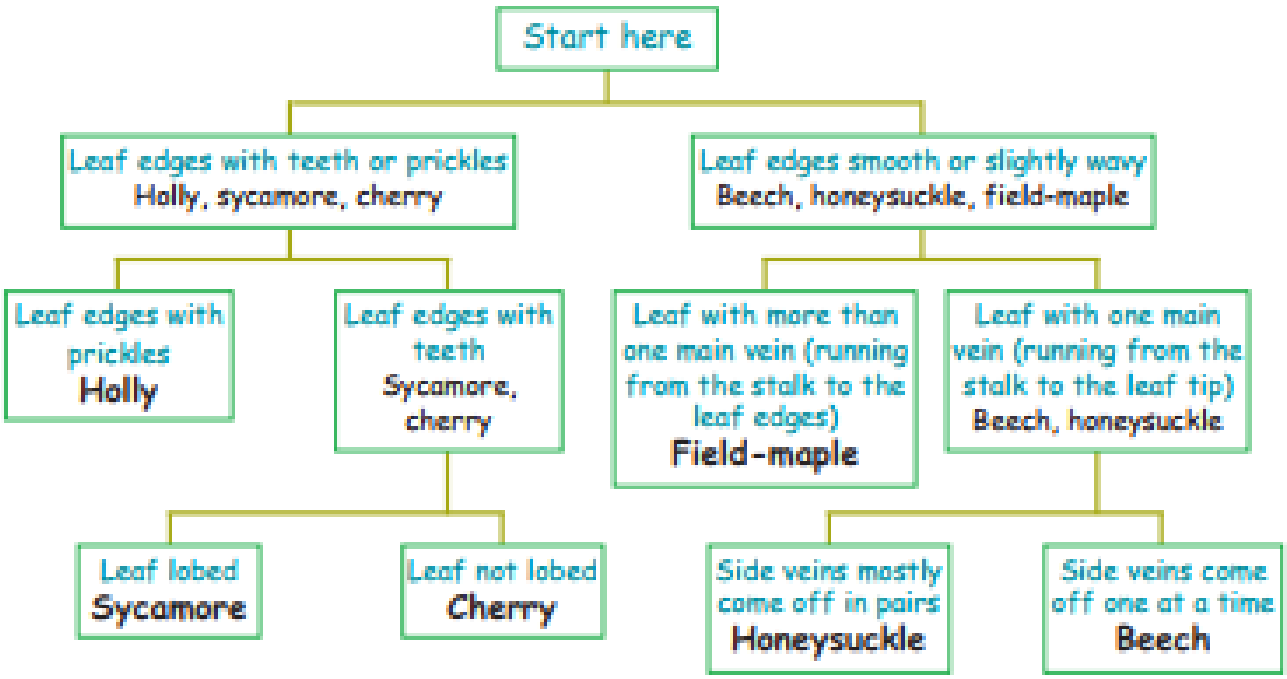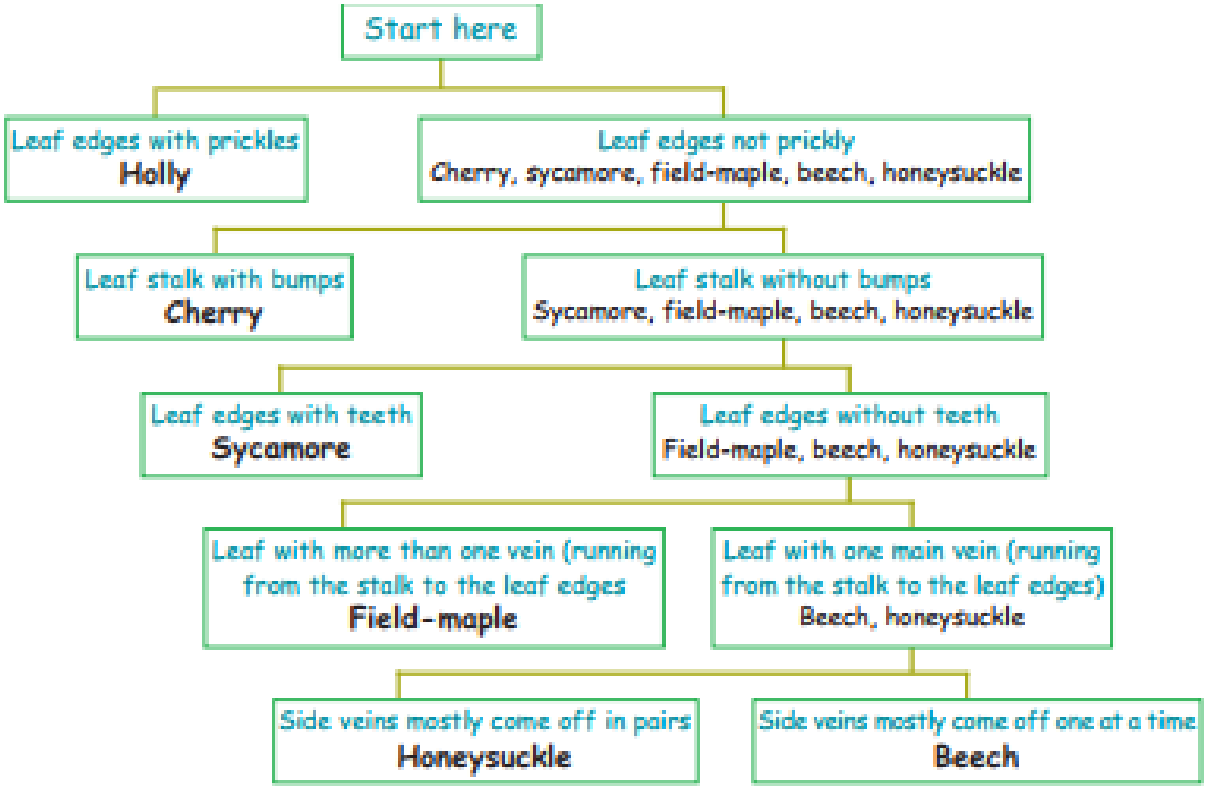START HERE HELP SHEET