Correspondence with ConTEXt

Version: 2010.04.04

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Introduction

This is the manual for the ConTEXt–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 LaTeX-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.

Part 1
Letters

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.

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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

1.2 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 *opening* and *closing*. To feed them with text you could either use the optional arguments for `\startletter` as done in the current example or you could set them before the start of the letter with the two commands `\setupletter` and `\setlettervalue`.

Let us begin with first alternative and set them as argument with `\startletter`:

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

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

```
\setupletter
  [opening={Dear Reader,},
   closing={Greetings from the Author}]

\startletter
Thus, I came to the conclusion ...
\stopletter
```

If you are more interested in a KOMA-Script like solution to set with every command only one value there is as last alternative the `\setlettervalue` command, both keyword and content are written between braces. The first version with braces for two values has the following look.

```
\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 when there is no comma in the argument.

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.

Step by step guide to write a letter

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Greetings from the Author

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 `\setupletter` 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.

Mike Wilson
Linden street 12
78569 TeX City

Date
April 4, 2010

Step by step guide to write a letter

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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.

The Author
Hidden Street 2
57895 Mystery town

Mike Wilson
Linden street 12
78569 TeX City

Date
April 4, 2010

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Greetings from the Author

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.

The Author
Hidden Street 2
57895 Mystery town

Mike Wilson
Linden street 12
78569 TeX City

Name	Phone	Fax	Date
Ben Johnson	4922-89564	4922-89564	April 4, 2010

Step by step guide to write a letter

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Greetings from the Author

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.

The Author
Hidden Street 2
57895 Mystery town

Mike Wilson
Linden street 12
78569 TeX City

Name	Phone	Fax	Date
Ben Johnson	4922-89564	4922-89564	April 4, 2010

Step by step guide to write a letter

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Greetings from the Author

Arthur Thor

1.7 Signature

You know now ho 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 *signature* in se same way as the other values in the former examples. What the author did in the left example was:

```
\setupletter
  [signature={Arthur Thor}]
```

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.

```
\setupletter
  [signature={\externalfigure[autograph][height=2\lineheight]}]
```

How to adjust the space between the closing line and the signature for this way will be shown in the letter style section.

The Author
Hidden Street 2
57895 Mystery town

Mike Wilson
Linden street 12
78569 TeX City

Name	Phone	Fax	Date
Ben Johnson	4922-89564	4922-89564	April 4, 2010

Step by step guide to write a letter

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Greetings from the Author

Arthur Thor

Postscript

1.8 Postscript

```
\startletter

...

\ps{...}

\stopletter
```

The Author
Hidden Street 2
57895 Mystery town

Mike Wilson
Linden street 12
78569 TeX City

Name	Phone	Fax	Date
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Greetings from the Author

Arthur Thor

Postscript
encl Appendices

1.9 Enclosure

```
\startletter

...

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

\stopletter
```

The Author
Hidden Street 2
57895 Mystery town

Mike Wilson
Linden street 12
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Greetings from the Author

Arthur Thor

Postscript
encl Appendices
List of recipients

1.10 Copy

```
\startletter

...

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

\stopletter
```

2 Interface

Date
April 4, 2010

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2.1 Default

Date
April 4, 2010

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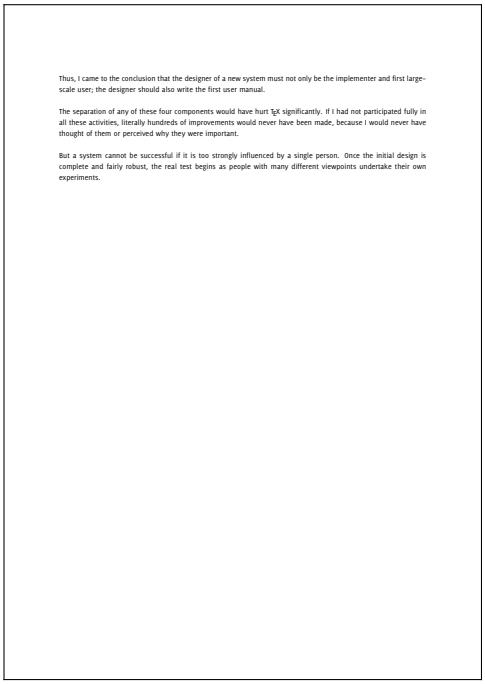

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First page

Second page

```
\startletter [..,.*=.,..] ... \stop
             OPTIONAL
```

* *inherits from* \setupletter

A Fancy Name
A Nice Address
The Place To Go

April 4, 2010

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.

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That Was Me

2.2 Pragma

A Fancy Name
A Nice Address
The Place To Go

April 4, 2010

the topic

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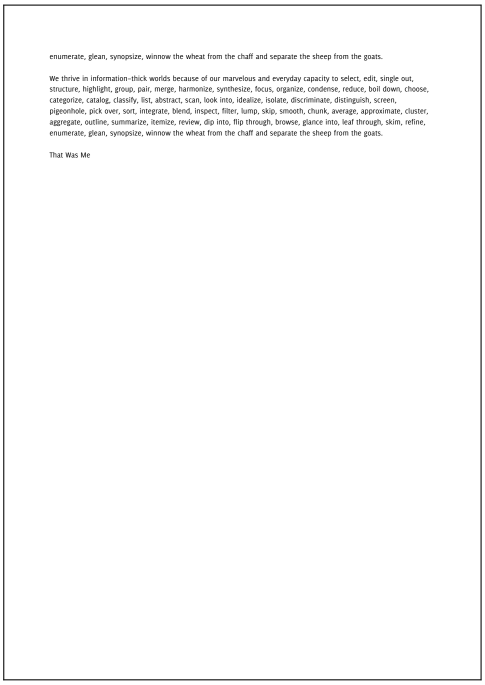
First page



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That Was Me

Second page

