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# Comparative analysis of mechanical properties of Si substrates processed by different routes

Sylvain Gouttebroze<sup>1</sup>, Hans Ivar Lange<sup>2</sup>, Xiang Ma<sup>1</sup>, R. Glöckner<sup>3</sup>, Behnaz Emamifard<sup>3</sup>, M. Syvertsen<sup>2</sup>, Michalis Vardavoulias<sup>4</sup>, and Alexander Ulyashin<sup>\*1</sup>

<sup>1</sup> SINTEF MK, Forskningsveien 1, 0314 Oslo, Norway

<sup>2</sup> SINTEF MK, Trondheim, Norway

<sup>3</sup> Elkem Solar, Kristiansand, Norway

<sup>4</sup> Pyrogenesis, Lavrion, Greece

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\* Corresponding author: e-mail alexanderg.ulyashin@sintef.no, Phone: +47 93 00 22 24, Fax: +47 22 06 73 50

The purpose of this work is to check the potential of innovative processes for the Si wafers production toward the solar cell industry.<sup>Q1</sup> Studies have been focused on a comparative analysis of mechanical properties of such wafers, since: (i) reduced wafer strength leads to a high breakage rate during subsequent handling and solar cell processing steps, (ii) cracking of solar cells has become one of the major sources of solar module failure and rejection. Therefore while developing new types of wafer materials and processing, it is

essential to assess the mechanical strength of the wafers. Mechanical properties of several innovative Si based substrates are estimated. The bending strength measurements of the silicon wafer are performed using the ring-on-ring set-up coupled with a numerical model to obtain estimate of the fracture stress and the Weibull parameters of the fracture distribution. Results are presented for five different materials: sintered Si powder, standard multi-crystalline Si, Czochralski monocrystalline Si, and two types of thermal sprayed Si wafers.

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**1 Introduction** Currently, the PV market is dominated by crystalline silicon solar cells, and about 40% of the silicon module cost is from the silicon wafers. Therefore, a major part of current research activity is concentrated on a search for alternative silicon based solar cell concepts with reduced consumption of high-purity silicon. In conventional Si wafer based solar cell technology, most of the Si material acts as a mechanical carrier for the solar cell structures. However, since most of the optical absorption in Si takes place in the upper 15–30  $\mu\text{m}$ , it is sufficient to use only thin Si layers with thicknesses in this range. Indeed, if special optical confinement schemes are implemented, even thinner layers can be used [1]. In general, thin-film photovoltaics are assumed to become a market dominating technology in the long term and any development in this field is extremely important for the PV industry [2].

To be able to reduce thin Si film solar cell cost, both material and material fabrication costs must be reduced. This can be achieved by growing a high quality “expensive” thin active crystalline Si layer onto a less expensive substrate.

Ceramic or glass based materials have been proposed as such substrates. Such option is still envisaged to be cheaper than the use of conventional Si-wafer substrates, as thin film PECVD and PVD deposition processes, for example, have been routinely used to produce high quality thin films for electric and optoelectronic devices at accepted consumer costs. Depending on process conditions, thin Si based-layers of amorphous (a-Si), hydrogenated amorphous (a-Si:H), microcrystalline ( $\mu\text{c-Si}$ ), or polycrystalline (poly-Si) silicon can be grown on such substrates. For  $\mu\text{c-Si}$ -based solar cell structures deposited on glass substrates, energy conversion efficiencies up to 10% have been demonstrated [3]. At the same time solar cells utilizing thin-film polycrystalline Si with an optimum thickness about 20  $\mu\text{m}$  can achieve photovoltaic power conversion efficiencies greater than 19% [4]. However, the use of ceramic and glass substrates for thin Si solar cells have some problems:

*Conductivity:* Glass and ceramic substrates are non-conductive. Thus, a lot of attention has been directed towards

1 making a highly conductive back side electrode as well as a  
2 system for contacting the electrode after deposition of silicon  
3 [5]. Diffusion of aliovalent dopants from the electrode is a  
4 big problem. Conducting SiC is being developed as an  
5 alternative [6]. However, still a number of problems have to  
6 be solved in this approach, since crystallization of Si layers  
7 on SiC substrates is rather problematic.

8 *Lattice matching:* Glass and ceramic substrates have no  
9 crystallographic relation to silicon to aid crystallization at  
10 lower temperatures and/or into higher crystallographic  
11 quality. Thus, higher temperatures are needed when using,  
12 e.g., a higher cost single crystal Si wafer.

13 *Purity:* Care must be taken to avoid diffusion of dopants  
14 into Si during deposition and post-processing.

15 *Temperature stability:* One needs  $>700\text{--}1000\text{ }^\circ\text{C}$  for  
16 growth of poly-Si. This is marginal for the case of glass  
17 substrates. Therefore lower temperatures are used for such  
18 processes.

19 It can be concluded that there is a demand for advanced  
20 low-cost substrates, which can be used for thin Si-based  
21 solar cell structures. So far such low-cost Si supporting  
22 substrates have been based on highly doped Si wafers  
23 processed in the same way as conventional Si wafers,  
24 i.e., by crystallization of ingots and wafering. Such  
25 conventional processing of Si wafers can be substituted  
26 by a cost-effective powder-to-wafer processing using  
27 ceramics technology, hence avoiding costly crystallization  
28 and wafering steps. Such “powder-to-wafer” approach,  
29 can simplify the wafer based processing of the supporting  
30 Si substrates and therefore relevant thin Si-based solar  
31 cells, Usage of a low grade Si feedstock can reduce the  
32 cost of Si wafers even further. These low purity substrates  
33 can be processed from a low-quality Si powder. When  
34 the powder is shaped and sintered into an appropriate  
35 substrate, it can be considered as a poly-Si seeding material,  
36 which can provide good crystallization conditions for  
37 any Si-based layers deposited and annealed at appropriate  
38 conditions.

