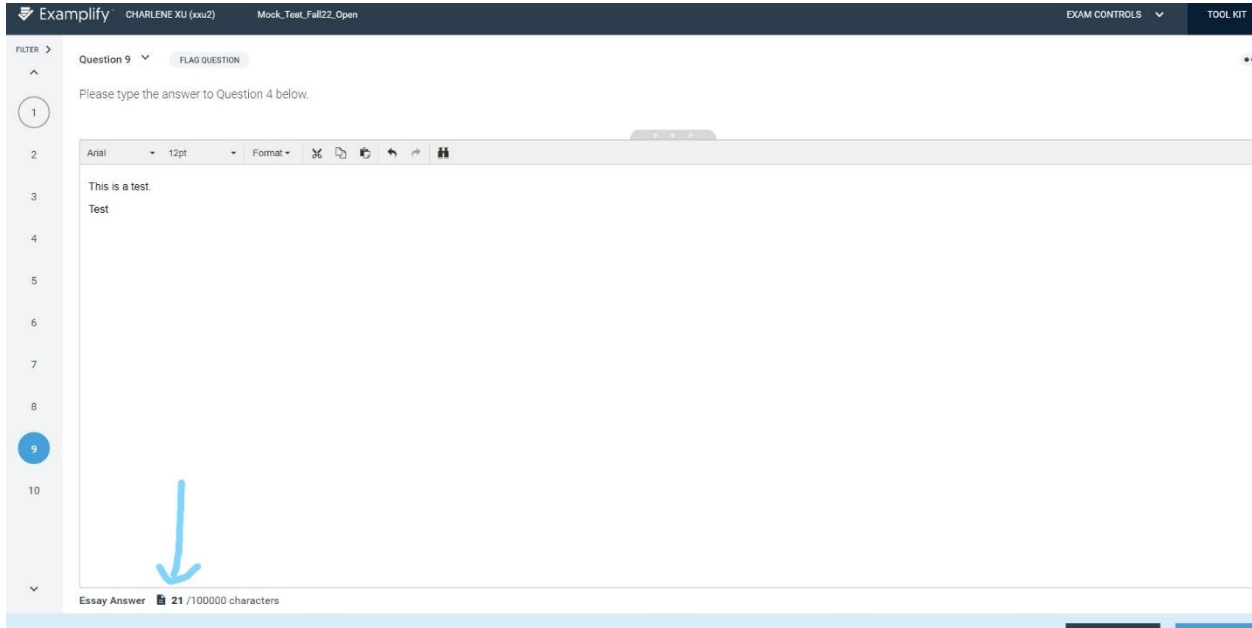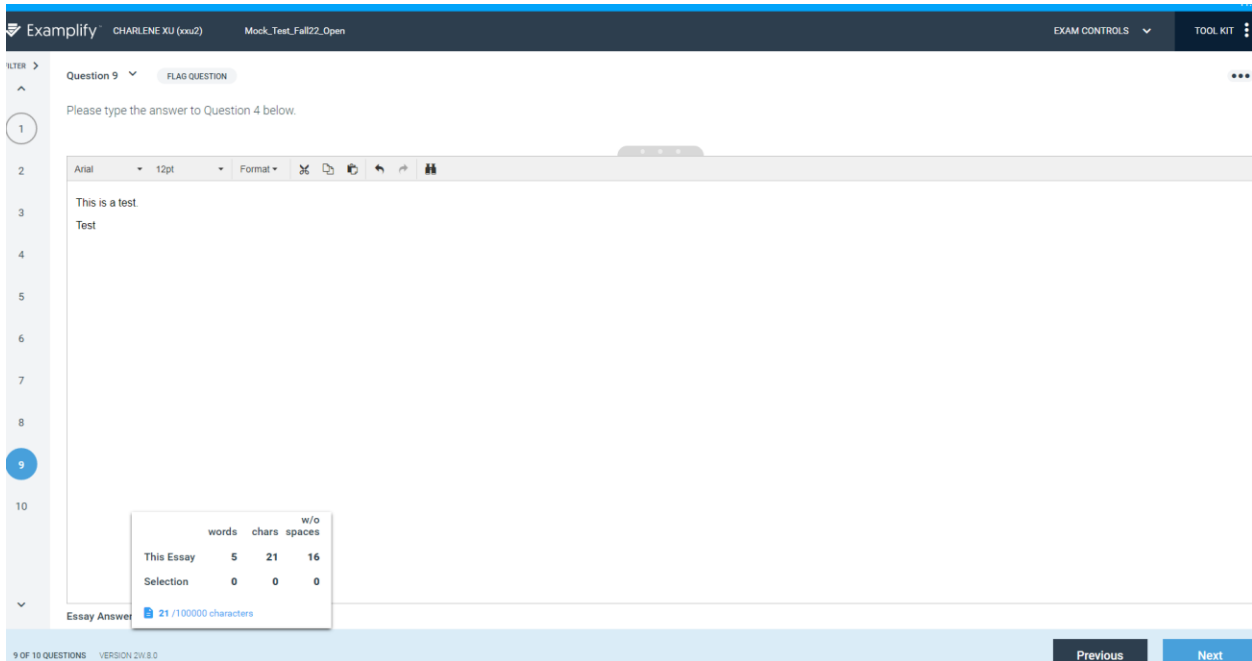**To access the Word Count or Character count features in Examplify:**

Step One: Click on the paper icon at the bottom of the screen. (See icon under blue arrow below.)

Step Two: This will display a pop-up box showing the Word Count, Character Count, and Character Count w/o spaces. Check the appropriate column to determine your count.