

Word Count

Using Word Count

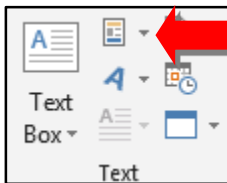
1. Right-click on the status bar at the bottom of the screen.
2. Select **Word Count**. The word count updates automatically as new text is entered.



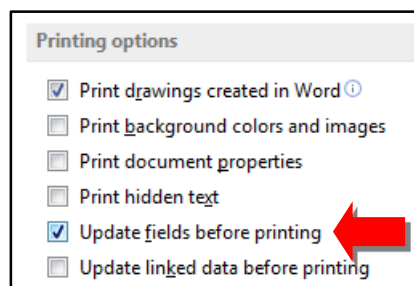
3. Click on the word count in the status bar to open a new window with additional statistics.
4. To see the word count for a particular selection of text, select the text and view the word count in the status bar.

Inserting Word Count

1. Click on the location in the document where you want the word count to appear.
2. Select the **Insert** Tab then **Quick Parts**.



3. Select **Field** then **NumWords** and **OK**.
4. The NumWords field does not automatically update. Right-click the NumWords field and select **Update Field**.
5. To update the NumWords field before printing:
 - a. Select the **File** tab.
 - b. Select **Options** then **Display**.
 - c. Under **Printing options** check the box next to **Update fields before printing**.



- d. Select **OK**.