39 Such substrates have several advantages compared to  
40 ceramic or glass substrates: (i) highly doped silicon is  
41 conductive. Hence, the substrate can be used as electrode,  
42 avoiding any contact problems; (ii) a perfect lattice match  
43 will lead to the lowest possible crystallization temperatures  
44 for the deposited high purity thin film, (iii) silicon-based  
45 low-cost supporting substrates are fully compatible with the  
46 deposition/crystallization processes of thin Si layers on top  
47 of such substrates.

48 The concept of crystalline silicon thin-film solar  
49 cells on low-purity substrates provides a hope to reduce  
50 substantially the consumption of high-purity silicon  
51 material and has at the same time potential to reach high  
52 efficiencies comparable to wafer silicon solar cells. The  
53 goal of this article is to test mechanical properties of Si  
54 wafers, processed in frame of an innovative approach  
55 based on a thermal spray of Si powder and sintered Si and  
56 to compare both Si powder-based substrates with those,  
57 which are processed by casting or CZ growth methods.

This article firstly describes the material and samples  
preparation. Secondly the electrical properties are quickly  
studied. The measurements and the associated numerical  
model are presented in the next section. Finally the results  
are discussed as well as possible explanations for the  
discrepancies in the material properties and their link to  
processing routes.

## 2 Samples material and preparation

### 2.1 Materials and processing techniques

The original powder (Si feedstock) for the substrates comes from  
a by-product stream of the Elkem Solar metallurgical process  
route to produce Elkem Solar Silicon<sup>®</sup> in a form of Si  
powder. The quality is in-between the process starting-point:  
metallurgical grade silicon and the end-point: solar grade  
silicon. Several types of Si powders in the wide range of  
particle size distribution (PSD) have been tested. The PSD  
values were varied in the range of  $1\text{--}150\text{ }\mu\text{m}$  and were  
adjusted to the special requirements of each processing  
techniques used. The following techniques, which utilized  
as produced Si powder directly without any additional  
processing or cleaning (like HF dip) steps have been tested:  
(i) casting of Si ingot from Si powder using a pilot scale  
vertical gradient freeze (VGF) furnace and (ii) thermal spray  
of Si powder. Important to underline that in both cases  
Si powder was covered by native oxide and processing  
conditions were optimized to reduce this oxide upon the  
fabrication. In case of a thermal spray technique PSD values  
were below  $100\text{ }\mu\text{m}$ . As-processed Si powder was used  
for sintering of Spray-1 Si substrates. For the other type  
of sprayed Si substrates 3% (weight) of Al powder was  
mixed with the Si powder-based feedstock prior the spraying  
(Spray 2 substrates).

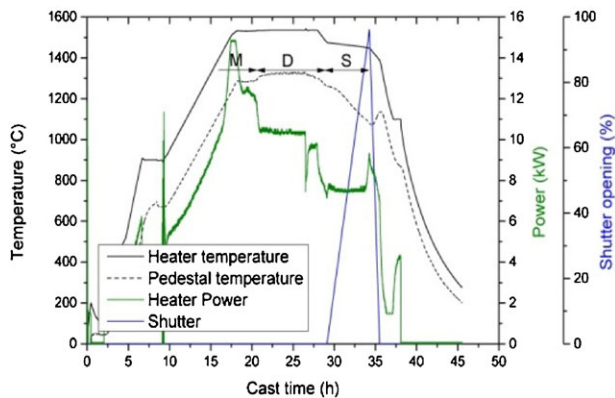
In case of the casting process, which was carried out  
using a VGF furnace at SINTEF, Si powders with PSD  
values up to  $150\text{ }\mu\text{m}$  have been used. The silicon powder-  
based feedstock was melted and solidified. The thermal  
conditions and mass transfer in this furnace have been  
studied thoroughly the latest years [7, 8]. This required  
special care during furnace operation.

Since the resistivity of the final substrates were  
supposed to be relatively low ( $<0.01\text{ }\Omega\text{ cm}$ ),  $1.5\text{ g}$  of 95–  
97% pure boron was added to the charge before melting.  
Even though – according to phase Si-boron diagrams [9] the  
melting point of pure boron is about  $2100\text{ }^\circ\text{C}$ , the boron will  
dissolve completely in the liquid silicon at  $1430\text{ }^\circ\text{C}$  since  
the solubility is about 10% and the added amount is merely  
 $160\text{ ppm}$ .

The logged data from the casting are shown in Fig. 1.

A complete description of the operation of the furnace  
under normal conditions has been given earlier [10]. The  
main differences between standard furnace operation and  
the one done in this study are:

1. Double layer of coating was used to ensure no sticking  
between ingot and crucible even with long time at high  
temperature.



**Figure 1** (online color at: [www.pss-a.com](http://www.pss-a.com)) Data from the Crystalox furnace during casting. Shown are the heater temperature, pedestal temperature (temperature beneath crucible), heater power, and shutter opening during crystallization. M, D, and S denote melting, dissolution of boron and mixing, and solidification phases, respectively.

2. Since the feedstock was in the form of powder, the initial pump-down phase was done very gentle in order to avoid sucking powder out of the crucible.
3. Gas flow after the vacuum phase was reduced in order not to blow feedstock out of the crucible.
4. After complete melting, the melt was held for 6.5 h longer than normal in order to secure complete dissolution of the boron.

