



**EB-WI-0100, Rev D**

Written by: Duane Dier  
Reviewed by: Christina Dier

**Customize the Visual Style of a Process Library**

Applies to Populated Assets Folder to produce Modified Assets  
15 named resources are identified to perform this process

# Customize the Visual Style of a Process Library

## EB-WI-0100 Work Instruction Revision D

Written by:  
Duane Dier

Reviewed by:  
Christina Dier

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DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

NO-AI: This certifies that this document has been created without the use of generative Artificial Intelligence (AI). This statement removes any doubt: this process was written by a human. All sections and steps in this process are the original thoughts of a team of humans, including the Author and Reviewer named in the signature block above.



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**Revision Table for EB-WI-0100 "Customize the Visual Style of a Process Library"**

Rev	Description of Change
-	First formal release
A	Updated all screenshots
B	Section 1 re-written
C	Section 2 re-written
<i>(current) D</i>	<i>Section 3 re-written</i>

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**EB-WI-0100, Rev D "Customize the Visual Style of a Process Library"**

- [Section 1](#): Customize Global Branding for Your Organization or Project
  - [Step 1.1](#): Create a new CSS file
  - [Step 1.2](#): Custom "Fine Print" on Each Title Page
  - [Step 1.3](#): Logo
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**This process has 5 stated objectives:**

1. Centralize the "fine print" for your organization's process library title pages, such that changing one file will update all title page across your organization's process library. (Step 1.2)
2. Customize the logo in a library, sourced from a single file that can be replaced if the logo changes. (Step 1.3)
3. Customize fonts in a process library to match your organization's style guide. (Step 1.5)
4. Customize colors in a process library to match your organization's style guide. (Step 1.6)
5. Customize global header and footer markings for a process library. (Step 2.2)

**"Customize the Visual Style of a Process Library" applies to *Populated Assets Folder* to produce *Modified Assets***



15 named resources are identified to perform this process:

**Step 1.3**

Your company or project logo, in a format typically found on web pages (e.g. PNG, JPG, GIF, SVG)

**Step 1.5**

Font file in a typical format (e.g. TTF)

**Step 1.6**

Color palette from your organization's styling preferences

**Step 3.1**

assets/CleanRoom.css

**Step 3.2**

assets/COMSEC.css

**Step 3.3**

6 similarly-named CSS files in the default assets folder: assets/Distribution[A-F].css

**Step 3.4**

assets/ESD.css

**Step 3.5**

assets/FOD.css

**Step 3.6**

assets/HazOps.css

**Step 3.7**

assets/NoAI.css

**Step 3.8**

assets/NonConformances.css

**Step 3.9**

assets/PowerON.css

**Step 3.10**

assets/RadioEmission.css

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# Section 1: Customize Global Branding for Your Organization or Project

## Step 1.1: Create a new CSS file

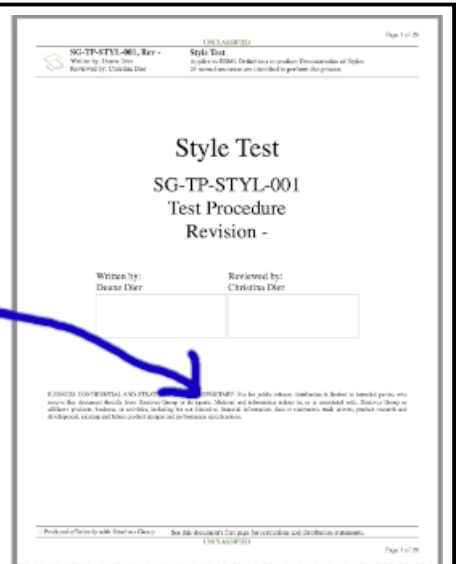
For this section, we'll use an example of "Tech Company"

Action to perform	Expected	Result	Done	TPV
Either create a new text file, or copy an existing CSS file from the assets folder	New file, named appropriately, e.g. TechCompany.css		<input type="checkbox"/>	N/A

