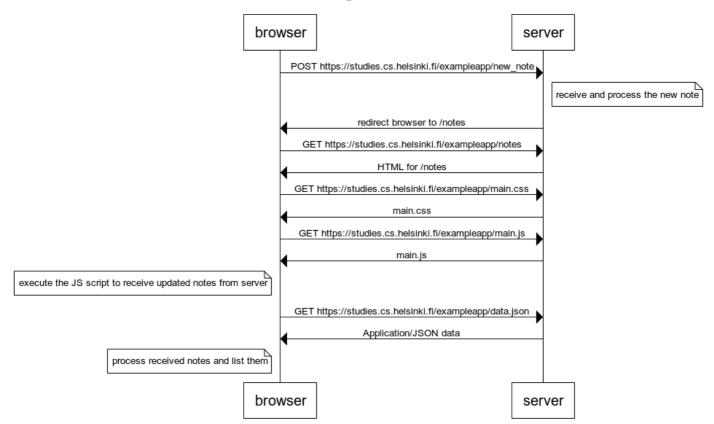creating new note