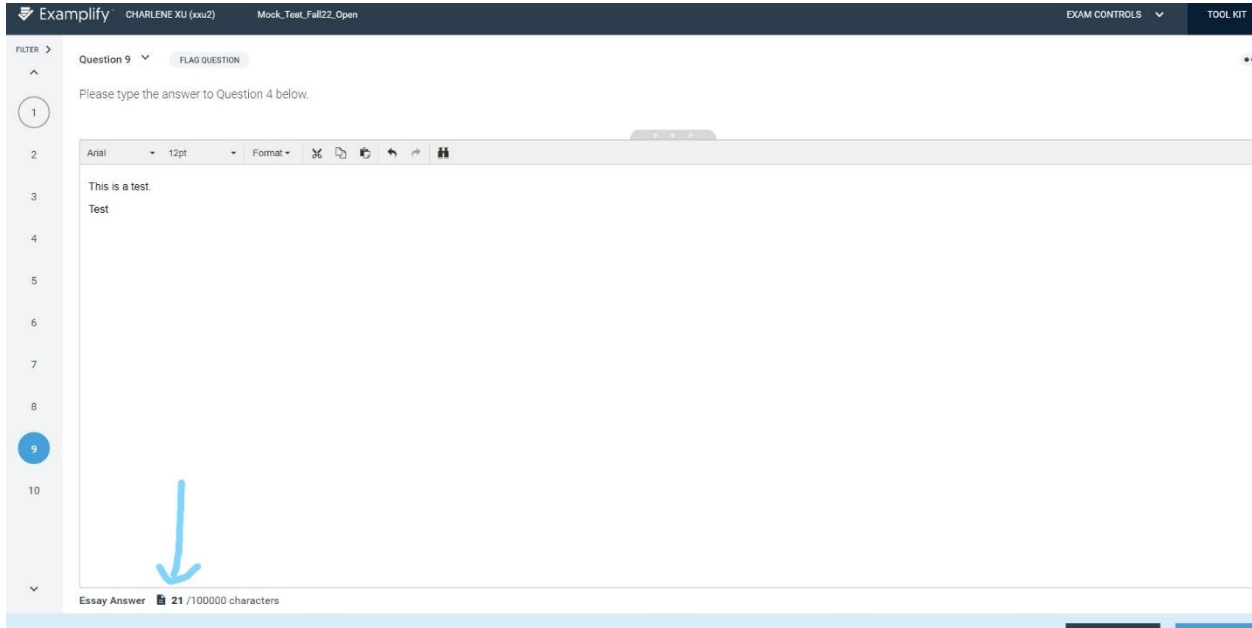


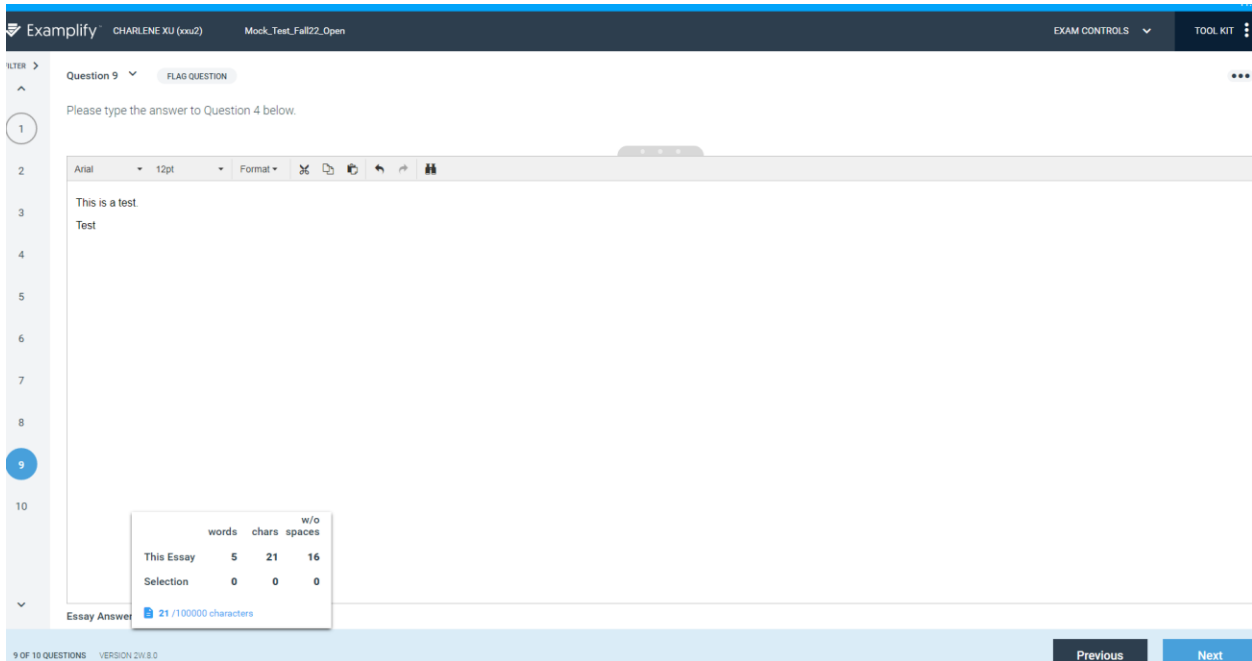
To access the Word Count or Character count features in Exemplify:

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



The screenshot shows the Exemplify interface for a question editor. At the top, it displays 'Exemplify CHARLENE XU (xuu2) Mock_Test_Fall22_Open EXAM CONTROLS TOOL KIT'. Below this, there's a 'FILTER' dropdown and 'Question 9 FLAG QUESTION'. The main area contains a text input field with the text 'This is a test. Test'. At the bottom left of the editor, there is a paper icon, and a blue arrow points to it. The status bar at the bottom shows 'Essay Answer 21 /100000 characters'.

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.



The screenshot shows the Exemplify interface with a pop-up box displaying word and character counts. The pop-up box has the following data:

	words	chars	w/o spaces
This Essay	5	21	16
Selection	0	0	0

The status bar at the bottom shows '9 OF 10 QUESTIONS VERSION 2W.8.0 Previous Next'.