## Step 1.2: Custom "Fine Print" on Each Title Page

On the title page of every process, in small text, is restrictive text that dictates distribution limitations for the document. Updating this in the central company brand CSS file will change the default for all processes that use this template. This "fine print" can also be overwritten with government-style distribution statements, a topic covered in a different section of this process.

```
#title-page-fine-print::before {
  content: "BUSINESS CONFIDENTIAL AND STRATIVUS GROUP PROPRIETARY: Not for public release; distribution is limited to intended parties who receive this document directly from Strativus Group or its agents. Material and information relates to, or is associated with, Strativus Group or affiliates' products, business, or activities, including but not limited to financial information, data or statements, trade secrets, product research and development, existing and future product designs and performance specifications.";
}
```



*This CSS updates the text that appears on the title page of every process*

Using "Tech Company" as the placeholder name, here is some sample text:

"BUSINESS CONFIDENTIAL AND [TECH COMPANY] PROPRIETARY: Not for public release; distribution is limited to intended parties who receive this document directly from [Tech Company] or its agents. Material and information relates to, or is associated with, [Tech



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Company] or affiliates' products, business, or activities, including but not limited to financial information, data or statements, trade secrets, product research and development, existing and future product designs and performance specifications."

★**Objective Achieved:** Centralize the "fine print" for your organization's process library title pages, such that changing one file will update all title page across your organization's process library.


**Step 1.3: Logo**

1 named resources are identified to perform this step:

Your company or project logo, in a format typically found on web pages (e.g. PNG, JPG, GIF, SVG)


Action to perform	Expected	Result	Done	TPV
Place your logo image file (PNG, JPG, GIF, SVG, etc.) into the "assets" folder	Image file added in one place		<input type="checkbox"/>	N/A
In your new CSS file: div.header p.header-p img { content:url("yourLogo.png"); }	"yourLogo.png" changed to whatever the filename is for your logo		<input type="checkbox"/>	N/A

⚠ **Put the logo file in the "assets" folder so every process can access it!**



**EB-WI-0100, Rev 02**  
Written by: Duane Dier  
Reviewed by: Christina Dier

```
div.header p.header-p img {
  content:url("TechCompanyLogo.png");
}
```



**EB-WI-0100, Rev 02**  
Written by: Duane Dier  
Reviewed by: Christina Dier

*This CSS references a specific file used at the top of every page*

★**Objective Achieved:** Customize the logo in a library, sourced from a single file that can be replaced if the logo changes.



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**Step 1.4: Adjust Header Widths**

When updating a logo, you should publish a process that references it to see if the size and shape of the image file is appropriate for your process documents. If something looks funny, you can adjust the width along the header allocated for the logo. The same tweaks can be made when changing fonts, font sizes, or if your document culture adopts naming conventions that exceed the expected line lengths in the default template. Some teams like long document numbers and titles!

Action to perform	Expected	Result	Done	TPV
In your new CSS file: div.header td#header-left { width: 30%; } div.header td#header-right { width: 70%; }	Header division is now 30/70 (instead of the default 40/60)		<input type="checkbox"/>	N/A

The default header bar has a split at 40%, making it a 40% left (including logo) and 60% right split. The example in this image changes that to 30/70 in TechCompany.css

**Step 1.5: Custom Font and Font Sizes**

1 named resources are identified to perform this step:

Font file in a typical format  
(e.g. TTF)

With a few lines in your CSS file, you can reference a local font file and declare where it should be used in your processes.

Action to perform	Expected	Result	Done	TPV
Place your font file (TTF, etc.) into the "assets" folder	Font file added in one place		<input type="checkbox"/>	N/A
Add a "@font-face" declaration block	...		<input type="checkbox"/>	N/A
Add a custom "font-family" declaration in the @font-face block	...		<input type="checkbox"/>	N/A



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Action to perform	Expected	Result	Done	TPV
Add a "src" declaration in the @font-face block	...		<input type="checkbox"/>	N/A
Add a declaration block for "html, body" to apply all parts of a process, or narrow to specific elements according to your organization's styling preferences	...		<input type="checkbox"/>	N/A
Add a "font-family" declaration with the custom value you set in @font-face	...		<input type="checkbox"/>	N/A

```

1 @font-face {
2   font-family: techCompany;
3   src: url(../assets/SpaceGrotesk-VariableFont_wght.ttf);
4 }
5
6 html, body {
7   font-family: techCompany;
8 }

```

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*Custom fonts can exactly match your organization's style guide, especially when in tandem with specific colors (next section)*

Any CSS element can be modified with CSS code, including the text sizes throughout the document. Surgical changes can be made to, say, tables, warnings, context, or anything else. The action below globally reduces the size of ALL text throughout every Tech Company process.

