

### Word Count

#### Using Word Count

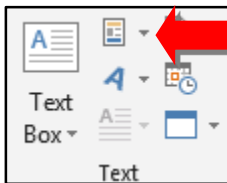
1. Right-click on the status bar at the bottom of the screen.
2. Select **Word Count**. The word count updates automatically as new text is entered.



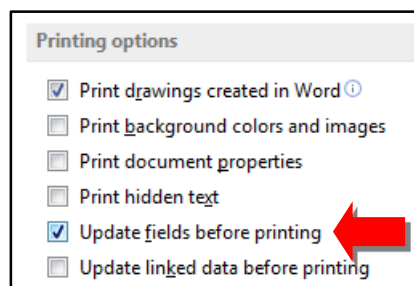
3. Click on the word count in the status bar to open a new window with additional statistics.
4. To see the word count for a particular selection of text, select the text and view the word count in the status bar.

#### 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**.