

Job Market

Letterhead

Departmental letterhead in Word and WordPerfect may be found at:

```
~public/de_head.doc  
~public/de_head.wpd
```

They may be copied to your home directory on the EML, then FTP'ed to wherever you like:

```
%      cp ~public/de_head.doc .  
%      cp ~public/de_head.wpd .
```

Please note that the ~public directory is world-readable to anyone with an EML account.

Label Making Resources: *Scanjoe3A.zip and Harvard*

Scanjoe3A.zip

Over the past several years, job market graduate students have developed a system that parses content from the JOE web content and extracts and formats mailing addresses. These addresses can then be merged into application letters, and mailing labels can be generated for envelopes. See "help- joe" on the EML workstations for details and historical notes.

The system uses perl scripts for data manipulation and LaTeX for the application letters. A zipped archive of perl, latex and sample files can be copied to your EML account using the command:

```
%      cd  
%      cp ~public/scanjoe3a.zip .
```

Make a subdirectory, say, joe:

```
%      mkdir joe
```

Move the scanjoe3a.zip file into the subdirectory:

```
%      cd  
%      mv scanjoe3a.zip joe
```

Change to the joe subdirectory and unzip the archive:

```
%      cd ~/joe  
%      unzip scanjoe3a
```

(The “cd” command without an argument ensures that you start from your home directory; the tilde [~] in the pathname does the same thing.)

The unzipped manifest will look like:

```
-rw----- 1 katagiri staff 12168 Nov 12 2001 README.TXT
-rw----- 1 katagiri staff 19128 Nov 12 2001 geometry.sty
-rw----- 1 katagiri staff 1215 Nov 12 2001 joe.pl
-rw----- 1 katagiri staff 238 Nov 12 2001 joelabels.tex
-rw----- 1 katagiri staff 4007 Nov 12 2001 joeletters.pl
-rw----- 1 katagiri staff 6231 Nov 12 2001 labels.sty
-rw----- 1 katagiri staff 63934 Nov 12 2001 letters.pdf
-rw----- 1 katagiri staff 2148 Nov 12 2001 sample-joe-listing.txt
-rw----- 1 katagiri staff 446 Nov 12 2001 sample-master.dat
```

Be sure to read the README.TXT file first as it contains detailed instructions for using the perl scripts and explains about the latex merge.

Harvard

As an alternative you may find the following site useful:

<http://post.economics.harvard.edu/staff/team/jm>