Correspondence with ConTeXt

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Introduction

This is the manual for the ConTéXt-correspondence manual.

The module was written at the start as a package to write letters with a consistent and use to use interface and a few options to change the layout in a consistent way.

The core for the first version was based on the letter manual from Hans Hagen (m-letter.tex) and parts of this still remain in the low level code of the module.

As the time past more and more parts had been added to the package and it ended up in a similar interface as the L\TeX-classes but with it’s own commands to set user values. Because of it’s origin in Hans module the user interface and the low level parts are split in two different files and many more interfaces for the users are possible, one of them tries to mimic the style of Hans module.

As the time past the author wrote generic version of the complete setup commands and a few other in the letter core and created the new file t-correspondence.tex which holds now the low level code. As a result of this the new file t-resume.tex became part of the package with it’s own setup commands and external style and interface files.
Introduction
Introduction

Part 1
Letters
Introduction
1.1 Beginners guide

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 TeX 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.
1.1.1 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 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 forgot 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 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
1.1.2 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 \textit{opening} and \textit{closing}. To feed them with text you could either use the optional argument for \texttt{\startletter} as done in the current or you could set them before the content of the letter with the two commands \texttt{\setupletter} and \texttt{\setlettervalue}.

Let us begin with first alternative and set them as argument with \texttt{\startletter}:

\begin{verbatim}
\startletter
  [opening={Dear Reader,},
   closing={Greetings from the Author}]
Thus, I came to the conclusion ...
\stopletter
\end{verbatim}

If you don’t like this method you could set the two value before the letter environment with the \texttt{\setupletter} command, the text in your file should now look like:

\begin{verbatim}
\setupletter
  [opening={Dear Reader,},
   closing={Greetings from the Author}]
\startletter
Thus, I came to the conclusion ...
\stopletter
\end{verbatim}

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 \texttt{\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.
Beginners guide

\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.
Beginners guide
Step by step guide to write a letter

Dear Reader,

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 \texttt{TeX} 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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Greetings from the Author
1.1.3 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 \setletter 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, the 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.
Step by step guide to write a letter

Dear Reader,

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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Greetings from the Author
1.1.4 Address

Letter are normally meant to be send 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 prefer 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.
Step by step guide to write a letter

Dear Reader,

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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Greetings from the Author
1.1.5 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.
Dear Reader,

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Greetings from the Author
1.1.6 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.
Step by step guide to write a letter

Dear Reader,

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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Greetings from the Author

Arthur Thor
1.1.7 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 define your own values for the reference line.

Most of the things need for a letter are already told but a few fields at the end of the letter remains untold, the first line you will add to our example letter is the signature. It is set with the \texttt{signature} in the same way as the other values in the former examples. What the author did in the left example was:

\begin{verbatim}
\setupletter
  [signature={Arthur Thor}]
\end{verbatim}

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.

\begin{verbatim}
\setupletter
  [signature={\externalfigure[autograph][height=2\lineheight]}]
\end{verbatim}

How to adjust the space between the closing line and the signature for this way will be shown in the letter style section.
Step by step guide to write a letter

Dear Reader,

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Greetings from the Author

Arthur Thor

Postscript
1.1.8 Postscript

\startletter

...

\ps{...}

\stopletter
Step by step guide to write a letter

Dear Reader,

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Greetings from the Author

Arthur Thor

Postscript

encl Appendices
1.1.9 Enclosure

\startletter

...

\ps{...}
\encl{...}

\stopletter
Step by step guide to write a letter

Dear Reader,

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 $\TeX$ 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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Greetings from the Author

Arthur Thor

Postscript
encl Appendices
List of recipients
1.1.10 Copy

\startletter

...

\ps{...}
\encl{...}
\cc{...}
\stopletter
Beginners guide
1.2 Interface
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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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.
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 led TQ quite 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 presented why they were important.

But a system cannot be successful if it is too strongly influenced by a single person. Then the initial design is complete and fairly stable, the real test begins as people with many different viewpoints undertake their own experiments.

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But a system cannot be successful if it is too strongly influenced by a single person. Then the initial design is complete and fairly stable, the real test begins as people with many different viewpoints undertake their own experiments.
April 26, 2009

the topic

Hi There,

We thrive in information-thick worlds because of our marvelous and everyday capacity to select, edit, single out, structure, highlight, group, pair, merge, harmonize, synthesize, focus, organize, condense, reduce, boil down, choose, categorize, catalog, classify, list, abstract, scan, look into, idealize, isolate, discriminate, distinguish, screen, pigeonhole, pick over, sort, integrate, blend, inspect, filter, lump, skip, smooth, chunk, average, approximate, cluster, aggregate, outline, summarize, itemize, review, dip into, flip through, browse, glance into, leaf through, skim, refine, enumerate, glean, synopsize, winnow the wheat from the chaff and separate the sheep from the goats.

