX Project Public License, either version 1.3 of this license or (at your option) any later version. The latest version of this license is in

> http://www.latex-project.org/lppl.txt

and version 1.3 or later is part of all distributions of LaTeX version 2003/12/01 or later.

The C.D.P. Bundle has the LPPL maintenance status "author-maintained".

The file `manifest.txt` included in the C.D.P. Bundle specifies what the C.D.P. Bundle consists of; more precisely, it explains how the locutions "Work" and "Compiled Work", used in the LaTeX Project Public License, are to be interpreted in the case of this work.

3.1.2 Use

The use of the C.D.P. Bundle is unrestricted, provided that you accept the terms and conditions of the LaTeX Project Public License and of the following subsection for what concerns the absence of any warranty.

```
\documentclass[boldsubject,italicsignature,smartindent]{letteracdp}
% Of course, the above options are a matter of personal taste...

% Name, address and signature of the sender (the name is optional):
\name{Revinu Jitis Drofnats}
\address{
    Revinu~J. \textsc{Drofnats}\\
    Department of Farm Ecology\\
    University of St.\,Anford\\
    Haga Alto, CA~94321 (U.S.A.)
}
\signature{R.~J. Drofnats\\Professor}
\date{January~1, 2006} % as usual, date is optional, default is \today
% Place where the letter is written (optional):
\place{St.\,Anford}

% Since we are writing in English, we redefine a couple of words:
\renewcommand*{\subjectname}{Subject:}
\renewcommand*{\headtoname}{To:}
% Uncomment the following declaration if you want running heads:
% \pagestyle{headings}



\begin{document}

\begin{letterhead}[Brian~K. Reid]{
    Prof.~Brian~K. \textsc{Reid}\\
    Department of Electrical Engineering\\
    Stanford University\\
    Stanford, CA~94305 (U.S.A.)
}[
    This is the optional subject of the letter.
]

\opening{Dear Prof.~Reid,}

this letter is typeset using a \texttt{letterhead} environment, so it
will be printed with the letterhead of the \emph{Coordinamento} above
it; if you don't want it, use the \texttt{letter} environment instead.
You can also use the \texttt{foldedletterhead} environment in place
of the \texttt{letterhead} environment (or \texttt{foldedletter} in
place of \texttt{letter}) to obtain a letter prepared to be folded in
three parts, as one usually does before putting it in an envelope.
Experiment to see what happens.

\closing{Sincerely,}

\end{letterhead}

\end{document}
```

Figure 1: A sample input file for the **letteracdp** document class

3.1.3 No warranty

There is absolutely no warranty for the C.D.P. Bundle. The Copyright Holder provides the C.D.P. Bundle "as is", without warranty of any kind, either expressed or implied, including, but not limited to, the implied warranties of merchantability and fitness for a particular purpose. The entire risk as to the quality and performance of the C.D.P. Bundle is with you. Should the C.D.P. Bundle prove defective, you assume the cost of all necessary servicing, repair, or correction.

In no event will The Copyright Holder, or any other party who may distribute and/or modify the C.D.P. Bundle as permitted by the LaTeX Project Public License, be liable to you for damages, including any general, special, incidental or consequential damages arising out of any use of the C.D.P. Bundle or out of inability to use it (including, but not limited to, loss of data, data being rendered inaccurate, or losses sustained by anyone as a result of any failure of the C.D.P. Bundle to operate with any other programs), even if The Copyright Holder or said other party has been advised of the possibility of such damages.

3.2 Options of the `letteracdp` class

Of course, you load the `letteracdp` class by means of the usual `\documentclass` declaration, which allows you to specify various options. For some reason, the complete list of all the options recognized by this class has never been given in any of the previous documents containing instructions about it; so, we give it here.

We shall now list all the options recognized by the `letteracdp` class, including the standard ones it can understand. If an option does not appear in the list given below, then that option is not recognized by the `letteracdp` class, even if it is a standard one (that is, documented in the LaTeXbook [0]).

We begin with the list of standard options. Since they are already described in the LaTeXbook [0], we describe only the options that behave differently from the standard; the others are just listed without description.

`10pt` | `11pt` | `12pt`

`letterpaper` | `legalpaper` | `executivepaper` | `a4paper` | `a5paper` | `b5paper`
    Note that `letteracdp` uses `a4paper` as the default.

`landscape`

`final` | `draft`

`oneside` | `twoside`

`onecolumn` | `twocolumn` The `twocolumn` option is recognized, but triggers an error; the `onecolumn` option is recognized, but it is ignored because in any case the document is typeset in one-column mode. Note, however, that requesting `onecolumn` as a global option could make sense: precisely, it could serve to inform possible packages that the document has only one column. But, precisely for this reason, this option is requested by default during the class initialization; there is hence no reason to specify it, but it does no harm.