Action to perform	Expected	Result	Done	TPV
In your new CSS file, if you already have a selector fo "html, body" then add: font-size: 0.85em;	When rendered, text will be 15% smaller across the entire		<input type="checkbox"/>	N/A

★**Objective Achieved:** Customize fonts in a process library to match your organization's style guide.

**Step 1.6: Customize Colors**

1 named resources are identified to perform this step:

Color palette from your organization's styling preferences

Color values can be supplied any way way that CSS generally handles colors, like hex codes (e.g. #FFFFFF), RGB/A sets, or even just names of colors (e.g. "white").

While you can change the color of any element, the action table below gives a common set of colors to change.



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Action to perform	Expected	Result	Done	TPV
html,body { color: [value] }	Change all text in the entire process to color [value]		<input type="checkbox"/>	N/A
.section-title { color: [value] }	Change just the section titles text to color [value]		<input type="checkbox"/>	N/A

```
#revision-page thead, #requirements-page thead, div.action-sequence thead, #roles thead, #non-conformances table thead, .csv-table-container thead {
  background-color: #F6B717;
  color: #262626;
}
```

*A single CSS selector that selects the various tables in every process*

These are the individual element types to include in selector(s) to change various color aspects in tables. The image above includes a CSS selector that includes all of the elements in the table below.

Table element type	Element
Revision table header row	#revision-page thead
Requirement Summary table header row	#requirements-page thead
Action sequence table header rows	div.action-sequence thead
"Roles" table (if Roles.css template used)	#roles thead
"Nonconformances" table (if Nonconformances.css template used)	#non-conformances table thead
Generic CSV table headers	.csv-table-container thead

*Other useful color customizations*

Description	Element to select
Section Title (default is grey)	.section-title

**★Objective Achieved:** Customize colors in a process library to match your organization's style guide.

**Step 1.7: Use your web browser to help customize anything**

Action to perform	Expected	Result	Done	TPV
Open the HTML version of any process in your library	Opens in web browser		<input type="checkbox"/>	N/A
Open your web browser's inspection/development tool pane	Lower half of the window shows tool buttons and code		<input type="checkbox"/>	N/A
Use the selector button and click on the part of the document you want to	e.g. div.class, #id, p.class, etc.		<input type="checkbox"/>	N/A



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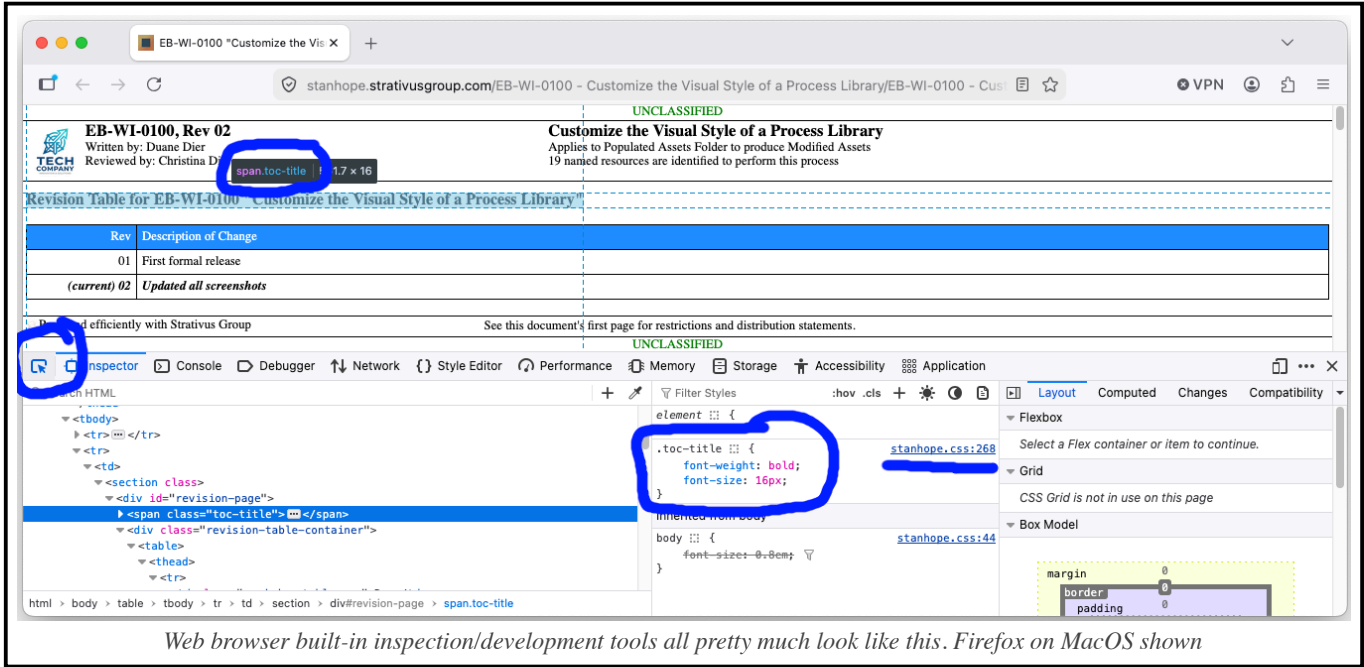
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Action to perform	Expected	Result	Done	TPV
change, noting the CSS class or ID				

