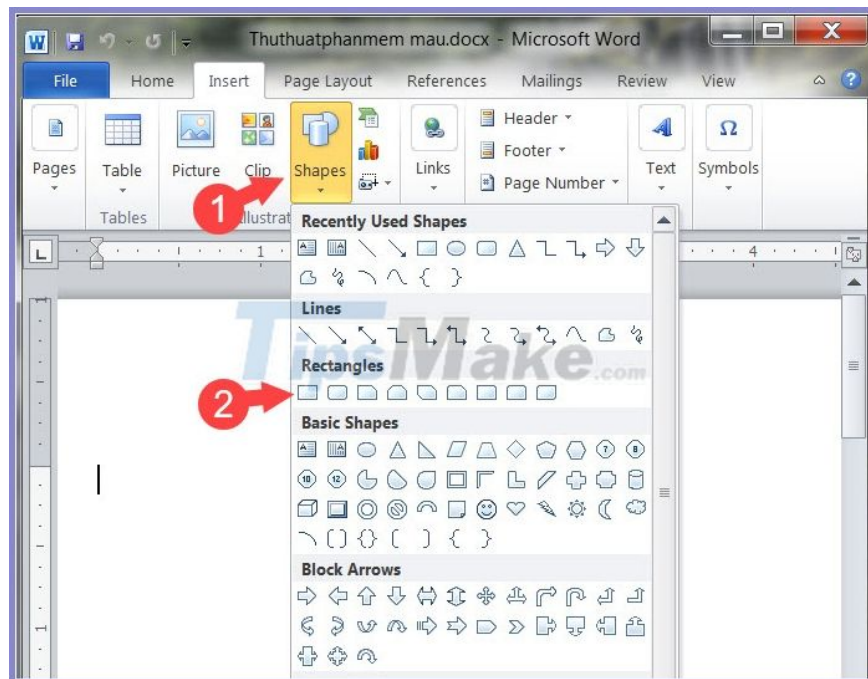


How to write text on drawings in Word is very easy

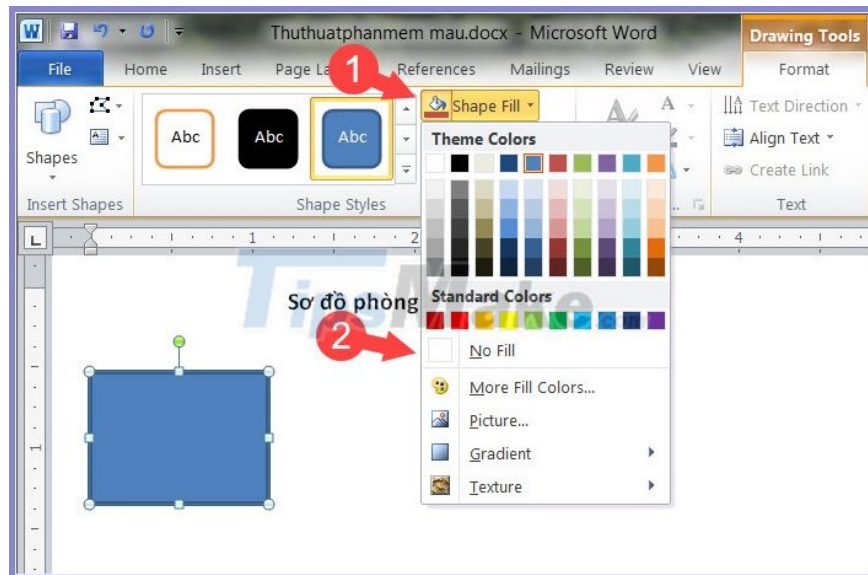
In Word there are times when we have to insert drawings to represent diagrams and require content inside. If you do not know how to insert text into drawings in Word, please refer to the following article.

