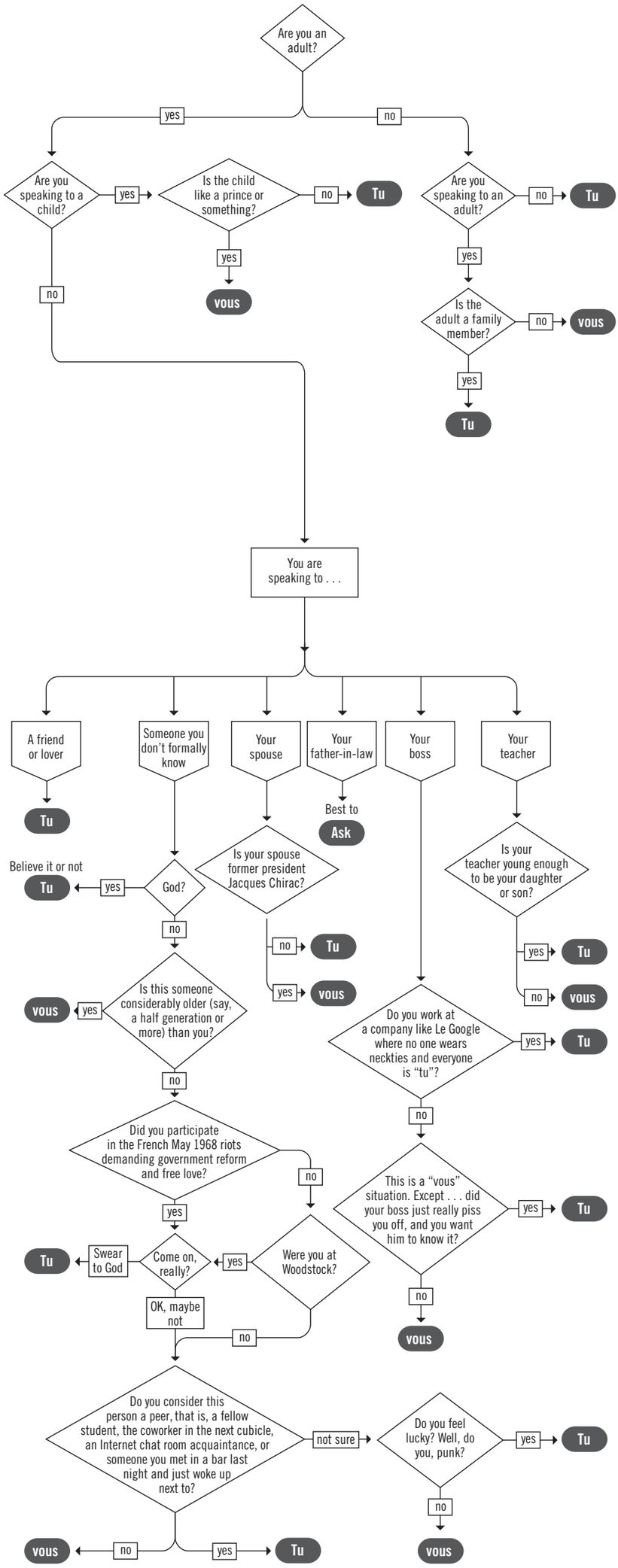A SHORT GUIDE FOR USING *VOUS* AND *TU*