

# Documentos internos

Los documentos internos, pueden contener información sobre procesos, políticas, instructivos, normativas, entre muchos otros temas. A continuación, se presentan las plantillas que se pueden descargar para generarlos.

## Portada

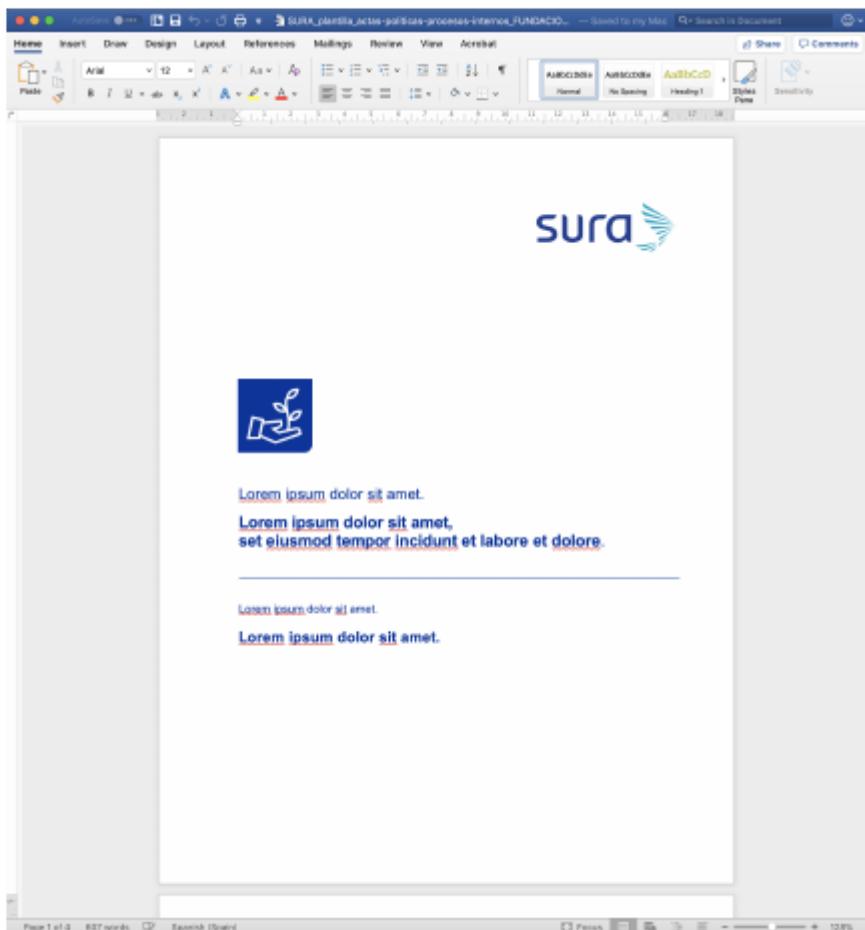
Existen dos tipos de portada para los documentos internos:

- A. Portada en fondo de color
- B. Portada en fondo blanco

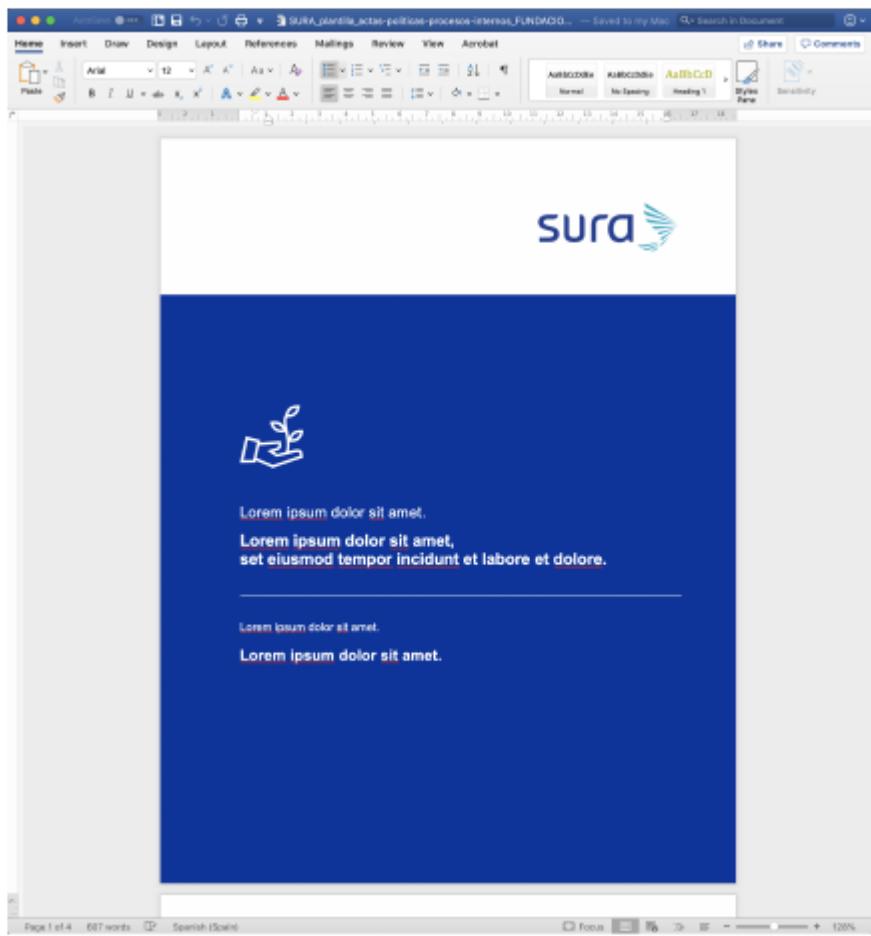
Descarga las plantillas en Word para documentos internos

Descargar

- A. Portada en fondo de color



## B. Portada en fondo blanco



# Contenido

Las páginas internas de estos documentos, pueden llevar cuerpos de textos en color gris y tipografía Arial o tablas y esquemas donde se usen colores de la paleta secundaria, predominando el color del negocio correspondiente.

## 1. Cuerpo de texto

The screenshot shows a Microsoft Word document window. At the top, the ribbon menu is visible with tabs like Home, Insert, Draw, Design, Layout, References, Mailings, Review, View, and Acrobat. Below the ribbon, there's a toolbar with various icons for text, tables, and other document functions. The main content area contains a header with the word "SURA" and a logo, followed by a section titled "Opción A" through "Opción E", each with a short text description. Below this is a table with columns labeled "Elementos", "A", "B", and "C". The table rows list "Elemento 1" through "Elemento 8", each with a value of "00" in all three columns. The bottom of the screen shows the standard Windows taskbar with icons for Start, Task View, File Explorer, Edge browser, and File Explorer.

Titulo del documento - 09-09-2019 - Pág.09

SURA

Opción A

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Opción B

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Opción C

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Opción D

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Opción E

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Elementos	A	B	C
Elemento 1	00	00	00
Elemento 2	00	00	00
Elemento 3	00	00	00
Elemento 4	00	00	00
Elemento 5	00	00	00
Elemento 6	00	00	00
Elemento 7	00	00	00
Elemento 8	00	00	00

## 2. Esquemas y tablas

A screenshot of a Microsoft Word document titled "SURA\_plante\_actas-politicas-processos-interiores.FUNDACAO...". The document contains several sections of text in Spanish, some of which are highlighted in yellow or red. There are also several red annotations with arrows pointing to specific words or lines of text. The Word ribbon at the top includes tabs like Home, Insert, Draw, Design, Layout, References, Mailings, Review, View, and Acrobat. The status bar at the bottom shows "Page 2 of 4 6007 words" and "Spanish (Spain)".