```
\startbuffer[texletter]
...
\stopbuffer

\setups[letter:place]
```

Prof. Brian K. Reid
Department of Electricial Engineering
Stanford University
Stanford, CA 94305

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.

Sincerly,

R. J. Drofnats
Professor

2.3 Knuth


Prof. Brian K. Reid
Department of Electricial Engineering
Stanford University
Stanford, CA 94305

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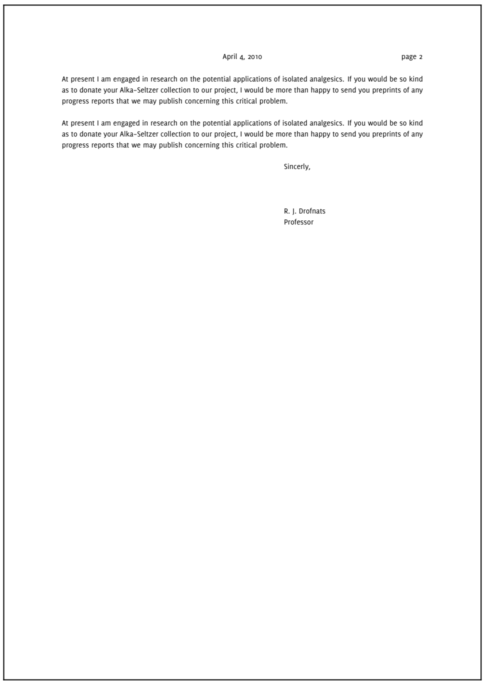
First page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Sincerly,

R. J. Drofnats
Professor

Second page

```
\address
...
\body
...
\closing
...
\endletter
```

3 Layout

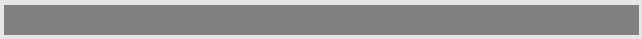
The components for the letter can be divided in to groups, the first are letter layers, you can position them on the page wherever you want and it is also possible to put one layer bevor or behind another layer.

The underliying machanism behind letter layers are ConTEXt'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 powerfule as letter layers and you have only a limited number of elements to control their layout.

```
\setupletterstyle [...,...] [..,..=.,..]

1  firstpage secondpage

2  inherits from \setuplayout
```

```
\setupletterstyle [...] [..,..=.,...]
                   OPTIONAL

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
```


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[1] 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]`=..,..]`
OPTIONAL

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[...][..,..=..,..]`

[1] The block styles use a different structure and use a letter section for the address block.

```
\setupletterstyle [...,...] [...] [..,..=..,..]
                   1         2         3
                            OPTIONAL

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
```

`\getparameters[...][..,..=..,..]`

```
\setupletterstyle [...,...] [...] [..,..=..,..]
                   1         2         3
                            OPTIONAL

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 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
```

State value

start	show layer on the first page
stop	disable layer
first	see `start`
next	show layer on the second and following pages
left	show layer on left pages
right	show layer on right pages
leftpage	see `left`
rightpage	see `right`
page	use global pagenumbering for left/right pages
subpage	use local pagenumbering for left/right pages

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

3.2 Letter sections

- letterhead[2]
- dateline[2]
- referenceline[2]
- specialnotation[2]
- insideaddress[2]
- title
- subject
- opening
- content
- closing
- appendices

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

```
\setupletterstyle [...,1,...] [..,.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
```

[2] Only used for the blockstyle layouts.

[illegible]

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
```

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 optimation (`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

5 Values and Labels

5.1 Values

When you write a letter you have to set some values for the reference line like the date and other ones like the name and address of the addressee for the address block, these can be done with the two commands `\setlettervalue` and `\setupletter`.

```
\setlettervalue {..[1]..} [..[2]..] {..[3]..}
                          OPTIONAL
1  CONTENT
2  TEXT
3  CONTENT
```

```
\setupletter [..,..[*]=..,..]

*  IDENTIFIER = TEXT
```

The first command `\setlettervalue` takes two commands like `\setvalue` or `\setvariable` and could be used like:

```
\setlettervalue{firstname} {Mike}
\setlettervalue{familyname}{Johnson}
```

There is also a optional argument between the name and the content of the value which is explained in the next section.

With the second command `\setupletter` you can set multiple values separated by commas, it's similar to `\setvariables`, the above setting will look then:

```
\setupletter
  [firstname=Mike,
   familyname=Johnson]
```

As you can seen in the following command overview for \setupletter the command has two arguments while we used in the last example only one, the two argument form is used to change the layout for the values in the reference (and others) line like:

```
\setupletter
  [date,name]
  [titlestyle=\tfx,
   titlecolor=gray]
```

The complete list of argument are:

```
\setupletter [...,...] [..,..=..,..]

1  IDENTIFIER

2  titlestyle  =  normal bold slanted boldslanted type cap small... COMMAND
   titlecolor  =  IDENTIFIER
   textstyle   =  normal bold slanted boldslanted type cap small... COMMAND
   textcolor   =  IDENTIFIER
   separator   =  TEXT
```

```
\setupletter[..,..=..,..]
\setupletter[...,...][..,..=..,..]

\setlettervalue{...}{...}
```

5.2 Labels

When you take a look at the examples in the reference section you can see all of them have a label above or on the left or the content but this did only happen because the module provides preset texts for them.

When you try to use a non defined label like e.g. *skype* you the content of the value as seen below but no label above.

