

DOCX Reference Template

Finanzas SD – Architecture, Flows & SOPs

Arquitectura, Flujos y Procedimientos

December 23, 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