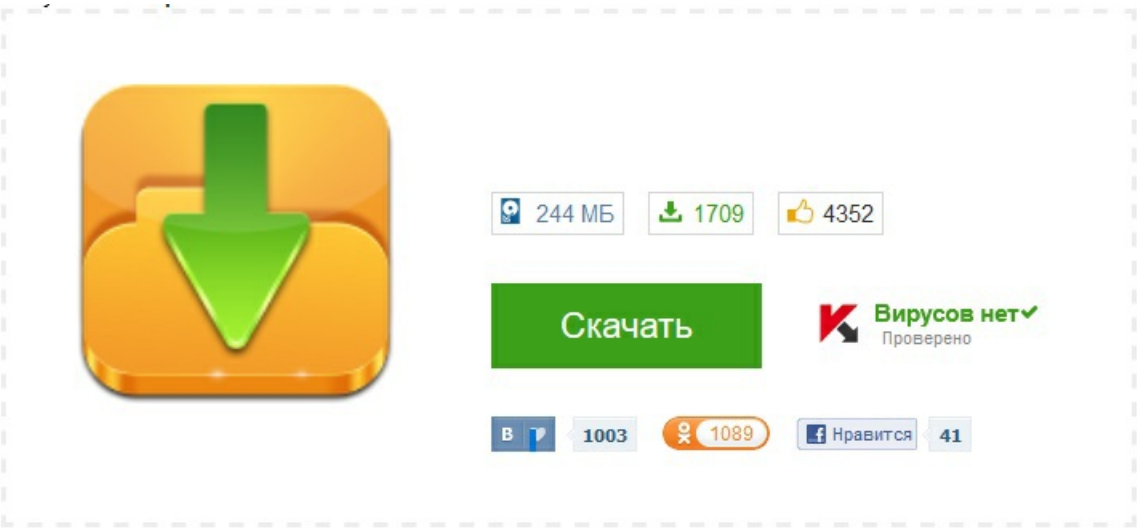удостоверение птм в ворде