That Was Me
1.2.2 Pragma

We choose th...
Dear Prof. Reid:

I understand that you are having difficulties with Alka-Seltzer tablets. Since there are 25 pills per bottle, while the manufacturer’s directions recommend ‘`plop, plop, fizz, fizz,’” my colleagues tell me that you have accumulated a substantial number of bottles in which there is one tablet left.

At present I am engaged in research on the potential applications of isolated analgesics. If you would be so kind as to donate your Alka-Seltzer collection to our project, I would be more than happy to send you preprints of any progress reports that we may publish concerning this critical problem.

Sincerely,

R. J. Drofnats
Professor
1.2.3 Knuth

Prof. Brian D. Reif
Department of Electrical Engineering
Stanford, CA 94305

Dear Prof. Reif:

I understand that you are having difficulty with the letter's layout. Since there are 15 less per line, while the manuscript's description is recounted... This... Number... have accumulated a substantial number of titles in which there is... This is left.

In proton, I am engaged in research on the potential applications of isolated analogies. If you would be so kind as to donate your Aly Fowler collection to our project, I would be more than happy to send you portions of any progress reports that we may publish concerning this critical problem.

In proton, I am engaged in research on the potential applications of isolated analogies. If you would be so kind as to donate your Aly Fowler collection to our project, I would be more than happy to send you portions of any progress reports that we may publish concerning this critical problem.

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Sincerely,

R. D. Doebels
Professor


closing

endletter
Interface
1.3 Layout

The components for the letter can be divided into 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 before or behind another layer.

The underlying mechanism behind letter layers are ConTéXt's 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 powerful as letter layers and you have only a limited number of elements to control their layout.

\setupletterstyle [...\textellipsis^1\textellipsis^2\textellipsis] [...\textellipsis^2\textellipsis]

1  firstpage  secondpage
2  inherits from \setuplayout
\setupletterstyle[.\ldots][\ldots,\ldots]

1 option

2 marking = yes no
indenting = inherits from \setupindenting
whitespace = inherits from \setupwhitespace
backgroundcolor = IDENTIFIER
backgroundimage = FILE
header = reset
footer = reset
before = COMMAND
after = COMMAND
pagenumber = NUMBER
bodyfont = 5pt ... 12pt small big
alternative = singlesided doublesided
state = start stop
Layout
1.3.1 Letter layers

Layer are used to position elements one page independant of the page layout. They are used for the header and footer, address block etc.

The complete list of all available layers is:

- head
- letternext
- lettermain
- foot
- address
- reference
- location
- nexthead
- lefthead
- righthead
- nextfoot
- leftfoot
- rightfoot
- topmark
- botmark
- cutmark
- endmark
- usermark
- backaddress

\setlayer[...]{\framed{...}}

The position and layout of the layers can be changed with the \setupletterstyle command.

\setupframed[...][,...=,...]

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

1 head foot nexthead nextfoot lefthead leftfoot righthead rightfoot address backaddress reference location topmark botmark cutmark endmark usermark letternext lettermain

2 frame

3 inherits from \setupframed

\setuplayer[...][,...=,...]

\footnote{The block styles use a different structure and use a letter section for the address block.}
Layout

\setuptextstyle [...1,...] [...2,...] [...3,...]

1 head foot nexthead nextfoot lefthead leftrightfoot
   address backaddress reference location topmark botmark cutmark
   endmark usermark letternext lettermain

2 layer

3 inherits from \setuptextlayer

\getparameters [...] [...=...]

\setuptextstyle [...1,...] [...2,...] [...3,...]

1 head foot nexthead nextfoot lefthead leftrightfoot
   address backaddress reference location topmark botmark cutmark
   endmark usermark letternext lettermain

2 option

3 state = start stop first next left right leftpage rightpage
   page subpage

   symbol = IDENTIFIER

   style = normal bold slanted boldslanted type cap small...
   COMMAND

   color = IDENTIFIER

   alternative = IDENTIFIER

   separator = IDENTIFIER

   leftmargin = DIMENSION

   rightmargin = DIMENSION

   spacebefore = DIMENSION

   spaceafter = DIMENSION
Layout
1.3.2 Letter sections

- letterhead
- dateline
- referenceline
- specialnotation
- insideaddress
- title
- subject
- opening
- content
- closing
- appendices

You can change the layout of a letter section with the \setupletterstyle command, the syntax is:

```plaintext
\setupletterstyle [...,...] [...,...]

1 letterhead dateline referenceline specialnotation insideaddress
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
leftmargin = DIMENSION
rightmargin = DIMENSION
alternative = IDENTIFIER
separator = IDENTIFIER
command = \...#1
optimize = yes no
```

\[2\] Only used for the blockstyle layouts.
1.3.3 Letter descriptions

\setupletterstyle [...] [...]

