Count the number of words in a document

Microsoft Word counts the number of words in a document while you type. If you find you have a word count that doesn't tally with Turnitin, this will be because word is counting the text boxes, footnotes and endnotes.

To Stop Word counting the text in Textboxes, footnotes or endnotes

Click on the Review Tab

Untick the box shown below

If you require further assistance:
Help is available in the Old Library Cluster, Marjorie Robinson Library and Robinson Library
Opening times at http://www.ncl.ac.uk/itservice/support/clusteritservicedesks/openinghours/