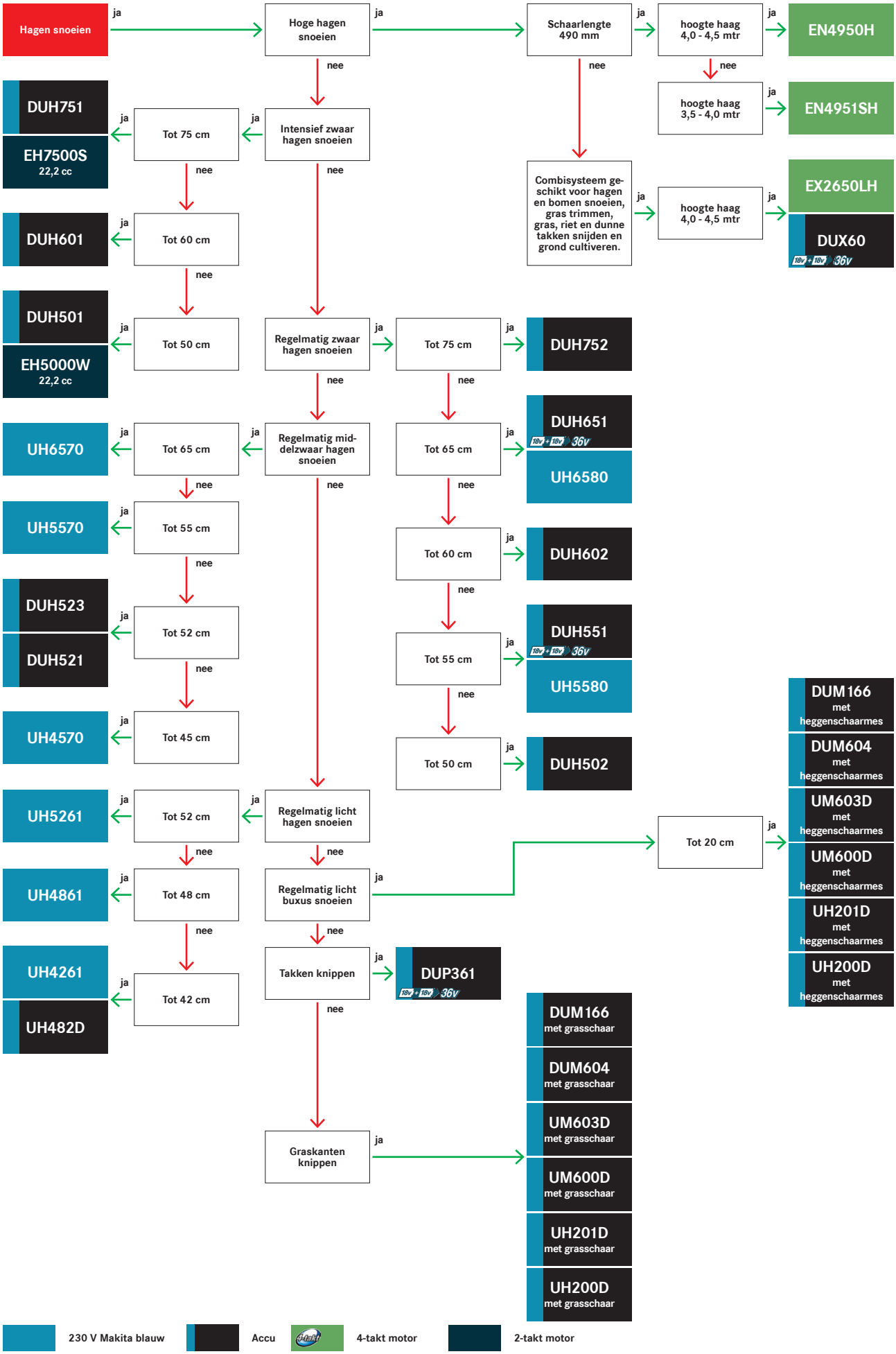Snoeien en knippen