1. Write text on drawings in Word 2007, 2010

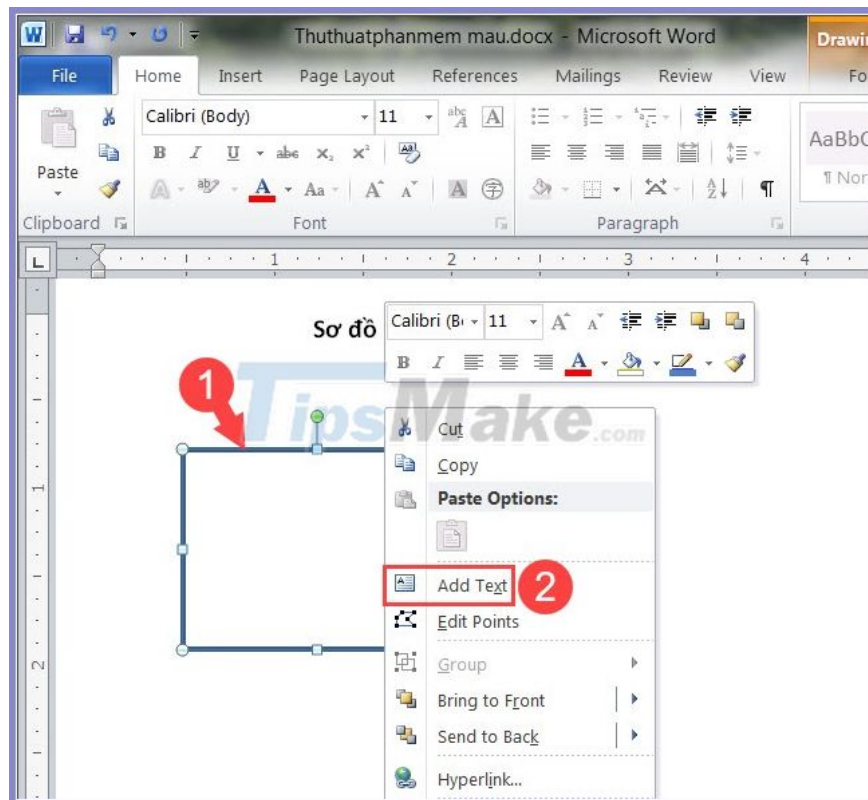
Step 1: You place the cursor in the position where you need to insert the drawing. Then you go to the menu **Insert => Shapes (1) =>** select the desired shape **(2)** .



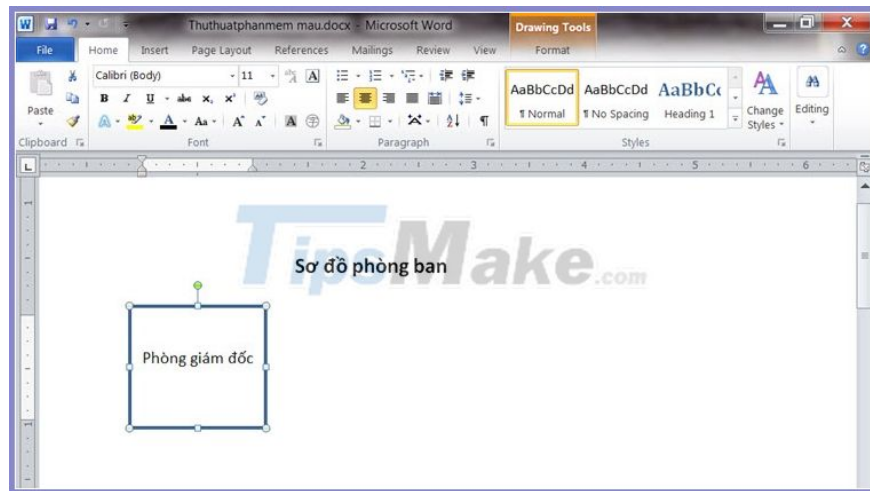
Step 2: You click and drag the drawing to create the desired drawing. Next, you double-click the outline of the drawing to open the Format menu option. Then click **Shape Fill (1)** to change the background color and choose **No Fill (2)** to set the background color to transparent.