1 postscript copy enclosure

2 location = left right top text
width = fit broad DIMENSION
distance = DIMENSION
before = COMMAND
after = COMMAND
inbetween = COMMAND
headstyle = normal bold slanted boldslanted type cap small...
COMMAND
headcolor = IDENTIFIER
Layout
1.4 Extensions

The letter module provides a special type of files, called extensions. They provide functions that could be used by different files like the labels for each language (label.nle) or extra features for one purpose like the page optimization (optimize.nle).

You can load extension files either with the letter module and write their names as argument to the extension key or afterwards in your file with the useletterextension command.

\useletterextension [...] *

* IDENTIFIER

The module comes itself with the following extensions:

- **label**  Labeltexts for different languages
- **pragma** Example content for Hans own letter module
- **optimize** Increase or decrease the distance between paragraphs to fill a page with at least 25% of the text height
Extensions
1.5 Reference line

The reference lines is used to show information like the date and other information.

A few styles are predefined and you can select them with:

\setupletterstyle[reference][alternative=...]

By default only the current date is shown in the reference line but you can change this with list key, you can give a single value or a comma list as argument.

\setupletterstyle[reference][list=...]

For backward compatibility you could set both values also with the \setupletter command which are passed down to the \setupletterstyle command.

\setupletter
  [alternative=...,  
    list=...]
Max Mustermann  
Musterstraße 12  
12345 Musterstadt

Hans Hansen  
Zielgasse 23  
34789 New Mustertown

Name: Willi Maier  
Phone: 01234-56789  
Date: April 26, 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 \TeX~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.

Mit freundlichen Grüßen
1.5.1 Alternative a

The reference alternative a is enabled with the default style, the only value you can see is the date. The setup in the default style for the reference line is like this:

\setupletterstyle
  [reference]
  [alternative=a, list=date]

This leads to the following output, you get two lines which are aligned to the right side with a label in the current mainlanguage on the top line and the current date on the bottom line.

<table>
<thead>
<tr>
<th></th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>April 26, 2009</td>
</tr>
</tbody>
</table>

You could also show more elements in the reference line when you write them as argument the list key.

\setupletterstyle
  [reference]
  [list={name,phone,date}]

The values are shown in the given order and spread across the line like below. To get this effect you need a list with at least two elements, otherwise it is moved to the right side lie you can see in the first example.

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Willi Maier</td>
<td>01234-56789</td>
<td>April 26, 2009</td>
</tr>
</tbody>
</table>
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 \TeX{} 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.

