

The UWA Letterhead Package

uwa-letterhead 1.0.0 (2019/08/31)

1 Introduction

This package generates the letterhead of The University of Western Australia.

2 Usage

2.1 External Dependencies

You must supply the university logo (as `uwacrest-blue.pdf` by default). It is available in SVG format at <https://static-listing.weboffice.uwa.edu.au/visualid/core-rebrand/img/uwacrest/>.

The letterhead uses the **Arial** typeface for the first-page footer and the **UWA Slab** typeface for headings. The fonts must be installed on the system for this to work. Arial is available as part of Microsoft's TypeType core fonts for the web (<https://sourceforge.net/projects/mscorefonts2/>), and UWA Slab is available from the UWA website (<https://static-listing.weboffice.uwa.edu.au/visualid/core-rebrand/fonts/uwa/>). Alternatively, you can use the `noarial` and `nouwa` font package options to substitute these with the body text typeface.

2.2 Package Options

`\usepackage` To load the package, add this to your preamble:

```
\usepackage{uwa-letterhead}
```

You can pass the following options to specify the font weights:

- `light`: Use light and semibold fonts (default).
- `regular`: Use regular and bold fonts.

You can pass the following options to specify whether to use UWA Slab for headings:

- `uwafont`: Use UWA Slab for headings (default).
- `nouwafont`: Use the body text typeface for headings.

You can pass the following options to specify whether to use Arial for the first-page footer:

- `arial`: Use Arial for the first-page footer (default).
- `noarial`: Use the body text typeface for the first-page footer.

2.3 Letterhead Fields

Use the following commands in the preamble to set the letterhead fields:

`\author` `\author{\author}`
The author of the document.
Required

<code>\school</code>	<code>\school{<school>}</code> The author's school within the university. Required
<code>\mbdp</code>	<code>\mbdp{<mbdp>}</code> The author's mailbag delivery point (MBDP) . Required
<code>\university</code>	<code>\university{<university>}</code> The name of the university. Default: <i>The University of Western Australia</i>
<code>\address</code>	<code>\address{<address>}</code> The university's address. Default: <i>35 Stirling Highway, Crawley WA 6009</i>
<code>\phone</code>	<code>\phone{<phone>}</code> The author's phone number. Required
<code>\mobile</code>	<code>\mobile{<mobile>}</code> The author's mobile number. Required
<code>\email</code>	<code>\email{<email>}</code> The author's email address. Required
<code>\website</code>	<code>\website{<website>}</code> The author's website, or their school's website. Omit the scheme (<code>https://</code>) and path (<code>/</code>). Default: <i>www.uwa.edu.au</i>
<code>\footeraddress</code>	<code>\footeraddress{<footeraddress>}</code> The university's address, shortened for the first-page footer. Default: <i>Perth WA 6009 Australia</i>
<code>\cricos</code>	<code>\cricos{<cricos>}</code> The university's CRICOS provider code. Default: <i>00126G</i>
<code>\uwacrest</code>	<code>\uwacrest{<uwacrest>}</code> The filename of the UWA crest in PDF format (available in SVG format at https://static-listing.wa-boffice.uwa.edu.au/visualid/core-rebrand/img/uwacrest/). Default: <i>uwacrest-blue.pdf</i>

3 Implementation

3.1 Package Options

`\uwalh@uwafont` Define conditionals for the package options.
`\uwalh@arialfont` 1 `\newif\ifuwalh@uwafont`
 2 `\newif\ifuwalh@arialfont`

The `uwafont` and `nouwafont` options respectively enable and disable using the UWA Slab for headings.

```

3 \DeclareOption{uwafont}{
4     \uwalh@uwafonttrue
5 }
6 \DeclareOption{nouwafont}{
7     \uwalh@uwafontfalse
8 }
```

The `arial` and `noarial` options respectively enable and disable using Arial for the first-page footer.

```
9 \DeclareOption{arial}{
10     \uwalh@arialfonttrue
11 }
12 \DeclareOption{noarial}{
13     \uwalh@arialfontfalse
14 }
```