Chrome and Chromium: [Inspect mode: Quickly analyze element properties](#), Safari, and MacOS stuff: [Taming CSS Variables with Web Inspector](#), Firefox: [Open the Inspector](#)



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## Section 2: Customize Classification Markings

### Step 2.1: Decide what makes sense for your library

If your process library requires multiple levels of sensitivity for its processes, it would make sense to have a default/base classification level (lowest, most permissive) included in your organization-level CSS file. More restrictive levels would then have their own CSS files. For instance,

*Your library's assets folder could contain files like this, as an example*

File you could create	Application you might consider for a file named such
ITAR.css	could be applied to Unclassified processes that include export-controlled tech data
Secret.css	could be applied to processes that include information with maximum classification of Collateral Secret
Proprietary.css	could be applied to processes that include company proprietary information
CUI.css	could globally mark documents CUI
CUI-PROPIN.css	could globally mark documents CUI // SP-PROPIN

For each of these separate CSS files, the steps in this section would apply. Processes can individually select which (or none) of the classification CSS files apply at a process-by-process level. Since the instructions in this section overwrite properties of the same elements, you'll want to think of these files as exclusive of one another. So a generic CUI marking could be in CUI.css, but a separate CUI-PROPIN.css would be needed to mark documents globally with CUI // PROPIN as suggested in the table above.

### Step 2.2: Header and Footer

In the default asset pack provided at [stanhope.strativusgroup.com](http://stanhope.strativusgroup.com), there's a "Secret.css" file to use as an example.

Action to perform	Expected	Result	Done	TPV
Duplicate the Secret.css file in your assets folder	New file exists		<input type="checkbox"/>	N/A
Rename the new file appropriately	Uniquely named CSS file in assets folder		<input type="checkbox"/>	N/A
Change the "before" text for the classification CSS element	Text matches what you want in the header and footer of every page		<input type="checkbox"/>	N/A
Change the "color" of the classification CSS element	Color matches security guidance (or organization branding for proprietary)		<input type="checkbox"/>	N/A
Save the CSS file	File savedd		<input type="checkbox"/>	N/A



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Action to perform	Expected	Result	Done	TPV
Add a "Template" reference to this new CSS file in every EBML process for which it should apply	Processed documents look the way you want them to		<input type="checkbox"/>	N/A

