How to Save Documents/PDFs
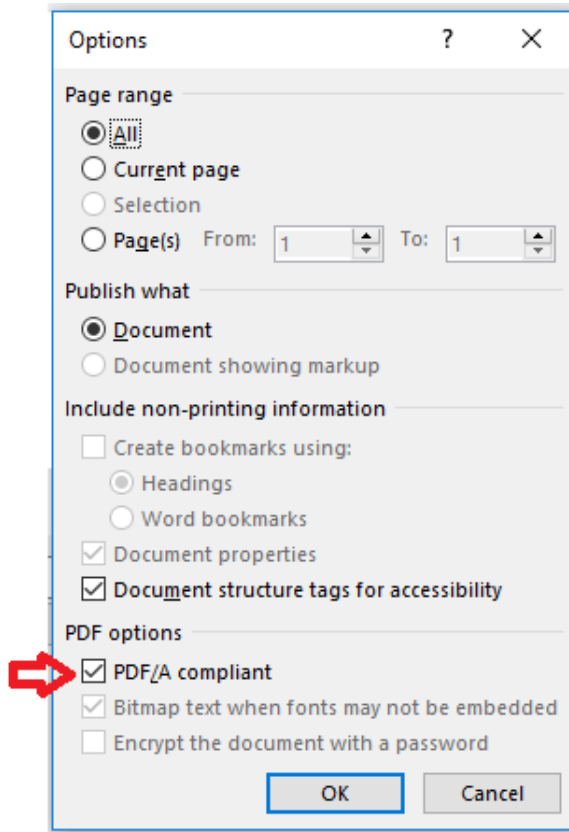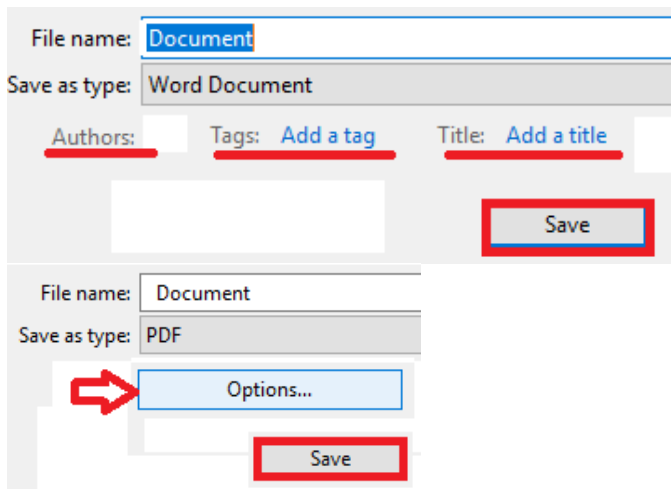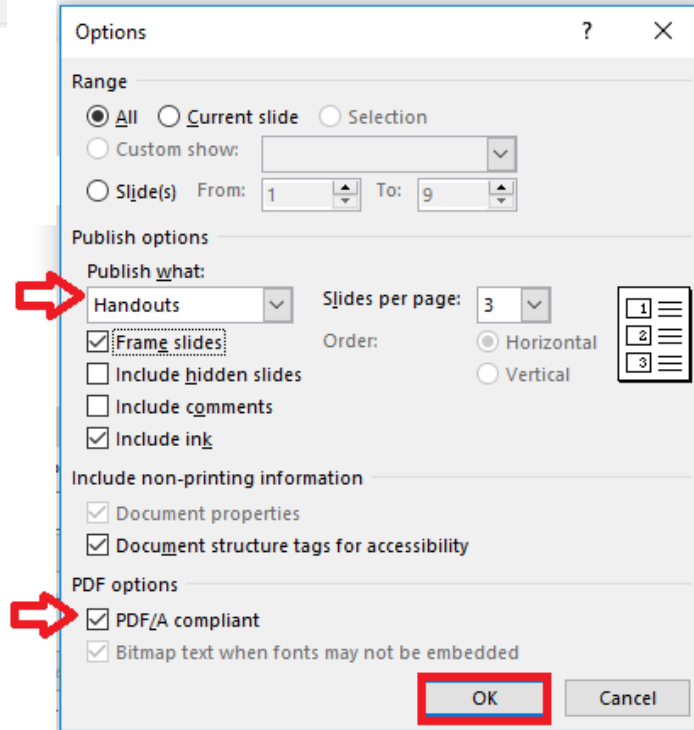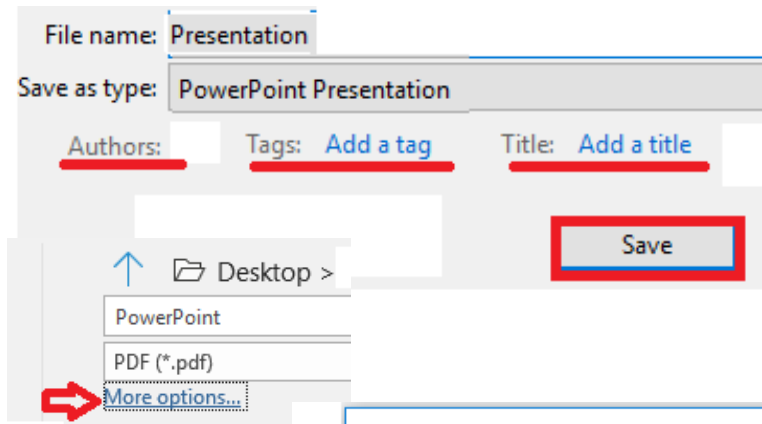
Word:

PowerPoint Presentation: