

*\*Northwestern University values the inclusion of all our community and we wish to model that by making available Gender Pronoun Stickers. Together with many others Northwestern University and the Office of Institutional Diversity and Inclusion supports and values the inclusion of transgender and gender-fluid people by providing these stickers that invite all to communicate their Gender Pronouns. We hope that these stickers help people express and identify pronouns quickly and easily, but also make us all feel connected and welcome. Their use is entirely voluntary and we recommend that organizations make these available and invite people to use them, but that their use is not mandatory. Any Northwestern organization is welcome to download and print out these stickers for use of faculty, staff, students, alumni, and visitors. These can be worn on clothing or attached to name tags. Wearing the stickers helps create an atmosphere of inclusion and support of transgender and gender-fluid community; by inviting everyone to participate, we make the identification of preferred pronouns as part of our everyday Northwestern culture.*

### Northwestern ODI Pronoun Sticker Instructions:

1. Purchase the Avery Adhesive Oval Name Badges, 2" x 3-1/3" [here](#).
2. Print on Avery Oval Name badges with the Northwestern Pronoun Sticker Template. Depending on your needs, you can print all 6 pages, or select any number of individual pages to print as you see fit.
  - a. Page 1 of the Northwestern Pronoun Sticker Template = SHE/HER/HERS
  - b. Page 2 of the Northwestern Pronoun Sticker Template = HE/HIM/HIS
  - c. Page 3 of the Northwestern Pronoun Sticker Template = THEY/THEM/THEIRS
  - d. Page 4 of the Northwestern Pronoun Sticker Template = "Ask me about my pronouns"
  - e. Page 5 of the Northwestern Pronoun Sticker Template = "My preferred pronoun is \_\_\_\_\_"
  - f. Page 6 of the Northwestern Pronoun Sticker Template = Single-page variety of all the above options

### User Tips:

- Each printer is different, but if you have a bypass tray, that is usually the best way to load your Avery badge paper.
- To ensure you know how your printer handles and prints paper (and avoid wasting sticker paper):
  - Take a regular sheet of paper, and write "front left top" on the left-hand corner.
  - Note how you place the page in your printer/bypass tray (i.e. face down with top left-hand corner closest to printer, etc.).
  - Print one sticker page on this test paper and see where your written note is located. If the sticker design prints on the opposite side of the page where your note is located, then you now know to place the Avery badge paper the opposite way. If it printed on the correct side, but your note is upside down compared to the design, then you now know you placed it correctly but simply need to turn the direction of your paper.

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- Once you know what side of the paper, you will print on, place the correct Avery badge paper appropriately and print your stickers!