**⚠ If you don't reference the new CSS file in your EBML ("Template | NewFile.css"), the formatting won't be applied!**

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```
.classification p { color: #0081A7; font-weight: bolder;}
.classification p::before { content: "UNCLASSIFIED // PROPIN"; }
```

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*This CSS snippet changes the header & footer classification markings from the default (top) to the updated marking (bottom)*

★**Objective Achieved:** Customize global header and footer markings for a process library.

**Step 2.3: Portion marking for generated text**

Stanhope itself and all included assets from stanhope.strativusgroup.com are Unclassified. Therefore, everything that stanhope generates automatically can be portion marked (U) automatically as well.

It's up to document authors to portion mark their own Section, Step, Context, Action, Warning, etc. lines as they go according to your requirements.

For example, EBML for manually portion marked lines could look like this:

Section | (U) Section Title

Step | (U) Step Name

Warning | (U) Heed this warning!

Action | (U) Thing to do | (U) Expected Outcome | TPV



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**Step 2.4: Classification Authority Block**

The "fine print" text on the title page can be replaced with a Classification Authority Block with CSS.

```

/* Authority block */
#title-page-fine-print { border: 1px solid black; padding: 5px; font-size: 1.3em; width: fit-content; }
#title-page-fine-print::before {
  content: "Classified By: OCA Name and Position Title \a Reason: 1.4(c) \a Downgrade to: CONFIDENTIAL on 20251231 \a Declassify On: 20280916";
  white-space: pre;
}
    
```

Lines in your classification templates can set the OCA's cover page block

**#title-page-fine-print** declaration properties, values, and explanations

Parameter	Value	Explanation
border	1px solid black	Classification Authority Blocks are often styled this way
padding	5px	Put some space inside the border
font-size	1.3em	Relative adjustment to the "fine-print" default size
width	fit-content	"Shrink Wrap" the box so it doesn't span the entire width of the page

**#title-page-fine-print::before** declaration properties, values, and explanations

Parameter	Value	Explanation
content	"Classified By: [OCA Name and Position Title] \a Reason: 1.4(c) \a Downgrade to: [Classification] on [Datenum] \a Declassify On: [Datenum]"	Standard text
white-space	pre	This forces the "\a" in the content to be line breaks



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## Section 3: Change the look of built-in templates

### Step 3.1: CleanRoom.css

1 named resources are identified to perform this step:

`assets/CleanRoom.css`

Action to perform	Expected	Result	Done	TPV
Open the "CleanRoom.css" file in the library's "assets" folder	CSS Code, and the bottom half is commented-out CSS code		<input type="checkbox"/>	N/A
Using the tables below as guidance, edit the CSS as needed	File edited in place		<input type="checkbox"/>	N/A
Open the HTML version of any process that references this template	Opens in web browser		<input type="checkbox"/>	N/A
Refresh as you save the CSS file to see the changes as you go	Clean Room notification looks the way you want it to		<input type="checkbox"/>	N/A

△ This procedure is executed on flight hardware in a cleanroom environment. All factory cleanroom policies apply, including 'top-down' application of head and body garments to maintain the certified cleanliness levels of the work area(s). All personnel intending to touch flight hardware must wear gloves.



This procedure is executed on flight hardware in a cleanroom environment. All factory cleanroom policies apply, including 'top-down' application of head and body garments to maintain the certified cleanliness levels of the work area(s). All personnel intending to touch flight hardware must wear gloves.

The new default styling (Left), and the old styling bundled with older versions of stanhope (Right)

*div.cleanroom* declaration useful properties to consider tweaking

Parameter	Example Value	Explanation
display	block	It will span the full width
margin	15px	Puts some space all the way around the outside
padding	15px	Puts some space inside
border	0 [or like 20px...]	Use nonzero value for the old-school barber pole look
border-image	[Complex CSS...]	If you want the old-school look with the barber pole striping
break-inside	avoid	Try not to hyphenate split-words when wrapping lines
clear	both	If the image is used
background-color	[Any CSS Color]	The color of the entire thing

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**.cleanroom-text** declaration useful properties to consider tweaking

Parameter	Example Value	Explanation
color	#000000	Color of the text
font-size	1.25em	Relative to normal text (e.g. "Context") in this example 25% larger than that
font-weight	bolder	Bold text

**.cleanroom-text::before** declaration usefule properties to consider tweaking

Parameter	Example Value	Explanation
content	"This procedure is executed on flight hardware in a cleanroom environment. All factory cleanroom policies apply including 'top-down' application of head and body garments to maintain the certified cleanliness levels of the work area(s). All personnel intending to touch flight hardware must wear gloves."	Whatever you want the Clean Room text to say. Consider specifically referencing your organization's policies or specific standards for Clean Room environment(s).

**.cleanroom img** declaration useful properties to consider tweaking

Parameter	Example Value	Explanation
float	left	An icon image is on the left-hand side of the Clean Room text box
height	75px	Sizes the image
content	url("Cleanroom.png")	Image file to use (if using an image!) that can be found in the "assets" folder
padding	0px 10px 0px 0px	Put some space on the right-hand side of the image to separate from the text inside the Clean Room box.

 **Step 3.2: COMSEC.css**

1 named resources are identified to perform this step:

assets/COMSEC.css

△ COMSEC Warning: Program and Company Key Management Plan must be followed throughout this procedure. Failure to comply may result in civil and/or criminal penalties. Check and maintain all logs for key use during this procedure.



COMSEC Warning: Program and Company Key Management Plan must be followed throughout this procedure. Failure to comply may result in civil and/or criminal penalties. Check and maintain all logs for key use during this procedure.

The new default styling (Left), and the old styling bundled with older versions of stanhope (Right)

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**Step 3.3: Distribution[A-F].css**

1 named resources are identified to perform this step:

6 similarly-named CSS files in the default assets folder: assets/Distribution[A-F].css

These individual CSS files for distribution statements are mutually exclusive: they edit the same element on the title page of the process to change the "fine print." Editing these files changes what appears if these are called as templates.

