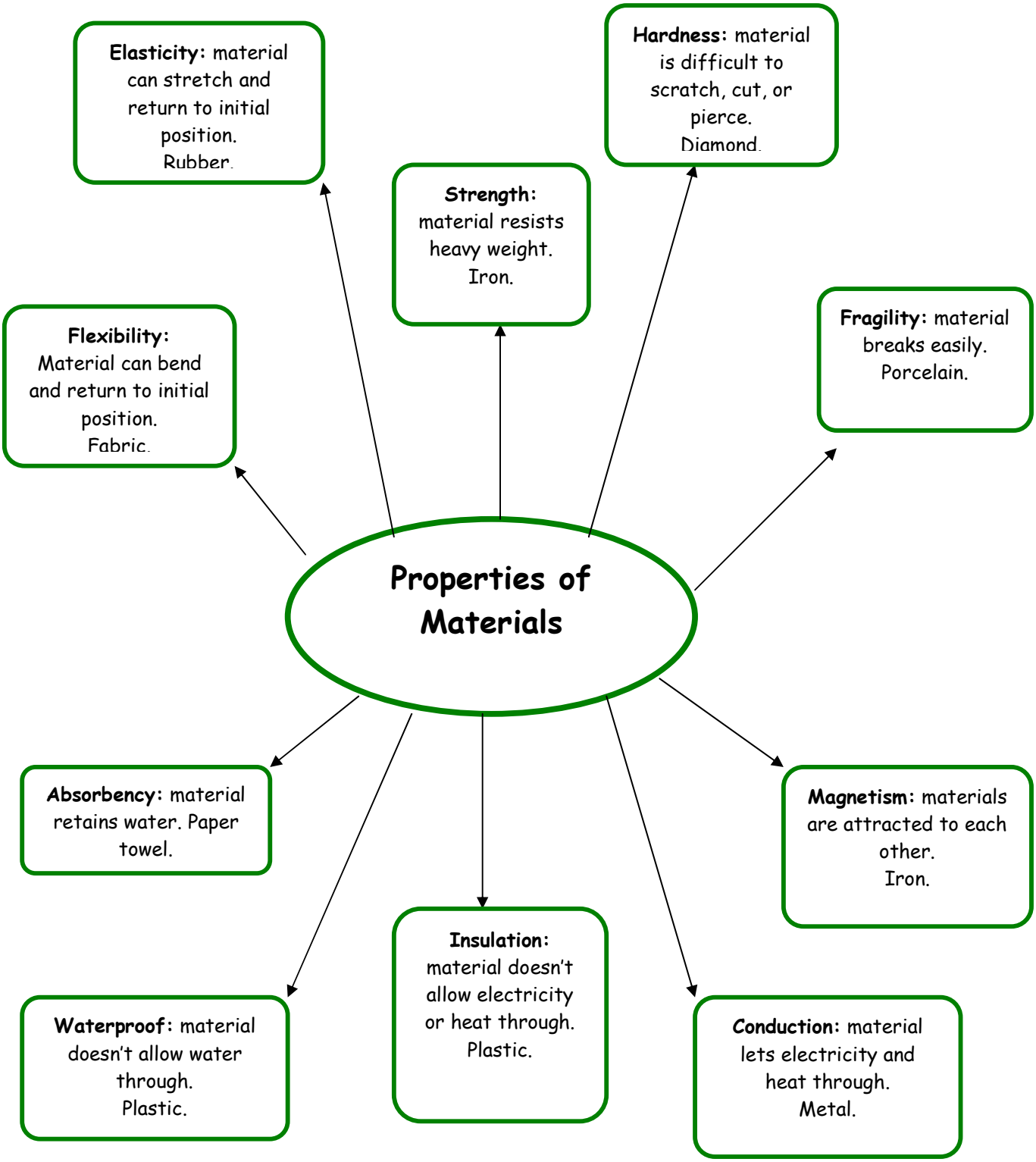GROUPING AND CLASSIFYING MATERIALS.