Mit freundlichen Grüßen
1.5.2 Alternative b

```
\setupletterstyle
  [reference]
  [alternative=b]

\setupletter
  [date][separator=: ]

Date: April 26, 2009

\setupletterstyle
  [reference]
  [alternative=b,
    list={name,phone,date}]

\setupletter
  [name,phone,date]
  [separator=: ]

Name: Willi Maier
Phone: 01234-56789
Date: April 26, 2009

\setupletter
  [name,phone,date]
  [titlestyle=\tx,
    separator=: ]

Name: Willi Maier
Phone: 01234-56789
Date: April 26, 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 \TeX\ 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.

Mit freundlichen Grüßen
1.5.3 Alternative c

\setupletterstyle
  [reference]
  [alternative=c,
   list=reference]

\setupletter[reference=\rightaligned{\currentdate}]

Willi Maier

\setupletter
  [reference=\line{\lettervalue{name}\hfill\lettervalue{date}}]

You could also use the alternative c to create your own reference line.

The following example show you a way to create own similar the alternative a but now with a natural table and a hard coded order of the elements.

\setupletterstyle
  [reference]
  [alternative=c,
   list=reference]

\startsetups reference:customized
  \bTABLE[frame=off,offset=0pt,width=.25\hspace]
The code results in the following result.

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Fax</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Willi Maier</td>
<td>01234-56789</td>
<td>3456-9853</td>
<td>April 26, 2009</td>
</tr>
</tbody>
</table>
Reference line
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 \TeX 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.

Mit freundlichen Grüßen
1.5.4 Alternative d

\setupletterstyle
  [reference]
  [alternative=b]

Date April 26, 2009

\setupletterstyle
  [reference]
  [alternative=d,
   list={name,phone,date}]

Name Willi Maier
Phone 01234-56789
Date April 26, 2009

\setupletter
  [name,phone,date]
  [separator=: ]

Name: Willi Maier
Phone: 01234-56789
Date: April 26, 2009

\setupletter
  [name,phone,date]
  [titlestyle=\tx,
   separator=: ]
<table>
<thead>
<tr>
<th>Name</th>
<th>Willi Maier</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone</td>
<td>01234-56789</td>
</tr>
<tr>
<td>Date</td>
<td>April 26, 2009</td>
</tr>
</tbody>
</table>
Reference line
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 \TeX{} 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.

Mit freundlichen Grüßen
1.5.5 Alternative e

\setupletterstyle
  [reference]
  [alternative=b]
\setupletter
  [name, date, phone]
  [width=.25\textwidth]

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Willi Maier</td>
<td>01234-56789</td>
<td>April 26, 2009</td>
</tr>
</tbody>
</table>
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 \TeX{} 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.

Mit freundlichen Grüßen
1.5.6 Alternative none

The last alternative none is different from the previous alternatives.

It disables the complete reference line and use as only alternative the values from layout for the first page to the distance till the first line of the letter while the other ignores this values and calculate it based on the position, height and distance after the reference line.

You choose in the same way as the other alternatives.

\setupletterstyle
  [reference]
  [alternative=none]
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 \TeX{} 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.

Mit freundlichen Grüßen
1.5.7 Customized reference line

\defineletterelement[reference][customized]%
\{\setupTABLE \[height=18mm,frame=off,offset=0pt]%
\setupTABLE[c][1,2] \[width=50.8mm]%
\setupTABLE[c][3,4,5][width=25.4mm]%
\bTABLE
\bTR
\bTD[m=3] \labeltext{letter:fax} \lettervalue{fax} \eTD
\bTD \labeltext{letter:email} \lettervalue{email} \eTD
\eTR
\bTR
\bTD \labeltext{letter:yourref} \lettervalue{yourref} \eTD
\bTD \labeltext{letter:myref} \lettervalue{myref} \eTD
\bTD[nx=2] \labeltext{letter:phone} \lettervalue{phone} \eTD
\bTD \labeltext{letter:date} \lettervalue{date} \eTD
\eTR
\eTABLE}

\setupletterstyle
[\firstpage]
[topspace=11.5cm]

\setupletterstyle
[\reference]  
[\alternative=customized]
Reference line
\defineletterelement[reference][customized]%
{\bTABLE[frame=off,offset=0pt,width=.25\hsize]
  \bTR
  \bTD \labeltext{letter:name} \eTD  
  \bTD \labeltext{letter:phone} \eTD  
  \bTD \labeltext{letter:fax} \eTD  
  \bTD \labeltext{letter:date} \eTD  
  \eTR
  \bTR
  \bTD \lettervalue{name} \eTD 
  \bTD \lettervalue{phone} \eTD 
  \bTD \lettervalue{fax} \eTD 
  \bTD \lettervalue{date} \eTD 
  \eTR
\eTABLE}
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 \TeX 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.

Mit freundlichen Grüßen
\defineletterelement[reference][sideline]
{\framed
[frame=off,
   align={right,high},
   foregroundstyle=small,
   width=4cm,
   height=\textwidth]
{Vorname Nachname\n  01234/567890\n  hans.meier@muster.de}}

\setupletterstyle
[firstpage,secondpage]
[topspace=8cm,
 width=13cm]

\setupletterstyle
[reference]
[alternative=sideline,
 hoffset=\textwidth+1em\relax,
 voffset=\topspace]
1.6 Header and Footer

1.6.1 Header

<table>
<thead>
<tr>
<th>Alternative</th>
<th>Fromrule</th>
</tr>
</thead>
<tbody>
<tr>
<td>left</td>
<td>no</td>
</tr>
<tr>
<td>middle</td>
<td>no</td>
</tr>
<tr>
<td>right</td>
<td>no</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Alternative</th>
<th>Fromrule</th>
</tr>
</thead>
<tbody>
<tr>
<td>left</td>
<td>top</td>
</tr>
<tr>
<td>middle</td>
<td>top</td>
</tr>
<tr>
<td>right</td>
<td>top</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Alternative</th>
<th>Fromrule</th>
</tr>
</thead>
<tbody>
<tr>
<td>left</td>
<td>bottom</td>
</tr>
<tr>
<td>middle</td>
<td>bottom</td>
</tr>
<tr>
<td>right</td>
<td>bottom</td>
</tr>
</tbody>
</table>
1.7 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.
Date
April 26, 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.

The separation of any of these four components would have hurt \TeX 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
The letter style dinb is the default style for the module and is used if nothing else is specified by the user.
Brand new templates for Word

Dear Mr Wilson,

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Best regards

John Simmons
1.7.2 DIN 676 A

The second style dina follows the same rules as the style dlnb but all fields shifted by the same value upwards to give you more space for the lettercontent.
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 \TeX 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.

Best regards

John Simmons
Letter Examples

1.7.3 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.

---

John Simmons
Parkstreet 12
4277 Green Bay

Date
April 26, 2009

Word size template 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 test large-scale case; the designer should also write the first user manual.

The separation of any of these four components would have had little significance. I find not participated fully in all these activities. Strictly hundreds of improvements would never have been made because I would never have thought of these or perceived why they were important.

But system cannot be successful if it is too strongly influenced by a single person. Over the initial design is complete and fully tested, the system begins to think of many different components undertaken their own experiments.

Thus, I came to the conclusion that the designer of a new system must not only be the implementer and test large-scale case; the designer should also write the first user manual.

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Best regards,

John Simmons

Letter Example

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But a system cannot be successful if it is too strongly influenced by a single person. Over the initial design is complete and fully tested, the system begins to think of many different components undertaken their own experiments.

Best regards,

John Simmons

---

First page

Second page
John Simmons  
Parkstreet 12  
8257 Green Bay  

April 26, 2009  

Steve Wilson  
Nightstreet 4a  
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 \TeX{} 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
Letter Examples

1.7.4 French

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

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

Best regards

John Simmons
1.7.5 Full-block Style

The full-block format is the simplest of all blockstyle formats. Every part of the letter starts at the left margin with a blank line between each part.

The order of the parts is date, inside address, attention line, salutation, subject line, body, complimentary close, signature and additional information.

---

**First page**

