DOCX Reference Template

Finanzas SD – Architecture, Flows & SOPs

Arquitectura, Flujos y Procedimientos

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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