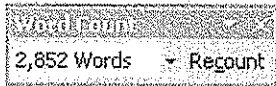


About word count

If you need to know how many words are in your document, Microsoft Word can count them for you. Word can also tell you how many pages, paragraphs, and lines are in your document, as well as the number of characters, either including or not including spaces.

Use the Word Count toolbar

As you add or delete content, you don't have to click **Word Count** on the **Tools** menu each time you want a recount. Instead, show the **Word Count** toolbar, and click **Recount** to update the count any time you want.



Count footnotes and endnotes

You can include footnotes and endnotes in the count. If you want to count part of a document rather than the whole, Word can count the footnotes or endnotes that refer to the selected text. You can also select multiple sections of text to count at a time, and the sections do not have to be next to each other.

Count words

1. On the **Tools** menu, click **Word Count**.

The results of everything Microsoft Word counts are displayed in the **Word Count** dialog box.

2. Click **Show Toolbar** if you want to recount as you make revisions without reopening the dialog box.

The **Word Count** toolbar will open in your document.

3. If you want to include footnotes and endnotes in the count, select the **Include footnotes and endnotes** check box.

If you count part of a document rather than the whole, Word counts the footnotes or endnotes that refer to the selected text.

Word recounts when you select or clear the check box.

Notes

- If you display the **Word Count** toolbar, you can click **Recount** at any time, or press ALT+C.
- You can also view the number of words and lines in a document by clicking **Properties** on the **File** menu, and then clicking the **Statistics** tab.

