rijksuniversiteit groningen / faculteit der letteren / alfa-informatica

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Jill Smith
Computer & Language, Ltd.
Highstreet 1
London

Uw brief van	Uw kenmerk	Ons kenmerk	Datum
November 31, 1999	12-ASN	AI-NLP	October 7, 1999

Onderwerp: What's it all about

Dear Ms Smith,

This document serves both as a demonstration and as documentation for the LaTeX 2_ε document class `aibrief2`. 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 `aibrief2` 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 `aibrief2` provides the official RuG letterhead. 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 letterhead and country. Dutch is the default.
`kleur` Letterhead will be printed in red.
`cl` Use department name *Computational Linguistics*.
`clcg` Use department name *CLCG*.
`cls` Use department name *Computational Linguistics and Society*.
`cs` Use department name *Computational Semantics*.
`is` Use department name *Information Science*.
`lt` Use department name *Language Technology*.
`slg` Use department name *Speech Lab Groningen*.

Three header commands complement the default address information:

Geadresseerde	Datum	Bladnummer
Jill Smith	October 7, 1999	2

`\telefoon{}` Specify the four digit telephone number of your office. If this option is omitted, the secretary phone number will be used (5974).

`\telefoonpre{}` Specify the first three digits that comes before the four digit phone number. If omitted, this will be 363.

`\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_ε management	The other one

Bijlagen: photograph, yellow ribbon

cc: C. Jones, J. Jones