

# Change the direction of text in Word

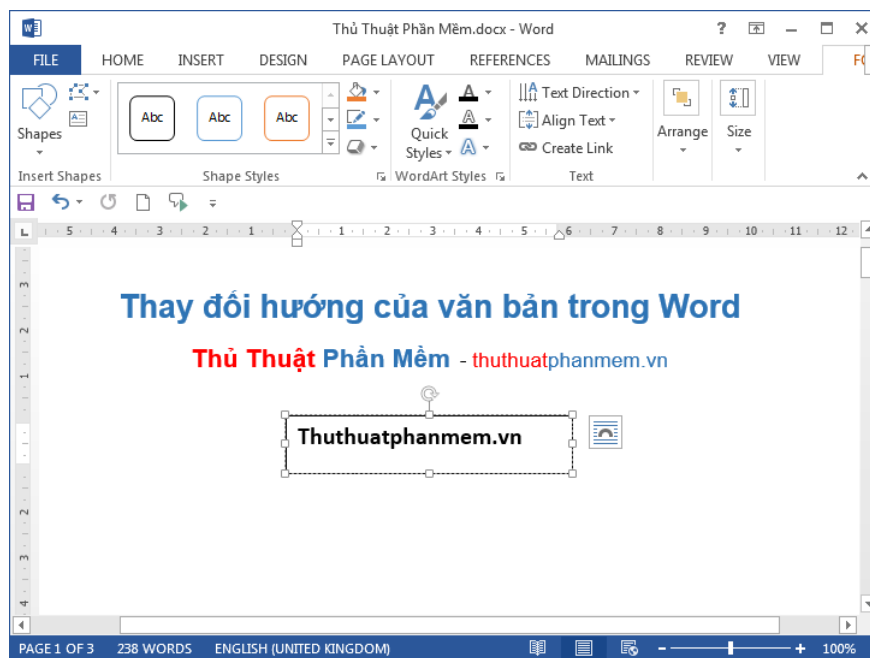
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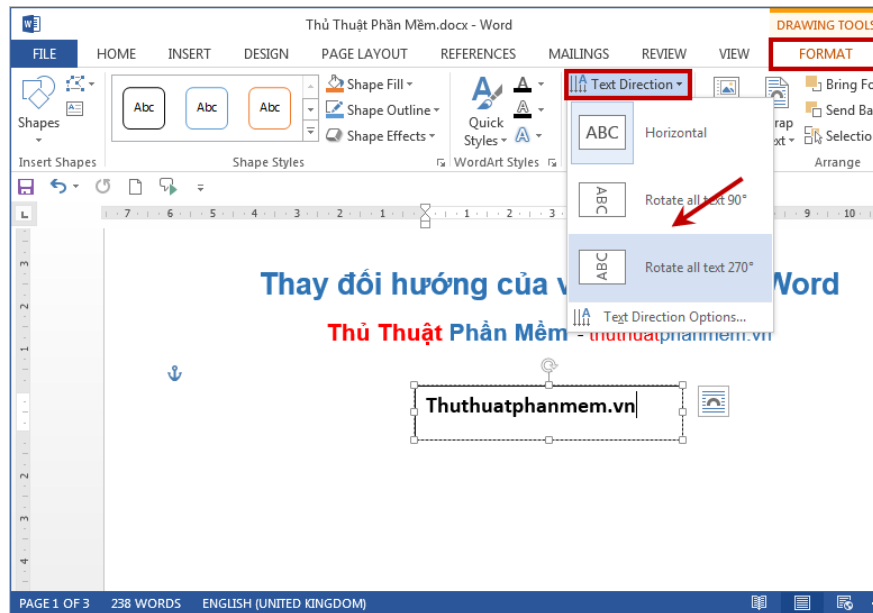
The following article shows you how to change the direction of text in Microsoft Word 2013.