The `light` option uses light and semibold fonts.

```
15 \DeclareOption{light}{
16     \PassOptionsToPackage{
17         default,
18         light,
19         semibold
20     }{sourcesanspro}
21     \PassOptionsToPackage{
22         light,
23         semibold
24     }{sourcecodepro}
25 }
```

The `regular` option uses regular and bold fonts.

```
26 \DeclareOption{regular}{
27     \PassOptionsToPackage{
28         default,
29         regular,
30         bold
31     }{sourcesanspro}
32     \PassOptionsToPackage{
33         regular,
34         bold
35     }{sourcecodepro}
36 }
```

Use the `uwafont`, `arial`, and `light` options by default.

```
37 \ExecuteOptions{
38     uwafont,
39     arial,
40     light
41 }
```

Complete option processing.

```
42 \ProcessOptions\relax
```

3.2 Page Configuration

Use `geometry` to configure the page margins.

```
43 \RequirePackage[
44     margin=1cm,
45     top=1.7cm,
46     left=2.5cm,
47     bottom=2.2cm,
48     right=2.5cm
49 ]{geometry}
```

Disable page numbering.

```
50 \pagestyle{empty}
```

3.3 Font Configuration

Use `fontspec` for access to OpenType and TrueType fonts.

```
51 \RequirePackage[no-math]{fontspec}
```

Set default fonts.

```
52 \RequirePackage{sourcesanspro}
53 \RequirePackage{sourcecodepro}
```

Set font for headings.

```
54 \ifuwalh@uwafont
55     \newfontfamily{\uwalh@uwa}{UWA}
56 \else
57     \newcommand*{\uwalh@uwa}{\sffamily}
58 \fi
```

Set font for first-page footer.

```
59 \ifuwalh@arialfont
60     \newfontfamily{\uwalh@arial}{Arial}
61 \else
62     \newcommand*{\uwalh@arial}{\sffamily}
63 \fi
```

3.4 Paragraph Configuration

Use `microtype` to enable microtypographic extensions.

```
64 \RequirePackage{microtype}
```

Delineate paragraphs with vertical space rather than indentation.

```
65 \parindent0pt
66 \setlength{\parskip}{0.8\baselineskip}
```

3.5 Heading Configuration

Use `titlesec` to configure headings.

```
67 \RequirePackage[sf]{titlesec}
68 \titleformat{\section}{\color{black}\Large\uwalh@uwa}{\thesection}{1em}{}
69 \titleformat{\subsection}{\color{black}\large\uwalh@uwa}{\thesubsection}{1em}{}
70 \titlespacing*{\section}{0em}{2\baselineskip}{0em}
71 \titlespacing*{\subsection}{0em}{\baselineskip}{0em}
```

Disable section numbering.

```
72 \setcounter{secnumdepth}{0}
```

3.6 Hyperlink Configuration

Use `hyperref` for hyperlinks, disabling visual indicators by default.

```
73 \RequirePackage{hyperref}
```

```

74 \hypersetup{
75     colorlinks=false,
76     pdfborder={0 0 0}
77 }

```

Do not typeset URLs in a different font by default.

```

78 \urlstyle{same}

```

3.7 Colour Configuration

Use `xcolor` for colour support, and enable `hyperref` compatibility.

```

79 \RequirePackage[hyperref]{xcolor}

```

Define letterhead colours.

```

80 \definecolor{UWALetterheadBlue}{RGB}{33, 64, 154}
81 \definecolor{UWALetterheadGold}{RGB}{221, 177, 10}
82 \definecolor{UWALetterheadFooter}{RGB}{77, 77, 79}

```

3.8 Miscellaneous Packages

Use `stringstrings` to remove spaces from phone numbers.

```

83 \RequirePackage{stringstrings}

```

Use `textpos` in `absolute` mode to place letterhead elements at arbitrary positions on the page.

```

84 \RequirePackage[absolute]{textpos}

