

The UWA Letterhead Package

uwa-letterhead 1.0.1 (2021/09/13)

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 TrueType 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 `nouwafont` 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 include the first-page footer:

- `footer`: Include the first-page footer.
- `nofooter`: Do not include the first-page footer (default).

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

3 Implementation

3.1 Package Options

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

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

```
4 \DeclareOption{uwafont}{
5     \uwalh@uwafonttrue
6 }
7 \DeclareOption{nouwafont}{
8     \uwalh@uwafontfalse
9 }
```

The `footer` and `nofooter` options respectively enable and disable the first-page footer.

```
10 \DeclareOption{footer}{
11     \uwalh@footertrue
12 }
13 \DeclareOption{nofooter}{
14     \uwalh@footerfalse
15 }
```

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

```
16 \DeclareOption{arial}{
17     \uwalh@arialfonttrue
18 }
19 \DeclareOption{noarial}{
20     \uwalh@arialfontfalse
21 }
```

The `light` option uses light and semibold fonts.

```
22 \DeclareOption{light}{
23     \PassOptionsToPackage{
24         default,
25         light,
26         semibold
27     }{sourcesanspro}
28     \PassOptionsToPackage{
29         light,
30         semibold
31     }{sourcecodapro}
32 }
```

The `regular` option uses regular and bold fonts.

```
33 \DeclareOption{regular}{
34     \PassOptionsToPackage{
35         default,
36         regular,
37         bold
38     }{sourcesanspro}
39     \PassOptionsToPackage{
40         regular,
41         bold
42     }{sourcecodapro}
43 }
```

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

```
44 \ExecuteOptions{
45     uwafont,
46     nofooter,
47     arial,
48     light
49 }
```

Complete option processing.

```
50 \ProcessOptions\relax
```

3.2 Page Configuration

Use `geometry` to configure the page margins.

```
51 \RequirePackage[  
52     margin=1cm,  
53     top=1.7cm,  
54     left=2.5cm,  
55     bottom=2.2cm,  
56     right=2.5cm  
57 ]{geometry}
```

Disable page numbering.

```
58 \pagestyle{empty}
```

3.3 Font Configuration

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

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

Set default fonts.

```
60 \RequirePackage{sourcesanspro}  
61 \RequirePackage{sourcecodepro}
```

Set font for headings.

```
62 \ifuwalh@uwafont  
63     \newfontfamily{\uwalh@uwa}{UWA}  
64 \else  
65     \newcommand*{\uwalh@uwa}{\sffamily}  
66 \fi
```

Set font for first-page footer.

```
67 \ifuwalh@footer  
68     \ifuwalh@arialfont  
69         \newfontfamily{\uwalh@arial}{Arial}  
70     \else  
71         \newcommand*{\uwalh@arial}{\sffamily}  
72     \fi  
73 \else  
74     \newcommand*{\uwalh@arial}{\sffamily}  
75 \fi
```

3.4 Paragraph Configuration

Use `microtype` to enable microtypographic extensions.

```
76 \RequirePackage{microtype}
```

Delineate paragraphs with vertical space rather than indentation.

```
77 \parindent0pt  
78 \setlength{\parskip}{0.8\baselineskip}
```

3.5 Heading Configuration

Use `titlesec` to configure headings.

```
79 \RequirePackage[sf]{titlesec}
80 \titleformat{\section}{\color{black}\Large\uwalh@uwa}{\thesection}{1em}{}
81 \titleformat{\subsection}{\color{black}\large\uwalh@uwa}{\thesubsection}{1em}{}
82 \titlespacing*{\section}{0em}{2\baselineskip}{0em}
83 \titlespacing*{\subsection}{0em}{\baselineskip}{0em}
```

Disable section numbering.

```
84 \setcounter{secnumdepth}{0}
```

3.6 Hyperlink Configuration

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

```
85 \RequirePackage{hyperref}
86 \hypersetup{
87     colorlinks=false,
88     pdfborder={0 0 0}
89 }
```

Do not typeset URLs in a different font by default.

```
90 \urlstyle{same}
```

3.7 Colour Configuration

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

```
91 \RequirePackage[hyperref]{xcolor}
```

Define letterhead colours.

```
92 \definecolor{UWALetterheadBlue}{RGB}{33, 64, 154}
93 \definecolor{UWALetterheadGold}{RGB}{221, 177, 10}
94 \definecolor{UWALetterheadFooter}{RGB}{77, 77, 79}
```

3.8 Miscellaneous Packages

Use `stringstrings` to remove spaces from phone numbers.

```
95 \RequirePackage{stringstrings}
```

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

```
96 \RequirePackage[absolute]{textpos}
```

