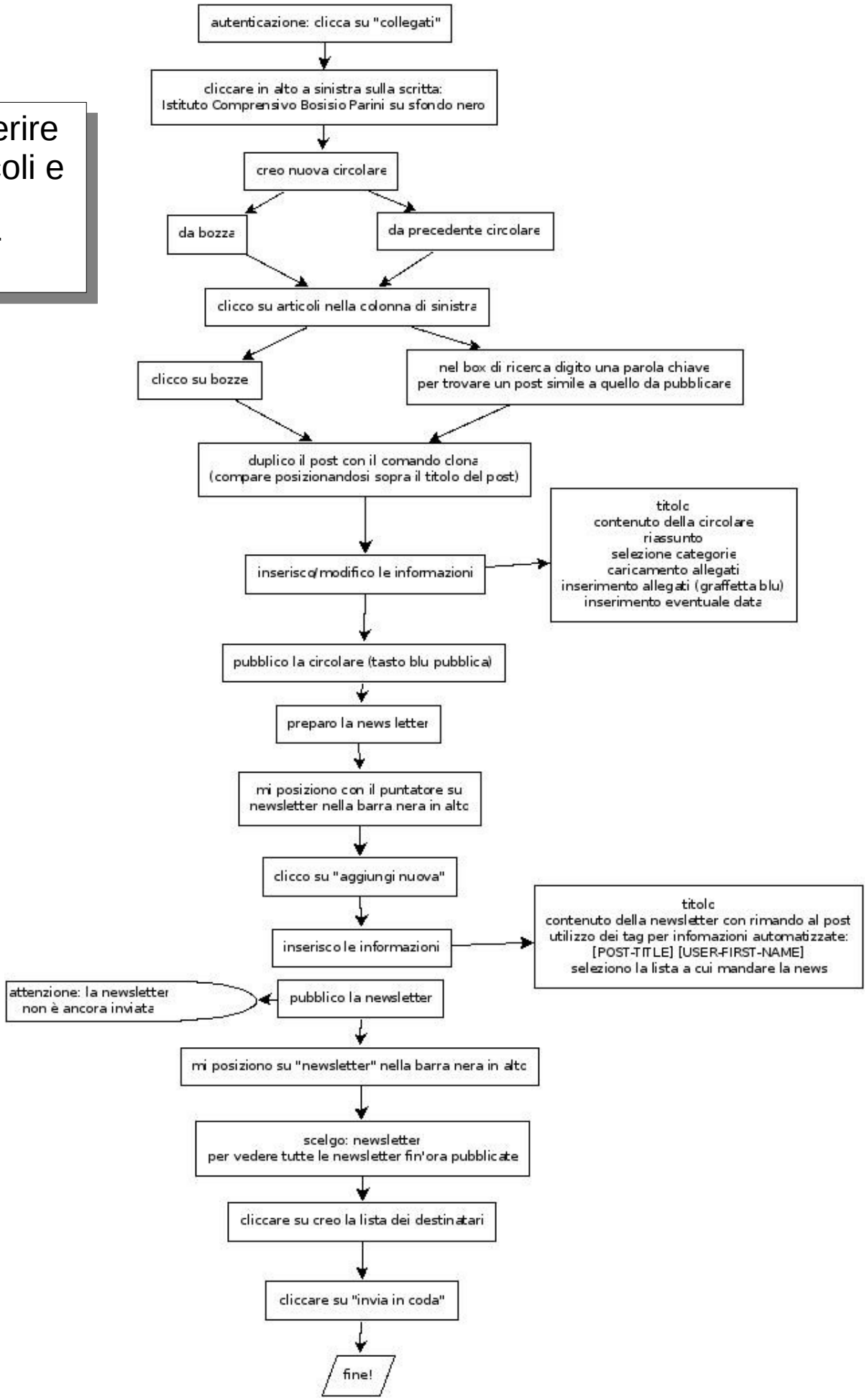Come inserire nuovi articoli e preparare newsletter