

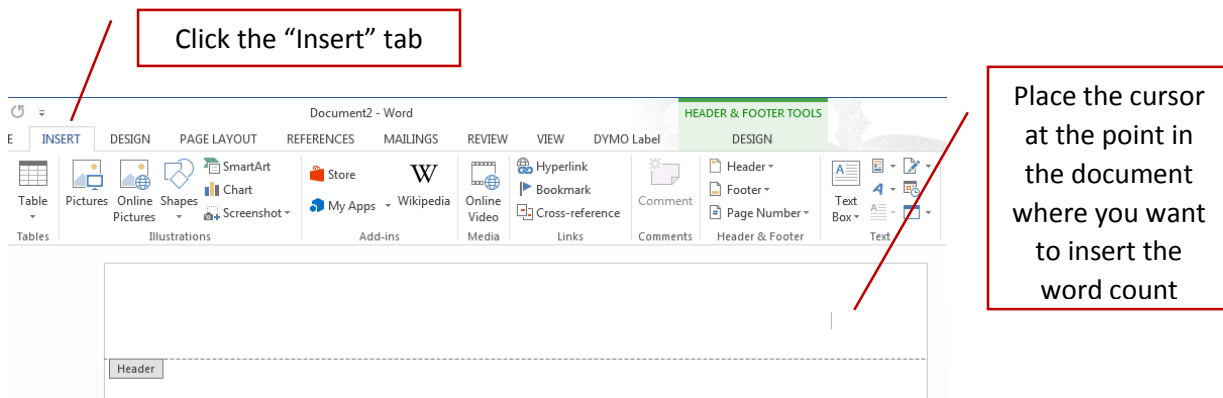
Westlaw’s **TWEN** Take-Home Exams

When you are using TWEN for your take home exam(s), and your professor needs to know how many words have been written, the “Word Count” feature is an excellent tool for getting this done. Below are the steps for PC users and MAC users.

PC USERS

To see the word count in your document, Microsoft Word (version 2013) can insert the word count into your document and update that information as often as you want.

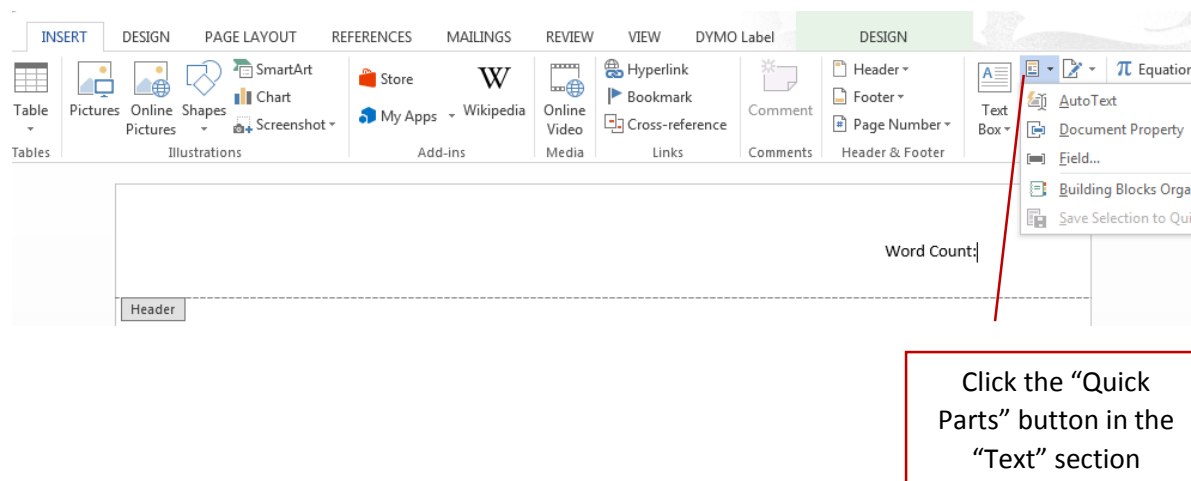
- 1) To insert a word count in your document, place the cursor at the point in the document where you want to insert the word count and click the “Insert” tab, for example, in the header of the document:



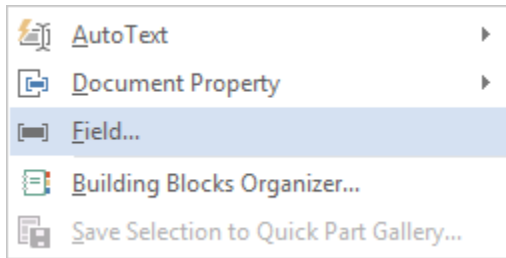
- 2) You can add the words “Word Count:” before the cursor.



