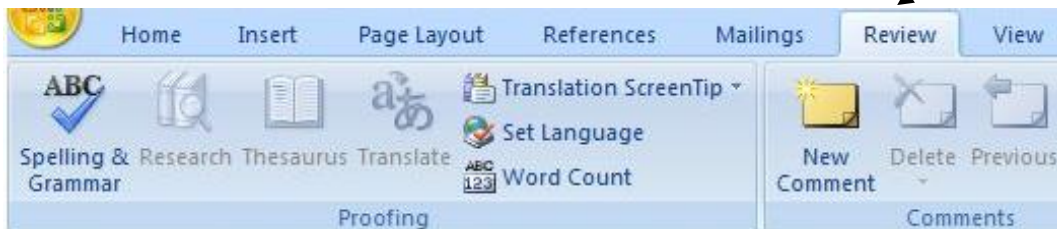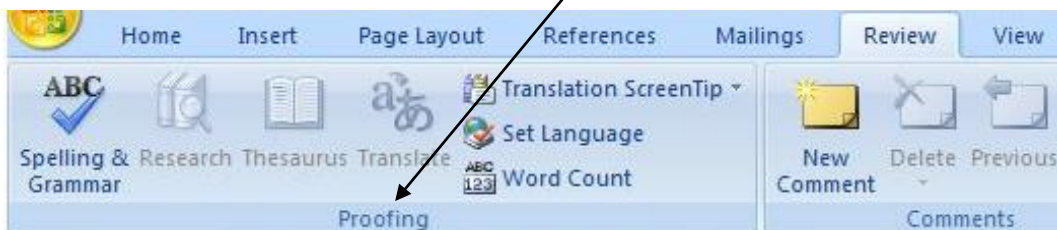Editio
Proofreading and Editing Services
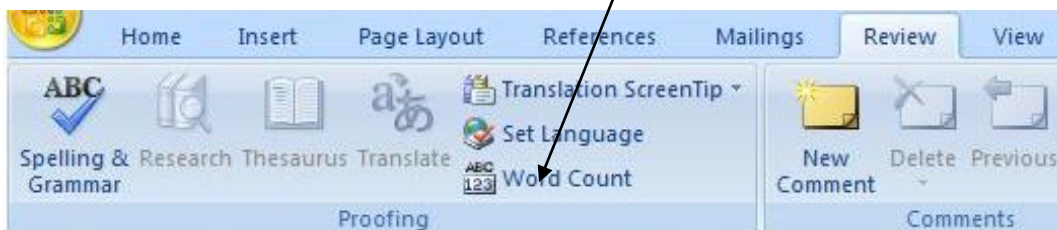
Word Count in Microsoft Word

To count the number of words in your document go to the **Review** tab
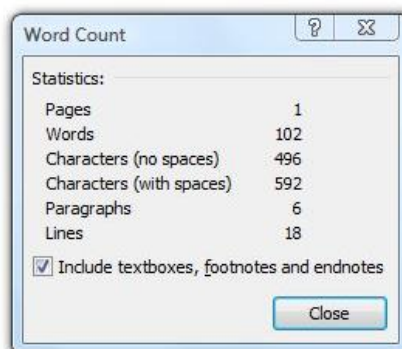

Then find the **Proofing** group

Click **Word Count**

The **Word Count** dialog box displays the number of pages, words, paragraphs, and lines in your document, and also the number of characters, either including or excluding spaces.

To include non-body text in the word count, select the "Include textboxes, footnotes and endnotes" check box at the bottom of the Word Count box.