

# Labeling Events

Events can have a label assigned to them. Labels let you categorize events with names, color coding and filtering.

Figure: Day Window.

Use the Labels window to create and maintain your set of labels. See [Labels Window](#).

Figure: Labels Window.

## Label shortcuts

To assign a series of events to the same label, select the label in the Label window by clicking in the left column. Then option click the label display area next to the events in the Day window.

See [Adding Items](#), [Changing Items](#), [Deleting Items](#), [Rescheduling Events](#).