```
#title-page-fine-print::before {
  content: "BUSINESS CONFIDENTIAL AND STRATIVUS GROUP PROPRIETARY: Not for public release; distribution is limited to intended parties who receive this document directly from Strativus Group or its agents. Material and information relates to, or is associated with, Strativus Group or affiliates' products, business, or activities, including but not limited to financial information, data or statements, trade secrets, product research and development, existing and future product designs and performance specifications.";
}
```

*This CSS updates the text that appears on the title page of every process*

The default asset pack CSS files include word-for-word the DoD wording from [DoDI 5230.24](https://www.fda.gov/oc/2013/05/20/523024)

The DistributionF.css file also includes changing the text color to red, as it is the most restrictive of these default Unclassified distribution statements.

*Distribution statement wording in the default asset pack CSS files*

Dist.	Statement
A	Approved for public release: distribution is unlimited.
B	Distribution authorized to U.S. Government agencies [category] [date of determination]. Other requests for this document must be referred to [controlling DoD office].
C	Distribution authorized to U.S. Government agencies and their contractors [category] [date of determination]. Other requests for this document must be referred to [controlling DoD office].
D	Distribution authorized to the Department of Defense and U.S. DoD contractors only [category] [date of determination]. Other requests for this document must be referred to [controlling DoD office].



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Dist.	Statement
E	Distribution authorized to DoD Components only [category] [date of determination]. Other requests for this document must be referred to [controlling DoD office].
F	Further distribution only as directed by [controlling DoD office] [date of determination] or higher DoD authority.

Action to perform	Expected	Result	Done	TPV
Change [category] placeholders in all "DistributionX.css" template files	All placeholders filled		<input type="checkbox"/>	N/A
Change [date of determination] placeholders in all "DistributionX.css" template files	All placeholders filled		<input type="checkbox"/>	N/A
Change [controlling DoD office] placeholders in all "DistributionX.css" template files	All placeholders filled		<input type="checkbox"/>	N/A

**Step 3.4: ESD.css**

1 named resources are identified to perform this step:

assets/ESD.css

△ Electrostatic Discharge (ESD) Risk: Observe precautions for handling electrostatic sensitive devices.

**ATTENTION: Observe precautions for handling electrostatic sensitive devices.**

*The new default styling (Left), and the old styling bundled with older versions of stanhope (Right)*

**Step 3.5: FOD.css**

1 named resources are identified to perform this step:

assets/FOD.css

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**EB-WI-0100, Rev D**

Written by: Duane Dier  
Reviewed by: Christina Dier

**Customize the Visual Style of a Process Library**

Applies to Populated Assets Folder to produce Modified Assets  
15 named resources are identified to perform this process

△ Flight hardware is sensitive to Foreign Object Debris (FOD). Access to flight hardware is limited to qualified, specially trained personnel. All others must be escorted by qualified personnel within 2 meters of flight hardware.



