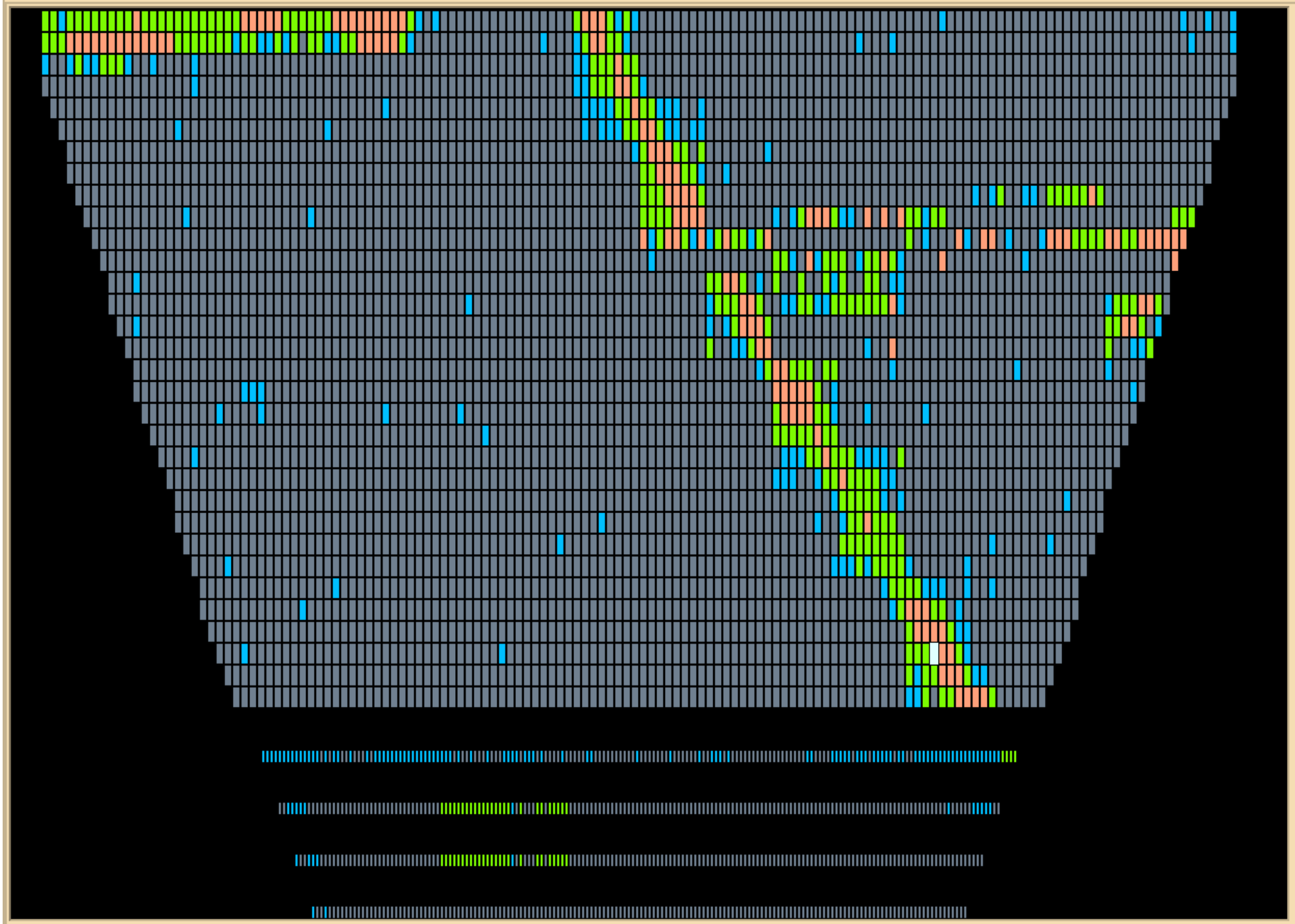File Data Edit Actions Select Area Staf Help