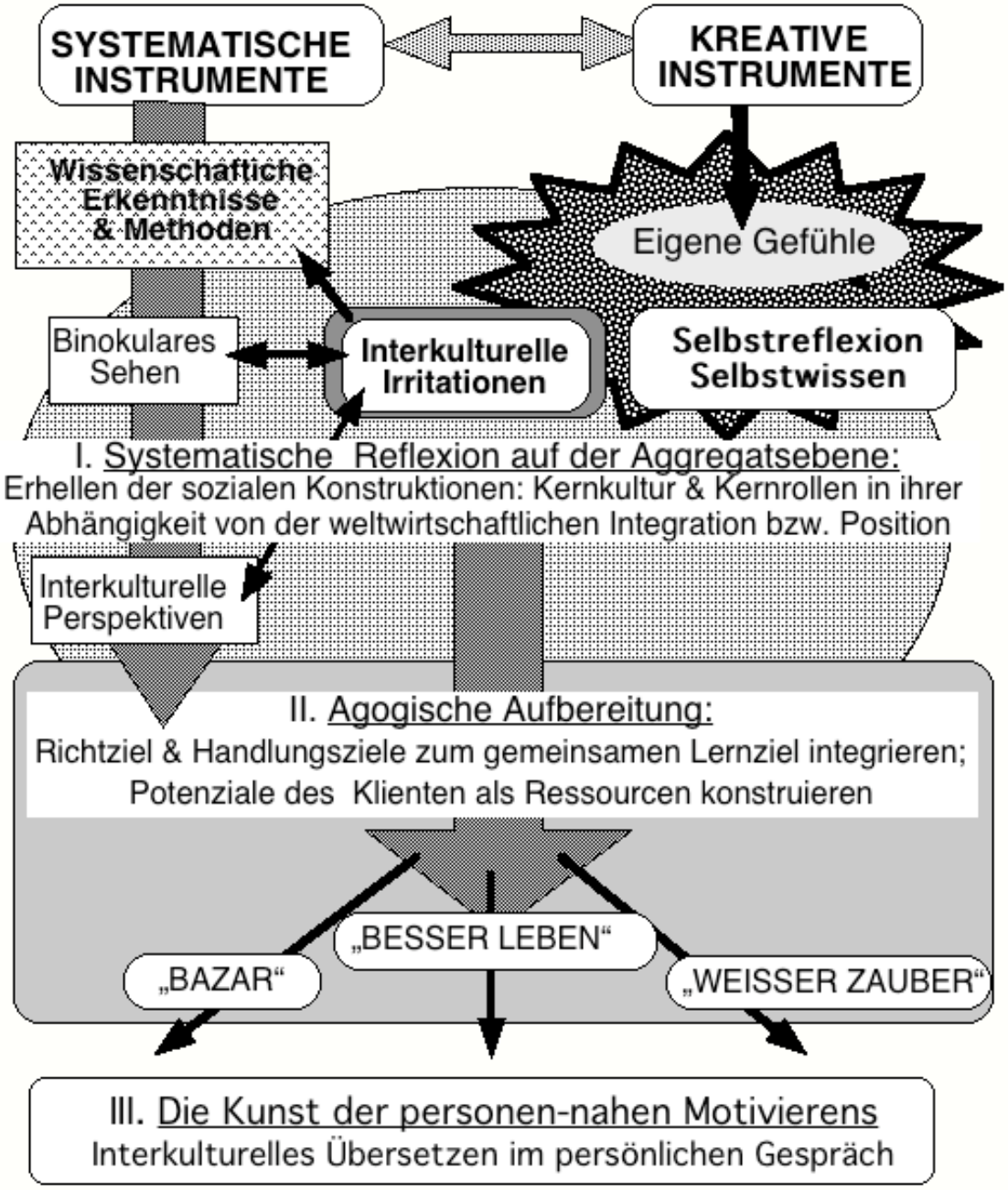DREI-STUFIGE ARBEITSINSTRUMENTE