



VIETNAM DOG HANDLER ASSOCIATION



How do I Turn On "Word Count" in Microsoft Word 2010?

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By Dave Broeker

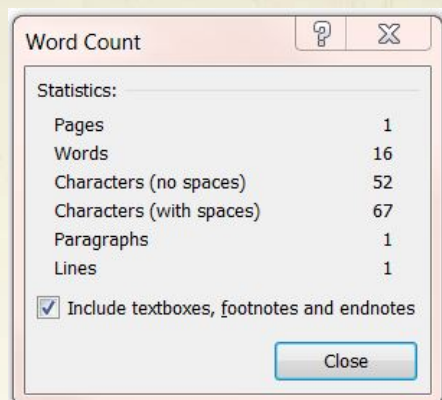
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In the ARTICLES section, this statement pertains to length of submitted stories. I made this statement: "Please try to limit individual articles to 25,000 words or less. Longer stories will be considered, though."

One easy way that I use to measure word count is by using Microsoft Word 2010, to create the article with.

Instructions to turn on word count in Microsoft Word 2010:

1. Open "Microsoft Word".
2. Create your article or part of it.
3. Left Click "Review" tab at the top of the page.
4. Locate the "Proofing" area on the toolbar.
5. Select "Word Count"
6. This puts a "Word Count" Toolbar on the page as seen below.



7. To count specific words, simply Highlight Text and then click on "Word Count".

8. To count all words in the article do not select anything, and then click on "Word Count".