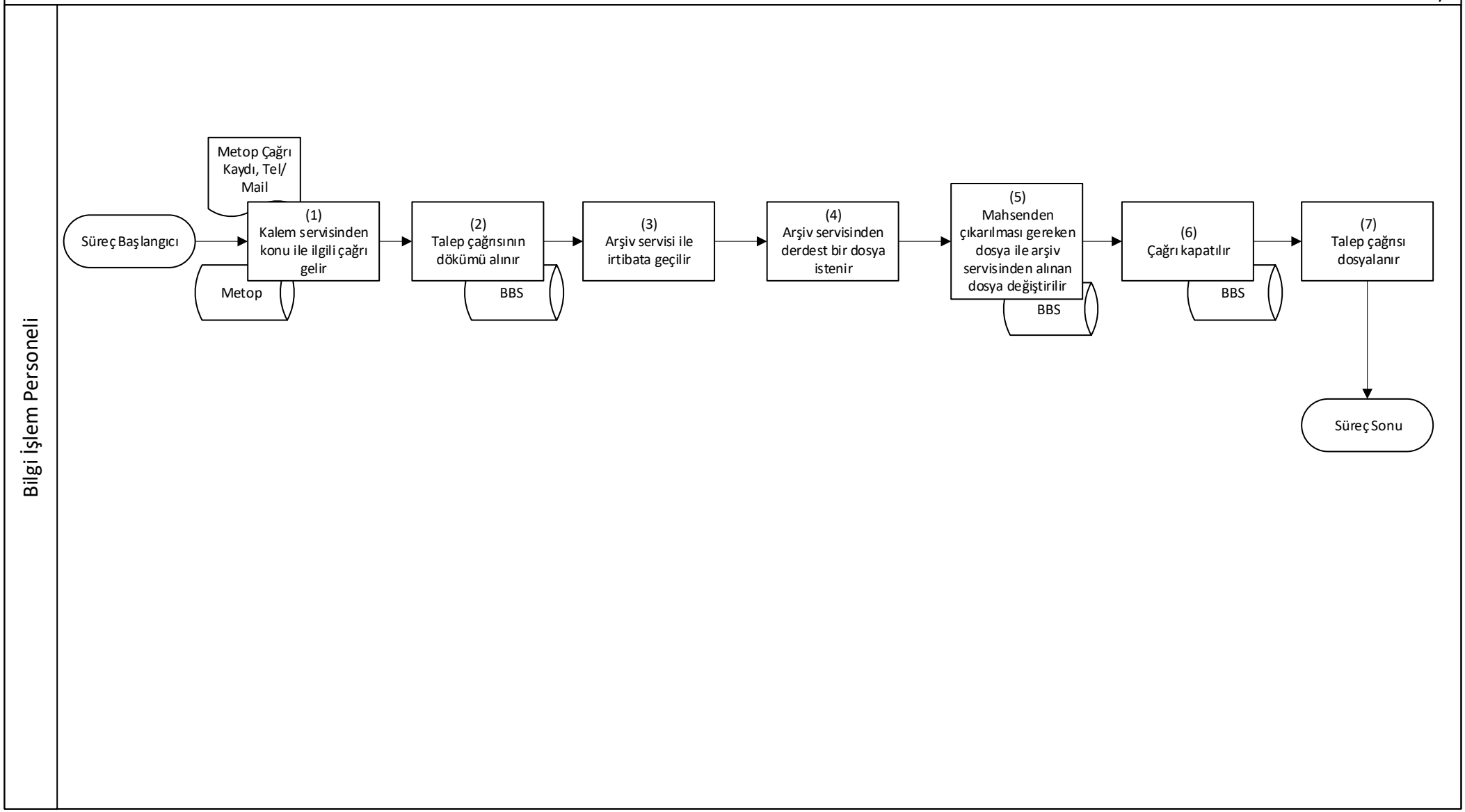Arşiv Olan Dosyayı Derdest Hale Getirme Süreci