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 nouwafont package options to substitute these with the body text typeface.

2.2 Package Options

\usepackage{uwa-letterhead}

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

- \texttt{light}: Use light and semibold fonts (default).
- \texttt{regular}: Use regular and bold fonts.

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

- \texttt{uwafont}: Use UWA Slab for headings (default).
- \texttt{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:

- \texttt{arial}: Use Arial for the first-page footer (default).
- \texttt{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⟩}
The author of the document.
Required
The author’s school within the university.
Required

The author’s mailbag delivery point (MBDP).
Required

The name of the university.
Default: *The University of Western Australia*

The university’s address.
Default: *35 Stirling Highway, Crawley WA 6009*

The author’s phone number.
Required

The author’s mobile number.
Required

The author’s email address.
Required

The author's website, or their school's website.
Omit the scheme (https://) and path (/).
Default: *www.uwa.edu.au*

The university’s address, shortened for the first-page footer.
Default: *Perth WA 6009 Australia*

The university’s CRICOS provider code.
Default: *00126G*

The filename of the UWA crest in PDF format (available in SVG format at https://static-listing.weboffice.uwa.edu.au/visualid/core-rebrand/img/uwacrest/).
Default: *uwacrest-blue.pdf*

3 Implementation

3.1 Package Options

Define conditionals for the package options.

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

```latex
\DeclareOption{uwafont}{\newif\ifuwalh@uwafont\ufalse\ufalse}
\DeclareOption{nouwafont}{\newif\ifuwalh@uwafont\ufalse\ufalse}
\Decla...
The `arial` and `noarial` options respectively enable and disable using Arial for the first-page footer.

\begin{verbatim}
9\DeclareOption{arial}{
10 \uwah@arialfonttrue
11 }
12\DeclareOption{noarial}{
13 \uwah@arialfontfalse
14 }
\end{verbatim}

The `light` option uses light and semibold fonts.

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

The `regular` option uses regular and bold fonts.

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

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

\begin{verbatim}
37\ExecuteOptions{
38 uwafont,
39 arial,
40 light
41 }
\end{verbatim}

Complete option processing.

\begin{verbatim}
42\ProcessOptions\relax
\end{verbatim}

3.2 Page Configuration

Use `geometry` to configure the page margins.

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

Disable page numbering.
3.3 Font Configuration

Use fontspec for access to OpenType and TrueType fonts.

\RequirePackage[no-math]{fontspec}

Set default fonts.

\RequirePackage{sourcesanspro}
\RequirePackage{sourcecodepro}

Set font for headings.

\ifuwafont
  \newfontfamily{UWA}
\else
  \newcommand*{\uwalh@uwa}{\sffamily}
\fi

Set font for first-page footer.

\ifuwafont
  \newfontfamily{Arial}
\else
  \newcommand*{\uwalh@arial}{\sffamily}
\fi

3.4 Paragraph Configuration

Use microtype to enable microtypographic extensions.

\RequirePackage{microtype}

Delineate paragraphs with vertical space rather than indentation.

\parindent0pt
\setlength{\parskip}{0.8\baselineskip}

3.5 Heading Configuration

Use titlesec to configure headings.

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

Disable section numbering.

\setcounter{secnumdepth}{0}

3.6 Hyperlink Configuration

Use hyperref for hyperlinks, disabling visual indicators by default.

\RequirePackage{hyperref}
Don’t typeset URLs in a different font by default.

3.7 Colour Configuration

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

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

Define letterhead colours.

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

3.8 Miscellaneous Packages

Use `stringstrings` to remove spaces from phone numbers.

```latex
\RequirePackage{stringstrings}
```

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

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

Use `graphicx` to add the university logo.

```latex
\RequirePackage{graphicx}
```

3.9 Letterhead Layout

Define dimensions and positions for the coloured bar at the top of the letterhead.

