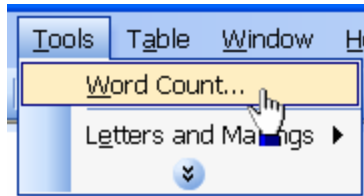
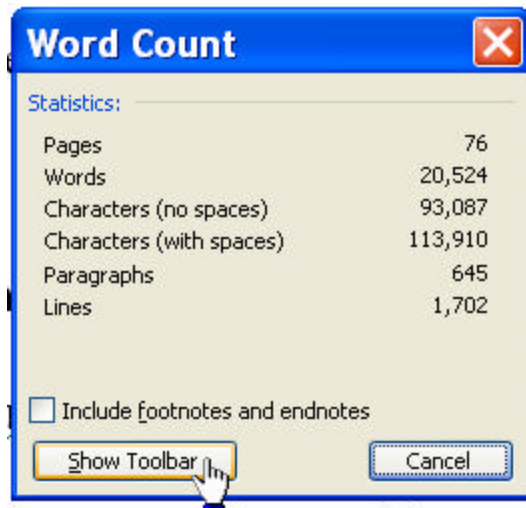


How to set up a running word count using Microsoft Word 2003

1. In the drop-down Tools menu, select **Word Count**.



2. When the current word count displays, select **Show Toolbar**.



The current word count displays in a floating toolbar. Select **Recount** at any time for an updated word count.



3. (Optional) Drag and drop the toolbar to the top of the screen with the other toolbars.