Use `graphicx` to add the university logo.

```
97 \RequirePackage{graphicx}
```

3.9 Letterhead Layout

```
\uwalh@bluewidth Define dimensions and positions for the coloured bar at the top of the letterhead.  
\uwalh@goldwidth 98 \newlength{\uwalh@bluewidth}  
\uwalh@barheight 99 \setlength{\uwalh@bluewidth}{4.79cm}  
 \uwalh@barleft 100 \newlength{\uwalh@goldwidth}  
 \uwalh@bartop 101 \setlength{\uwalh@goldwidth}{14.41cm}  
 102 \newlength{\uwalh@barwidth}  
 103 \setlength{\uwalh@barwidth}{\uwalh@bluewidth}  
 104 \addtolength{\uwalh@barwidth}{\uwalh@goldwidth}  
 105 \newlength{\uwalh@barheight}  
 106 \setlength{\uwalh@barheight}{0.59cm}  
 107 \newlength{\uwalh@barleft}  
 108 \setlength{\uwalh@barleft}{\paperwidth}  
 109 \addtolength{\uwalh@barleft}{-1\uwalh@barwidth}  
 110 \newlength{\uwalh@bartop}  
 111 \setlength{\uwalh@bartop}{0cm}  
  
\uwalh@logowidth Define dimensions and position of the university logo.  
\uwalh@logoheight 112 \newlength{\uwalh@logowidth}  
 \uwalh@logoleft 113 \setlength{\uwalh@logowidth}{5cm}  
 \uwalh@logotop 114 \newlength{\uwalh@logoheight}  
 115 \setlength{\uwalh@logoheight}{1.64cm}  
 116 \newlength{\uwalh@logoleft}  
 117 \setlength{\uwalh@logoleft}{1.78cm}  
 118 \newlength{\uwalh@logotop}  
 119 \setlength{\uwalh@logotop}{1.58cm}  
  
\uwalh@addresswidth Define width and position of the address block.  
 \uwalh@addressstop 120 \newlength{\uwalh@addresswidth}  
 \uwalh@addressleft 121 \setlength{\uwalh@addresswidth}{6.25cm}  
 122 \newlength{\uwalh@addressstop}  
 123 \setlength{\uwalh@addressstop}{1.71cm}  
 124 \newlength{\uwalh@addressleft}  
 125 \setlength{\uwalh@addressleft}{12.25cm}  
  
\uwalh@vspaceatstart The vertical space at the start of the document before the title.  
  
126 \newlength{\uwalh@vspaceatstart}  
127 \setlength{\uwalh@vspaceatstart}{3.34cm}
```

3.10 Internal Macros

```
\uwalh@noadvance Add text without advancing the current position.  
\uwalh@noadvancewidth  
128 \newlength{\uwalh@noadvancewidth}  
129 \newcommand{\uwalh@noadvance}[1]{%  
130     \settowidth{\uwalh@noadvancewidth}{#1}%  
131     #1\hspace*{-1\uwalh@noadvancewidth}}%  
132 }
```

3.11 Template Fields

```
\uwalh@school Set default values for the template fields.  
 \uwalh@mbdp 133 \newcommand*{\uwalh@school}{}  
 \uwalh@footermbdp 134 \newcommand*{\uwalh@mbdp}{}  
 \uwalh@university 135 \newcommand*{\uwalh@footermbdp}{}  
 \uwalh@footeruniversity 136 \newcommand*{\uwalh@university}{The University of Western Australia}  
 \uwalh@address 137 \newcommand*{\uwalh@footeruniversity}{The University of Western Australia}  
 \uwalh@footeraddress 138 \newcommand*{\uwalh@address}{35 Stirling Highway, Crawley WA 6009}  
 \uwalh@cricos 139 \newcommand*{\uwalh@footeraddress}{Perth WA 6009 Australia}  
 \uwalh@uwacrest 140 \newcommand*{\uwalh@cricos}{00126G}  
 \uwalh@phone 141 \newcommand*{\uwalh@uwacrest}{uwacrest-blue.pdf}  
 \uwalh@footerphone 142 \newcommand*{\uwalh@phone}{}  
 \uwalh@mobile 143 \newcommand*{\uwalh@footerphone}{}  
 \uwalh@email 144 \newcommand*{\uwalh@mobile}{}  
 \uwalh@footeremail 145 \newcommand*{\uwalh@email}{}  
 \uwalh@website 146 \newcommand*{\uwalh@footeremail}{}  
 147 \newcommand*{\uwalh@website}{www.uwa.edu.au}  
  
\school Define macros to set the template fields.  
 \mbdp 148 \newcommand*{\school}[1]{\renewcommand*{\uwalh@school}{#1}}  
 \university 149 \newcommand*{\mbdp}[1]{%  
 \address 150 \renewcommand*{\uwalh@mbdp}{#1}%  
 \phone 151 \renewcommand*{\uwalh@footermbdp}{#1}%  
 \mobile 152 }  
 \email 153 \newcommand*{\university}[1]{%  
 154 \renewcommand*{\uwalh@university}{#1}%  
 \website 155 \renewcommand*{\uwalh@footeruniversity}{#1}%  
 156 }  
 \footeraddress 157 \newcommand*{\address}[1]{\renewcommand*{\uwalh@address}{#1}}  
 \uwacrest 158 \newcommand*{\footeraddress}[1]{\renewcommand*{\uwalh@footeraddress}{#1}}  
 159 \newcommand*{\phone}[1]{%  
 160 \renewcommand*{\uwalh@phone}{#1}%  
 161 \renewcommand*{\uwalh@footerphone}{#1}%  
 162 }  
 163 \newcommand*{\mobile}[1]{\renewcommand*{\uwalh@mobile}{#1}}  
 164 \newcommand*{\email}[1]{%  
 165 \renewcommand*{\uwalh@email}{#1}%  
 166 \renewcommand*{\uwalh@footeremail}{#1}%  
 167 }  
 168 \newcommand*{\website}[1]{\renewcommand*{\uwalh@website}{#1}}  
 169 \newcommand*{\cricos}[1]{\renewcommand*{\uwalh@cricos}{#1}}  
 170 \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.