The following code

```
\setlettervalue{date} {\currentdate}
\setlettervalue{skype}{corres.context}

\setupletterstyle[reference][list={skype,date}]
```

result in this reference line:

corres.context

Date
April 4, 2010

The module use ConTeXt's labeltext mechanism to define text for various languages which can be found in the file `default.nle`. To define your own text use the `\setuplabeltext` command, to prevent problems with other macros the names of the labels are prefixed with *letter:*.[3]

```
\setuplabeltext [.1.] [.2.]
                 OPTIONAL
1  nl fr en uk de es cz ..
2  IDENTIFIER = TEXT
```

To add now a label for our currently used *skype* value put the following line in your document and change the language tag to the mainlanguage you use in your document.

```
\setuplabeltext[en][letter:skype=Skype]
```

The reference looks now like:

Skype
corres.context

Date
April 4, 2010

When you use `\setlettervalue` to set the content of the values the optional argument can be used instead of `\setuplabeltext` to define a text for the label in the current mainlanguage, a empty argument results in a empty labeltext.

[3] The *memo* style makes a exception to this concept and use *memo:* as prefix for the label names.

The two step setting for the value *skype* can the be done with this setting.

```
\setlettervalue{skype}[Skype]{corres.context}
```

6 Background

There are different ways to customize the look of a letter, they are namely the a) layout of the page, b) the font for the main text and the styles for each element and c) the header and the other information blocks. Another option is the stationary which you use for the printed result, you could use either already preprinted paper or what will be described in the following chapter create your own with ConTeXt. Three different methods are available to do this:

a) color,
b) images,
c) user created backgrounds.

Date
April 4, 2010

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6.1 Backgroundcolor

Setting a color for the background is the first method to customize the layout of the letter background, you can see result of the following code in the example on the left page and all other full page letters in this document.

```
\setupcolors[state=start]

\setupletterstyle[backgroundcolor=gray]

\startletter
Thus, I came to the conclusion ...
\stopletter
```

When you use *backgroundcolor* in combination with the other methods it's important to know the backgroundcolor is always behind the other elements.

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6.2 Backgroundimages

The second mathod is to use a graphic as background for the letter, the example on the left page is created with the following code, take care the argument is existing figure or you will get ConTEXt's usual placeholder for missing figures.

```
\setupletterstyle[backgroundimage=example]

\startletter
Thus, I came to the conclusion ...
\stopletter
```

When you take a look in the source you will see the module use `\overlayfigure` to stretch the graphic to the size of the paper, it's up to the user to provide a graphic with the correct width/height ration and a resultion which is high enough to aviud artefacts.

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April 4, 2010

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6.3 Backgrounds

As third and last method you can use the *background* parameter which is nothing more than a overlay which is placed in the background. A example where a graphic is drawn with METAPOST is shown below with the result on the left page.

```
\startuseMPgraphic{dactylus}
draw unitsquare xyscaled (OverlayWidth-2cm,OverlayHeight-2cm)
    smoothed 1cm withpen pencircle scaled 2 ;
fill fullcircle scaled 1.5cm shifted (1cm,1cm)
    withcolor \MPcolor{orange} ;
\stopuseMPgraphic

\setupletterstyle[background=\useMPgraphic{dactylus}]

\startletter
Thus, I came to the conclusion ...
\stopletter
```

You could use this method also to place normal graphic from a external file `\externalfigure` where you have nore detailed control over the figure size etc. It's also possible to define different background for the first and the second page but the user has to take care of this himself.

Date
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7 Pagenumbering

```
\correspagenumber
\numberofcorrespages

\startsetups letter:head
\rightaligned{Page \correspagenumber\ of \numberofcorrespages}
\stopsetups
```

8 Styles

The already comes with a few predefined styles, to use them write the name in the second column either as argument to *style* when you load the module or later in your document with `\useletterstyle`.

Description	**Name**	**Page**
German style DIN 676 A	dina	99
German style DIN 676 B	dinb	97
Dutch letter style	dutch	101
French letter style	french	103
Full-block	fullblock	105
Semiblock	semiblock	109
Modified block	modified	107
Hanging intended	hanging	113
Memo style	memo	115
Simplified style	simplified	111
Swiss style	swiss	117
Swiss left style	swissleft	119

The result of each page can be found on the pages shown in the third column.

9 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	Phone	Date
Willi Maier	01234-56789	April 4, 2010

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.

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Mit freundlichen Grüßen

9.1 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.

Date
April 4, 2010

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.

Name	Phone	Date
Willi Maier	01234-56789	April 4, 2010

Max Mustermann
Musterstraße 12
12345 Musterstadt

Hans Hansen
Zielgasse 23
34789 New Mustertown

Your ref.:
Your letter of: 2880-01-15
Our ref.: IV 1 - 24 00
Our letter of:

Name: Max Mustermann
Room:
Phone: 01234-56789
Fax: 3456-9853

Date: April 4, 2010

Grund des Anschreibens

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Mit freundlichen Grüßen

9.2 Alternative b

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

\setupletter[date][separator=: ]
```

Date: April 4, 2010

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

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

Name: Willi Maier
Phone: 01234-56789
Date: April 4, 2010

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

Name: Willi Maier
Phone: 01234-56789
Date: April 4, 2010

Max Mustermann
Musterstraße 12
12345 Musterstadt

Hans Hansen
Zielgasse 23
34789 New Mustertown

Place, April 4, 2010

Grund des Anschreibens

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Mit freundlichen Grüßen

9.3 Alternative c

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

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

April 4, 2010

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

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

Willi Maier April 4, 2010

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\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

\stopsetups

\setupletter
  [reference=\setups{reference:customized}]
```

The code results in the following result.

