

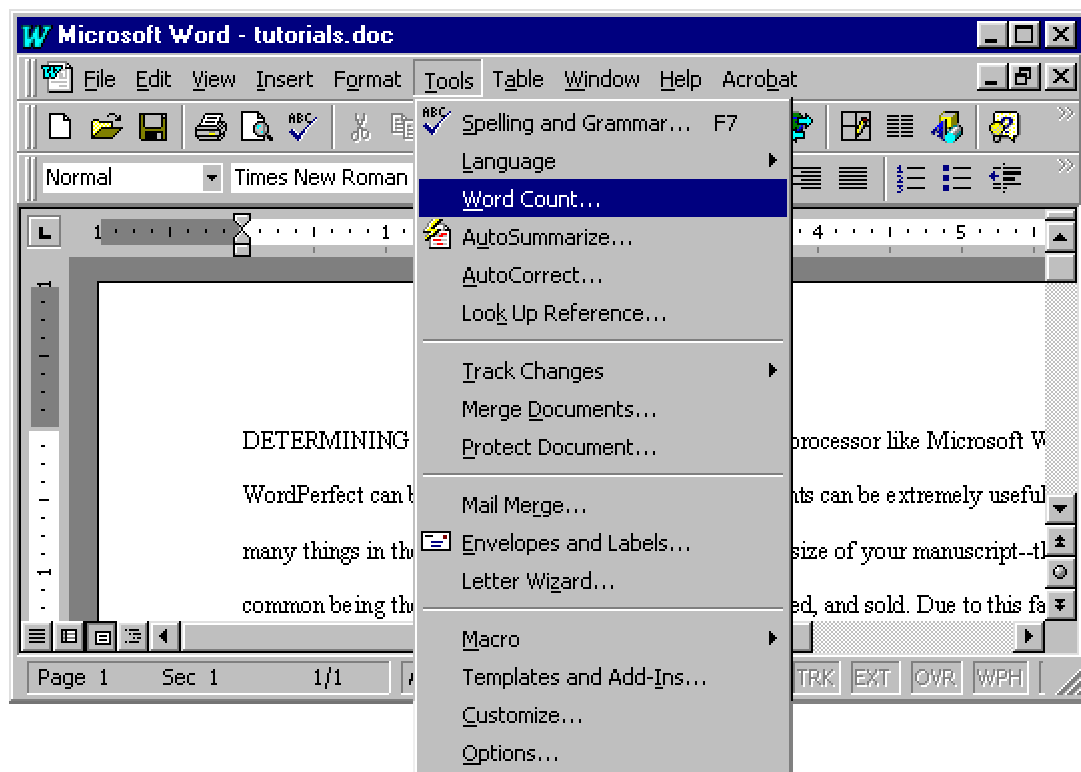
Determining Page and Word Count (Microsoft Word)

Posted November 01, 2002
PDF version

Determining the page and word count using a word processor like Microsoft Word or Corel WordPerfect can be done in nearly an instant. These counts can be extremely useful to know, as many things in the publishing industry are guided by the size of your manuscript—the most common being the cost to have it edited, formatted, printed, and sold. Due to this fact, it is important to get the most accurate count. The first step in making sure that you receive an accurate count is to make sure that your manuscript is a single file. If you have multiple files (for example, each chapter is a separate document), you might want to consider merging them into a single file. You will also want to make sure that the count does not include track changes or editorial comments, which would not be included in the submission version.

The page and word count functions of your word processor can be found in the same place. Though you can scroll to the end of your document and view the page count listed in the bottom, left-hand corner of your screen, depending on the set-up of your page-numbering, you may not always know which number to go by. However, you may obtain both word count and page count by using the automated function of your word processor.

Accessing document information. In order to determine document information such as page and word count, go to **Tools** and **Word Count** in your toolbar.



A window will open, displaying the statistics of your document as follows:

Pages will show you the total number of pages in your document.

Words will show you the total number of words in your document.

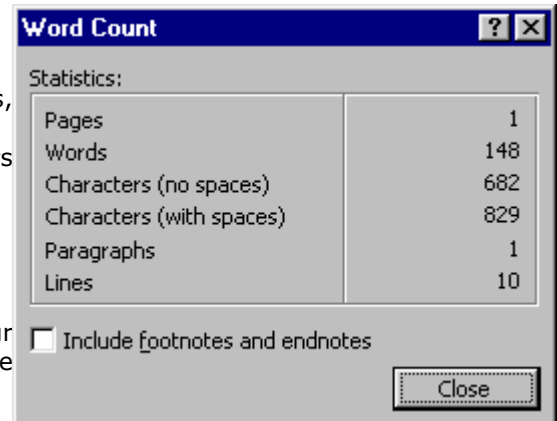
Characters (no spaces) will count the number of characters (letters, numbers, and symbols), not including spaces.

Characters (with spaces) will count the number of characters (letters, numbers, and symbols), including spaces.

Paragraphs will display the number of paragraphs in your document.

Lines will display the number of lines in your document.

You will also have the option to include footnotes and endnotes in your count. If these are present in your document, this box should be checked in order to obtain a total count.



When a page count is requested, rather than a word count, you may want to clarify several points if the count is to determine a rate. Page counts can vary greatly depending upon the following: page spacing, format, font, font size, the use of dialogue, tabbed vs. spaced paragraphs, etc. On average, there are approximately 300 words per double-spaced page, using a 12 pt. standard font. Your page count may be inflated if your document contains graphics, tables, or graphs.

To determine your page and word count using Corel WordPerfect, go to [Determining Page and Word Count \(Corel WordPerfect\)](#)

*Screenshots are of Microsoft Word 97
and older or newer versions of this program may differ slightly in appearance.*

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