## Proofreading and Editing Services

## Word Count in Microsoft Word

To count the number of words in your document go to the Review tab
Home Insert Page Layout References Mailings Review

| ABC |
| :--- |
| Spelling \& Research Thesaurus Translate <br> Grammar |
| Proofing |



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.

| Word Count | 8 | $E 3$ |
| :--- | :---: | :---: |
| Statistics: |  |  |
| Pages | 1 |  |
| Words | 102 |  |
| Characters (no spaces) | 496 |  |
| Characters (with spaces) | 592 |  |
| Paragraphs | 6 |  |
| Lines | 18 |  |
| $\nabla$ Indude textboxes, footnotes and endnotes |  |  |
|  | Close |  |

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

