

Title:  
Labels

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Summary:

In this age, there is a lot of focus on the importance of "getting organized." There are even professional organizers for hire! Labels are a huge presence in the field of organization, because they enable everything to be tagged and put in its place. From birthday party invitations to mass market mailings to identifying file folders, consumers frequently employ labels in their everyday lives. Labels are a convenient and simple way to increase organization in business and home...

Keywords:

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Article Body:

In this age, there is a lot of focus on the importance of "getting organized." There are even professional organizers for hire! Labels are a huge presence in the field of organization, because they enable everything to be tagged and put in its place. From birthday party invitations to mass market mailings to identifying file folders, consumers frequently employ labels in their everyday lives. Labels are a convenient and simple way to increase organization in business and home settings.

By using the templates provided on word processing programs, making personal labels has become fairly easy and much less time consuming than writing them by hand. There are several name brand labels and many generic store brands that work with the same templates. Labels are available in several different shapes and sizes and in color, white, or clear. Some are permanent and others are removable. They are tailor-made for optimum print quality on either Inkjet or Laser printers. Labels are available for almost any need that the consumer may have.

For larger projects and for transferring data from a mailing list in spreadsheet format to a label template, many people use Mail Merge, a feature in Microsoft Word that uploads a list of names and addresses and reformats it into easy-to-print labels. Even if only one typed label is needed, label companies now sell detachable labels that can be printed one at a time without wasting other

labels.

The uses for labels are unlimited and include archiving and record keeping, shipping, advertising, and organization.

### Archiving and Record Keeping

Even in one's home, the amount of papers accumulated in a year from bills, statements, and reports are staggering. Businesses collect a much higher number of invoices, publications, and correspondence. Sometimes there is the temptation to throw it all away, but the day may come when a receipt or invoice from two years ago is needed and the consumer is so glad that it was saved. One way to get rid of all the clutter is by archiving the information monthly or yearly, according to the amount. Office supply companies sell archiving systems, which include sturdy boxes for storage, labels and programs for record keeping, and an internal filing system for use inside the box. This helps tremendously in keeping track of the important communications that have occurred.

### Shipping

Labels are necessary when shipping and mailing various items. Label templates on word processing programs offer a wide array of different labels, such as large labels for boxes, tiny labels for return addresses, and several sizes in between for labeling CDs, videotapes, floppy disks, and more. Full sheet labels are also available so that the user can be creative with their own cut outs, graphics and clipart.

### Advertising

Many businesses place their company logo and tagline on their mailing labels to make an impression on the buyer and create brand familiarity. For example, mail order companies know that it increases the buyer's satisfaction level when they see the familiar packaging and label arrive at their doorstep. Labels are also used in advertising for mass-market mailings of brochures, coupons, offers, and special sales sheets.

### Organization

Just about every aspect of life can be improved with increased organization. Labels help the user to achieve order by designating specific spaces for items. There are so many areas in which organization and labels are useful, including safety issues, like keeping track of alarm codes and times to replace fire detection units. Also, labels assist in keeping automobiles current on tune-ups, and family members and pets up-to-date on medical checkups. Household chore

schedules, gift wrapping area and supplies, coupon clipping, and rummage sales are just some of the other areas that are greatly helped by the use of labels.