**2.2 Wafer samples preparation** Highly conductive p+ Si wafers from casted Si ingots were obtained by wire sawing.

Additionally series of Si wafers were produced by thermal spray route, with thicknesses between 300 and 1000  $\mu\text{m}$ , and dimensions  $65 \times 50 \text{ mm}^2$  have been prepared from nominally un-doped low-cost Si powder. Silicon layers (wafers) were detached from specially selected and prepared substrates/moulds without breaking (Fig. 2). For the mechanical properties measurements sintered wafers were cut on  $1 \times 1 \text{ cm}^2$  smaller pieces by laser. Summary of samples material and process routes can be seen from Table 1.



**Figure 2** (online color at: [www.pss-a.com](http://www.pss-a.com)) Si wafers ( $65 \times 50 \text{ mm}^2$ ) fabricated by thermal spray.

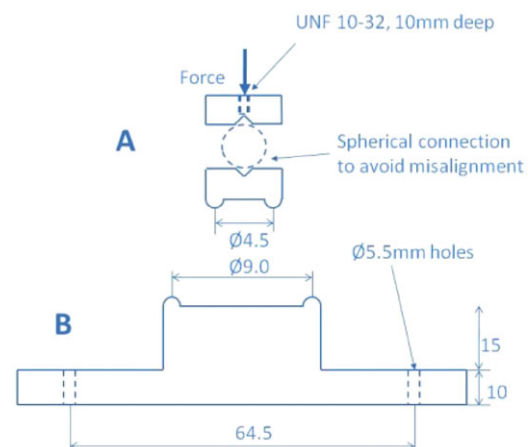
**Table 1** Summary of samples material and process routes.

sample name	material	process route
Si powder-based multi	Elkem powder	ingot sintering/VGF furnace
P-type multi	solar grade Si	conventional casting
as cut P-type C7	solar grade Si	Czochralski growth
Spray 1	Elkem powder/100% Si	thermal spray
Spray 2	Elkem powder 3% Al/97% Si	thermal spray

**3 Measurement of electrical properties** Resistivity measurements have been performed by the four-probe method. It has been found that Si wafers fabricated from the casted Si ingot have resistivity  $< 0.01 \Omega \text{ cm}$ . Such wafers can be used as highly supporting ones for thin Si-based solar cells. Si wafers processed by thermal spray from nominally non-doped low-cost Si powder demonstrated resistivity in the range of  $1\text{--}10 \Omega \text{ cm}$ , which shows that sintering process upon thermal spray has been done properly and no barriers between grains have been created. Since this work is focused on mechanical properties of Si powder-based substrates, doping issues for thermal sprayed substrates were not addressed. However, it can be noted that processing of such wafers using highly doped Si powder should result in highly doped and therefore highly conductive substrates.

#### 4 Measurement of mechanical properties

**4.1 Experimental set-up** In order to assess the mechanical strength of the wafer produced by the new process routes, the ring-on-ring test was used. Based on the recommendations of the ASTM standard C1499-08 [11], a smaller experimental set-up has been designed as illustrated in Fig. 3. This set-up has been selected to measure the material intrinsic strength and avoid the effect of edge defects.



**Figure 3** (online color at: [www.pss-a.com](http://www.pss-a.com)) Schematic view of the experimental set-up.

**4.1.1 Testing equipment** The first tests were performed in the Bose Electroforce 250N test machine on lower speeds (i.e., 0.1–0.2 mm min<sup>-1</sup>). Due to irregular loading rate at the lower speeds, the speed was increased to 1 mm min<sup>-1</sup>. Nevertheless irregular jumps of the machine remains and it led to machine change for the rest of the study. Therefore only Si powder-based multi samples have been tested using Bose Electroforce 250N machine. An Instron 2kN test machine was used instead in all the remaining experimental work presented in this paper (P-type multi, As cut P-type C7, Spray 1 and Spray 2).

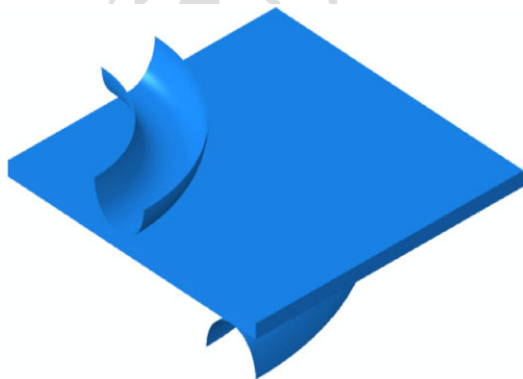
The fixture was made of heat-treated steel, hardened to about 40 HRC.

The data acquisition sampling rate was 100 Hz for the tests done in the Bose machine and 15 Hz for the Instron machine.

**4.1.2 Calibration** Both test machines were recently calibrated by the manufacturer. Due to limited utilization of the load cell of the Instron machine an additional control was performed with one of the reference load cells of the test laboratory. Check of coaxiality of the test fixture was done during mounting, both by visual inspection and by using pre-machined pin holes in the center of the upper and lower fixture and a guiding pin. The plane parallelism of the upper and lower ring was corrected before each test by visual inspection of a light gap of about 0.25 mm between the upper and lower ring. The light gap was checked in two perpendicular directions. The fixture was thoroughly cleaned before each test in order to prevent silicon debris deposition on the ring surfaces.