Name	Phone	Fax	Date
Willi Maier	01234-56789	3456-9853	April 4, 2010

Reference line

Max Mustermann
Musterstraße 12
12345 Musterstadt

Hans Hansen
Zielgasse 23
34789 New Mustertown

Your ref.:	
Your letter of:	2880-01-15
Our ref.:	IV 1 - 24 00
Our letter of:	
Name:	Max Mustermann
Room:	
Phone:	01234-56789
Fax:	3456-9853
Date:	April 4, 2010

Grund des Anschreibens

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Mit freundlichen Grüßen

9.4 Alternative d

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

Date April 4, 2010

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

Name Willi Maier
Phone 01234-56789
Date April 4, 2010

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

Name: Willi Maier
Phone: 01234-56789
Date: April 4, 2010

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

Name: Willi Maier
Phone: 01234-56789
Date: April 4, 2010

Max Mustermann
Musterstraße 12
12345 Musterstadt

Hans Hansen
Zielgasse 23
34789 New Mustertown

Name	Phone	Date
Willi Maier	01234-56789	April 4, 2010

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Mit freundlichen Grüßen

9.5 Alternative e

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

Date
April 4, 2010

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

\setupletter
  [name,date,phone]
  [width=.25\textwidth]
```

Name	Phone	Date
Willi Maier	01234-56789	April 4, 2010

Max Mustermann
Musterstraße 12
12345 Musterstadt

Hans Hansen
Zielgasse 23
34789 New Mustertown

Grund des Anschreibens

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Mit freundlichen Grüßen

9.6 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]
```

Max Mustermann
Musterstraße 12
12345 Musterstadt

Hans Hansen
Zielgasse 23
34789 New Mustertown

		Fax	Email
		3456-9853	

Your ref.	Our ref.	Phone	Date
2880-01-15	IV 1 - 24 00	01234-56789	2010–04–04

Grund des Anschreibens

Sehr geehrte Damen und Herren,

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Mit freundlichen Grüßen

9.7 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}
```

Max Mustermann
Musterstraße 12
12345 Musterstadt

Hans Hansen
Zielgasse 23
34789 New Mustertown

Grund des Anschreibens

Vorname Nachname
01234/567890
hans.meier@muster.de

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.

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Mit freundlichen Grüßen

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

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

\setupletterstyle
  [reference]
  [alternative=sideline,
   hoffset=\dimexpr\backspace+\textwidth+1em\relax,
   voffset=\topspace]
```

Reference line

10 Header and Footer

10.1 Header

The head of a letter is the part where you can make the most customization, when you don't want to do this the module provides a few predefined alternatives which can be decorated with rules.

The layout of the head is the selected with the `\setupletterstyle` command and the `alternative` key, the second key `fromrule` is used for the three alternatives *a, b* and *c.*

```
\setupletterstyle
  [head]
  [alternative=...,
   fromrule=...]
```

You can select between the following alternatives:

- a
- left
- middle
- right

The `fromrule` key accepts the following parameters which can be combined to get a rule at the top and bottom of the header.

- no
- none
- off
- top
- before
- bottom
- after
- yes
- on

The default alternative *a* prints the firstname and surname of the author in the first line and the address in the following lines, the text is left aligned but this can be changed with the `align` key.

Max Mustermann
Musterweg 12
12345 Musterstadt

The other three alternatives *left, middle* and *right* place the text according to their names in the left, center or right of the head with a few information than the default layout provides. You can enable a option rule after the name of the addressee and at the bottom of the address block.

Max Mustermann
Musterweg 12
12345 Musterstadt
1234/567890
1234/567891
max.mustermann.com

alternative = left
fromrule = no

Max Mustermann
Musterweg 12
12345 Musterstadt
1234/567890
1234/567891
max.mustermann.com

alternative = middle
fromrule = no

Max Mustermann
Musterweg 12
12345 Musterstadt
1234/567890
1234/567891
max.mustermann.com

alternative = right
fromrule = no

Max Mustermann
Musterweg 12
12345 Musterstadt
1234/567890
1234/567891
max.mustermann.com

alternative = left
fromrule = top

Max Mustermann
Musterweg 12
12345 Musterstadt
1234/567890
1234/567891
max.mustermann.com

alternative = middle
fromrule = top

Max Mustermann
Musterweg 12
12345 Musterstadt
1234/567890
1234/567891
max.mustermann.com

alternative = right
fromrule = top

Max Mustermann
Musterweg 12
12345 Musterstadt
1234/567890
1234/567891
max.mustermann.com

alternative = left
fromrule = bottom

Max Mustermann
Musterweg 12
12345 Musterstadt
1234/567890
1234/567891
max.mustermann.com

alternative = middle
fromrule = bottom

Max Mustermann
Musterweg 12
12345 Musterstadt
1234/567890
1234/567891
max.mustermann.com

alternative = right
fromrule = bottom

10.2 Footer

No default style/alternatives for the foot are provided from the module, the current section will therefore show ways to create own ones.

11 Letter Examples

The letter module consits 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 a overview of all included styles you could use with the module without the need to write your own style.

John Simmons
Parkstreet 12
8257 Green Bay

Steve Wilson
Nightstreet 4a
9183 Cotton Village

Date
April 4, 2010

Brand new templates for Word

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Best regards

John Simmons

11.1 DIN 676 B

The letter style `dinb` is the defualt style for the module and is used if nothing else is specified by the user.

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John Simmons

Second page

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Best regards

John Simmons

11.2 DIN 676 A

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

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8257 Green Bay

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11.3 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.

