Department of Humanities Computing

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Jill Smith
Computer & Language, Ltd.
Highstreet 1
London

Your letter of	Your reference	Our reference	Date
November 31, 1999	12-ASN	AI-NLP	October 7, 1999

Re: What's it all about

Dear Ms Smith,

This document serves both as a demonstration and as documentation for the LaTeX 2$_\varepsilon$ document class `aibrief`. This document class is to be used by anyone who is writing official letters in their function as staff members of the *Alfa-Informatica* department.

This class `aibrief` is an extension of the NTG class `brief` made by Victor Eijkhout. You should consult `briefdoc.tex` for additional information about the use of options not described in the current text.

The class `aibrief` provides a letterhead with the official R*u*G escutcheon and logo. Name and address information of the *Alfa-Informatica* department are provided. Therefor you should not use the `\maakbriefhoofd{}{}` command of the `brief` document class.

The following options can be used to modify the lay-out:

language options There are language options for Dutch, English, German, and French. This option influences short captions such as date, and translations for department name and country. Dutch is the default.

`kleur` Escutcheon and logo will be printed in dark blue.

`clcg` Use department name *Center for Language and Cognition Groningen*.

`cmc` Use department name *Computer-Mediated Communication*, and add CMC logo.

`gheta` With this option the department will be named as *GHETA: Groningen Historical Electronic Text Archive*, instead of *Alfa-Informatica*. Defaults for `\telefoon{}` and `\email{}` will be George Welling's. The default language will be US-English.

Two header commands complement the default address information:

`\telefoon{}` Specify the four digit telephone number of your office. If this option is omitted, the secretary phone number will be used.

Web
http://www.let.rug.nl/alfa/

Motto
Linux liberates!

R*u*G

Groningen *University* **Faculty of Arts**

Department of Humanities Computing

To
Jill Smith

Date
October 7, 1999

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`\email{}` This command is also optional.

Make sure to provide a date. Otherwise, LaTeX will provide it for you, and the date will change with the day the document is processed.

The rest of this document is just filling to demonstrate how the letterhead on the first page differs from the letterhead of additional pages. It contains no useful information.

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Yours sincerely,

Peter Jones   Th. Jones
LaTeX 2$_\varepsilon$ management   The other one

Enclosures: photograph, yellow ribbon

cc: C. Jones, J. Jones