**4.2 Numerical model** A numerical model of the ring-on-ring mechanical test has been established. The main objectives were to assess the uniformity of the stress distribution inside the loading ring area (especially at the contact point) and develop a formula to compute directly the maximal principal stress for the displacement and the sample thickness.

The model was developed using Abaqus/Standard 6.11 with implicit time integration. Only a quarter of the sample and rings is modeled (see Fig. 4). The sample mesh size is



**Figure 4** (online color at: www.pss-a.com) Abaqus model of the ring-on-ring test.

0.05 mm. The material properties are indicated in Table 2. The dimensions and element type are provided in Table 3.

As illustrated in Fig. 5, considering the thinnest sample which is the most critical in terms of stress distribution, the stress inside the loading ring is quite homogeneous and a relatively small increase (~5%) is observed only in the contact area with the loading ring. Therefore the dimensions of the sample and the rings are adequate for wafer strength measurements.

By applying the model to various thicknesses (0.20, 0.39, 0.6, and 0.8 mm) and performing a regression analysis, we obtained the following formula:

$$\sigma = (2616h + 3067)\delta^2 + (14830h - 465)\delta, \quad (1)$$

**Table 2** Silicon properties for the numerical model.

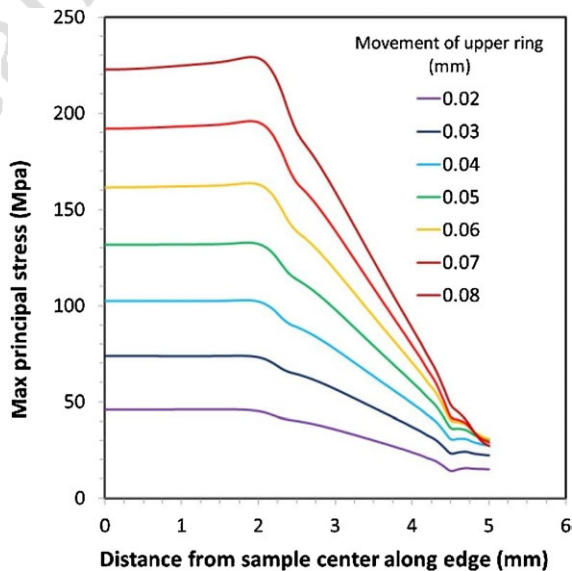
material	silicon
model	isotropic elasticity
Young's modulus	162.5 GPa
Poisson's ratio	0.223

**Table 3** Numerical model dimensions and element type.

part	shape	finite element model
silicon specimen	square <sup>a</sup> (10 × 10)	8-nodes brick element
loading ring	ring <sup>b</sup> (4.5 × 0.5)	shell, discrete rigid
support ring	ring <sup>b</sup> (9 × 0.5)	shell, discrete rigid

<sup>a</sup>Length and width in mm.

<sup>b</sup>Diameter and curvature radius in mm.

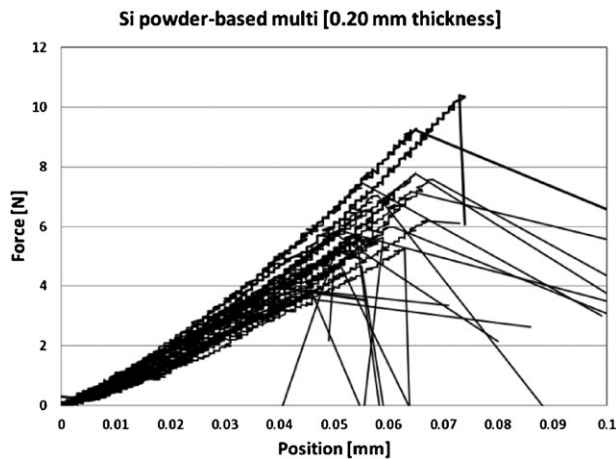


**Figure 5** (online color at: www.pss-a.com) Stress distribution along the cross-section of the sample (thickness: 0.2 mm).

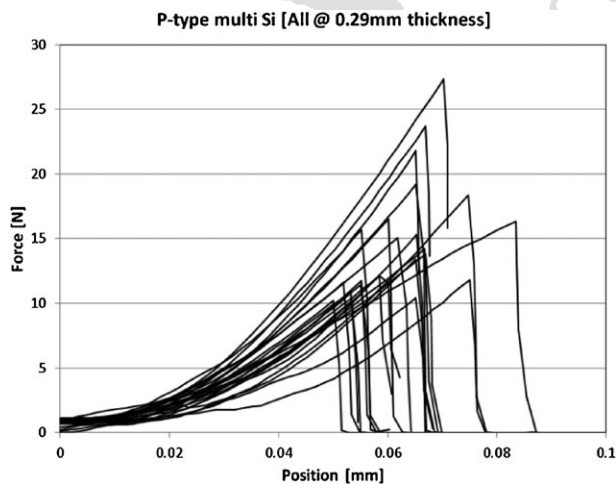


2 where  $\sigma$  is the stress at the sample center in MPa,  $h$  is sample  
3 thickness in mm, and  $\delta$  is the displacement in mm.