```latex
\uwalh@bluewidth
\uwalh@goldwidth
\uwalh@barheight
\uwalh@barleft
\uwalh@bartop
\newlength{\uwalh@bluewidth}
\setlength{\uwalh@bluewidth}{4.79cm}
\newlength{\uwalh@goldwidth}
\setlength{\uwalh@goldwidth}{14.41cm}
\newlength{\uwalh@barwidth}
\setlength{\uwalh@barwidth}{\uwalh@bluewidth}
\addtolength{\uwalh@barwidth}{\uwalh@goldwidth}
\setlength{\uwalh@barheight}{0.59cm}
\setlength{\uwalh@barleft}{\paperwidth}
\addtolength{\uwalh@barleft}{-1\uwalh@barwidth}
\setlength{\uwalh@bartop}{0cm}
```

Define dimensions and position of the university logo.

```latex
\uwalh@logowidth
\uwalh@logoheight
\uwalh@logoleft
\uwalh@logotop
\newlength{\uwalh@logowidth}
\setlength{\uwalh@logowidth}{5cm}
\newlength{\uwalh@logoheight}
\setlength{\uwalh@logoheight}{1.64cm}
\newlength{\uwalh@logoleft}
\setlength{\uwalh@logoleft}{1.78cm}
\newlength{\uwalh@logotop}
\setlength{\uwalh@logotop}{1.58cm}
```
Define width and position of the address block.
\newlength{\uwalh@addresswidth}
\setlength{\uwalh@addresswidth}{6.25cm}
\newlength{\uwalh@addresstop}
\setlength{\uwalh@addresstop}{1.71cm}
\newlength{\uwalh@addressleft}
\setlength{\uwalh@addressleft}{12.25cm}

The vertical space at the start of the document before the title.
\newlength{\uwalh@vspaceatstart}
\setlength{\uwalh@vspaceatstart}{3.34cm}

3.10 Internal Macros
Add text without advancing the current position.
\newcommand{\uwalh@noadvance}
\settowidth{\uwalh@noadvancewidth}{#1}%
#1\hspace*{-1\uwalh@noadvancewidth}%

3.11 Template Fields
Set default values for the template fields.
\newcommand{\uwalh@school}{}
\newcommand{\uwalh@mbdp}{}
\newcommand{\uwalh@footermbdp}{}
\newcommand{\uwalh@university}{The University of Western Australia}
\newcommand{\uwalh@footeruniversity}{The University of Western Australia}
\newcommand{\uwalh@address}{35 Stirling Highway, Crawley WA 6009}
\newcommand{\uwalh@footeraddress}{Perth WA 6009 Australia}
\newcommand{\uwalh@cricos}{00126G}
\newcommand{\uwalh@uwacrest}{uwacrest-blue.pdf}
\newcommand{\uwalh@phone}{}
\newcommand{\uwalh@footerphone}{}
\newcommand{\uwalh@mobile}{}
\newcommand{\uwalh@email}{}
\newcommand{\uwalh@footeremail}{}
\newcommand{\uwalh@website}{www.uwa.edu.au}
Define macros to set the template fields.

\newcommand*{\school}[1]{\renewcommand*{\uwalh@school}{#1}}
\newcommand*{\mbdp}[1]{\renewcommand*{\uwalh@mbdp}{#1}}
\newcommand*{\university}[1]{\renewcommand*{\uwalh@university}{#1}}
\newcommand*{\address}[1]{\renewcommand*{\uwalh@address}{#1}}
\newcommand*{\footeraddress}[1]{\renewcommand*{\uwalh@footeraddress}{#1}}
\newcommand*{\phone}[1]{\renewcommand*{\uwalh@phone}{#1}}
\newcommand*{\mobile}[1]{\renewcommand*{\uwalh@mobile}{#1}}
\newcommand*{\email}[1]{\renewcommand*{\uwalh@email}{#1}}
\newcommand*{\website}[1]{\renewcommand*{\uwalh@website}{#1}}
\newcommand*{\cricos}[1]{\renewcommand*{\uwalh@cricos}{#1}}
\newcommand*{\uwacrest}[1]{\renewcommand*{\uwalh@uwacrest}{#1}}

3.12 Document Title

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.

\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.
3.13 Letterhead Components

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

\newcommand{\uwalh@bar@blue}{\%\colorbox{UWALetterheadBlue}{\%\parbox[b]{\uwalh@bluewidth}{\vfill\hfill}\%}}\%

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