```
April 26, 2009

Steve Wilson
Nightstreet 4a
9183 Cotton Village

Dear Mr Wilson,

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.

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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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.
```

---

**Second page**

```
Best regards

John Browner

The separation of any of these four components would have been slightly significant. If I had not participated fully in all three activities, literally hundreds of improvements would never have been made, because I would never have thought of them or processed 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.

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.
```

---

**Letter Examples**

```
Paterson 12
3237 Corner Bay
April 26, 2009

Steve Wilson
Registration 55
7163 Cotton Village

Dear Mr Wilson,

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.

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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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.
```

---
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
1.7.6 Modified Block Style

The modified style has the same layout as the full-block style but the date, signature and closing moved to the right, which allows them to stand.
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.

The separation of any of these four components would have hurt \TeX{} 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.

Best regards

John Simmons
1.7.7 Semiblock Style

The semiblock style is the format most people recognize as business letter.

The layout is the same as in the modified style. Paragraphs are intended by five spaces.

---

3 The semiblock letter style use the medium value for \setupindenting to indent the paragraphs.
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.

The separation of any of these four components would have hurt \TeX\ 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.

John Simmons
1.7.8 Simplified Style

The simplified style is used when you don’t know the name of the person you’re writing to or when you write to a company.

It contains no title, salutation or complimentary closing. The main focus is the body of the letter.

Letter Examples

First page

Second page
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.

The separation of any of these four components would have hurt \TeX{} 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.

Best regards

John Simmons
1.7.9 Hanging indented Style

The hanging indented format is seldom used. It’s main advantage is that it calls attention to the body and each paragraph.
Date: April 26, 2009
To: Steve Wilson
From: John Simmons
Subject: 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.

The separation of any of these four components would have hurt \TeX 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.

Best regards

John Simmons
The abbreviation “RE” is sometimes used instead of “Subject”.

A signature and additional information are optional. The signature is placed near the center with the additional information at the left margin.

First page

Second page
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 \TeX{} 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.

Best regards

John Simmons
1.7.11 Swiss Style A

The layout of this style is not finished, if you want to use it give me information about the correct margins and position of the elements.
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 \TeX{} 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.

Best regards

John Simmons
1.7.12 Swiss Style B

The layout of this style is not finished, if you want to use it give me information about the correct margins and position of the elements.

Letter Examples

First page

Second page
Letter Examples
Part 2
Résumés
Letter Examples
2.1 Interface
2.1.1 Default

\startresume [\ldots,*,\ldots] \ldots \stopresume
  \footnotesize\texttt{OPTIONAL}
\footnotesize
\footnotesize* inherits from \texttt{\setupresume}
2.1.2 moderncv

The moderncv interface is based on the layout of the moderncv-package for LaTeX and with the same elements and styles. The difference between the LaTeX and the ConTeXt-version is that you don't need a \maketitle command to place the header for each style and it is placed by default.

The current implementation of the moderncv interface is written as resume style and not as interface, this means you load it with \useresumestyle or as argument for \usemodule with the style key.