## Change the direction of text in a textbox or shapes

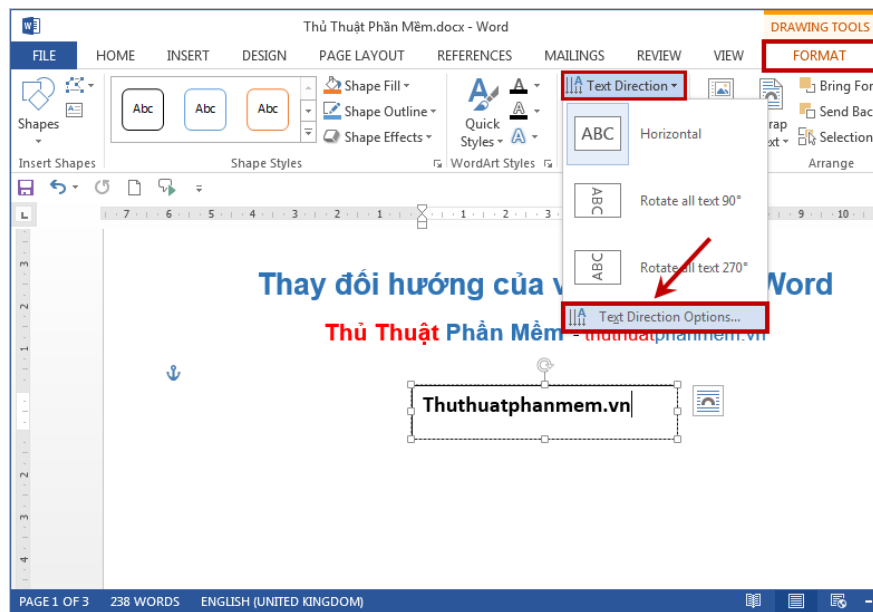
**Step 1:** You have a text box in the textbox or shape to change the direction of the text. To change the direction of the text, first you need to select that **textbox** or **shape** box .



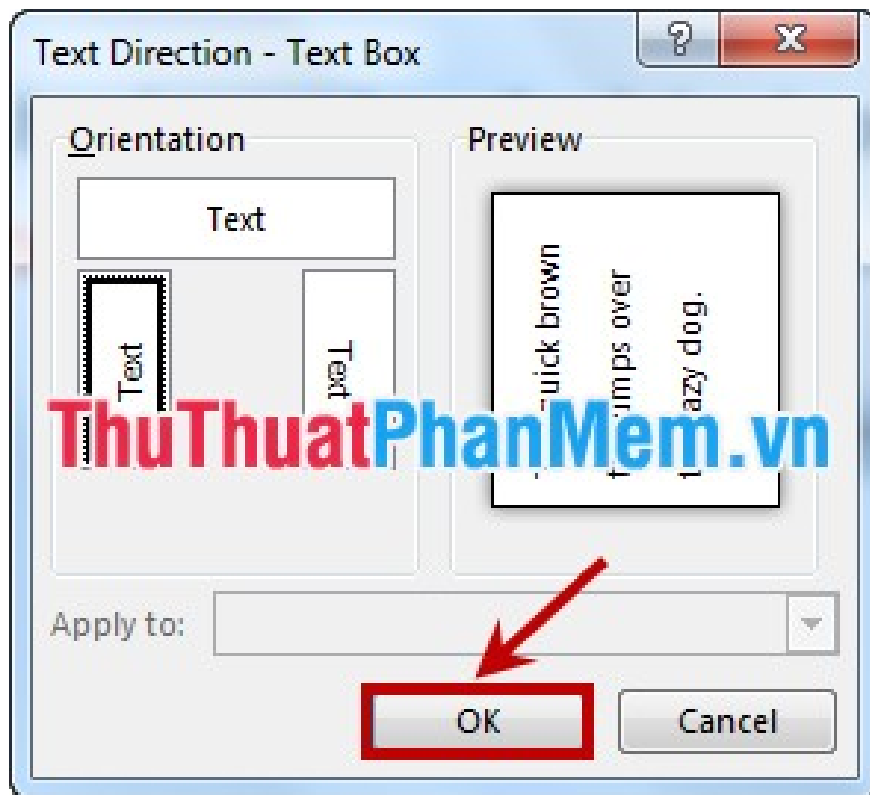
**Step 2:** Then on the Ribbon appear **Format** tab of **Drawing Tools** . At **Text** you click **Text Direction** and choose one of the options to change the direction of the text.



