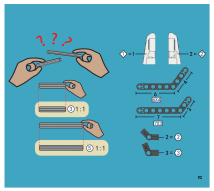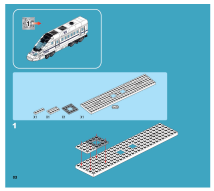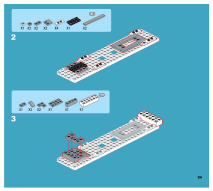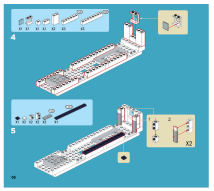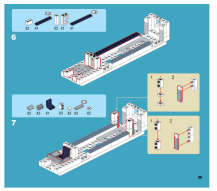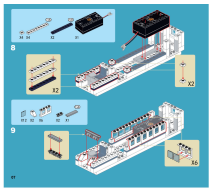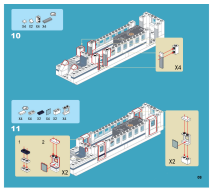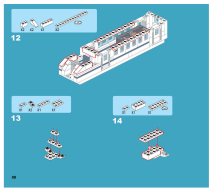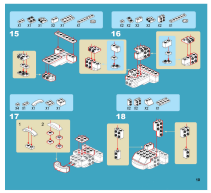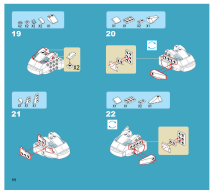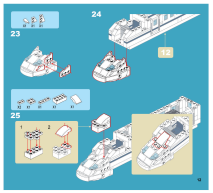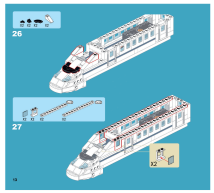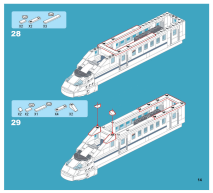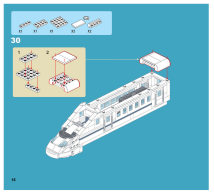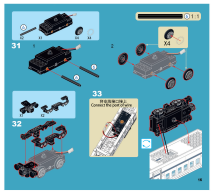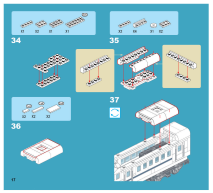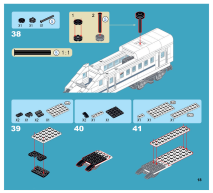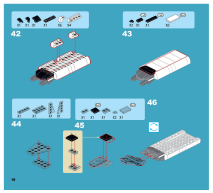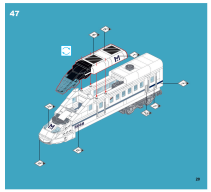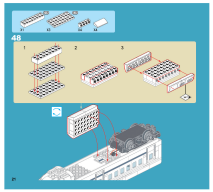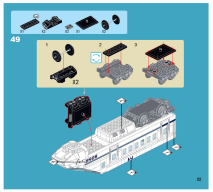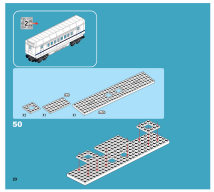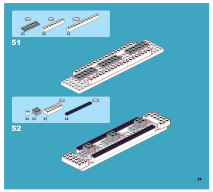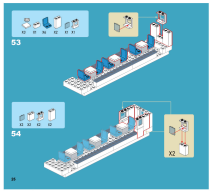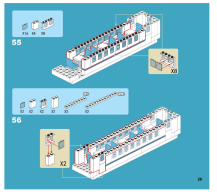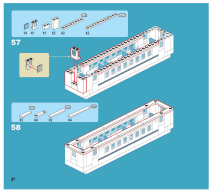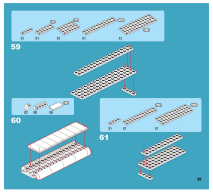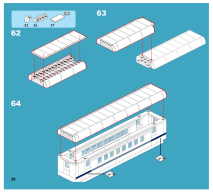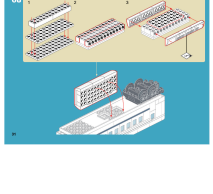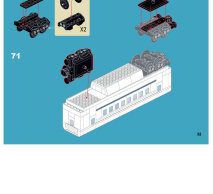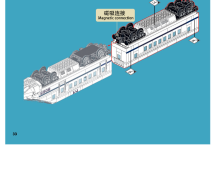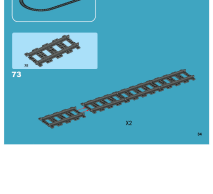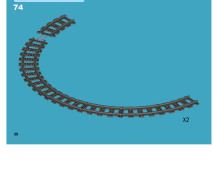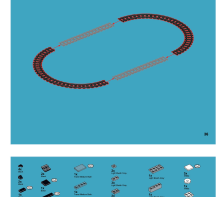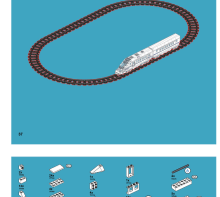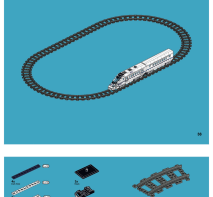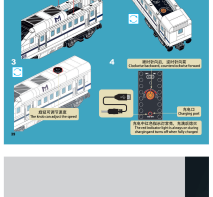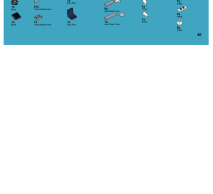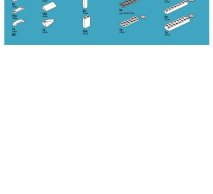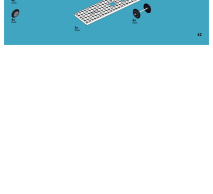拼搭指引