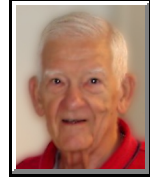


# WordPerfect 7 – X4

## WORD COUNT APPLICATIONS BAR

Dave Lee



Sometimes you'll want to know how many words are in a document. WordPerfect will count them for you.

You can do the word count at any point in its creation.

Almost as importantly, you can add Word Count to your Application Bar (found at the bottom of the WordPerfect word area screen).

Here's how.

1. Open Settings (**Figure 1**):

➊ RIGHT-click on the Applications Bar.

➋ Click on "Settings".

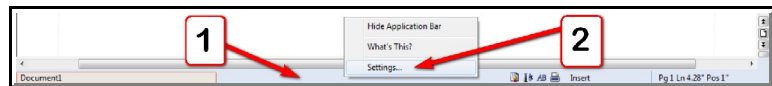


Figure 1

2. Add Word Count (**Figure 2**):

➌ Click on "Word Count" option.

➍ Click on "Reset" button.

➎ Click on "OK" button

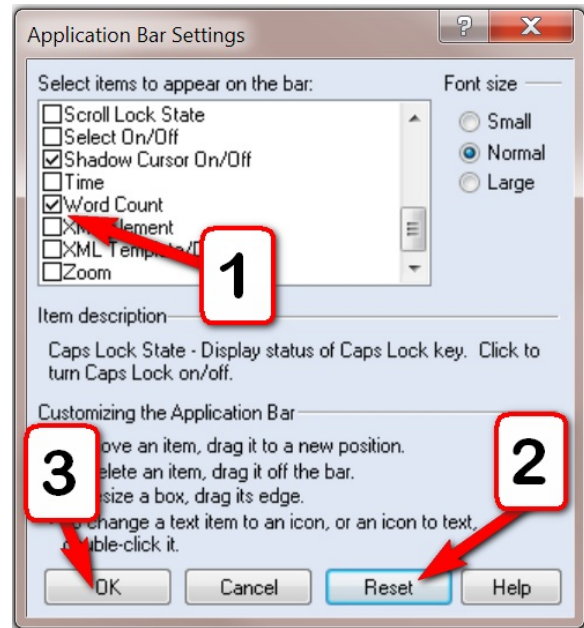


Figure 2

3. "Count" option is added to the Applications Bar. To use it just Left-click on "Count" (**Figure 3**).

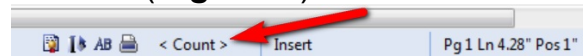


Figure 3

4. The number of words appears. Update it by clicking on the number (**Figure 4**).

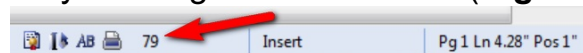


Figure 4