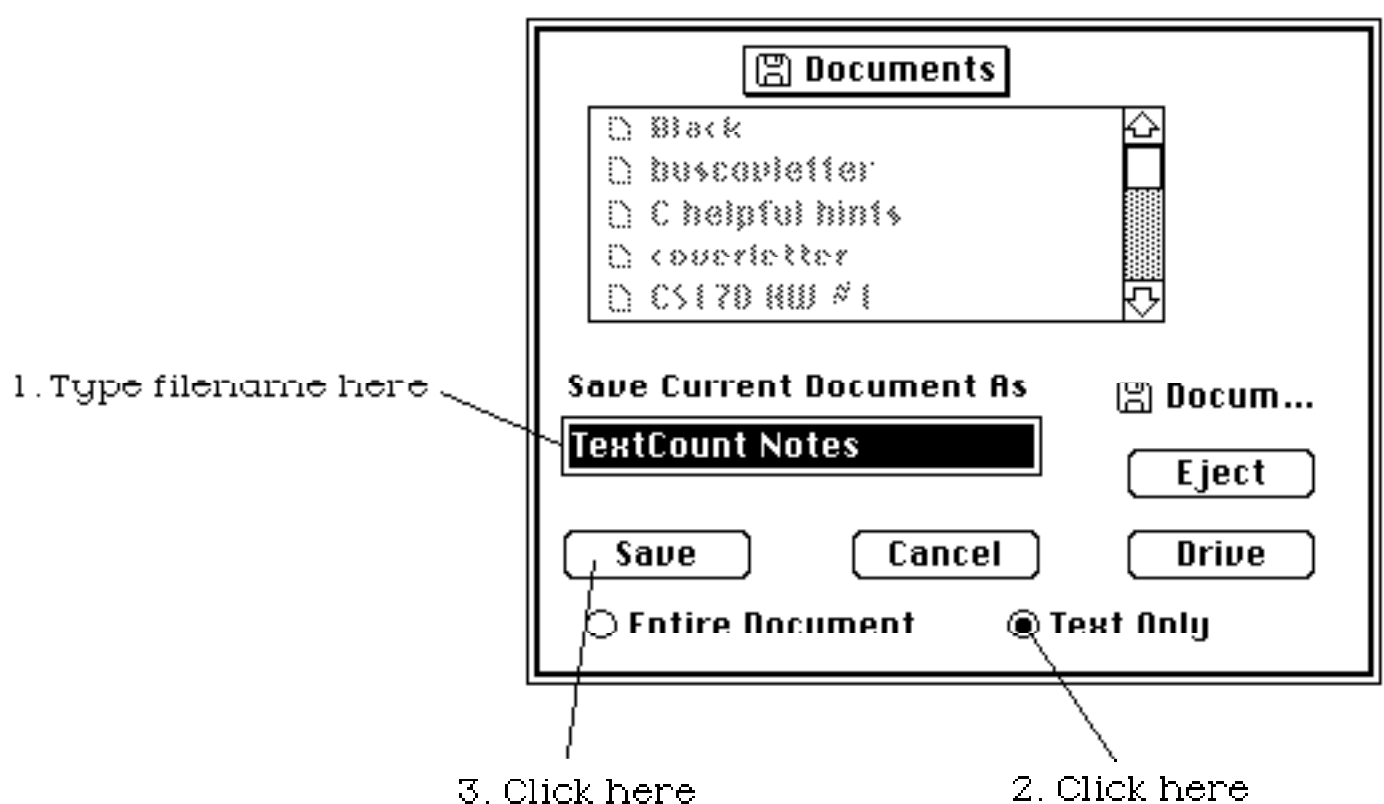


## Notes on TextCount Desk Accessory

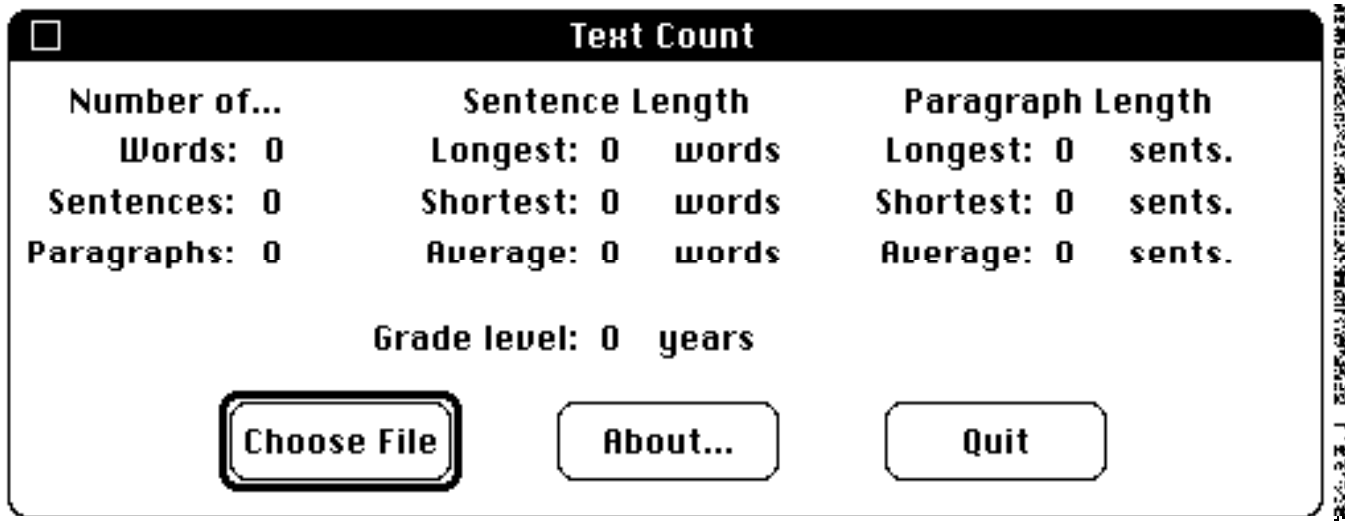
**TextCount** can be used to analyze various aspects of a text document. It will count the number of words, sentences, and paragraphs in the document. It also reports various statistics on sentence and paragraph length (i.e. average). Finally, it determines the approximate grade level of the document reader.

To have **TextCount** analyze a document you must first save the document as text only. To do this go to the File menu and choose Save As.... Then you will get the following dialog box.



Now type in a name (I usually just type *TextCount* so I know that this file is to be used by **TextCount**). Then click in the circle to the left of Text Only. Complete the operation by clicking in the Save button.

You are now ready to have **TextCount** analyze your document. Go to the apple menu and choose **TextCount**. You will be presented with this window.



You must tell **TextCount** which file it is that you want to have analyzed. To get a list of possible text files click in the Choose File button. Now click on the name of the file that you want and click the Open button. If your files are in folders, you may have to first Open the folder(s) which contains your file.

After Opening your file, **TextCount** starts to analyze it. You will see the numbers changing in the different categories (the numbers are updated after each paragraph is read). After **TextCount** has finished processing your document you can get a hard (i.e. printed) copy of the output by pressing the following three keys at the same time: **<Clover><Shift><4>**.

To find out more about **TextCount**, such as the method in which the grade level was determined, click in the About... button. That is all there is to **TextCount**. To leave it, just click in the Quit button or click anywhere in your document window.

## TextCount

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