Flight hardware is sensitive to Foreign Object Debris (FOD). Access to flight hardware is limited to qualified, specially trained personnel. All others must be escorted by qualified personnel within 2 meters of flight hardware.

*The new default styling (Left), and the old styling bundled with older versions of stanhope (Right)*

 **Step 3.6: HazOps.css**

1 named resources are identified to perform this step:

assets/HazOps.css

△ This procedure performs Hazardous Operations. All personnel within earshot of the operator(s) during critical operations must remain quiet unless they have a specific speaking role. Additional facility safety precautions will be necessary for each identified hazardous step.



This procedure performs Hazardous Operations. All personnel within earshot of the operator(s) during critical operations must remain quiet unless they have a specific speaking role. Additional facility safety precautions will be necessary for each identified hazardous step.

*The new default styling (Left), and the old styling bundled with older versions of stanhope (Right)*

 **Step 3.7: NoAI.css**

1 named resources are identified to perform this step:

assets/NoAI.css

 **Step 3.8: NonConformances.css**

1 named resources are identified to perform this step:

assets/NonConformances.css

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**EB-WI-0100, Rev D**

Written by: Duane Dier

Reviewed by: Christina Dier

**Customize the Visual Style of a Process Library**

Applies to Populated Assets Folder to produce Modified Assets

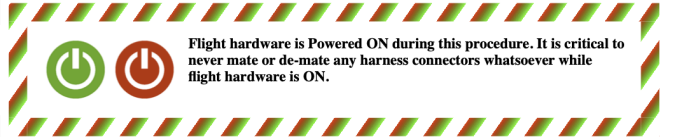
15 named resources are identified to perform this process

 **Step 3.9: PowerON.css**

1 named resources are identified to perform this step:

assets/PowerON.css

△ Flight hardware is Powered ON during this procedure. It is critical to never mate or de-mate any harness connectors whatsoever while flight hardware is ON.



Flight hardware is Powered ON during this procedure. It is critical to never mate or de-mate any harness connectors whatsoever while flight hardware is ON.

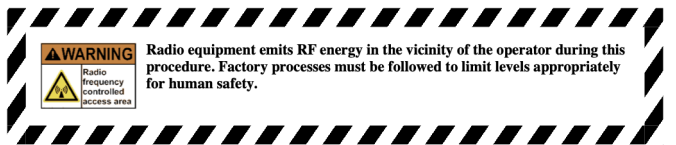
*The new default styling (Left), and the old styling bundled with older versions of stanhope (Right)*

 **Step 3.10: RadioEmission.css**

1 named resources are identified to perform this step:

assets/RadioEmission.css

△ Radio equipment emits RF energy in the test area during this procedure. Ensure human exposure is limited to safe levels. If you are unsure how to ensure safety, consult your safety representative before starting.



**WARNING** Radio equipment emits RF energy in the vicinity of the operator during this procedure. Factory processes must be followed to limit levels appropriately for human safety.

*The new default styling (Left), and the old styling bundled with older versions of stanhope (Right)*

 **Step 3.11: Roles.css**

1 named resources are identified to perform this step:

assets/Roles.css

 **Step 3.12: Welding.css**

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**EB-WI-0100, Rev D**

Written by: Duane Dier  
Reviewed by: Christina Dier

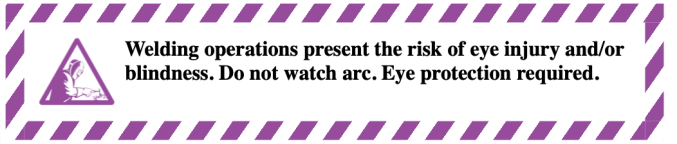
**Customize the Visual Style of a Process Library**

Applies to Populated Assets Folder to produce Modified Assets  
15 named resources are identified to perform this process

1 named resources are identified to perform this step:

assets/Welding.css

△ Welding operations present the risk of eye injury and/or blindness. Do not watch arc. Eye protection required.



*The new default styling (Left), and the old styling bundled with older versions of stanhope (Right)*