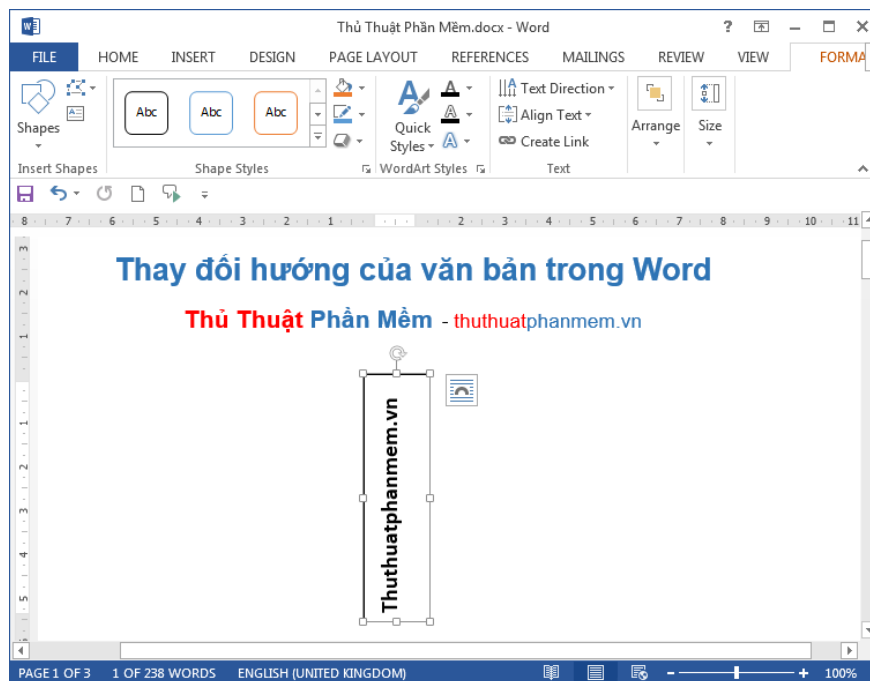
If not, you can select **Text Direction Options** in **Text Direction** to open the **Text Direction** dialog box .



In the **Text Direction** dialog box , select the direction of the text in the Orientation section. When you choose the direction of the text, the Preview image will appear in the preview. Then you click OK to change the direction of the text in the textbox or shape.

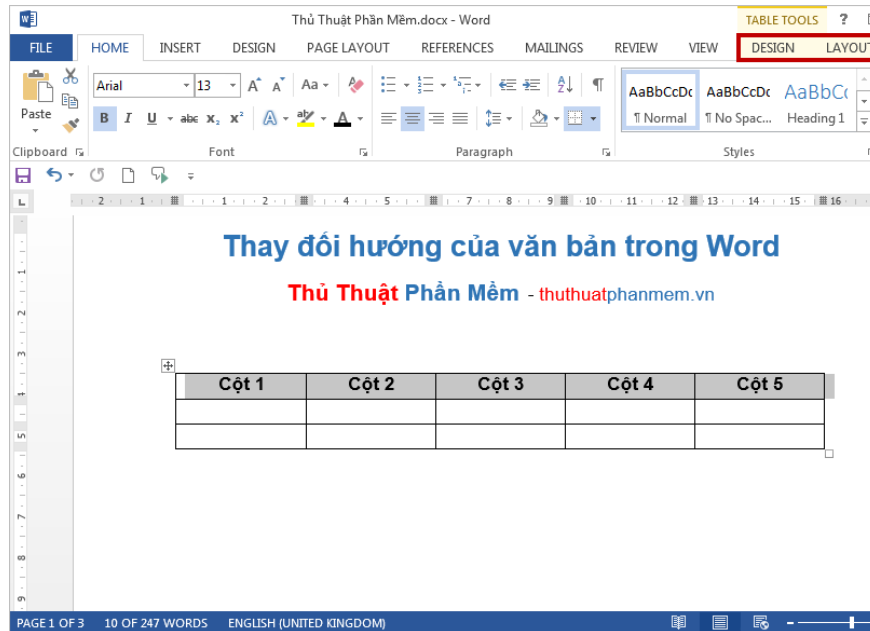


Thus the direction of the text has been changed:

