

# **DOCX Reference Template**

Finanzas SD – Architecture, Flows & SOPs

Arquitectura, Flujos y Procedimientos

December 15, 2025

# 1 DOCX Reference Template

This file should be replaced with an actual Microsoft Word (.docx) reference document.

## 1.1 How to Create the Reference Template

### 1. Open Microsoft Word

### 2. Configure Page Setup:

- Paper size: A4
- Margins: Normal (1 inch / 2.54 cm on all sides)

### 3. Add Header:

- Insert → Header → Blank
- Add company logo (left-aligned)
- Add document title placeholder (right-aligned)
- Use corporate font (e.g., Arial, Calibri, or custom corporate font)

### 4. Add Footer:

- Insert → Footer → Blank
- Add “Finanzas SD Documentation” text (left)
- Add page number (right): “Page X of Y”
- Use corporate font and color

### 5. Define Styles:

- **Heading 1:**
  - Font: Bold, 24pt
  - Color: Corporate blue (#003366)
  - Spacing: Before 18pt, After 12pt
- **Heading 2:**
  - Font: Bold, 18pt
  - Color: Corporate blue (#0066CC)
  - Spacing: Before 12pt, After 6pt
- **Heading 3:**
  - Font: Bold, 14pt
  - Color: Black
  - Spacing: Before 6pt, After 3pt
- **Body Text:**

- Font: Regular, 11pt
- Color: Black
- Line spacing: 1.15 or 1.5
- Spacing: After 6pt
- **Code/Monospace:**
  - Font: Courier New or Consolas, 10pt
  - Background: Light gray (#F6F8FA)
- **Table Grid:**
  - Border: 1pt solid #DFE2E5
  - Header: Bold, background #003366, text white

## 6. Set Theme Colors:

- Design → Colors → Customize Colors
- Set primary colors to match corporate branding

## 7. Save the File:

- File → Save As
- Format: Word Document (\*.docx)
- Location: docs/corporate/branding/reference.docx

## 1.2 Notes

- The reference.docx file is used by Pandoc with the `--reference-doc` option
- All styles defined in this file will be applied to generated DOCX documents
- Images and logos in the header/footer will appear in all generated documents
- Keep the file size small by not including sample content, only styles

## 1.3 Alternative: Use Provided Template

If you don't have Microsoft Word, you can: 1. Use LibreOffice Writer (free alternative) 2. Download a template from the Pandoc documentation 3. Modify an existing corporate template

## 1.4 Testing the Template

After creating reference.docx, test it:

```
[ ] pandoc test.md -o test.docx --reference-doc=docs/corporate/branding/reference.docx
```

Open test.docx and verify: - Styles are applied correctly - Header and footer appear on all pages - Colors match corporate branding - Fonts are correct