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Parkstreet 12
8257 Green Bay

John Simmons, Parkstreet 12, 8257 Green Bay

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11.4 French

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

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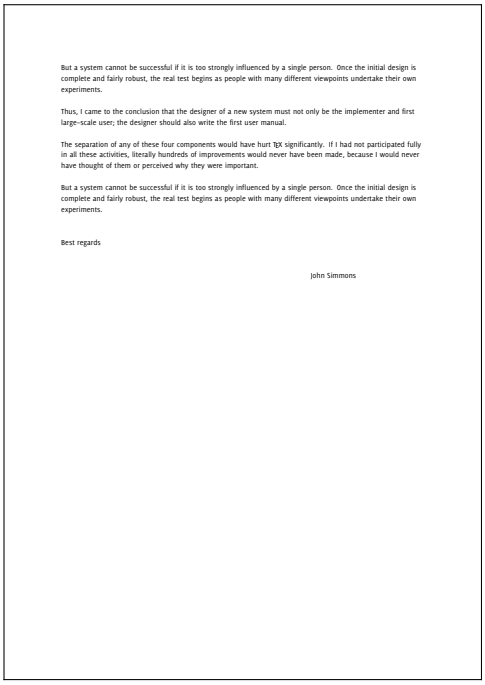
First page



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Best regards

John Simmons

11.5 Full-block Style

The full-block format is the simplest of all six 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.

Parkstreet 12
8257 Green Bay

April 4, 2010

Steve Wilson
Nightstreet 4a
9183 Cotton Village

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First page

Steve Wilson 106 April 4, 2010

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11.6 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.

Parkstreet 12
8257 Green Bay

April 4, 2010

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9183 Cotton Village

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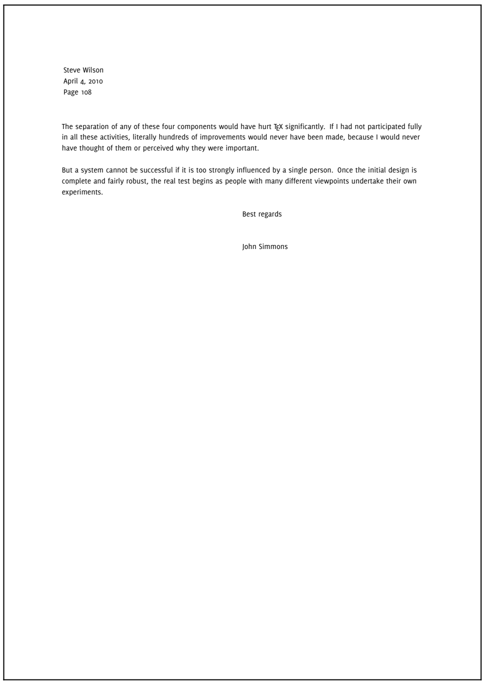

Steve Wilson
April 4, 2010
Page 108

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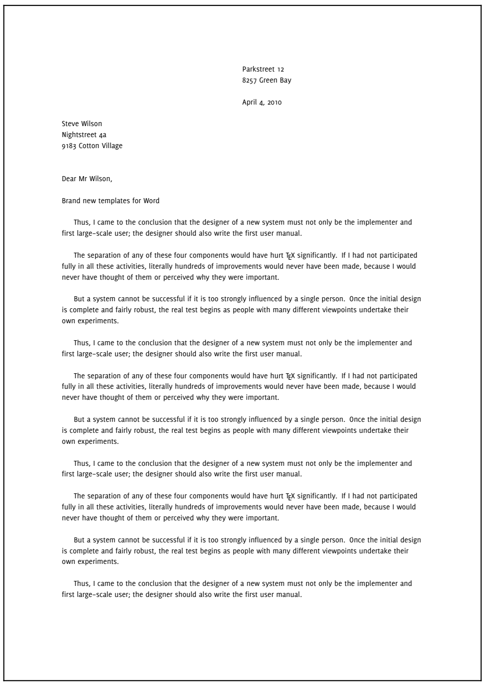
John Simmons

11.7 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[4].



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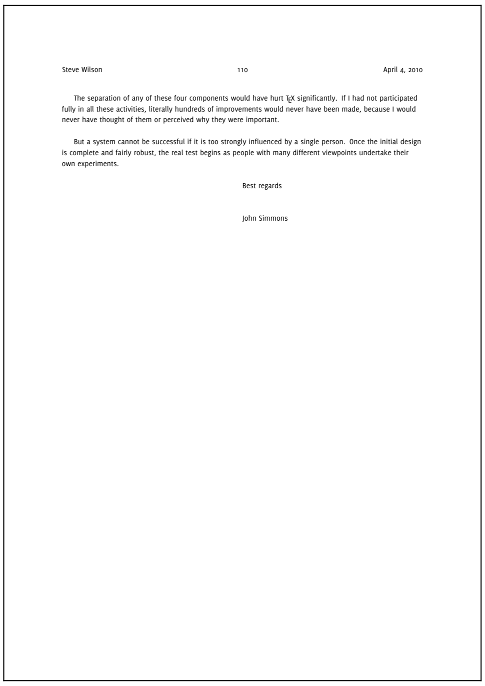

Steve Wilson 110 April 4, 2010

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Second page

[4] The semiblock letter style use the `medium` value for `\setupindenting` to indent the paragraphs.

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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.

John Simmons

11.8 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.

Parkstreet 12
8257 Green Bay

April 4, 2010

Steve Wilson
Nightstreet 42
9183 Cotton Village

Brand new templates for Word

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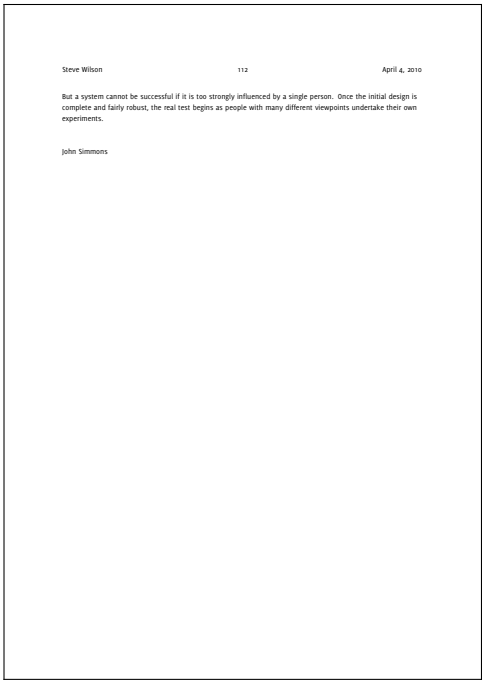
First page



