



supporting blind and
partially sighted people

PenFriend audio labeller Hints and tips guide

This is an evolving document, if you have any useful hints and tips you would like to share with other PenFriend users, please email them to education@rnib.org.uk

Contents

| | |
|---|----------|
| 1. Around the home | 2 |
| 1.1 Food items | 2 |
| Label information you could include | 2 |
| Reusable labels | 2 |
| Waterproof labels | 2 |
| Labelling freezer items..... | 2 |
| 1.2 Film and music collections | 2 |
| Label information you could include..... | 3 |
| 1.3 Clothing..... | 3 |
| Label information you could include..... | 3 |
| Attaching to items of clothing..... | 3 |
| 1.4 The medicine cabinet | 3 |
| Label information you could include..... | 3 |
| 1.5 Paperwork..... | 3 |
| Label information you could include..... | 3 |
| 2. In the garden | 4 |
| Label information you could include..... | 4 |
| Waterproof labels | 4 |
| Uses in the garden | 4 |
| 3. Use as a portable notetaker | 4 |
| 4. Out shopping | 4 |
| 4.1 In the shop | 4 |
| 4.2 Shopping lists..... | 5 |
| 5. At school | 5 |
| 5.1 Uses in the classroom | 5 |
| 5.2 Uses for pupils | 5 |
| 6. Getting the most from your labels | 5 |
| 6.1 Make four small labels from one large label | 5 |
| 6.2 Colour them for contrast..... | 5 |
| 6.3 Waterproof labels | 5 |

| | |
|--------------------------|----------|
| 6.4 Reusable labels..... | 6 |
| 7. Storage | 6 |
| 7.1 Storage ideas..... | 6 |

1. Around the home

1.1 Food items

Label information you could include

- sell by dates
- cooking instructions
- dietary information
- date placed in the freezer.

Reusable labels

- attach labels to [magnetic tape](#) (product code DL09), so they can be easily placed on metal food containers and moved to another container when required
- attach labels to jar lids, so for example when you finish one jar of jam and purchase your next jar, simply swap the lids over
- attach labels to cut out squares of plastic or cardboard and affix to bottles and boxes using Blu-Tack. Or punch a hole in the plastic or cardboard and thread an elastic band through and attach to the containers using the band.

Waterproof labels

- laminate the labels before or after you record onto them
- cover the label with sellotape
- seal inside a clear document wallet.

Labelling freezer items

- attach labels to small bulldog clips with flat tabs or freezer bag clips, they can be used to seal bags of food in the freezer
- insert your waterproofed labels into the packaging, such as inside the bag of frozen peas.

1.2 Film and music collections

Label information you could include

- film title
- synopsis
- actors
- age classification
- track names
- artist information.

1.3 Clothing

Note: these labels are not washable, however we are looking into labels that can be put through the washing machine.

Label information you could include

- washing and care instructions
- colour and pattern details
- details of other items of clothing and accessories the piece goes well with.

Attaching to items of clothing

- attach the labels to clothes pegs
- attached the labels to pieces of card with a hole punched into it and place this over the top of the coat hanger
- attach labels straight to the coat hangers
- attach labels to pieces of thin card or paper and then using a safety pin, attach them to the label inside the item of clothing.

1.4 The medicine cabinet

Label information you could include

- date prescribed / purchased
- dosage and application instructions
- details of what the medication is for
- special arrangements for taking it, such as with food.

1.5 Paperwork

Label information you could include

- date received
- details of who the document is from
- details of what the document contains

- any actions required
- diary appointments
- contact details
- telephone numbers.

2. In the garden

Label information you could include

- plant and vegetable names
- care and usage instructions
- packaging contents such as seed packets (tulips, marigolds, lettuce, carrots), plant food and weed killer.

Waterproof labels

- laminate the labels before or after you record onto them
- cover the label with sellotape
- seal inside a clear document wallet.

Uses in the garden

- punch a hole in your waterproof label thread through an elastic band and attached to plants or vegetables
- label seed packets
- label containers, such as weed killer, plant food and ant powder.

3. Use as a portable notetaker

It can also be used as a portable notetaker, record your message and keep track of it by placing the allocated label in a small notebook or in your diary.

4. Out shopping

4.1 In the shop

- as you go around the shop label up the items as they are placed in your trolley or basket, you will then know what they are when you get them home
- when purchasing electrical goods, ask for assistance in store to label remote controls and plugs.

4.2 Shopping lists

- place a large label on the back of your mobile phone, so you make a quick shopping list when you are out and about
- attach labels to a [magnetic sheet](#) (product code DL63) and keep it on the fridge and add items to it until you are ready to go to the shops.

5. At school

5.1 Uses in the classroom

- label equipment and resources such as skeleton models, art material storage drawers and field trip findings
- use with children with complex needs who like to hear and discover lots of different sounds and hear their own voice. Make lots of recordings and place them in a book which the child can access either by themselves if they are able to hold the pen over the labels or with assistance.

5.2 Uses for pupils

- organise their coursework
- add entries to their homework diary
- access class timetables.

6. Getting the most from your labels

6.1 Make four small labels from one large label

- if you have several items to label that are the same, such as four tins of baked beans, you can record the message onto one large label, then cut that label into four smaller labels and attach them to the four tins.

6.2 Colour them for contrast

if you would like some contrast between the label and the surface you are attaching it to, you can colour in the labels. Either give them an outline or colour them in completely.

6.3 Waterproof labels

- laminate the labels before or after you record onto them
- cover the label with sellotape

- seal inside a clear document wallet.

6.4 Reusable labels

- attach labels to [magnetic tape](#) (product code DL09), so they can be easily placed on metal food containers and moved to another container when required
- attach labels to jar lids, so for example when you finish one jar of jam and purchase your next jar, simply swap the lids over
- attach labels to cut out squares of plastic or cardboard and affix to bottles and boxes using Blu-Tack. Or punch a hole in the plastic or cardboard and thread an elastic band through and attach to the containers using the band.

7. Storage

7.1 Storage ideas

- use the provided clear plastic storage box, which is the right size for your PenFriend and the sheets of labels
- store in a large pencil case.

Compiled: 17 August 2009