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

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How do I Turn On "Word Count" in Microsoft Word Instructions

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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 stories to 3000 words or less. Slightly longer stories will be considered, though."

One easy way that I use to measure word count is by using Microsoft Word.

Instructions to turn on word count in Microsoft Word:

1. Open "Microsoft Word"

2. Left Click "View" at the top of the page.
3. Left Click "Toolbars"
4. Select "Word Count"
5. This puts a "Word Count" Toolbar on the page.



6. Click on the Toolbar pulldown arrow
7. Select "Words" (First time only)
8. Highlight the text you are inquiring about, to get a word count.
9. On the toolbar, select "Recount"
10. Your word count will show up here.
11. On successive word counts, simply Highlight Text and Select "Recount".

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