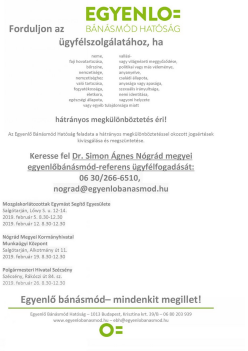Tájékozattó