\newcommand{\uwalh@bar@gold}{\%\colorbox{UWALetterheadGold}{\%\parbox[b]{\uwalh@goldwidth}{\vfill\hfill}\%}}\%

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

\newcommand{\uwalh@bar}{\%\addtolength{\uwalh@barwidth}{12pt}\begin{textblock*}{\uwalh@barwidth}(\uwalh@barleft, \uwalh@bartop)\%\begin{minipage}[t]{\uwalh@barwidth}\sffamily\fontsize{11.19}{13.49}\selectfont\%\@author{} \ \\uwalh@school{}, M\uwalh@mbdp{} \ \\uwalh@university{} \ \\uwalh@address{} \ \noblanks[q]{\uwalh@phone} \ \Tel: \href{tel:\thestring}{\uwalh@phone} \ \Email: \href{mailto:\uwalh@email}{\uwalh@email} \ \href{https://\uwalh@website/}{\uwalh@website} \%\end{minipage}\%\end{textblock*}}\%

\texttt{\uwalh@logo} Add the university logo.

\newcommand{\uwalh@logo}{\%\begin{textblock*}{\uwalh@logowidth}(\uwalh@logoleft, \uwalh@logotop)\%\includegraphics[width=\uwalh@logowidth, height=\uwalh@logoheight]{\uwalh@uwacrest} \%\end{textblock*}}\%

\texttt{\uwalh@addressblock} Add the address block.

\newcommand{\uwalh@addressblock}{\%\begin{textblock*}\%\begin{minipage}[t]{\uwalh@addresswidth}(\uwalh@addressleft, \uwalh@addresstop)\%\begin{minipage}[t]{\uwalh@addresswidth}\sffamily\fontsize{11.19}{13.49}\selectfont\%\@author{} \ \\uwalh@school{}, M\uwalh@mbdp{} \ \\uwalh@university{} \ \\uwalh@address{} \ \noblanks[q]{\uwalh@phone} \ \Tel: \href{tel:\thestring}{\uwalh@phone} \ \Email: \href{mailto:\uwalh@email}{\uwalh@email} \ \href{https://\uwalh@website/}{\uwalh@website} \%\end{minipage}\%\end{minipage}\%}
\uwalh@fpf@address  The address component of the first-page footer.

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

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

\uwalh@firstpagefooter  Add the first-page footer.
3.14 Field Validation

\texttt{\uwalh@checkfield}

Check that a required template field is set.

\begin{verbatim}
\newcommand{\uwalh@checkfield}{%  
  \setbox0=\hbox{#1\unskip}\ifdim\wd0=0pt  
    \@latex@warning@no@line{No #2given}  
  \else  
    \relax%  
  \fi%  
}
\end{verbatim}

\texttt{\uwalh@checkfields}

Check that the required template fields are set.

\begin{verbatim}
\newcommand{\uwalh@checkfields}{%  
  \uwalh@checkfield{\uwalh@school}{\noexpand\school}  
  \uwalh@checkfield{\uwalh@mbdp}{\noexpand\mbdp}  
  \uwalh@checkfield{\uwalh@phone}{\noexpand\phone}  
  \uwalh@checkfield{\uwalh@mobile}{\noexpand\mobile}  
  \uwalh@checkfield{\uwalh@email}{\noexpand\email}  
}
\end{verbatim}

3.15 Letterhead Generation

\texttt{\uwalh@makeletterhead}

Generate the letterhead.

\begin{verbatim}
\newcommand{\uwalh@makeletterhead}{%  
  \uwalh@checkfields{}%  
  \uwalh@bar{}%  
  \uwalh@logo{}%  
  \uwalh@addressblock{}%  
  \uwalh@firstpagefooter{}%  
  \vspace*{\uwalh@vspaceatstart}%  
}
\end{verbatim}

Automatically generate the letterhead at the beginning of the document.

\begin{verbatim}
\AtBeginDocument{\uwalh@makeletterhead}
\end{verbatim}

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.

<table>
<thead>
<tr>
<th>Symbols</th>
<th>Page(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>@maketitle</td>
<td>159</td>
</tr>
<tr>
<td>\cricos</td>
<td>2,136</td>
</tr>
<tr>
<td>\address</td>
<td>2,136</td>
</tr>
<tr>
<td>\author</td>
<td>1</td>
</tr>
<tr>
<td>\email</td>
<td>2,136</td>
</tr>
</tbody>
</table>