

GETTING A WORD COUNT AND INCLUDING IT IN YOUR DOCUMENT

WORDPERFECT

Remove metadata:

1. Open your document and click “File.”
2. Click “Properties.”
3. Click “Summary.”
4. Delete name from “Author.”
5. Delete name from “Typist.”
6. Click “OK.”
7. Save your document.

Word Count: Open your document. Go to File, Click on Properties, then the “Information” tab. The word count will appear.

Paste the word count into your document: With the dialogue box showing, press the “Print Screen” button on your keyboard, then hit “x” on the top right corner of the dialogue box (so it goes away). Go to the last page of your document. Hit CTRL-Enter to start a new page. Hit CTRL-V. The dialogue box with the word count will appear. Re-save your document now.

WORD

Remove metadata:

1. Open the file and click “Tools.”
2. Click “Options.”
3. Click “Security” tab.
4. Select “Remove any personal information from file properties on save.”
5. Click “OK.”
6. Click “Save.”

Word Count: Go to File, Click on Properties and select Statistics. It will show the word count. OR Go to Tools, Click Word Count.

Paste the word count into your document: With the Word Count dialogue box showing, press the “Print Screen” button on your keyboard, then hit “x” on the top right corner of the dialogue box (so it goes away). Go to the last page of your document. Hit CTRL-Enter to start a new page. Hit CTRL-V. The dialogue box with the word count will appear. Re-save your document now.