

ICube Laboratory
300 boulevard Sébastien Brant
BP 10413
67412 Illkirch Cedex – France

Subject: writing a letter with letterhead in \LaTeX

Dear Sir or Madam,

The \LaTeX version of the ICube laboratory letterhead is configurable with the following elements:

- $\text{\locationdate}\{\dots\}$ allows you to indicate the location and date at the top right on the first page;
- $\text{\senderinfo}\{First\ Name\}\{Last\ Name\}\{\dots\}$ is written in the margin and identifies the author of the letter. Indicate your first name, last name, and contact information;
- $\text{\casefollowup}\{\dots\}$ provides information about the person following the case;
- $\text{\labaddress}\{\dots\}$ contains the laboratory address, to be customized according to the site you are at;
- $\text{\recipient}\{\dots\}$ corresponds to the recipient of the letter;
- ICube has four parent organizations. The CNRS and the University of Strasbourg must appear. However, ENGEES and INSA are optional; they can be displayed with the commands \logoengees and \logoinsa or hidden with the commands \nologoengees and \nologoinsa .

This document requires the logos of the parent organizations (files `cnrs.eps`, `engees.eps`, `icube.eps`, `icube-sign.eps`, `insa.eps`, and `unistra.eps`) and the following packages:

- `fontenc`, to create PDF files with correct fonts (the `cm-super` or `lmodern` packages must be installed for good results);
- `graphicx` to display images (in this case, the logos);
- `fancyhdr`, to modify the headers and footers;

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- `color`, to support the color scheme;
- `ifthen`, to handle conditions;
- `helvet` to write with the Helvetica font;
- `babel`, with the option `french` or `english` to account for language specifics.

The `icube-style.tex` file is essential: it contains the necessary commands for compilation.

The included logos are in EPS format. Therefore, the compilation should be done with the commands `latex`, `dvitops`, and `pstopdf`.

This document corresponds to the version of July 29, 2024. For any additional information, or to report a correction, please send me an email at vincent.mazet@unistra.fr.

Yours sincerely,

Vincent Mazet