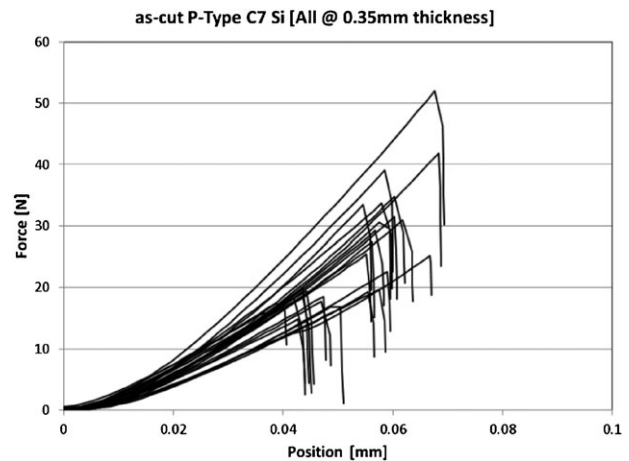
4 **5 Results and analysis** The raw data from the series  
5 of mechanical tests using the ring-on-ring set-up previously  
6 described are presented in Figs. 6–10. The displacement of  
7 the ring is given in the  $x$ -axis while the  $y$ -axis provides the  
8 applied force measured by the load cell. As mentioned in  
9 the Section 4.1, the curves of the initial set-up (Fig. 6) using  
10 the Bose Electroforce 250N test machine has a stair case  
11 appearance. Nevertheless it does affect neither the curve  
12 shape nor the displacement at fracture. The main issue in this  
13 series of test is the large variation in the slope of the curves  
14 before the peak force value is reached. We would expect for  
15 such material (except maybe for the spray samples) a very  
16 reproducible elastic response. Indeed we have previously  
17 measured the strength of the Si powder based multi samples



**Figure 6** Force displacement curves for the Si powder-based multi samples (28 samples).

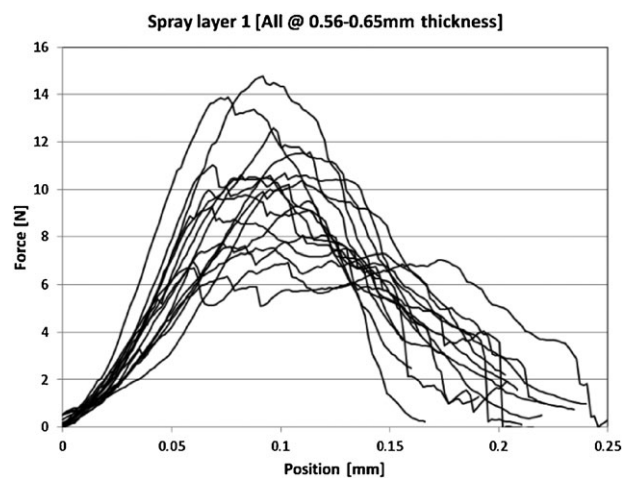


**Figure 7** Force displacement curves for the P-type multi samples (23 samples).

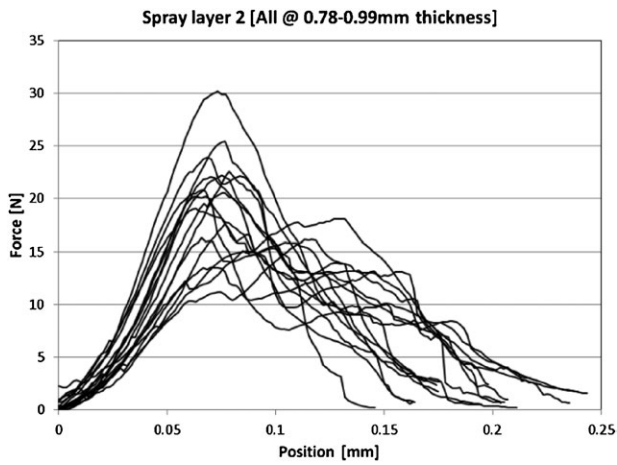


**Figure 8** Force displacement curves for the As cut P-type C7 samples (25 samples).

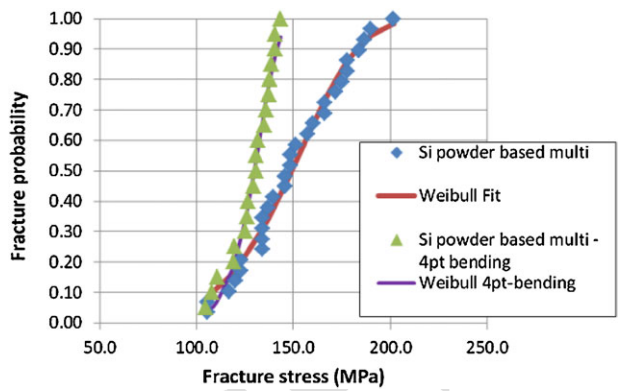
using the 4pt-bending test and the curves were overlapping. 1  
The reason for this discrepancy is not clearly identified but 2  
there are two possible explanations. First, as mentioned by 3  
Cotterell et al. [12], the proper positioning of the samples for 4  
the ring-on-ring test could be an issue. Friction between the 5  
ring and the sample can lead to inaccurate results. Therefore, 6  
Wasmer et al. [13] recommend the use of carbon paper. 7  
Please note that the Weibull fit of the experimental data 8  
without carbon paper from Wasmer et al. shows a similar 9  
staircase aspect as some of our results (especially Fig. 12 10  
where one can observe a slope change for the experimental 11  
curves between a probability of 0.4 and 0.5). It is also 12  
important to note that this friction effect might be dependent 13  
on sample roughness which varies between our materials. 14  
Nevertheless we assume that these effects induce only a 15  
systematic error on the force measurements. Therefore the 16  
analysis of the results based on the displacement should 17



**Figure 9** Force displacement curves for the Spray 1 samples (16 samples).



**Figure 10** Force displacement curves for the Spray 2 samples (16 samples).



**Figure 11** (online color at: [www.pss-a.com](http://www.pss-a.com)) Strength measurements and Weibull fit for Si powder based multi samples using ring-on-ring test ( $\sigma_0 = 158$  MPa and  $m = 5.9$ ) compared with 4pt-bending experimental measurements ( $\sigma_0 = 133$  MPa and  $m = 14$ ).

