

IdentityPeople
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 BG 12-819
 DJ/hab

The DTU letter class is build on the extensive Memoir class by Peter Wilson. The class requires the following packages: placeins, xcolor, calc, graphicx, hyperref, and ifthen. The class uses several options to define the different values of the letter head and foot. All options are activated using the `\dtuletterconfig` command in the preamble, e.g.:

```
\dtuletterconfig{
lang = danish,
department = elektro}
```

The following table describes the options available. Please note that if you need to write a comma in the text for an option you need to enclose the text in curly braces, ie. `author = {tps, als}`.

Option	Description	Default Value
lang	Sets the language for the letter (department name, footer field names, etc.). (danish, english)	danish
department	Specify the department. This selects the correct department logo and text. Possible values are: aqua, byg, compute, elektro, energikonvertering, fotonik, fysik, food, kemi, kemiteknik, management, mekanik, miljo, nanotek, space, systembiologi, transport, veterinaerinstituttet, vindenergi.	admin
stationery	If you are printing on stationery paper you should specify this option (true, false)	false

config	Specify a configuration file, ie. specifying <i>user</i> will load the file <code>dtu_letter_user.cfg</code> if available in the \LaTeX search directories or the folder containing the letter. The configuration file could contain the <code>\dtuletterconfig</code> command with your default values.	empty
T0-name	The receiver name.	empty
T0-address	The receiver address	empty
T0-zipcity	The receiver zip and city (divided by a space)	empty
T0-country	The receiver country	empty
T0-att	The attention text	empty
date	The date text.	<code>\today</code>
docID	Document ID	empty
author	Document author	empty
DK-department	Danish department name used in the footer (you should not need to set this)	Set by department
UK-department	English department name used in the footer (you should not need to set this)	Set by department
DK-building	Building number for the Danish from address	empty
UK-building	Building number for the English from address	empty
DK-street	Street name for the Danish from address	empty
UK-street	Street name for the English from address	empty
DK-zipcity	Zip and city for the Danish from address	empty
UK-zipcity	Zip and city for the English from address	empty
phone	Phone number	empty
fax	FAX number.	empty
email	Email address	empty
webpage	Webpage for the footer (ie. <code>www.dtu.dk</code>)	empty
cvr	The DTU VAT number	DK 30 06 09 46
phone-direct	Direct phone number	empty
DK-lang-cvr	Word printed before the VAT number (Danish)	CVR-nr.
DK-lang-phone	Word printed before the phone number (Danish)	Tlf

DK-lang-phone-direct	Word printed before the direct phone number (Danish)	Dir
DK-lang-fax	Word printed before the fax number (Danish)	Fax
DK-lang-att	Word printed before the attention text (Danish)	Att.
DK-lang-building	Word printed before the building text (Danish)	Bygning
UK-lang-dtu	Official DTU name	Danmarks Tekniske Universitet
UK-lang-cvr	Word printed before the VAT number (English)	VAT no.
UK-lang-phone	Word printed before the phone number (English)	Tel
UK-lang-phone-direct	Word printed before the direct phone number (English)	Dir
UK-lang-fax	Word printed before the fax number (English)	Fax
UK-lang-att	Word printed before the attention text (English)	Att.
UK-lang-building	Word printed before the building text (English)	Building
UK-lang-dtu	Official DTU name	Technical University of Denmark
