

PW command

\$ letters := r [kbd] letters as a line into your  
logu.con file followed by command \$ \$ @logu.

Department of Computer Science

Memorandum

From SM

To KBD

Date August 9th, 1985

Letters: the last version for the current laser-controller.

This program is intended to layout letters for the laser printers with Departmental controllers. Separately addressed copies of a letter may be sent to a list of recipients or a letter may be sent to a single addressee with copies to a list of recipients (the Cc: list). The program prepares a list of names and addresses suitable for the printing of sticky labels for envelopes.

The call to run the program is:-

\$r [kbd]letters

Prompts and other output are shown in bold type, the users input is in *italic*. The session continues with:-

*kscl*

Heading-file [kbd]depthead

*kscl*

The letter head that is printed will be read from the file named by the user in response to the prompt, in this case [kbd]depthead. The file contains almost all that is to appear in the heading except the sender's extension. The heading should terminate with \* on a line by itself and there should be no blank lines within the heading, layout commands being used as appropriate.

The files [kbd]depthead.lay and kbd:depthead.lay contain the same heading and may be used as models for creating suitable headings for other cases.

Extension: 2750

The program then prompts for the sender's extension since the word 'Telephone' appears in the heading and there is no mention of 'Ext' in the same line. If either 'Telephone' did not appear or 'Ext' appeared on the same line the program would not look for the extension from the console.

Sent by: S.Michaelson

Sent by: Chairman of the School of IT.

Sent by: \*

Then the program prompts for the name and description of the sender to be put after the signature. Like the heading, a multi-line item, this ends with \* on a line by itself. Note that the file-name given to the program need not have the extension '.lay' given explicitly. This will be filled in by default if no extension is given.

As an alternative, the sender's extension can be put in the heading after the telephone number and preceded by Ext. which will inhibit the request from the console. The sender's name and description can follow the \* which terminates the heading and this will inhibit the request at the console. The files [kbd]smdept.lay and kbd:smdept.lay contain specimens of

this form.

**My reference:** *smkbd*

The program prompts for the sender's reference. The response \* will inhibit printing of the reference in the letter.

**Addressee:** *Mrs L.Parker BSc,Dip.Soc.,MSc,*

Then it prompts for the name of the addressee.

**Address:** *Student Counselling and Advisory Service,*

**Address:** *Flat 2, 7 Buccleuch Place,*

**Address:** *Edinburgh 8.*

**Address:** \*

Then for the address. This must start in response to the first prompt and must be terminated with \* on a line by itself.

**Dear** *Mrs Parker,*

The program then expects the salutation, to follow Dear. Replying with

\* will cause this to be omitted from the letter, so that other forms of salutation can be put into the body of the letter.

**Yours:** *sincerely,*

Next the program expects the dedication, to follow Yours. Again, this item will not be put into the letter if the response to the prompt is \* .

**Addressee:** *.end*

The set of addressees must terminate with the word *.end* as the response to any of the prompts, preferably **Addressee**. The complete details of any or several of the addressees may be supplied in a file which is named to the program in the form *@file* instead of the name of an addressee. This form may be used at any point in a list or at several places. Each file of addressees must be ended with *.end*. The list provided from the console must still end with *.end* even if the only item provided at the console is a filename. The program continues to try to read more addressees until it reads *.end* from the console.

**Your reference:** *lp/jh*

If there is only one addressee, the program prompts for the addressee's reference. Once more, this item will be omitted from the letter if the response to the prompt is \* .

**Letter-file:** *LP97*

Next the name of the file to contain the body of the letter is requested. This may be of the form *file* or *file!newfile*. In the first case, a new file will be created if *file* does not exist. In the second case, if *file* does not exist the prompt is repeated. The extension '*.lay*' need not be given explicitly: it will be filled in by default wherever no extension is given.

**10-point fonts Times Roman, Bold and Italic are provided as fonts numbers 10, 20 and 30.**

The program reports which fonts will be made available as a result of the style which is

printed automatically for the heading. Other fonts can be defined by the user in the body of the letter.

### Creating U0:[KBD]LP97.LAY

**\*\*END\*\***

>>g0

*:\$p1 This is just to let you know that the School of IT is  
:considering the stresses put on students by the lack of computing  
:resources. I should be glad if you were to let me know your views  
:about this for consideration at the next meeting of the Committee  
:of the School. If you can let me have them well in advance of the  
:next meeting of the Committee on January 21st, I shall be able to  
:circulate them to the members.*

::

**\*\*END\*\***

>>%c

### Document created in U0:[KBD]LP97.LAY

The editor (VECCE) is then called and behaves in its usual way.

Cc: KBD

Cc: \*

If only one addressee was named, the program then prompts for a list of names (IDs may be given for any of the recipients) of people who are to receive copies. The names must be separated by ; or newlines. Files may be provided instead of all or parts of the list. The form to be used is @file. The list must start at the first prompt and must be terminated by \* on a line by itself. Responding to the first prompt with \* will stop copies being produced.

Name-list: \*

If a Cc: list is provided, the program then prompts for the name of a file of IDs, names and addresses. If any of those in the Cc: list are not identified in the file, the program asks whether copies are to be sent only to those who have been recognised.

Enclosures: 1 Encl.

The program then prompts for any mention of enclosures. Responding with \* causes the item to be omitted from the letter.

File copy? yes

Then it asks whether a file-copy is to be printed.

You may change any item by answering yes to the next prompt.

yes/no: no

Next it asks whether the user desires to change the information that has already been provided. A response of yes leads to prompts for each item that has already been entered. Each prompt consists of the query Change item? and the current value of the item. A response of yes leads to a sequence of prompts for the details of the new value of the item. After an opportunity has been given to change each item, the enquiry about changing is made again, and the sequence may be repeated as many times as is desired. A final

response of *no* to the overall enquiry about changing terminates the editing phase.

Send to laser? *yes*

If the answer is *yes*, the file of letters is sent to the laser-printer and deleted.

Letters will be created in **x0155.lay**

Letter created for **FILE**

Letter created for **Mrs L.Parker**

Letter created for **KBD**

Names and addresses for labels are in **x0154.lay**

The list of names and addresses (or IDs and room numbers) for printing labels is put into a file which also has a name of the form **x???.lay**. This is laid out for printing on sheets of adhesive labels, two labels across the sheet, seven down the sheet.

Print and delete **U0:[KBD]X0155.LAY;1 (9 blocks)**

**\$**