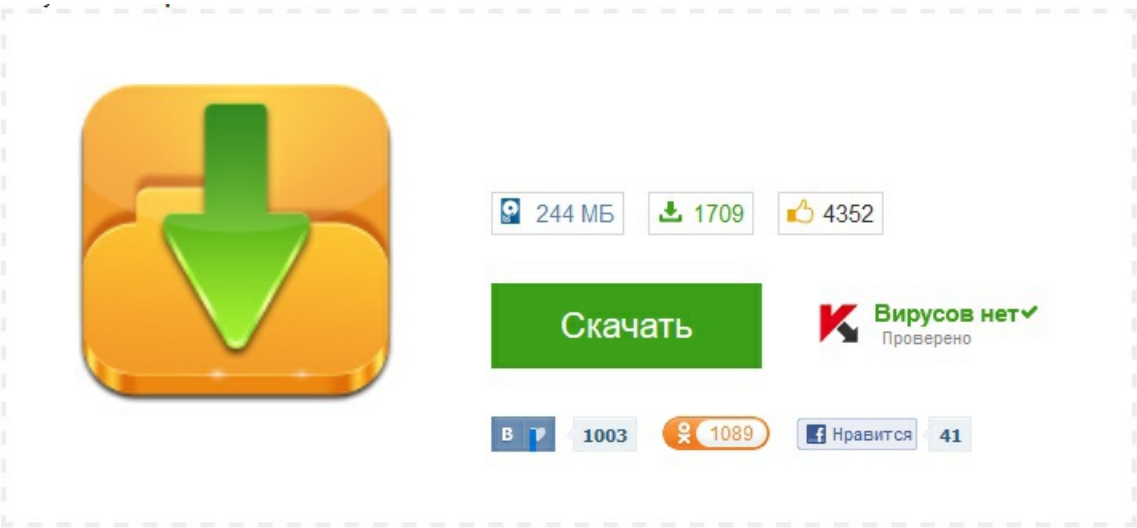форма папки дело