## Help / Explanations:

PPA-Report (English)  
Production process and product approval report (VDA Volume 2)  + PPAP for MS Word 97 or higher

|  |  |  |
| --- | --- | --- |
| Versions | German | English |
| Single Sheets: |  |  |
| Cover Sheet, Contents of the PPA report, Product-related test results, Process-relatet and other documents | x | x |
| Combinations (Standard): |  |  |
| I. Cover Sheet + Contents of the PPA report + 2xProduct-related test results + Process-relatet and other documents | x | x |
| II. Cover Sheet + Contents of the PPA report + 2x, 3x, 4x, 5x Product-related test results | x | x |
|  |  |  |
| Further combinations on demand | x | x |

# Save

* Save as template (xxx**.dot)**
* After filling out save as Word-Document (xxx**.doc)**

**Filling Out**

* Fill out form description fields

(Description fields can be faded in and out via form toolbar: View →Toolbar→Format;

for your comfort: drag beneath standard-toolbar)

* IMPORTANT: never use line breaks in order to maintain form structure.
* Enter key is not needed.
* To change between description fields use mouse, tab-key, shift+tab-key or scroll-key.

### Copy / delete

* Separate description fields can be copied (mark with the mouse)
* Separate description fields can be deleted (mark with the mouse)

**Note**

* Description fields which are repeated on page 2 and 3 will be filled out automatically (reference to calculating cells).

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Last update: 26.07.2013