```

Use `graphicx` to add the university logo.

```

85 \RequirePackage{graphicx}

```

3.9 Letterhead Layout

`\uwalh@bluewidth` Define dimensions and positions for the coloured bar at the top of the letterhead.

```

\uwalh@goldwidth 86 \newlength{\uwalh@bluewidth}
\uwalh@barheight 87 \setlength{\uwalh@bluewidth}{4.79cm}
\uwalh@barleft    88 \newlength{\uwalh@goldwidth}
\uwalh@bartop     89 \setlength{\uwalh@goldwidth}{14.41cm}
                  90 \newlength{\uwalh@barwidth}
                  91 \setlength{\uwalh@barwidth}{\uwalh@bluewidth}
                  92 \addtolength{\uwalh@barwidth}{\uwalh@goldwidth}
                  93 \newlength{\uwalh@barheight}
                  94 \setlength{\uwalh@barheight}{0.59cm}
                  95 \newlength{\uwalh@barleft}
                  96 \setlength{\uwalh@barleft}{\paperwidth}
                  97 \addtolength{\uwalh@barleft}{-1\uwalh@barwidth}
                  98 \newlength{\uwalh@bartop}
                  99 \setlength{\uwalh@bartop}{0cm}

```

`\uwalh@logowidth` Define dimensions and position of the university logo.

```

\uwalh@logoheight 100 \newlength{\uwalh@logowidth}
\uwalh@logoleft    101 \setlength{\uwalh@logowidth}{5cm}
\uwalh@logotop     102 \newlength{\uwalh@logoheight}
                  103 \setlength{\uwalh@logoheight}{1.64cm}
                  104 \newlength{\uwalh@logoleft}
                  105 \setlength{\uwalh@logoleft}{1.78cm}
                  106 \newlength{\uwalh@logotop}
                  107 \setlength{\uwalh@logotop}{1.58cm}

```

<code>\uwalh@addresswidth</code>	Define width and position of the address block.
<code>\uwalh@addresstop</code>	108 <code>\newlength{\uwalh@addresswidth}</code>
<code>\uwalh@addressleft</code>	109 <code>\setlength{\uwalh@addresswidth}{6.25cm}</code>
	110 <code>\newlength{\uwalh@addresstop}</code>
	111 <code>\setlength{\uwalh@addresstop}{1.71cm}</code>
	112 <code>\newlength{\uwalh@addressleft}</code>
	113 <code>\setlength{\uwalh@addressleft}{12.25cm}</code>
 <code>\uwalh@vspaceatstart</code>	 The vertical space at the start of the document before the title.
	114 <code>\newlength{\uwalh@vspaceatstart}</code>
	115 <code>\setlength{\uwalh@vspaceatstart}{3.34cm}</code>

3.10 Internal Macros

<code>\uwalh@noadvance</code>	Add text without advancing the current position.
<code>\uwalh@noadvancewidth</code>	
	116 <code>\newlength{\uwalh@noadvancewidth}</code>
	117 <code>\newcommand{\uwalh@noadvance}[1]{%</code>
	118 <code>\settowidth{\uwalh@noadvancewidth}{#1}%</code>
	119 <code>#1\hspace*{-1\uwalh@noadvancewidth}%</code>
	120 <code>}</code>

