**Counting Occurrences in a Word Document**

A quick way to count the occurrences of an item in the text: do a Find/Replace with '^&' in the Replace box. The result tells you how many were found without changing them. Combined with Wildcards this can be very useful.

E.g. I often have to tag items in text. I use this method to check I have the same number of <TIP> tags as </TIP> tags.