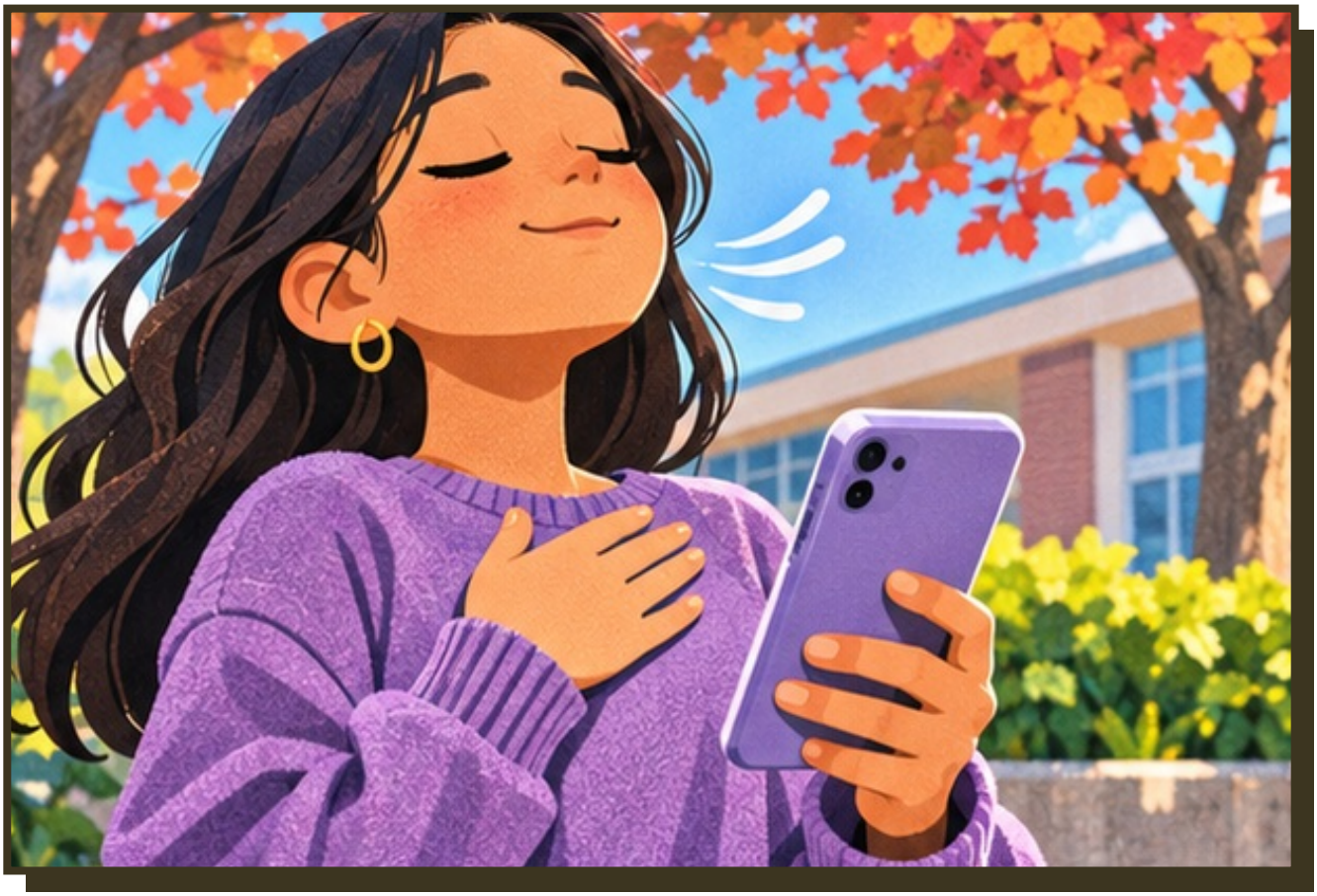
Think before you send



Read your message once. If it could hurt or confuse someone, change it.