3.11 Template Fields

<code>\uwalh@school</code>	Set default values for the template fields.
<code>\uwalh@mbdp</code>	121 <code>\newcommand*{\uwalh@school}{}{}</code>
<code>\uwalh@footermbdp</code>	122 <code>\newcommand*{\uwalh@mbdp}{}{}</code>
<code>\uwalh@university</code>	123 <code>\newcommand*{\uwalh@footermbdp}{}{}</code>
<code>\uwalh@footeruniversity</code>	124 <code>\newcommand*{\uwalh@university}{The University of Western Australia}</code>
<code>\uwalh@address</code>	125 <code>\newcommand*{\uwalh@footeruniversity}{The University of Western Australia}</code>
<code>\uwalh@footeraddress</code>	126 <code>\newcommand*{\uwalh@address}{35 Stirling Highway, Crawley WA 6009}</code>
<code>\uwalh@cricos</code>	127 <code>\newcommand*{\uwalh@footeraddress}{Perth WA 6009 Australia}</code>
<code>\uwalh@uwacrest</code>	128 <code>\newcommand*{\uwalh@cricos}{00126G}</code>
<code>\uwalh@phone</code>	129 <code>\newcommand*{\uwalh@uwacrest}{uwacrest-blue.pdf}</code>
<code>\uwalh@footerphone</code>	130 <code>\newcommand*{\uwalh@phone}{}{}</code>
<code>\uwalh@mobile</code>	131 <code>\newcommand*{\uwalh@footerphone}{}{}</code>
<code>\uwalh@email</code>	132 <code>\newcommand*{\uwalh@mobile}{}{}</code>
<code>\uwalh@footeremail</code>	133 <code>\newcommand*{\uwalh@email}{}{}</code>
<code>\uwalh@website</code>	134 <code>\newcommand*{\uwalh@footeremail}{}{}</code>
	135 <code>\newcommand*{\uwalh@website}{www.uwa.edu.au}</code>

```

\school Define macros to set the template fields.
\mbdp 136 \newcommand*\school}[1]{\renewcommand*\uwalh@school}{#1}}
\university 137 \newcommand*\mbdp}[1]{%
\address 138 \renewcommand*\uwalh@mbdp}{#1}%
\phone 139 \renewcommand*\uwalh@footermdbp}{#1}%
\mobile 140 }
\email 141 \newcommand*\university}[1]{%
\website 142 \renewcommand*\uwalh@university}{#1}%
\footeraddress 143 \renewcommand*\uwalh@footeruniversity}{#1}%
144 }
\cricos 145 \newcommand*\address}[1]{\renewcommand*\uwalh@address}{#1}}
\uwacrest 146 \newcommand*\footeraddress}[1]{\renewcommand*\uwalh@footeraddress}{#1}}
147 \newcommand*\phone}[1]{%
148 \renewcommand*\uwalh@phone}{#1}%
149 \renewcommand*\uwalh@footerphone}{#1}%
150 }
151 \newcommand*\mobile}[1]{\renewcommand*\uwalh@mobile}{#1}}
152 \newcommand*\email}[1]{%
153 \renewcommand*\uwalh@email}{#1}%
154 \renewcommand*\uwalh@footeremail}{#1}%
155 }
156 \newcommand*\website}[1]{\renewcommand*\uwalh@website}{#1}}
157 \newcommand*\cricos}[1]{\renewcommand*\uwalh@cricos}{#1}}
158 \newcommand*\uwacrest}[1]{\renewcommand*\uwalh@uwacrest}{#1}}

```

3.12 Document Title

`\@maketitle` The default `\@maketitle` forces a new page, adds vertical space at the top of the page, and includes the author and date, all of which are inappropriate when using the letterhead; so redefine `\@maketitle` without those parts.

```

159 \def\@maketitle{%
160 \begin{center}%
161 \let\footnote\thanks
162 {\LARGE \uwalh@uwa \@title \par}%
163 \end{center}%
164 \par
165 \vskip 1.5em%
166 }

```

`\maketitle` The default `\maketitle` handles the `twocolumn` and `title` page options, both of which are inappropriate when using the letterhead, so redefine `\maketitle` without those parts.

```

167 \renewcommand\maketitle{\par
168 \begin{group
169 \renewcommand\thefootnote{\@fnsymbol\c@footnote}%
170 \def\@makefnmark{\rlap{\@textsuperscript{\normalfont\@thefnmark}}}%
171 \long\def\@makefntext##1{\parindent 1em\noindent
172 \hb@xt@1.8em{%
173 \hss\@textsuperscript{\normalfont\@thefnmark}}##1}%
174 \global\@topnum\z@
175 \@maketitle
176 \thispagestyle{empty}\@thanks
177 \end{group}
178 \setcounter{footnote}{0}%
179 \global\let\thanks\relax
180 \global\let\maketitle\relax
181 \global\let\@maketitle\relax
182 \global\let\@thanks\@empty
183 \global\let\@author\@empty
184 \global\let\@date\@empty
185 \global\let\@title\@empty
186 \global\let\title\relax
187 \global\let\author\relax

