

Colour Coding

An Overview



What is Colour Coding?

RED for 'Danger' **GREEN** for 'Go'..... the human eye reads colour faster and further than any words or numbers. Colour Coding is when each letter of the alphabet and numbers 0 to 9 are given a unique colour and pattern. This creates colour blocks that make it easy to identify files and virtually eliminates misfiles. Previously the only way to colour code files was by using individual sticky labels that proved time consuming to apply to folders. Colorflex addressed this problem by introducing a unique one-piece, computer generated Strip Label.

The label contains all of the required information whether it be Text, Colour Anchor Bands, Barcodes, Year Bands, Identification Bands or even Company Logos. All of this information can be printed onto one Strip Label in a few seconds and applied to a file folder.

Why Colour Code?

Colour Coding makes file recognition easier. Therefore, it increases the speed of retrieval and replacement of records out of and into the filing system, in both cases up to 40% faster than other forms of indexing. Using colour-coded methods for indexing records has been proven the most efficient type of filing system to have around today, saving you money and increasing productivity. Files are easier to find — so you spend less time looking for files and more time working.

Converting Existing Folders to Strip Labels?

Why wait weeks to convert your filing library when Colorflex are able to produce factory finished labels to speed the conversion of the folders in your filing library. It doesn't even matter if your files don't have an end tab — we offer the unique Convert-a-Tab label, which combines a strip label and tab in one label. Factory finished labels have the added advantage of being laminated which makes them harder wearing.

What is an On-Demand Label Printing System?

Colorflex patented the idea of a computer generated label printing system, and now offers two different systems. Intaglio is Colorflex's in-house label printing software package, which once installed allows users to print colour coded strip labels. For greater flexibility Colorflex now offers LabelsAnywhere, a web-based strip label printing system that requires no installation and works through Microsoft Internet Explorer 6 or higher. Before strip labels, the only way to label folders in-house was by applying individual colour bands to the end tab of a file folder, which proved to be time consuming and costly. With Colorflex's On-Demand Label Printing Systems you can dramatically improve this process by printing and applying a single Strip Label. The information on the label can be imported from your computer as opposed to manually keying on data.

On-Demand Label Printing Systems mean:

- Producing labels exactly when and where you need them.
- Matching labels already in use.
- Incorporating all information onto one 8" label — no need to apply more than one label to a folder.
- No need for large inventories of label supplies.
- Use virtually any colour inkjet or laser printer to produce your labels.



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