1 provide good estimate of the samples strength for comparison between different materials.

2  
3 The raw data has been post-processed using Eq. (1).  
4 Then the stress values at fracture were ordered and related to a probability in order to build the Weibull distribution.

5  
6 Indeed the standard parameters in the literature to assess the wafer strength are the parameters based on the Weibull distribution.

7  
8 The probability of fracture is described by an exponential function with two parameters:

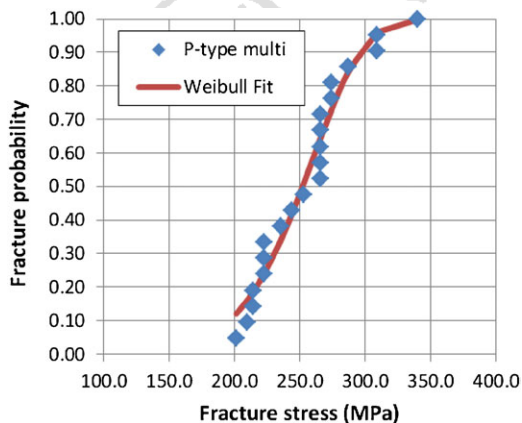
$$P(\sigma) = 1 - e^{-(\sigma/\sigma_0)^m} \quad (2)$$

9  
10  
11 From the ordered values, a curve fitting procedure has been applied in Excel. The results for the three first materials are presented in Figs. 11–13. In addition, previous results with Si powder based multi samples obtained with 4pt-bending set-up and larger samples ( $5 \times 5$  mm<sup>2</sup>) are also presented for comparison.

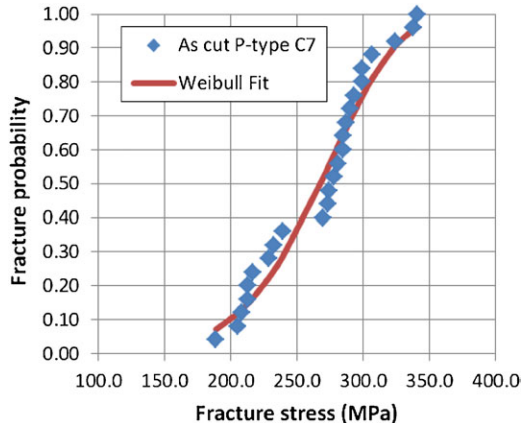
1  
2 As illustrated by Figs. 9 and 10, the material behavior of the spray samples is significantly different. Therefore the direct application of the previous procedure is not possible and the study of the sprayed samples requires a more detailed analysis of the material. In all the previous cases we assume that the material properties are similar to bulk silicon which is a quite good approximation. Nevertheless for the sprayed samples, the microstructure of the material is non-homogeneous which is mainly due to the presence of porosity and layers.

3  
4  
5  
6  
7  
8  
9  
10  
11 In order to obtain a better estimate of the equivalent fracture stress for this material, we will need to first estimate the porosity and subsequently estimate the relative correction of the stress value resulting from this porosity. As illustrated on Fig. 14, the metallography image for Si sample Spray 1 is processed using a simple threshold method in order to detect the holes and estimate the porosity.

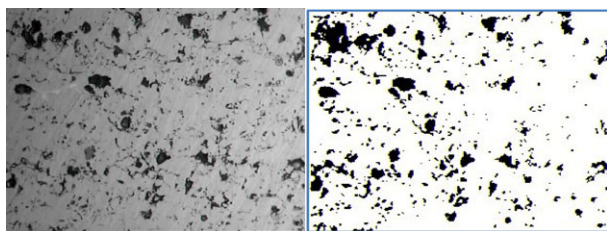
12  
13  
14  
15  
16  
17  
18  
19 This procedure is not the most advanced and provides only an estimate of the porosity. Using this technique we obtain a



**Figure 12** (online color at: [www.pss-a.com](http://www.pss-a.com)) Strength measurements and Weibull fit for P-type multi samples ( $\sigma_0 = 264$  MPa and  $m = 7.5$ ).



**Figure 13** (online color at: [www.pss-a.com](http://www.pss-a.com)) Strength measurements and Weibull fit for P-type multi samples ( $\sigma_0 = 283$  MPa and  $m = 6.4$ ).

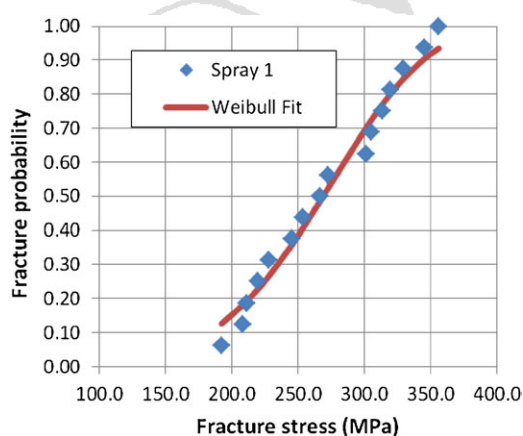


**Figure 14** Comparison between initial metallography image ( $\times 500$ ) on the left and processed image for porosity estimate on the right.