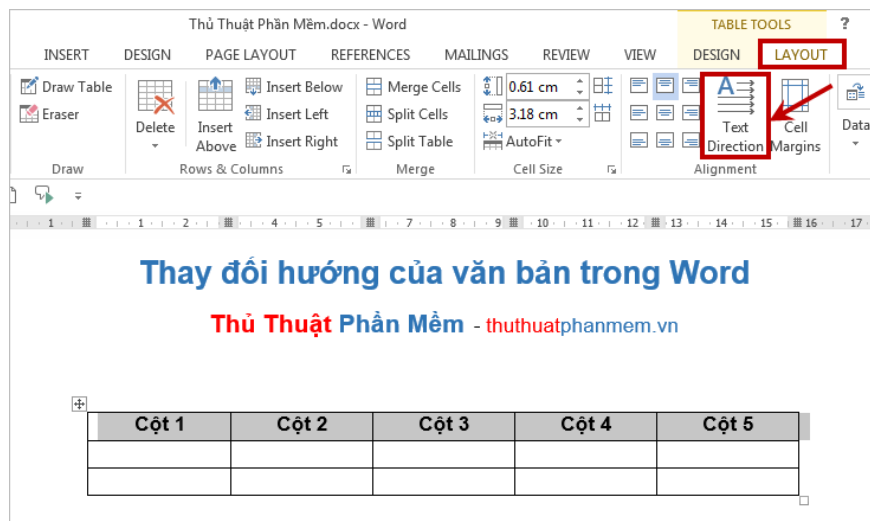


## Change the direction of text in the table

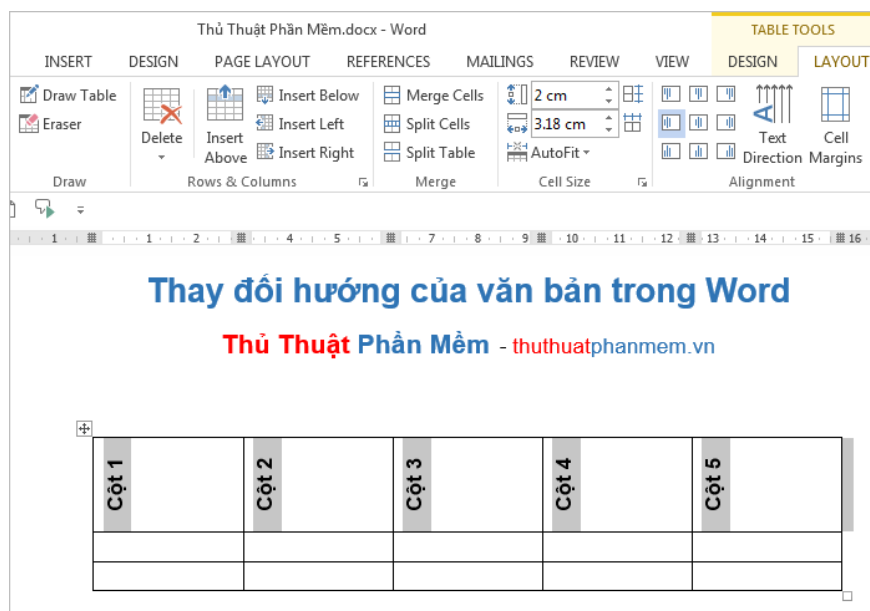
**Step 1:** You select (black out) the cells that you want to change the direction of the text. Now, the **Design** and **Layout** tab appears in the **Table Tools** section .



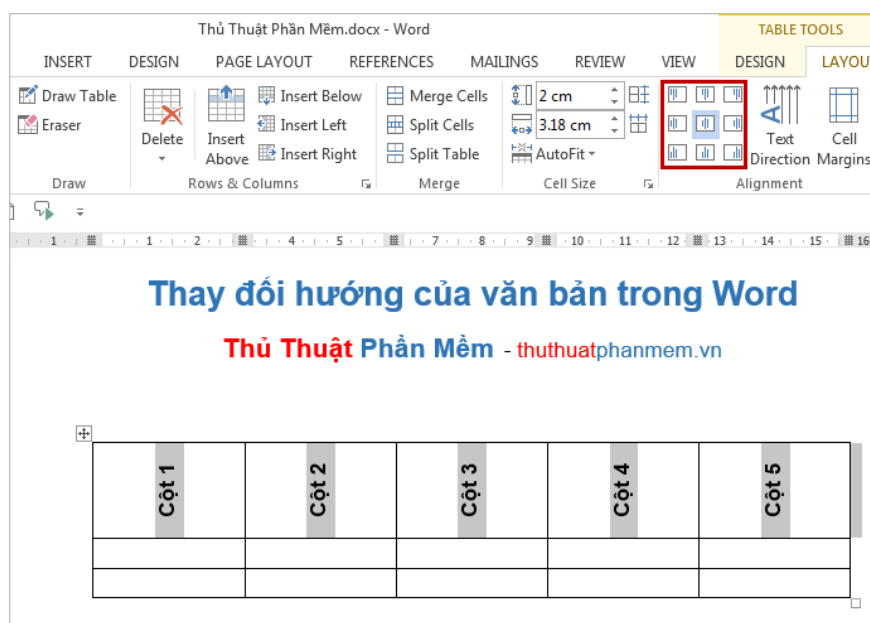
**Step 2:** Click the **Layout** tab on the **Ribbon** and select **Text Direction** in the **Alignment** section .