```
171 \def\@maketitle{  
172 \begin{center}  
173 \let\footnote\thanks  
174 {\LARGE \uwalh@uwa \@title \par}%  
175 \end{center}  
176 \par  
177 \vskip 1.5em  
178 }
```

\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.

```
179 \renewcommand\maketitle{\par  
180 \begingroup
```

```

181      \renewcommand{\thefootnote}{\@fnssymbol\c@footnote}%
182      \def\@makefnmark{\rlap{\@textsuperscript{\normalfont\@thefnmark}}}%
183      \long\def\@makefntext##1{\parindent 1em\noindent
184          \hb@xt@1.8em{%
185              \hss\@textsuperscript{\normalfont\@thefnmark}##1}%
186          \global\@topnum\z@
187          \@maketitle
188          \thispagestyle{empty}\@thanks
189          \endgroup
190          \setcounter{footnote}{0}%
191          \global\let\thanks\relax
192          \global\let\maketitle\relax
193          \global\let\@maketitle\relax
194          \global\let\@thanks\@empty
195          \global\let\@author\@empty
196          \global\let\@date\@empty
197          \global\let\@title\@empty
198          \global\let\title\relax
199          \global\let\author\relax
200          \global\let\date\relax
201          \global\let\and\relax
202 }

```

3.13 Letterhead Components

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

```

203 \newcommand{\uwalh@bar@blue}{%
204     \colorbox{UWALetterheadBlue}{%
205         \parbox[b]{\uwalh@bluewidth}{\uwalh@blueheight}{\vfill\hfill}%
206     }%
207 }

```

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

```

208 \newcommand{\uwalh@bar@gold}{%
209     \colorbox{UWALetterheadGold}{%
210         \parbox[b]{\uwalh@goldwidth}{\uwalh@barheight}{\uwalh@goldwidth}{\vfill\hfill}%
211     }%
212 }

```

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

```

213 \newcommand{\uwalh@bar}{%
214     \addtolength{\uwalh@barwidth}{12pt}
215     \begin{textblock*}{\uwalh@barwidth}(\uwalh@barleft, \uwalh@bartop)
216         \uwalh@bar@blue{}%
217         \uwalh@bar@gold{}%
218     \end{textblock*}%
219 }

```

\uwalh@logo Add the university logo.

```

220 \newcommand{\uwalh@logo}{%
221     \begin{textblock*}{\uwalh@logowidth}(\uwalh@logoleft, \uwalh@logotop)
222         \includegraphics[
223             width=\uwalh@logowidth,
224             height=\uwalh@logoheight
225         ]{\uwalh@uwacrest}
226     \end{textblock*}%
227 }

```

\uwalh@addressblock Add the address block.