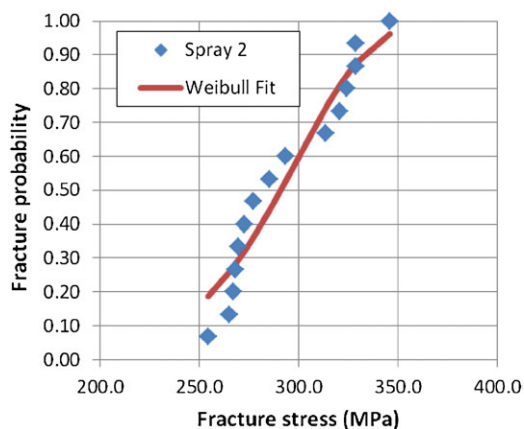
1 value of 11% porosity, which agrees with the results obtained  
2 for other type of powder based materials (yttria-stabilized  
3 zirconia coatings) processed by thermal spray [14].

4 In the work by Wang et al. [14], different spraying  
5 techniques are used with increasing level of porosity and the  
6 effect on the elasticity modulus for each sample is measured.  
7 Two values are closed to our porosity estimate: 7.6% and  
8 12.2% porosity for which the elasticity modulus is reduced to  
9 45% and 25% of the bulk value, respectively. From these  
10 values, we obtain by simple interpolation a decrease to 30%  
11 of the elasticity modulus of bulk silicon. Various materials  
12 sprayed using high velocity oxygen fuel technique (HVOF)  
13 ranged also between 30% and 40% of the bulk elastic  
14 modulus [15].

15 Therefore, in order to estimate the fracture stress using  
16 the previous formula, we apply a corrective multiplicative  
17 factor of 0.3 to the fracture stress computed from the  
18 displacement at rupture (Eq. 1). The results are presented in  
19 Figs. 15 and 16. Please note that these values are sensitive to  
20 the sample thickness (not precisely measured over the whole  
21 surface of the sample and to the porosity (estimated for only  
22 one sample) and therefore this analysis will provide only  
23 a coarse estimate of the material strength. In any case, as  
24 presented by Margadant et al. [16], it is very difficult to  
25 obtain an accurate value of the elastic modulus of a coating as  
26 it depends on the measurement and spraying technique used.



**Figure 15** (online color at: www.pss-a.com) Strength measurements and Weibull fit for P-type multi samples ( $\sigma_0 = 290$  MPa and  $m = 4.8$ ).



**Figure 16** (online color at: www.pss-a.com) Strength measurements and Weibull fit for P-type multi samples ( $\sigma_0 = 303$  MPa and  $m = 9$ ).

**Table 4** Summary of the Weibull fit of the ring-on-ring tests (or 4pt-bending when specified).

material	Weibull mean stress, $\sigma_0$	Weibull variance, $m$
Si powder based multi	158	5.9
Si powder based multi (4pt bending)	133	14
P-type multi	264	7.5
as cut P-type C7	283	6.4
Spray 1	290	4.8
Spray 2	303	9

For comparison the results for the five materials are summarized in Table 4. As expected the variance for all materials is in the same range except for the 4pt-bending test where usually a larger variance is obtained.

It is also worth mentioning the significant increase between Spray 1 and Spray 2 samples. This might be explained by an influence of 3% of Al powder, which is mixed with Si powder based feedstock on mechanical properties of sprayed Si wafers. More detailed studies are required to investigate this effect.

**6 Conclusions** Comparative analysis of mechanical properties of Si samples obtained from new process routes for the production of silicon wafers has been presented. Characterization of the mechanical strength of the different silicon samples was investigated using a ring-on-ring test. The maximum principal stresses at failure during bending were calculated to indicate the fracture strength and fitted to a Weibull distribution. The study showed that:

- In spite of some experimental challenges, the ring-on-ring set-up provided acceptable estimate of the material for various materials and process routes.

- The Si powder based multi samples were the weaker but still with a reasonable strength comparable to standard wafer without etching.
- The spray samples display a specific material behavior due to porosity and layering. Nevertheless the final material strength is high.

As a summary, this work has demonstrated the potential of new process routes leading to the production of Si wafers with adequate material properties both electrical and mechanical.

It can be concluded that Si powder-to-substrate approach can be utilized for the processing of Si based supporting substrates, which potentially are fully compatible with the deposition/crystallization processes of thin Si layers on top of such substrates and possess comparable with multi-Si/Cz-Si substrates mechanical properties.

Further work should be performed to analyze in more details the microstructure of the new materials and assess their downstream integration in the solar cell production.

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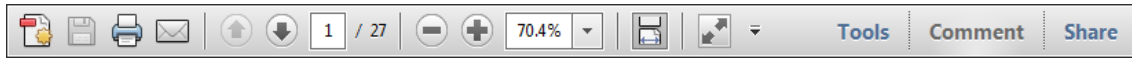


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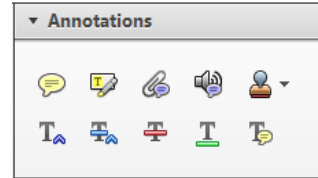
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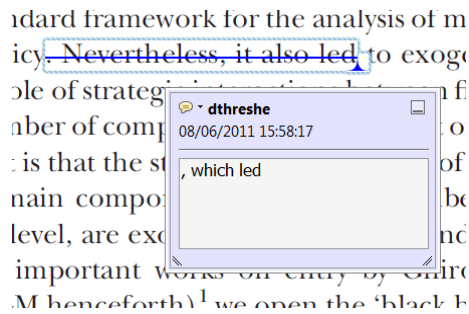
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Strikes a line through text and opens up a text box where replacement text can be entered.