The available elements for the interface are described below.

\cvline

The \cvline take two arguments, the first place the text in the left margin and accepts only short entries, the second argument accepts longer texts which are placed in the text area. You could change the distance after the entry with the optional argument.

\cvline{...}{...}

The two lines

\cvline{supervisors}{Supervisors}
\cvline{description}{\tx Short thesis abstract}

results in

<table>
<thead>
<tr>
<th>supervisors</th>
<th>Supervisors</th>
</tr>
</thead>
<tbody>
<tr>
<td>description</td>
<td>Short thesis abstract</td>
</tr>
</tbody>
</table>
\cvlistitem

The \cvlistitem is similar to the \cvline command above but it takes only one argument which is placed in the text area. In the left margin appear a symbol like a itemize, you could change this symbol with the optional argument before the text.

\cvlistitem[<symbol>]{{...}}

The two example line below

\cvlistitem{Item 1}
\cvlistitem[+]{Item 2}

result in the following output

- Item 1
+ Item 2

\cvlistdoubleitem

The \cvlistdoubleitem is a enhanced version of the \cvlistitem command and place two text side by side, if you change the symbol it affects the symbol for both texts.

\cvlistdoubleitem[<symbol>]{{...}}{{...}}

As you can see in the next example you have to write the text in two command if you want one below the other.

\cvlistdoubleitem[$\circ$]{Item 1}{Item 3}
\cvlistdoubleitem[$\circ$]{Item 2}{Item 4}
You can see this in the output from the example above.

\begin{itemize}
  \item Item 1
  \item Item 2
  \item Item 3
  \item Item 4
\end{itemize}

\cventry

The \cventry has six argument and prints the argument two to five in the first line of the text with a certain format for each text and separates them with commas. The first argument is typed in the left margin and the last in the text on a separate line.

\cventry{...}{...}{...}{...}{...}{...}

Two possible settings for the arguments are:

\cventry{year–year}{Degree}{Institution}{City}{\it Grade}{Description}
\cventry{year–year}{Job title}{Employer}{City}{}{Description}

This results in the time period in the left margin and the information in the text.

\begin{itemize}
  \item year–year Degree, Institution, City, Grade.
  \item Description
  \item year–year Job title, Employer, City.
  \item Description
\end{itemize}

\cvlanguage

The \cvlanguage behaves also like the \cvline command but take a third argument which can be used for additional information in the right margin.
\cvlanguage{...}{...}{...}

The following example

\cvlanguage{language 1}{Skill level}{Comment}
\cvlanguage{language 2}{Skill level}{Comment}

results in:

<table>
<thead>
<tr>
<th>language</th>
<th>Skill level</th>
</tr>
</thead>
<tbody>
<tr>
<td>language 1</td>
<td>\textit{Comment}</td>
</tr>
<tr>
<td>language 2</td>
<td>\textit{Comment}</td>
</tr>
</tbody>
</table>

\cvcomputer

The \cvcomputer command is an enhanced version of the \cvlistdoubleitem with two explicit arguments for the label text which is written on the left of each entry.

\cvcomputer{...}{...}{...}{...}

As you can see in the first and third argument a label is written to describe text category of each entry.

\cvcomputer{category 1}{XXX, YYY, ZZZ}{category 3}{XXX, YYY, ZZZ}
\cvcomputer{category 2}{XXX, YYY, ZZZ}{category 4}{XXX, YYY, ZZZ}

This produce the following output.

<table>
<thead>
<tr>
<th>category</th>
<th>XXX, YYY, ZZZ</th>
</tr>
</thead>
<tbody>
<tr>
<td>category 1</td>
<td>\textit{category 3} XXX, YYY, ZZZ</td>
</tr>
<tr>
<td>category 2</td>
<td>\textit{category 4} XXX, YYY, ZZZ</td>
</tr>
</tbody>
</table>
2.2 Résumé Examples
John Doe
Resumé title (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

**Miscellaneous**

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

---

**Languages**

- language 1 Skill level
  Comment
- language 2 Skill level
  Comment
Résumé Examples

2.2.1 Classic

John Doe
Resume title (optional)
street and number
postcode (optional)
city (optional)
additional information (optional)

Education
year–year
Degree
Institution, City, Grade
Description

Master thesis
Title
Supervisors
Description

Experience
Vocational
year–year
Job title, Employer, City
Description

WorkExperience
year–year
Job title, Employer, City
Description

Languages
year–year
language
Skill level
Comment

Computer skills
category 1
XXX, YYY, ZZZ
category 2
XXX, YYY, ZZZ
category 3
XXX, YYY, ZZZ
category 4
XXX, YYY, ZZZ
category 5
XXX, YYY, ZZZ
category 6
XXX, YYY, ZZZ

Interests
hobby 1
Description
hobby 2
Description
hobby 3
Description

Extra 1
– Item 1
