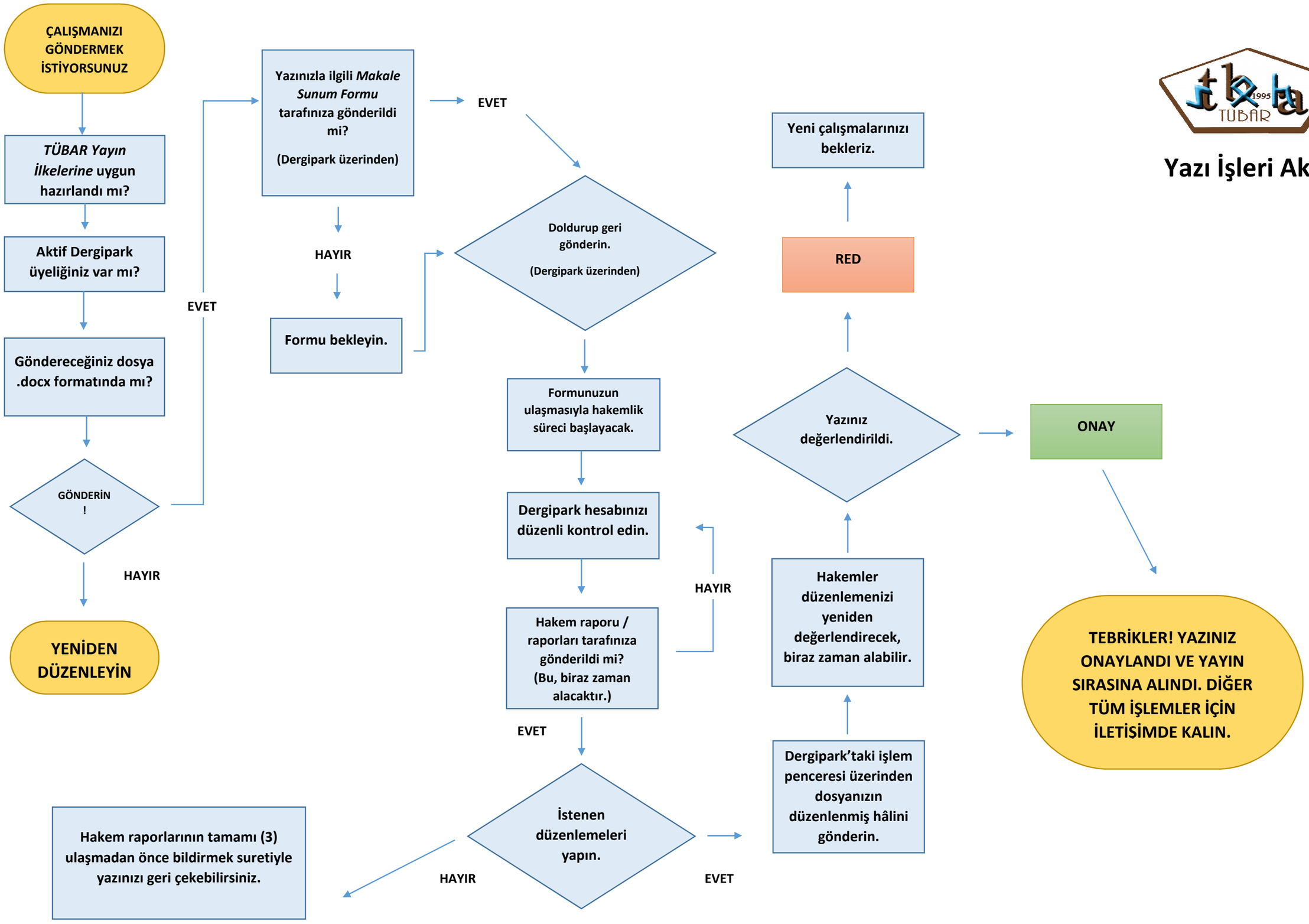Yazı İşleri Akışı