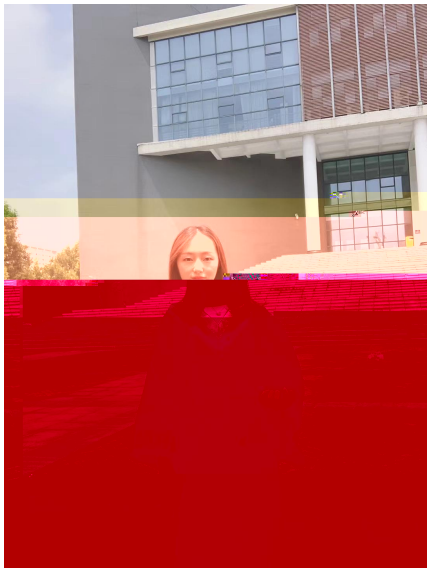小档案