– Item 2
– Item 3

Extra 2
◦ Item 1
◦ Item 2
◦ Item 3
◦ Item 4

First page

Second page
Some quote (optional)

---

**Education**

<table>
<thead>
<tr>
<th>year-year</th>
<th>Degree, Institution, City, Grade.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Description</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>year-year</th>
<th>Degree, Institution, City, Grade.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Description</td>
</tr>
</tbody>
</table>

---

**Master thesis**

<table>
<thead>
<tr>
<th>title</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>supervisors</td>
<td>Supervisors</td>
</tr>
<tr>
<td>description</td>
<td>Short thesis abstract</td>
</tr>
</tbody>
</table>

---

**Experience**

**Vocational**

<table>
<thead>
<tr>
<th>year-year</th>
<th>Job title, Employer, City.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Description</td>
</tr>
</tbody>
</table>

**Miscellaneous**

<table>
<thead>
<tr>
<th>year-year</th>
<th>Job title, Employer, City.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Description line 1</td>
</tr>
<tr>
<td></td>
<td>Description line 2</td>
</tr>
</tbody>
</table>

---

**Languages**

<table>
<thead>
<tr>
<th>language 1</th>
<th>Skill level</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>language 2</td>
<td>Skill level</td>
<td>Comment</td>
</tr>
</tbody>
</table>

street and number – postcode city

<table>
<thead>
<tr>
<th>mobile (optional)</th>
<th>phone (optional)</th>
<th>fax (optional)</th>
</tr>
</thead>
<tbody>
<tr>
<td>email (optional)</td>
<td>additional information (optional)</td>
<td></td>
</tr>
</tbody>
</table>
Résumé Examples

2.2.2 Casual

First page

Second page
Résumé Examples
A Command definitions

\texttt{\startletter \[\ldots,^{*},\ldots\] \stopletter}

\texttt{^{*} inherits from \setupletter}

\texttt{\setupletterstyle \[\ldots,\ldots\]}

1 firstpage secondpage
2 \texttt{inherits from \setuplayout}

\texttt{\setupletterstyle \[\ldots,^{1}\ldots\] \[\ldots,^{2}\ldots\]}

1 option
2 marking = \texttt{yes} no
indenting = \texttt{inherits from \setupindenting}
whitespace = \texttt{inherits from \setupwhitespace}
backgroundcolor = IDENTIFIER
backgroundimage = FILE
header = reset
footer = reset
before = COMMAND
after = COMMAND
pagenumber = NUMBER
bodyfont = 5pt ... 12pt small big
alternative = \texttt{singlesided} doublesided
state = \texttt{start} stop
Command definitions

\setupletterstyle [{1,...} [{2,...} [{3,...},...]]
\setupletterstyle [{1,...} [{2,...} [{3,...},...]]
\setupletterstyle [{1,...} [{2,...} [{3,...},...]]

1 head foot nexthead nextfoot lefthead leftfoot righthead rightfoot
   address backaddress reference location topmark botmark cutmark
   endmark usermark letternext lettermain

2 frame

3 inherits from \setupframed

\setupletterstyle [{1,...} [{2,...} [{3,...},...]]
\setupletterstyle [{1,...} [{2,...} [{3,...},...]]
\setupletterstyle [{1,...} [{2,...} [{3,...},...]]

1 head foot nexthead nextfoot lefthead leftfoot righthead rightfoot
   address backaddress reference location topmark botmark cutmark
   endmark usermark letternext lettermain

2 layer

3 inherits from \setuplayer

\setupletterstyle [{1,...} [{2,...} [{3,...},...]]
\setupletterstyle [{1,...} [{2,...} [{3,...},...]]
\setupletterstyle [{1,...} [{2,...} [{3,...},...]]

1 head foot nexthead nextfoot lefthead leftfoot righthead rightfoot
   address backaddress reference location topmark botmark cutmark
   endmark usermark letternext lettermain

2 option

3 state = start stop first next left right leftrightpage rightpage
   page subpage
   symbol = IDENTIFIER
   style = normal bold slanted boldslanted type cap small...

   COMMAND
   color = IDENTIFIER
   alternative = IDENTIFIER
   separator = IDENTIFIER
   leftrightmargin = DIMENSION
   rightmargin = DIMENSION
   spacebefore = DIMENSION
   spaceafter = DIMENSION

CXXII
Command definitions

\setupletterstyle [...,...] [...,2,...]
1 letterhead dateline referenceline specialnotation insideaddress
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
leftmargin = DIMENSION
rightmargin = DIMENSION
alternative = IDENTIFIER
separator = IDENTIFIER
command = \...#1
optimize = yes no

\setupletterstyle [...,...] [...,2,...]
1 postscript copy enclosure
2 location = left right top text
width = fit broad DIMENSION
distance = DIMENSION
before = COMMAND
after = COMMAND
inbetween = COMMAND
headstyle = normal bold slanted boldslanted type cap small...
COMMAND
headcolor = IDENTIFIER

\useletterextension [...,*,...]
* IDENTIFIER
Command definitions

\startresume […, …, …] … \stopresume
