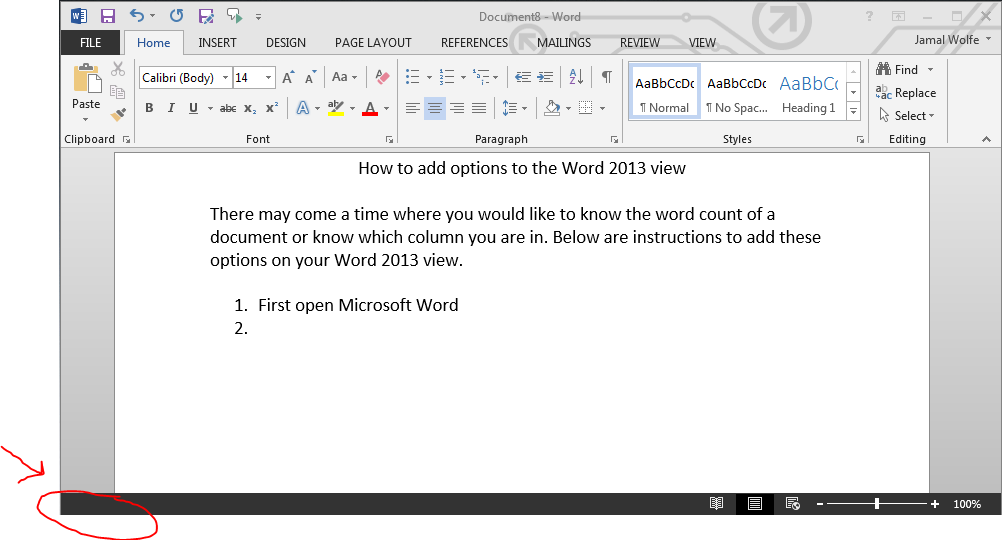
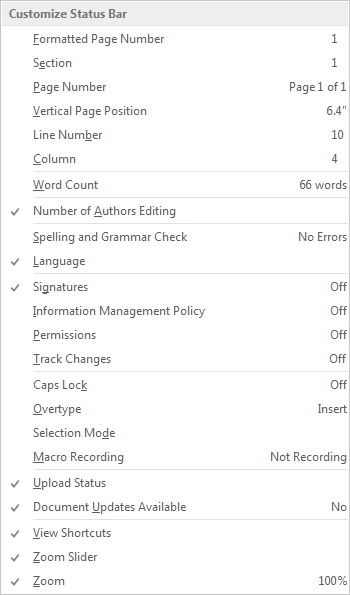
How to add options to the Word 2013 view

There may come a time where you would like to know the word count of a document or know which column you are in. Below are instructions to add these options on your Word 2013 view.

1. First open Microsoft Word
2. In the lower left hand side of your screen, right click on the black strip 
3. You will see these options 
4. Select the desired options and then you will see the information in that same black strip 