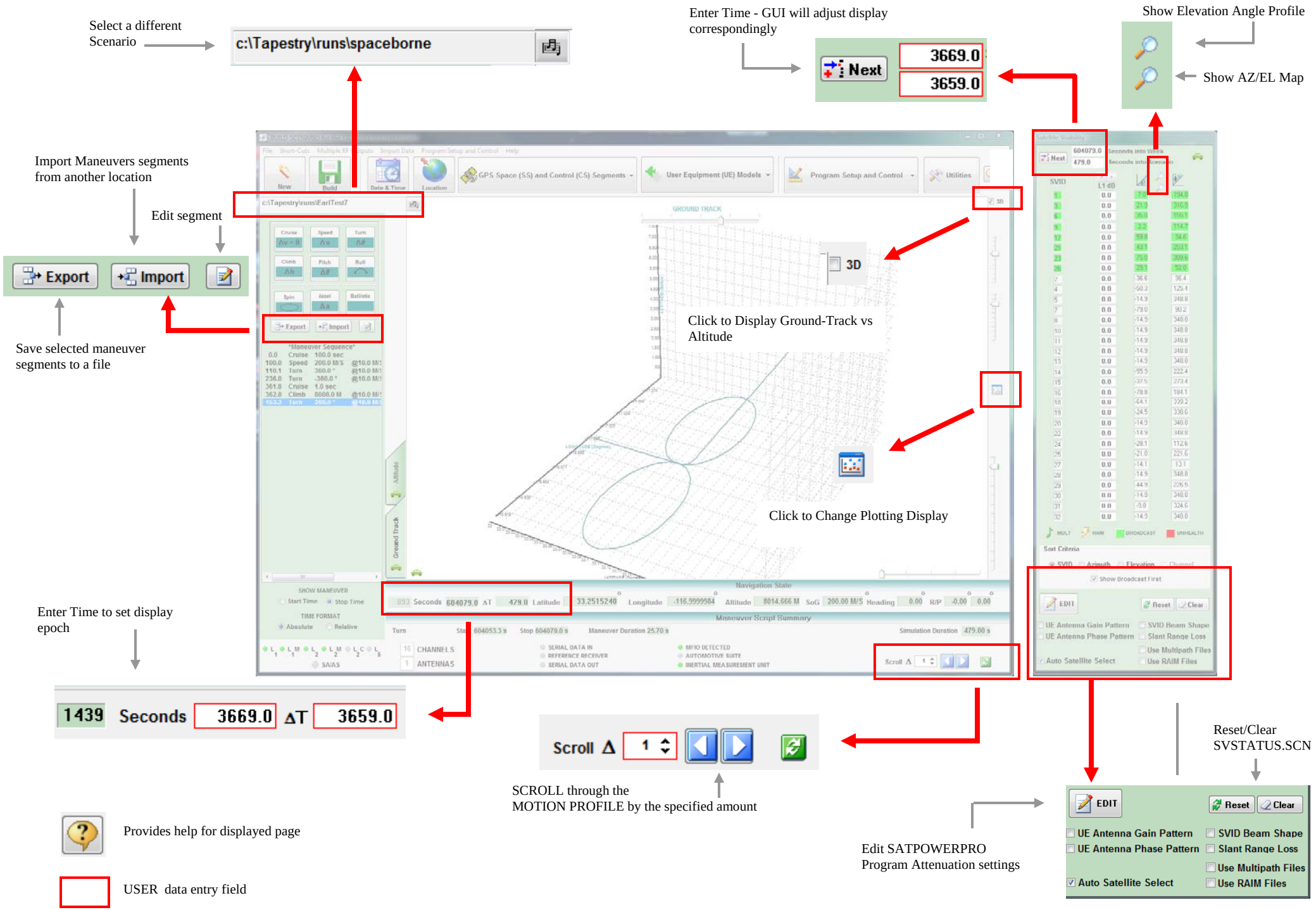SHORTCUTS and EDIT FIELDS