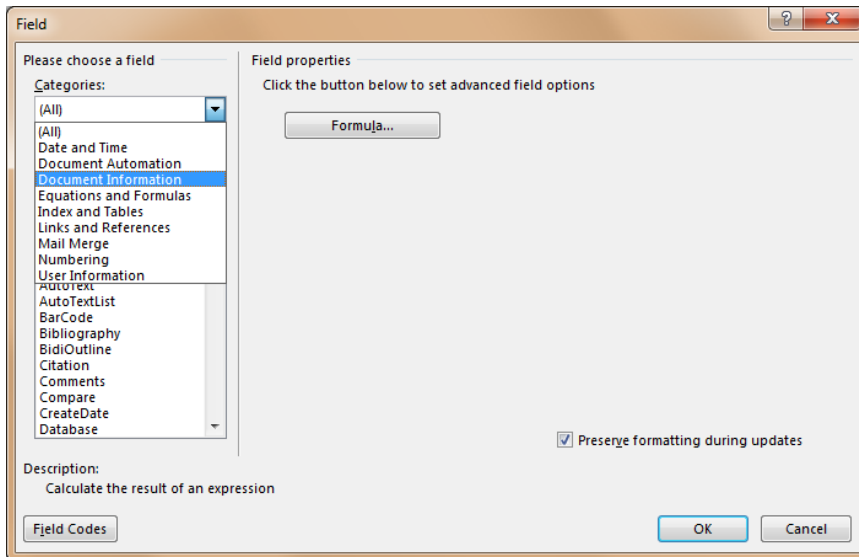
- 3) In the “Text” section of the “Insert” tab, click the “Quick Parts” button.



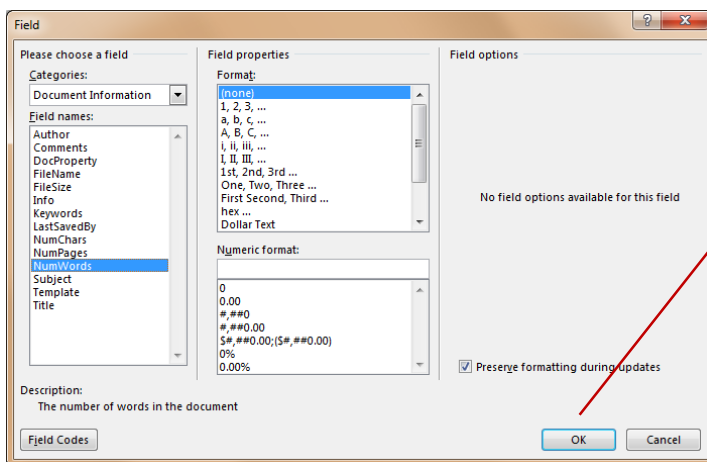
- 4) Select “Field” from the drop-down menu.



- 5) On the “Field” dialog box, select “Document Information” from the “Categories” drop-down box.

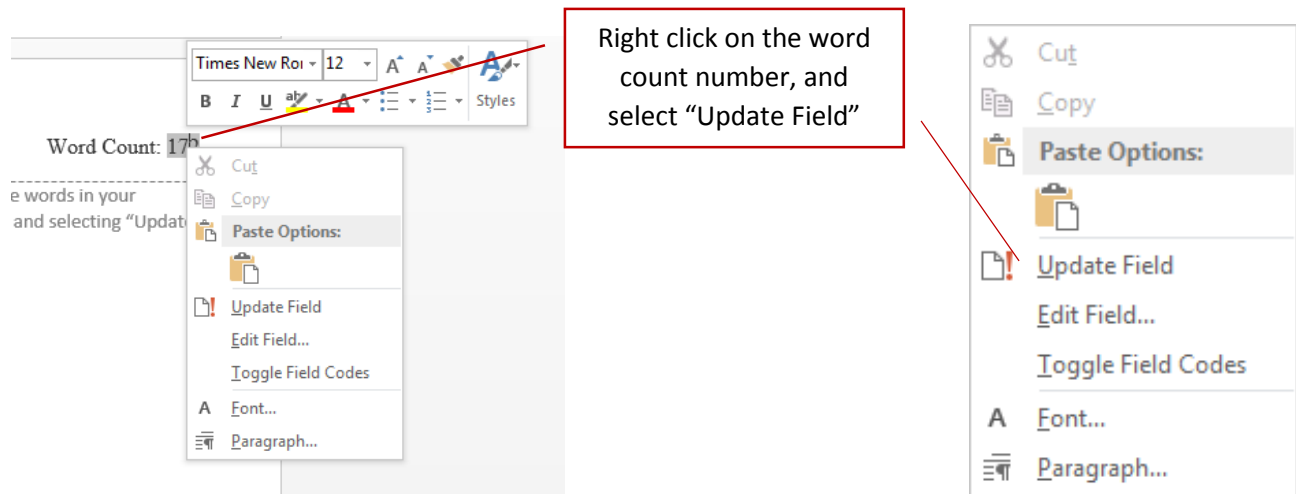


- 6) Click on “NumWords” in the “Field names” list on the left. The “Format” and “Numeric format” lists allow you to specify the format for the field being inserted. However, for the number of words, you don’t need to apply any formatting so don’t select anything from those lists. Click “OK” to insert the field into the document.