`leqn`

`fleqn`

We now list the option specific to the `letteracdp` class.

`mediumsubject` | `boldsubject` The `mediumsubject` option requests that the subject of the letters be typeset in medium weight, while the `boldsubject` option makes it appear in boldface type. The default is `mediumsubject`.

`uprightsignature` | `italicsignature` The `uprightsignature` option requests that the signature of the letters be typeset in upright shape, while the `italicsignature` option makes it appear in italic shape. The default is `uprightsignature`.

`noPS` | `usePS` The `noPS` option requests that the CDP seal be typest using only the standard LaTeX fonts, so that the output is printable on any kind of printer, even without a PostScript interpreter. On the other hand, the `usePS` option requests that it be printed using PostScript commands: this improves its graphical quality, but printing the seal will require a PostScript interpreter. The default is `noPS`. *Warning:* If you use this option with the `cdpaddon` package, parts of the seal will be incorrectly drawn in black.

`indent` | `noindent` | `smartindent` | `shortindent` These options are used to specify the paragraph indentation, but only for letters; any portion of text that is not included in a letter—but normally there is no such text—is not affected by these options. The `indent` option sets the paragraph indentation, for letters, to one tenth of the text width, unless this amount looks too bad, in which case the indentation is set to 2 pica. The `noindent` option completely suppressess paragraph indentation within letters. The `smartindent` option sets the paragraph indentation, for letters, to the width of (the last line of) the salutation, unless this amount looks too bad, in which case it behaves like `indent`. The `shortindent` option maintains also for letters the same indentation used for text not included in letters (see below); its name, chosen to be more easily remembered, is due to the fact that normally it involves a shorter indentation than the default one. The default is `indent`. I repeat that these options do not affect any text that should appear outside of letters, whose paragraphs will be always indented by 2 em, where the unit of 1 em is taken from the main document font; this is also the paragraph indentation for letters if the `shortindent` option is specified. Paragraphs of postscripts are never indented.

`105x37labels` | `70x37labels` | `Avery5352labels` These options indicate the format of the address labels. The first two options indicate address labels of mm 105×37 and mm 70×37, respectively. The third option indicates the address labels used by the standard `letter` class. Note the uppercase letter in `Avery5352labels`. The default is `105x37labels`.

References

[0] L. Lamport, *LATEX—A Document Preparation System—User's Guide and Reference Manual*, 2nd edition, Addison-Wesley, Reading, 1994.

[1] G. Mezzetti, *Breve presentazione d'una classe LATEX, denominata* `letteracdp`*, utile nella preparazione delle lettere del Coordinamento*, technical note downloadable from:
`http://www.math.unipd.it/~mezzetti/Gustavo/Ludic/CDP/presentazione.tex`

[2] ⸻ , *Esempi d'uso della classe* `letteracdp`, technical note downloadable from:
`http://www.math.unipd.it/~mezzetti/Gustavo/Ludic/CDP/esempi.tex`

[3] ⸻ , *Etichette degli indirizzi con la classe* `letteracdp`, technical note downloadable from:
`http://www.math.unipd.it/~mezzetti/Gustavo/Ludic/CDP/etichett.tex`

[4] ⸻ , *Grandi novità per* `letteracdp`*: arriva* `articoletteracdp`*!*, technical note downloadable from:
`http://www.math.unipd.it/~mezzetti/Gustavo/Ludic/CDP/novita.tex`

[5] ⸻ , *Forse non tutti sanno che. . .*, technical note downloadable from:
`http://www.math.unipd.it/~mezzetti/Gustavo/Ludic/CDP/nontuttisanno.tex`

[6] ⸻ , *Annuncio delle versioni 0.28 della classe* `letteracdp` *e 0.08 della classe* `articoletteracdp`, technical note downloadable from:
`http://www.math.unipd.it/~mezzetti/Gustavo/Ludic/CDP/ver0-28.tex`

[7] ⸻ , *Come usare il pacchetto* `adiseal` *(e la classe* `lettcdpadi`*)*, technical note downloadable from:
`http://www.math.unipd.it/~mezzetti/Gustavo/Ludic/CDP/adisealistr.tex`

[8] ⸻ , *Il pacchetto* `cdpaddon`, technical note downloadable from:
`http://www.math.unipd.it/~mezzetti/Gustavo/Ludic/CDP/cdpaddonistr.tex`

[9] ⸻ , *Annuncio della versione 0.31 del* C.D.P. Bundle, technical note downloadable from:
`http://www.math.unipd.it/~mezzetti/Gustavo/Ludic/CDP/ver0-31.tex`

Change History

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