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John Simmons

Second page

Parkstreet 12
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April 4, 2010

Steve Wilson
Nightstreet 4a
9183 Cotton Village

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Brand new templates for Word

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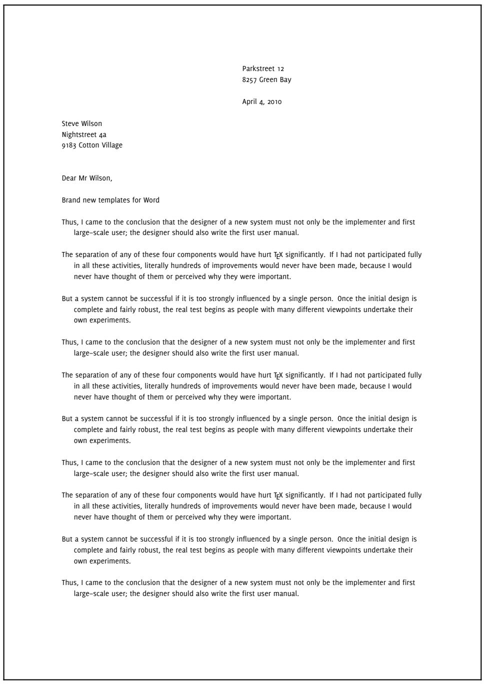
Best regards

John Simmons

11.9 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.



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First page

Steve Wilson
April 4, 2010
Page 114

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Best regards

John Simmons

Second page

Date: April 4, 2010
To: Steve Wilson
From: John Simmons
Subject: Brand new templates for Word

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John Simmons

11.10 Memo Style

The memo style used primarily for interoffice communication. The top of the memo indicates the date, the name of the recipient, the name of the sender and the subject.

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.

Date: April 4, 2010
To: Steve Wilson
From: John Simmons
Subject: Brand new templates for Word

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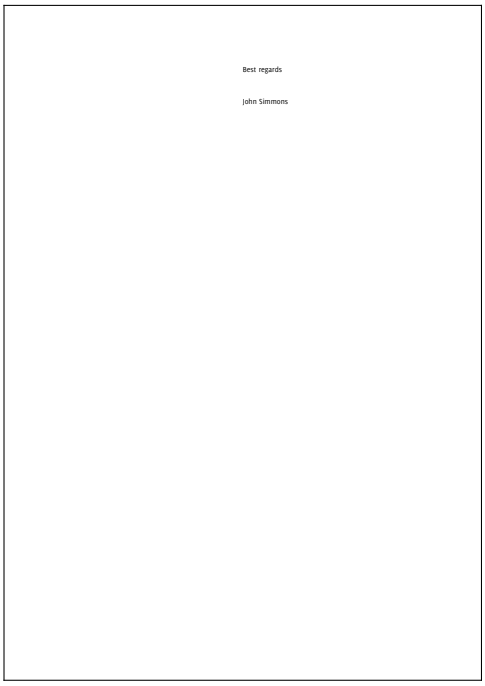

Best regards

John Simmons

Second page

John Simmons
Parkstreet 12
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Steve Wilson
Nightstreet 4a
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April 4, 2010

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11.11 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.

John Simmons
Parkstreet 12
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John Simmons

Second page

Part 2
Résumés

12 Interface

12.1 Default

```
\startresume [..,..*=..,..] ... \stop
                  OPTIONAL
```

* *inherits from* \setupresume

12.2 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 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

supervisors Supervisors

description Short thesis abstract

\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.

- Item 1
- Item 2

- Item 3
- Item 4

\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.

year–year **Degree**, *Institution*, City, *Grade*.
Description

year–year **Job title**, *Employer*, City.
Description

\cvlanguage

The `\cvlanguage` behaves also line 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:

language 1 **Skill level** *Comment*

language 2 **Skill level** *Comment*

\cvcomputer

The \cvcomputer command is a enhanced version of the \cvlistdoubleitem with two explicit argument 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.

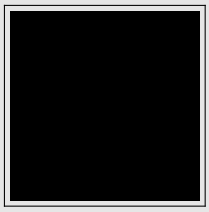
```
\cvcomputer{category 1}{XXX, YYY, ZZZ}{category 3}{XXX, YYY, ZZZ}
\cvcomputer{category 2}{XXX, YYY, ZZZ}{category 4}{XXX, YYY, ZZZ}
```

This produce the following output.

category 1	XXX, YYY, ZZZ	category 3	XXX, YYY, ZZZ
category 2	XXX, YYY, ZZZ	category 4	XXX, YYY, ZZZ

13 Résumé Examples

street and number
postcode city
mobile (optional)
phone (optional)
fax (optional)
email (optional)
additional information (optional)