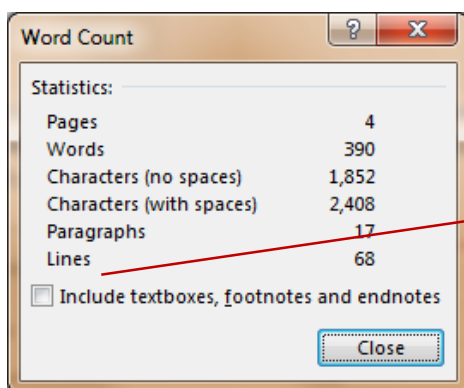
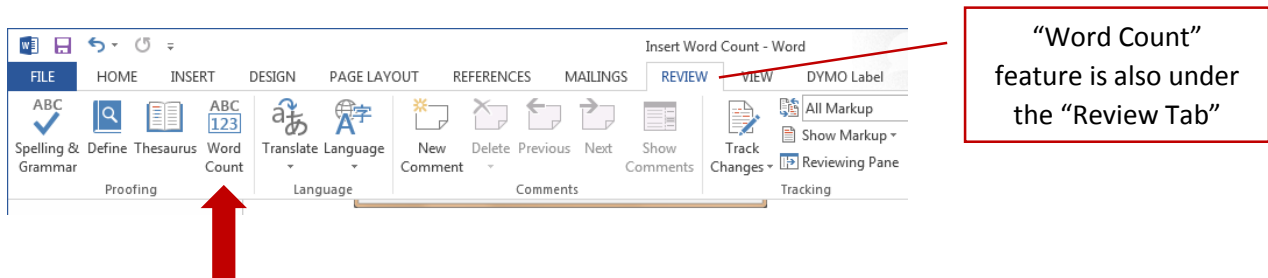


Click on “NumWords” and click “OK” to insert the field into the document.

- 7) **Updating the Word Count in Your Document** - The number of words in your document is inserted at the cursor. Once you add or delete words in your document, you can update the word count by right-clicking on the word count number, and selecting **“Update Field”** from the popup menu.



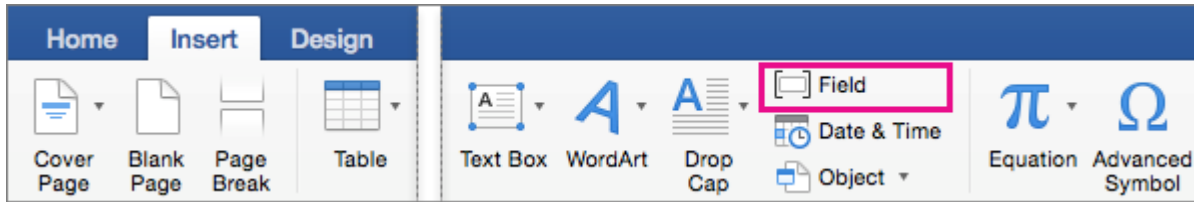
- 8) **NOTE:** The inserted word count does not include textboxes, footnotes and endnotes. You can compare the inserted word count with the **“Word Count”** feature under the **“Review”** tab. Just make sure the **“textboxes, footnotes, and endnotes”** is left unchecked.



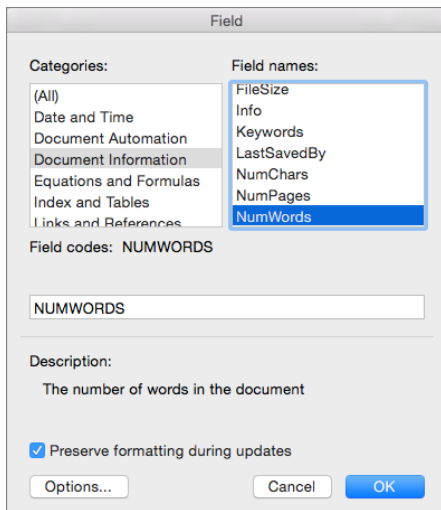
Leave “textboxes, footnotes and endnotes” unchecked.

MAC USERS – Microsoft WORD (version 2016)

- 1) Similar to the PC instructions, click in your document where you want the word count to appear.
- 2) Click Insert > Field.



- 3) Under Categories, click “**Document Information**”, and then under Field names, click “**NumWords**”. Click OK to add the word count field to your document.



- 4) **Update the Word Count in Your Document** - To update the information, Control-click where you added the field, and then click Update Field.