**How to use it**

- Highlight a word or sentence.
- Click on the **Replace (Ins)** icon in the Annotations section.
- Type the replacement text into the blue box that appears.



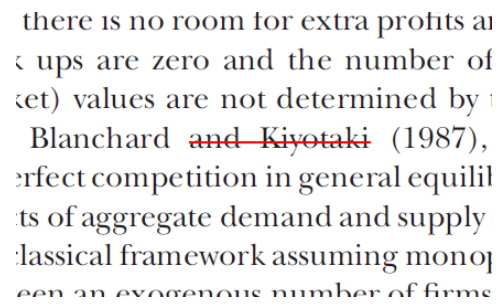
**2. Strikethrough (Del) Tool – for deleting text.**



Strikes a red line through text that is to be deleted.

**How to use it**

- Highlight a word or sentence.
- Click on the **Strikethrough (Del)** icon in the Annotations section.



**3. Add note to text Tool – for highlighting a section to be changed to bold or italic.**

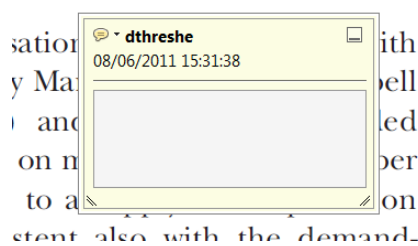


Highlights text in yellow and opens up a text box where comments can be entered.

**How to use it**

- Highlight the relevant section of text.
- Click on the **Add note to text** icon in the Annotations section.
- Type instruction on what should be changed regarding the text into the yellow box that appears.

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**4. Add sticky note Tool – for making notes at specific points in the text.**

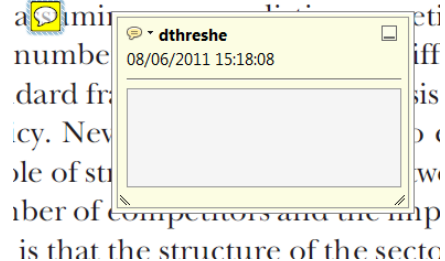


Marks a point in the proof where a comment needs to be highlighted.

**How to use it**


- Click on the **Add sticky note** icon in the Annotations section.
- Click at the point in the proof where the comment should be inserted.
- Type the comment into the yellow box that appears.

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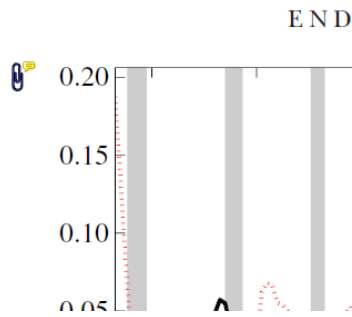
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**5. Attach File Tool – for inserting large amounts of text or replacement figures.**


 Inserts an icon linking to the attached file in the appropriate place in the text.

**How to use it**

- Click on the **Attach File** icon in the Annotations section.
- Click on the proof to where you'd like the attached file to be linked.
- Select the file to be attached from your computer or network.
- Select the colour and type of icon that will appear in the proof. Click OK.



**6. Add stamp Tool – for approving a proof if no corrections are required.**

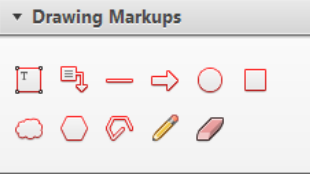
 Inserts a selected stamp onto an appropriate place in the proof.

**How to use it**

- Click on the **Add stamp** icon in the Annotations section.
- Select the stamp you want to use. (The **Approved** stamp is usually available directly in the menu that appears).
- Click on the proof where you'd like the stamp to appear. (Where a proof is to be approved as it is, this would normally be on the first page).

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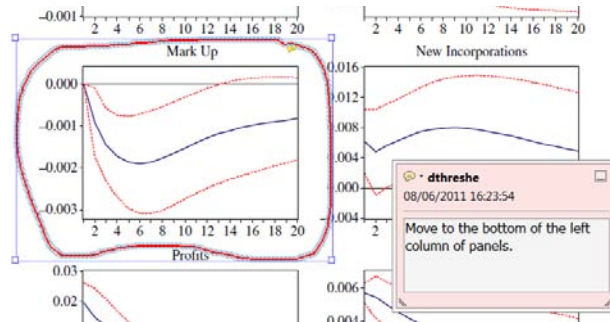


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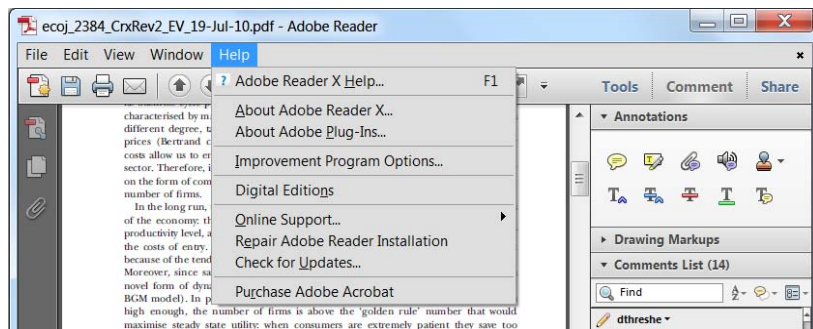
Allows shapes, lines and freeform annotations to be drawn on proofs and for comment to be made on these marks..

**How to use it**

- Click on one of the shapes in the **Drawing Markups** section.
- Click on the proof at the relevant point and draw the selected shape with the cursor.
- To add a comment to the drawn shape, move the cursor over the shape until an arrowhead appears.
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