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

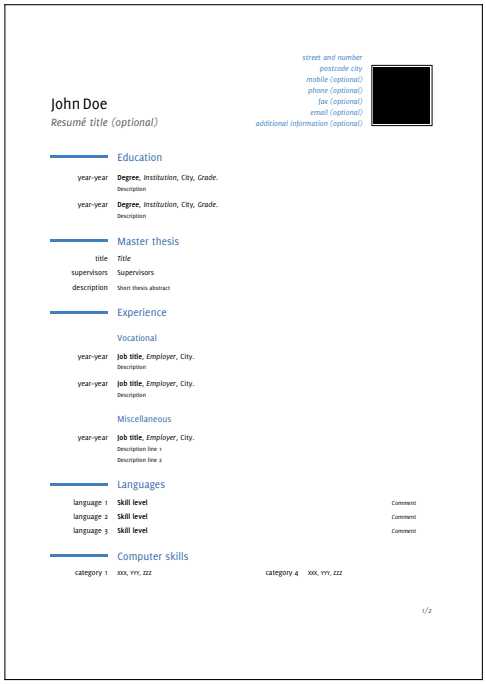
Miscellaneous

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

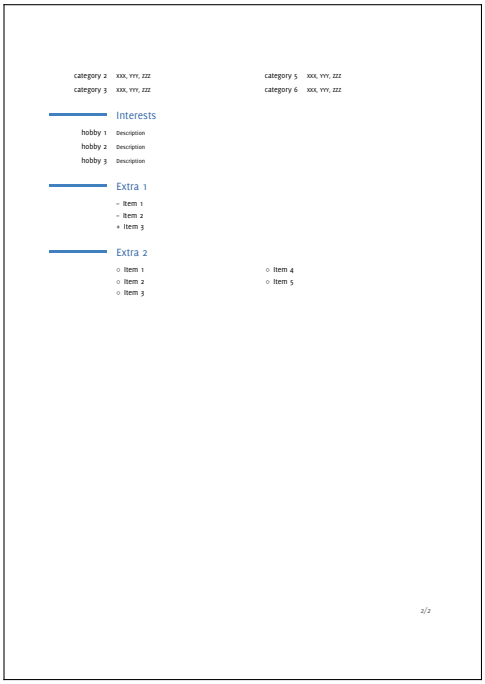
Languages

language 1 **Skill level** *Comment*
language 2 **Skill level** *Comment*

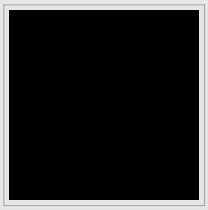
13.1 Classic



First page



Second page



John Doe

Some quote (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

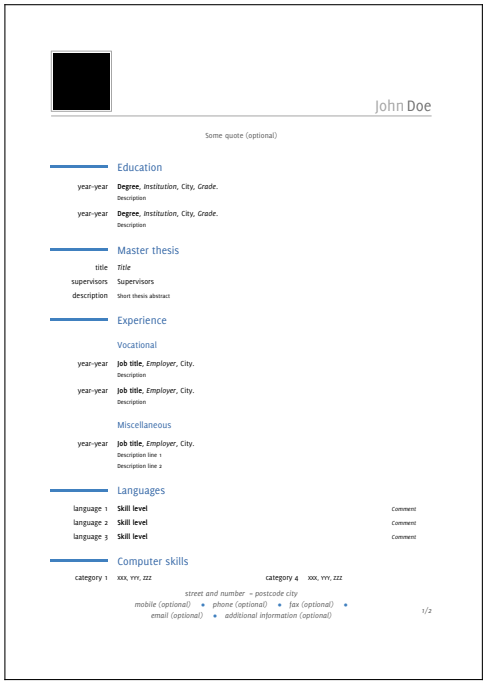
Languages

language 1 **Skill level** *Comment*

language 2 **Skill level** *Comment*

street and number – postcode city
mobile (optional) • *phone (optional)* • *fax (optional)* •
email (optional) • *additional information (optional)*

13.2 Casual



John Doe

Some quote (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

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*
language 3 **Skill level** *Comment*

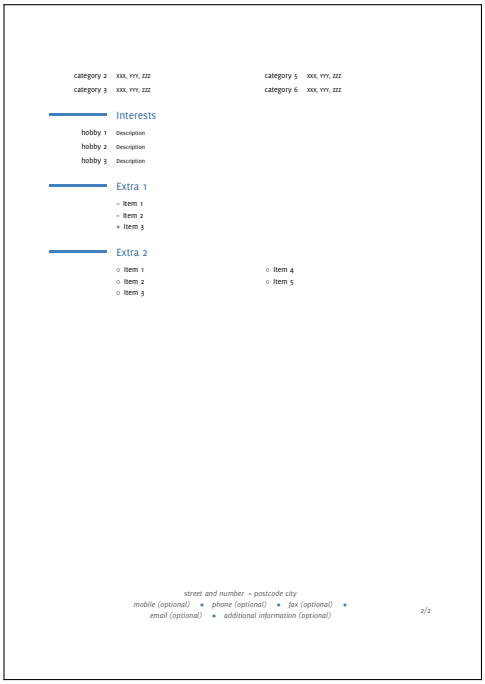
Computer skills

category 1 xxx, yyy, zzz
category 4 xxx, yyy, zzz

street and number · postcode city
mobile (optional) · phone (optional) · fax (optional) ·
email (optional) · additional information (optional)

1/2

First page



category 2 xxx, yyy, zzz
category 3 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
- Item 5

street and number · postcode city
mobile (optional) · phone (optional) · fax (optional) ·
email (optional) · additional information (optional)

2/2

Second page

A Command definitions

\cvcomputer {..[1]..} {..[2]..} {..[3]..} {..[4]..}
1 CONTENT
2 CONTENT
3 CONTENT
4 CONTENT

\cventry {..[1]..} {..[2]..} {..[3]..} {..[4]..} {..[5]..} {..[6]..}
1 CONTENT
2 CONTENT
3 CONTENT
4 CONTENT
5 CONTENT
6 CONTENT

\cvlanguage {..[1]..} {..[2]..} {..[3]..}
1 CONTENT
2 CONTENT
3 CONTENT

\cvline [..[1]..] {..[2]..} {..[3]..}
1 DIMENSION OPTIONAL
2 CONTENT
3 CONTENT

\cvlistdoubleitem [..[1]..] {..[2]..} {..[3]..}
1 TEXT OPTIONAL
2 CONTENT
3 CONTENT