```
228 \newcommand{\uwalh@addressblock}{%
229     \begin{textblock*}{%
230         \uwalh@addresswidth}(\uwalh@addressleft, \uwalh@addressstop)
231         \begin{minipage}[t]{\uwalh@addresswidth}
232             \sffamily\fontsize{11.19}{13.49}\selectfont%
233             \author{} \\
234             \uwalh@school{}, M\uwalh@mbdp{} \\
235             \uwalh@university{} \\
236             \uwalh@address{} \\
237             \noblanks[q]{\uwalh@phone}%
238             Tel: \href{tel:\thestring}{\uwalh@phone} \\
239             Email: \href{mailto:\uwalh@email}{\uwalh@email} \\
240             \href{https://\uwalh@website/}{\uwalh@website}
241         \end{minipage}
242     \end{textblock*}%
243 }
```

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

```
244 \newcommand{\uwalh@fpf@address}{%
245     \begin{minipage}[t]{4.94cm}
246         \vspace*{-1\parskip}%
247         \rule{\textwidth}{1pt}%
248         \vspace{-1\baselineskip}\vspace{0.45cm} \\
249         \hspace*{0.005cm}\uwalh@footeruniversity{} \\
250         \hspace*{0.005cm}M\uwalh@footermbdp{} \uwalh@footeraddress{}%
251     \end{minipage}%
252 }
```

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

```
253 \newcommand{\uwalh@fpf@phone}{%
254     \begin{minipage}[t]{4.945cm}
255         \vspace*{-1\parskip}%
256         \rule{\textwidth}{1pt}%
257         \vspace{-1\baselineskip}\vspace{0.45cm} \\
258         \uwalh@noadvance{\textcolor{UWALetterheadBlue}{\textbf{T}}}%
259         \hspace{0.375cm}%
260         \noblanks[q]{\uwalh@footerphone}%
261         \href{tel:\thestring}{\uwalh@footerphone} \\
262         \uwalh@noadvance{\textcolor{UWALetterheadBlue}{\textbf{M}}}%
263         \hspace{0.375cm}%
264         \noblanks[q]{\uwalh@mobile}%
265         \href{tel:\thestring}{\uwalh@mobile}
266     \end{minipage}%
267 }
```

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

```
268 \newcommand{\uwalh@fpf@email}{%
269     \begin{minipage}[t]{5.31cm}
270         \vspace*{-1\parskip}%
271         \rule{\textwidth}{1pt}%
272         \vspace{-1\baselineskip}\vspace{0.45cm} \\
273         \uwalh@noadvance{\textcolor{UWALetterheadBlue}{\textbf{E}}}%
274         \hspace{0.38cm}%
275         \href{mailto:\uwalh@footeremail}{\uwalh@footeremail} \\
276         \vspace{-1\baselineskip}\vspace{-0.018cm} \\
277         {\uwalh@arial\fontsize{5}{6.7}\selectfont%
278             CRICOS Provider Code \uwalh@cricos{}}%
279         }%
280     \end{minipage}%
281 }
```

281 }

\uwalh@firstpagefooter Add the first-page footer.

```
282 \newcommand{\uwalh@firstpagefooter}{%
283     \begin{textblock*}[16cm](2.5cm, 27.35cm)
284         {%
285             \microtypesetup{activate=false}%
286             \vspace*{-1\parskip}\vspace*{10.88pt}%
287             \uwalh@arial\fontsize{7.5}{8.7}\selectfont%
288             \color{UWALetterheadFooter}%
289             \uwalh@fpf@address{}%
290             \hspace{0.402cm}%
291             \uwalh@fpf@phone{}%
292             \hspace{0.402cm}%
293             \uwalh@fpf@email{}%
294             \microtypesetup{activate=true}%
295         }%
296     \end{textblock*}%
297 }
```

3.14 Field Validation

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

```
298 \newcommand{\uwalh@checkfield}[2]{%
299     \setbox0=\hbox{\#1\unskip}\ifdim\wd0=0pt
300         \@latex@warning@no@line{No #2 given}
301     \else
302         \relax%
303     \fi%
304 }
```

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

```
305 \newcommand{\uwalh@checkfields}{%
306     \uwalh@checkfield{\uwalh@school}{\noexpand\school}
307     \uwalh@checkfield{\uwalh@mbdp}{\noexpand\mbdp}
308     \uwalh@checkfield{\uwalh@phone}{\noexpand\phone}
309     \ifuwalh@footer\uwalh@checkfield{\uwalh@mobile}{\noexpand\mobile}\fi%
310     \uwalh@checkfield{\uwalh@email}{\noexpand\email}
311 }
```

3.15 Letterhead Generation

\uwalh@makeletterhead Generate the letterhead.

```
312 \newcommand{\uwalh@makeletterhead}{%
313     \uwalh@checkfields{}%
314     \uwalh@bar{}%
315     \uwalh@logo{}%
316     \uwalh@addressblock{}%
317     \ifuwalh@footer\uwalh@firstpagefooter{}\fi%
318     \vspace*{\uwalh@vspaceatstart}%
319 }
```

Automatically generate the letterhead at the beginning of the document.

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

Change History

1.0.0		first-page footer	7
General: Initial version	1	General: Make first-page footer optional	1
1.0.1			
\mobile: Make mobile optional without			

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