* inherits from \setupresume

\cvline […1] … [.2] … [.3]
| 1 | DIMENSION |
| 2 | TEXT |
| 3 | TEXT |

\cvlistitem […1] … [.2]
| 1 | TEXT |
| 2 | TEXT |

\cvlistdoubleitem […1] … [.2] … [.3]
| 1 | TEXT |
| 2 | TEXT |
| 3 | TEXT |
Command definitions

\cventry \{1\} \{2\} \{3\} \{4\} \{5\} \{6\}

1 TEXT
2 TEXT
3 TEXT
4 TEXT
5 TEXT
6 TEXT

\cvlanguage \{1\} \{2\} \{3\}

1 TEXT
2 TEXT
3 TEXT

\cvcomputer \{1\} \{2\} \{3\} \{4\}

1 TEXT
2 TEXT
3 TEXT
4 TEXT
Command definitions
## B File versions

The letter module comes as a package with many different files and each of them has their own version tag, you could read this version tag at the bottom of each file in the field date.

<table>
<thead>
<tr>
<th>File</th>
<th>Revision</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>t-correspondence.tex</td>
<td>2009.04.26</td>
<td>Core module</td>
</tr>
<tr>
<td>t-letter.tex</td>
<td>2009.02.13</td>
<td>Letter Module</td>
</tr>
<tr>
<td>t-resume.tex</td>
<td>2009.02.12</td>
<td>Résumé Module</td>
</tr>
<tr>
<td>default.nli</td>
<td>2009.03.31</td>
<td>Default letter interface</td>
</tr>
<tr>
<td>pragma.nli</td>
<td>2009.02.12</td>
<td>m-letter.tex Interface</td>
</tr>
<tr>
<td>knuth.nli</td>
<td>2009.01.23</td>
<td>letter.tex Interface</td>
</tr>
<tr>
<td>default.nri</td>
<td>2009.03.31</td>
<td>Default resume interface</td>
</tr>
<tr>
<td>moderncv.nri</td>
<td>2009.03.31</td>
<td>moderncv resume interface</td>
</tr>
<tr>
<td>label.nle</td>
<td>2009.02.13</td>
<td>Text labels</td>
</tr>
<tr>
<td>corres.nle</td>
<td>2009.02.13</td>
<td>XML-Database</td>
</tr>
<tr>
<td>pragma.nle</td>
<td>2008.01.23</td>
<td>Examples from m-letter.tex</td>
</tr>
<tr>
<td>optimize.nle</td>
<td>2008.12.03</td>
<td>Page optimization</td>
</tr>
<tr>
<td>addrentry.nle</td>
<td>2008.12.26</td>
<td>ex addrenetry support</td>
</tr>
<tr>
<td>dina.nls</td>
<td>2007.02.11</td>
<td>German style DIN 676 A</td>
</tr>
<tr>
<td>dinb.nls</td>
<td>2009.02.14</td>
<td>German style DIN 676 B</td>
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<tr>
<td>pragma.nls</td>
<td>2009.02.12</td>
<td>m-letter.tex style</td>
</tr>
<tr>
<td>knuth.nls</td>
<td>2009.02.13</td>
<td>letter.tex style</td>
</tr>
<tr>
<td>dutch.nls</td>
<td>2008.12.28</td>
<td>Dutch letter style</td>
</tr>
<tr>
<td>french.nls</td>
<td>2008.08.07</td>
<td>French letter style</td>
</tr>
<tr>
<td>english.nls</td>
<td>2008.03.13</td>
<td>English letter style</td>
</tr>
<tr>
<td>default.nls</td>
<td>2009.03.27</td>
<td>Basic style</td>
</tr>
<tr>
<td>blockstyle.nls</td>
<td>2008.11.29</td>
<td>Default block values</td>
</tr>
<tr>
<td>fullblock.nls</td>
<td>2008.12.16</td>
<td>Full-block</td>
</tr>
<tr>
<td>semiblock.nls</td>
<td>2008.12.16</td>
<td>Semiblock</td>
</tr>
<tr>
<td>modified.nls</td>
<td>2008.12.16</td>
<td>Modified block</td>
</tr>
<tr>
<td>hanging.nls</td>
<td>2008.12.25</td>
<td>Hanging intended</td>
</tr>
<tr>
<td>memo.nls</td>
<td>2008.11.29</td>
<td>Memo style</td>
</tr>
<tr>
<td>simplified.nls</td>
<td>2008.12.16</td>
<td>Simplified style</td>
</tr>
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</table>
## File versions

<table>
<thead>
<tr>
<th>File</th>
<th>Revision</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>swiss.nls</td>
<td>2009.02.14</td>
<td>Swiss style</td>
</tr>
<tr>
<td>swissleft.nls</td>
<td>2009.02.14</td>
<td>Swiss left style</td>
</tr>
<tr>
<td>default.nrs</td>
<td>2009.02.10</td>
<td>Default resume style</td>
</tr>
<tr>
<td>modern.nrs</td>
<td>2009.04.10</td>
<td>moderncv basic style</td>
</tr>
<tr>
<td>classic.nrs</td>
<td>2009.03.31</td>
<td>moderncv classic style</td>
</tr>
<tr>
<td>casual.nrs</td>
<td>2009.03.31</td>
<td>moderncv casual style</td>
</tr>
<tr>
<td>user.ori</td>
<td>2008.07.08</td>
<td>Example for user settings</td>
</tr>
</tbody>
</table>
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**C**
closing  
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\cc  
closing  
copy  
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**d**
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DIN 676 A  
DIN 676 B  
DIN 676 A

**e**
enclosure  
\enc1  
enclosure  
\enc1

**f**
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fromaddress  
Full-block  
fromname  
fromaddress  
Full-block

**h**
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**m**
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\ps  
postscript  
\ps

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signature  
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Simplified

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