\cvlistitem [..[1]..] {..[2]..}
1 TEXT OPTIONAL
2 CONTENT

\startletter [..,..=[*]..,..] ... \stop
* *inherits from* \setupletter OPTIONAL

```
\startresume [..,..=..,..] ... \stop
                  *
                OPTIONAL
*   inherits from \setupresume
```

```
\setlettervalue {.1.} [.2.] {.3.}
                         OPTIONAL
1   CONTENT
2   TEXT
3   CONTENT
```

```
\setuplabeltext [.1.] [..=..]
                 OPTIONAL      2
1   nl fr en uk de es cz ...
2   IDENTIFIER  =  TEXT
```

```
\setupletter [...,1...] [..,..=..,..]
                               2
1   IDENTIFIER
2   titlestyle  =  normal bold slanted boldslanted type cap small... COMMAND
    titlecolor  =  IDENTIFIER
    textstyle   =  normal bold slanted boldslanted type cap small... COMMAND
    textcolor   =  IDENTIFIER
    separator   =  TEXT
```

```
\setupletter [..,..=..,..]
                  *
*   IDENTIFIER  =  TEXT
```

```
\setupletterstyle [...,1...] [..,..=..,..]
                                   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
```

```
\setupletterstyle [...,1...] [.2.] [..,..=..,..]
                            OPTIONAL       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  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  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 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
```

```
\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
```

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

```
\setupletterstyle [.1.] [..,..=..,..]
1   option              OPTIONAL
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
```

(Defaults, underlined on the page: marking = yes; alternative = singlesided; state = start.)

```
\useletterextension [...,...]
*   IDENTIFIER
```

B File versions

The correspondence module comes as a package with many different files and each of them has their own version tag, you can get this information from the information block at the top of the file, MkIV users get also a overview of the used files with the version at the end of the log file.

File	Revision	Description
t-correspondence.tex	2010.04.04	Core module
t-letter.tex	2009.10.10	Letter Module
t-resume.tex	2009.10.10	Résumé Module
default.nli	2010.04.04	Default letter interface
pragma.nli	2009.07.18	m-letter.tex Interface
knuth.nli	2009.10.08	letter.tex Interface
default.nri	2009.06.30	Default resume interface
moderncv.nri	2009.09.20	moderncv resume interface
label.nle	2009.07.03	Text labels
corres.nle	2009.02.13	XML-Database
pragma.nle	2008.01.23	Examples from m-letter.tex
optimize.nle	2008.12.03	Page optimation
addrentry.nle	2008.12.26	ex addrenetry support
dina.nls	2010.03.02	German style DIN 676 A
dinb.nls	2010.03.02	German style DIN 676 B
pragma.nls	2009.09.20	m-letter.tex style
knuth.nls	2009.02.13	letter.tex style
dutch.nls	2008.12.28	Dutch letter style
french.nls	2009.09.20	French letter style
english.nls	2008.03.13	English letter style
default.nls	2010.03.02	Basic style
blockstyle.nls	2008.11.29	Default block values
fullblock.nls	2008.12.16	Full-block
semiblock.nls	2008.12.16	Semiblock
modified.nls	2008.12.16	Modified block
hanging.nls	2008.12.25	Hanging intended
memo.nls	2009.09.21	Memo style
simplified.nls	2008.12.16	Simplified style
swiss.nls	2009.02.14	Swiss style
swissleft.nls	2009.02.14	Swiss left style
default.nrs	2009.10.10	Default resume style
classic.nrs	2010.03.02	modercv classic style

File versions

File	Revision	Description
casual.nrs	2010.03.02	modercv casual style
user.ori	2008.07.08	Example for user settings

C Labeltexts

The following table presents the text for all predefined labels in the module, only the labels for the *memo* style are not included.

label	english	dutch	german
name	Name		Name
room	Room		Zimmer
yourref	Your ref.	Uw kenmerk	Ihr Zeichen
yourmail	Your letter of	Uw brief van	Ihre Nachricht vom
myref	Our ref.	Ons kenmerk	Unser Zeichen
mymail	Our letter of	Ons brief van	Unsere Nachricht vom
customer	Customer no.	Klant No.	Kundennummer
invoice	Invoice no.	Rekening No.	Rechnungsnummer
attention			
subject			
cc	cc	Kopie aan	Kopien an
enclosure	encl	Bijlage(n)	Anlagen
to	To	Aan	An
toname	To	Aan	An
from	From	Van	Von
fromname	From	Van	Von
date	Date	Datum	Datum
phone	Phone	Telefoon	Telefon
fax	Fax	Fax	Fax
email	Email	E–mail	E-Mail
url	Url	URL	URL
bank	Bank account	Bankrekening	Bankverbindung
organization	Organization		Organisation
city	City		Stadt
zip	Zip		PLZ
country	Country		Land
street	Street		Straße

french	**italian**	**spanish**
Nom		
Salle		
Vos références	Vs./Rif.	Su ref.
Votre lettre du	Vs. lettera del	Su carta de
Nos références	Ns./Rif.	Nuestra ref.
Notre lettre du		
Numéro de client	Nr. cliente	No. de cliente
Numéro de facture	Nr. fattura	No. de factura
Concernant		
Copie à	Per conoscenza	Copias
Annexes	Allegato	Adjunto
À	A	A
À	A	A
De	Da	De
De	Da	De
Date	Data	Fecha
Téléphone	Telefono	Teléfono
Téléfax	Fax	Fax
Courriel	Email	Email
Site web	Sito Web	URL
Compte en banque	Conto bancario	Cuenta bancaria

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