```

```

188      \global\let\date\relax
189      \global\let\and\relax
190 }

```

3.13 Letterhead Components

`\uwalh@bar@blue` The blue part of the coloured bar at the top of the letterhead.

```

191 \newcommand{\uwalh@bar@blue}{%
192     \colorbox{UWALetterheadBlue}{%
193         \parbox[b][\uwalh@barheight]{\uwalh@bluewidth}{\vfill\hfill}%
194     }%
195 }

```

`\uwalh@bar@gold` The gold part of the coloured bar at the top of the letterhead.

```

196 \newcommand{\uwalh@bar@gold}{%
197     \colorbox{UWALetterheadGold}{%
198         \parbox[b][\uwalh@barheight]{\uwalh@goldwidth}{\vfill\hfill}%
199     }%
200 }

```

`\uwalh@bar` Add the coloured bar at the top of the letterhead.

```

201 \newcommand{\uwalh@bar}{%
202     \addtolength{\uwalh@barwidth}{12pt}
203     \begin{textblock*}{\uwalh@barwidth}(\uwalh@barleft, \uwalh@bartop)
204         \uwalh@bar@blue{%
205             \uwalh@bar@gold{%
206                 \end{textblock*}%
207             }

```

`\uwalh@logo` Add the university logo.

```

208 \newcommand{\uwalh@logo}{%
209     \begin{textblock*}{\uwalh@logowidth}(\uwalh@logoleft, \uwalh@logotop)
210         \includegraphics[
211             width=\uwalh@logowidth,
212             height=\uwalh@logoheight
213         ]{\uwalh@uwacrest}
214     \end{textblock*}%
215 }

```

`\uwalh@addressblock` Add the address block.

```

216 \newcommand{\uwalh@addressblock}{%
217     \begin{textblock*}%
218         {\uwalh@addresswidth}(\uwalh@addressleft, \uwalh@addresstop)
219         \begin{minipage}[t]{\uwalh@addresswidth}
220             \sffamily\fontsize{11.19}{13.49}\selectfont%
221             \@author{} \\
222             \uwalh@school{}, M\uwalh@mbdp{} \\
223             \uwalh@university{} \\
224             \uwalh@address{} \\
225             \noblanks[q]{\uwalh@phone}%
226             Tel: \href{tel:\thestring}{\uwalh@phone} \\
227             Email: \href{mailto:\uwalh@email}{\uwalh@email} \\
228             \href{https://\uwalh@website/}{\uwalh@website}
229         \end{minipage}
230     \end{textblock*}%
231 }

```


`\uwalh@fpf@address` The address component of the first-page footer.

```
232 \newcommand{\uwalh@fpf@address}{%
233     \begin{minipage}[t]{4.94cm}
234         \vspace*{-1\parskip}%
235         \rule{\textwidth}{1pt}%
236         \vspace{-1\baselineskip}\vspace{0.45cm} \\
237         \hspace*{0.005cm}\uwalh@footeruniversity{} \\
238         \hspace*{0.005cm}M\uwalh@footermdbp{} \uwalh@footeraddress{}
239     \end{minipage}%
240 }
```

`\uwalh@fpf@phone` The phone component of the first-page footer.

```
241 \newcommand{\uwalh@fpf@phone}{%
242     \begin{minipage}[t]{4.945cm}
243         \vspace*{-1\parskip}%
244         \rule{\textwidth}{1pt}%
245         \vspace{-1\baselineskip}\vspace{0.45cm} \\
246         \uwalh@noadvance{\textcolor{UWALetterheadBlue}{\textbf{T}}}%
247         \hspace{0.375cm}%
248         \noblanks[q]{\uwalh@footerphone}%
249         \href{tel:\thestring}{\uwalh@footerphone} \\
250         \uwalh@noadvance{\textcolor{UWALetterheadBlue}{\textbf{M}}}%
251         \hspace{0.375cm}%
252         \noblanks[q]{\uwalh@mobile}%
253         \href{tel:\thestring}{\uwalh@mobile}
254     \end{minipage}%
255 }
```