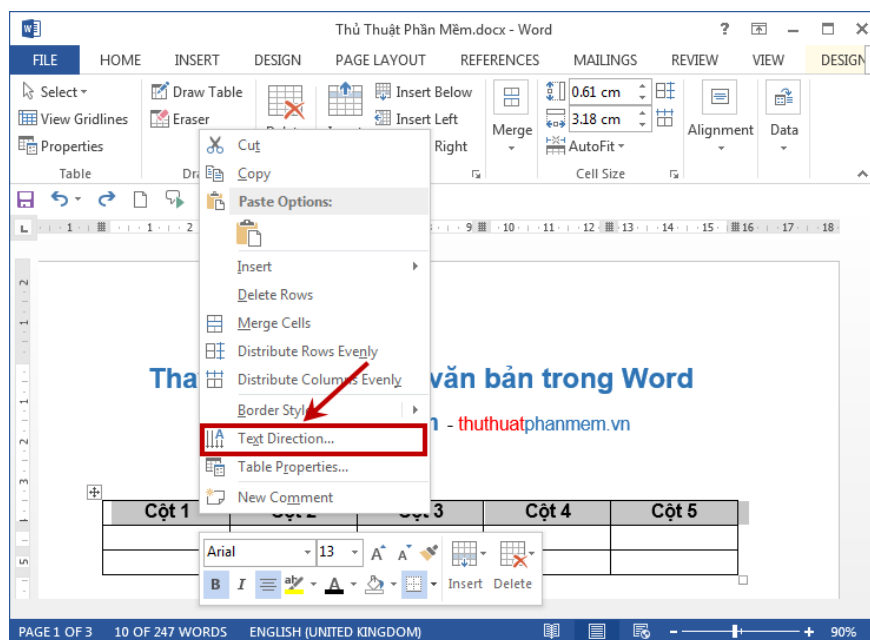
Each time you click **Text Direction** , the direction of the text you have selected will change, if the text has not rotated in the right direction, you continue to click **Text Direction** until the direction of the text is as you want.



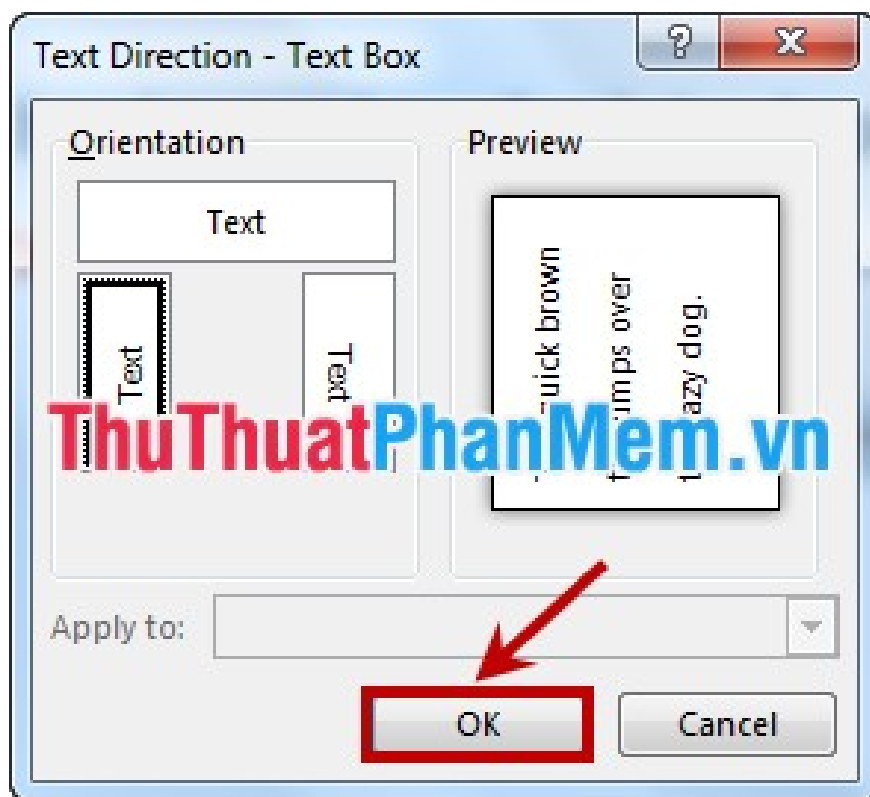
You can then adjust the position of the text in the box by selecting the positions on the left of the **Text Direction**



Or you can right-click and select cells and select **Text Direction** to open the **Text Direction** dialog box .



Here you select the direction of the text in the **Orientation** and preview in the **Preview** . After choosing the direction of the text, click **OK** to change direction.



Thus the direction of the text of the table cells will be changed.

With just the simple steps you can change the direction of the text in Word, you can apply the purpose of each document to make your Word document more beautiful and professional. Good luck!

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