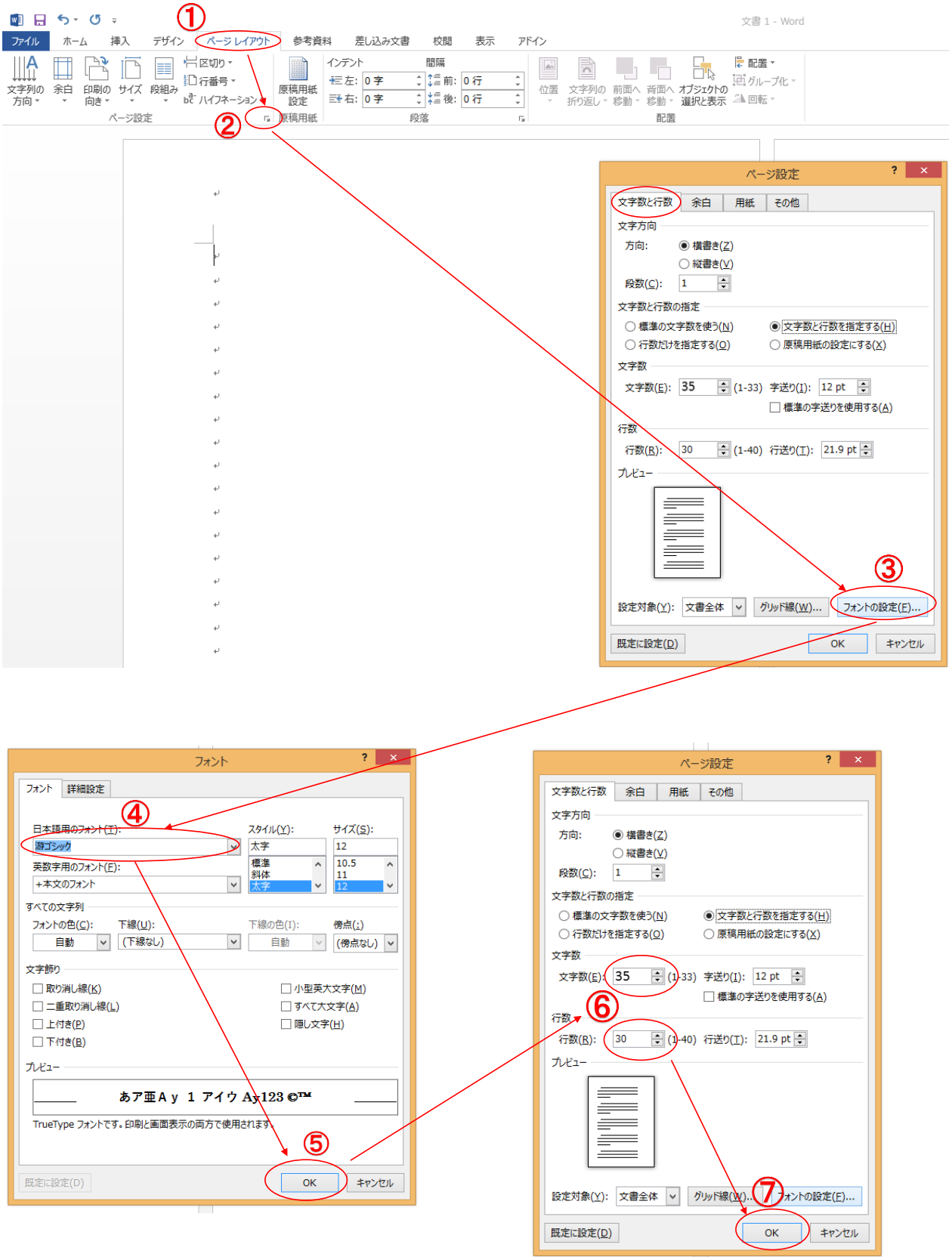WORD の文字数と行数設定方法