`\uwalh@fpf@email` The email component of the first-page footer.

```
256 \newcommand{\uwalh@fpf@email}{%
257     \begin{minipage}[t]{5.31cm}
258         \vspace*{-1\parskip}%
259         \rule{\textwidth}{1pt}%
260         \vspace{-1\baselineskip}\vspace{0.45cm} \\
261         \uwalh@noadvance{\textcolor{UWALetterheadBlue}{\textbf{E}}}%
262         \hspace{0.38cm}%
263         \href{mailto:\uwalh@footeremail}{\uwalh@footeremail} \\
264         \vspace{-1\baselineskip}\vspace{-0.018cm} \\
265         {\uwalh@arial\fontsize{5}{6.7}\selectfont%
266             CRICOS Provider Code \uwalh@cricos}%
267     }%
268 \end{minipage}%
269 }
```

`\uwalh@firstpagefooter` Add the first-page footer.

```
270 \newcommand{\uwalh@firstpagefooter}{%
271     \begin{textblock*}{16cm}(2.5cm, 27.35cm)
272         {%
273             \microtypesetup{activate=false}%
274             \vspace*{-1\parskip}\vspace*{10.88pt}%
275             \uwalh@arial\fontsize{7.5}{8.7}\selectfont%
276             \color{UWALetterheadFooter}%
277             \uwalh@fpf@address{}%
278             \hspace{0.402cm}%
279             \uwalh@fpf@phone{}%
280             \hspace{0.402cm}%
281             \uwalh@fpf@email{}%
282             \microtypesetup{activate=true}%
283         }%
284     \end{textblock*}%
285 }
```

3.14 Field Validation

`\uwalh@checkfield` Check that a required template field is set.

```
286 \newcommand{\uwalh@checkfield}[2]{%
287     \setbox0=\hbox{#1\unskip}\ifdim\wd0=0pt
288         \@latex@warning@no@line{No #2given}
289     \else
290         \relax%
291     \fi%
292 }
```

`\uwalh@checkfields` Check that the required template fields are set.

```
293 \newcommand{\uwalh@checkfields}{%
294     \uwalh@checkfield{\uwalh@school}{\noexpand\school}
295     \uwalh@checkfield{\uwalh@mbdp}{\noexpand\mbdp}
296     \uwalh@checkfield{\uwalh@phone}{\noexpand\phone}
297     \uwalh@checkfield{\uwalh@mobile}{\noexpand\mobile}
298     \uwalh@checkfield{\uwalh@email}{\noexpand\email}
299 }
```

3.15 Letterhead Generation

`\uwalh@makeletterhead` Generate the letterhead.

```
300 \newcommand{\uwalh@makeletterhead}{%
301     \uwalh@checkfields}%
302     \uwalh@bar{}%
303     \uwalh@logo{}%
304     \uwalh@addressblock{}%
305     \uwalh@firstpagefooter{}%
306     \vspace*{\uwalh@vspaceatstart}%
307 }
```

Automatically generate the letterhead at the beginning of the document.

```
308 \AtBeginDocument{\uwalh@makeletterhead}
```

Change History

1.0.0

General: Initial version **1**

Index

Numbers written in *italic* refer to the page where the corresponding entry is described; numbers underlined refer to the code line of the definition; numbers in **roman** refer to the code lines where the entry is used.

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A		E	
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<code>\author</code>	1		

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\uwalh@barheight	<u>86</u>	\uwalh@school	<u>121</u>
\uwalh@barleft	<u>86</u>	\uwalh@university	<u>121</u>
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