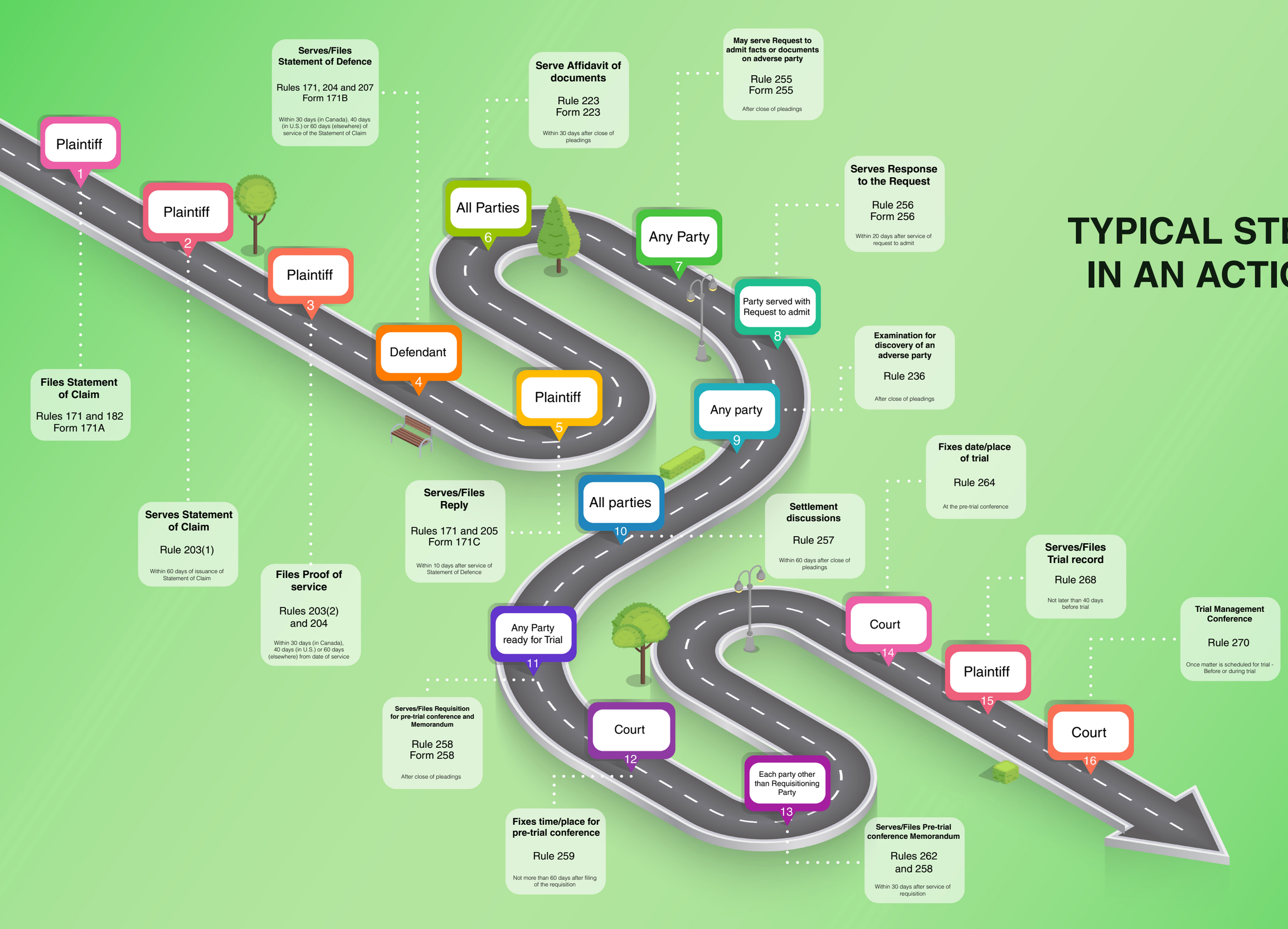TYPICAL STEPS IN AN ACTION