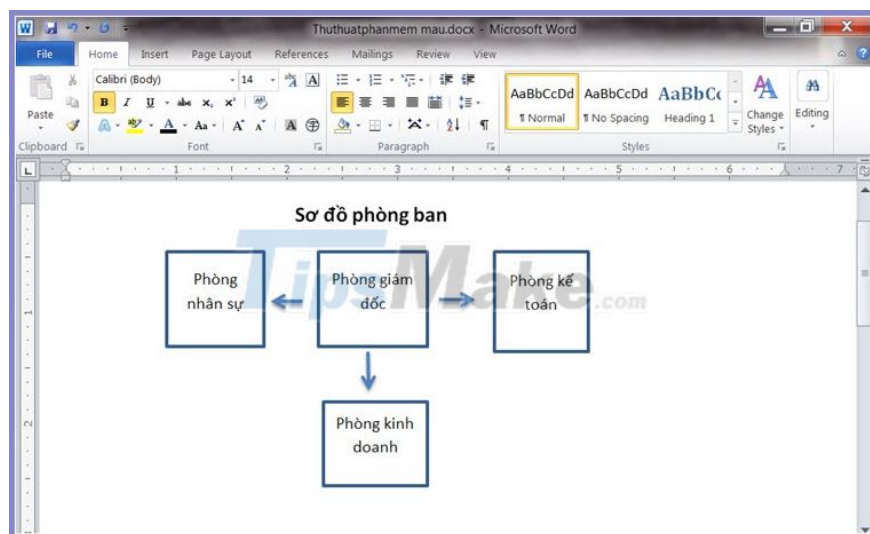
Step 3: You right click on the border of the drawing (1) => **Add Text (2)** to write text.



Step 4: Then you insert the content you need to enter.

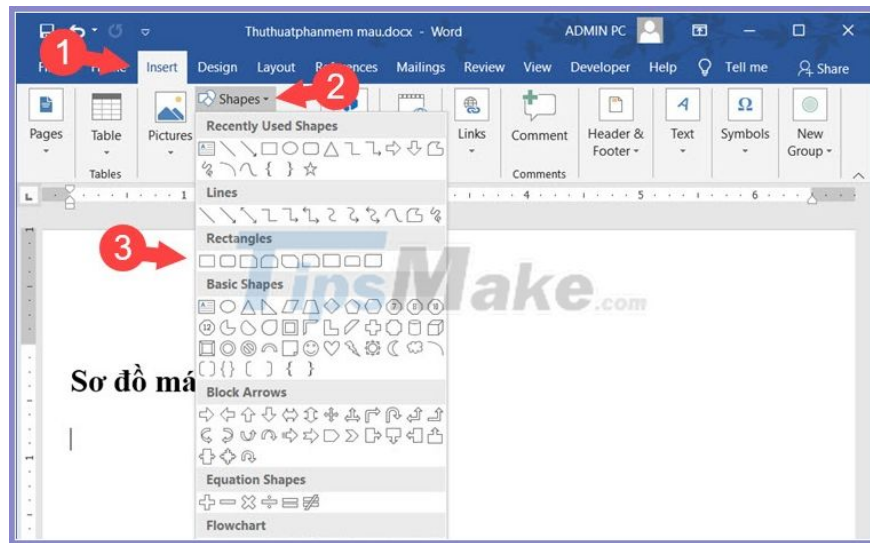


Continue to do the same with the other drawings until you complete the diagram.

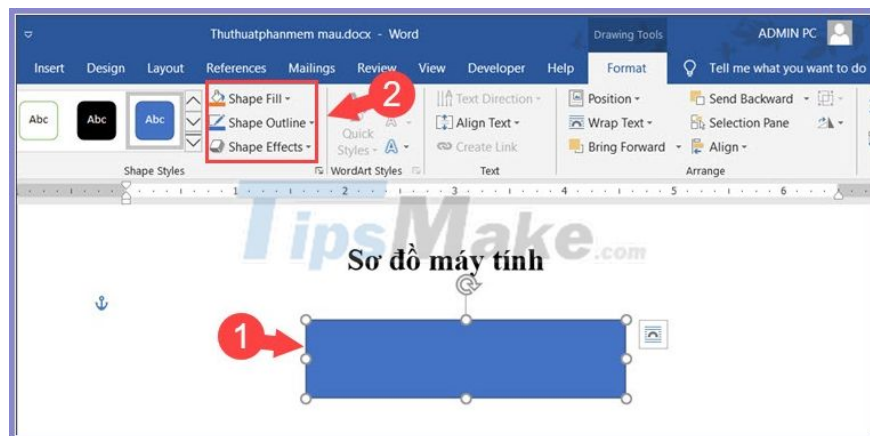


2. Insert text into drawings in Word 2013, 2016, 2019

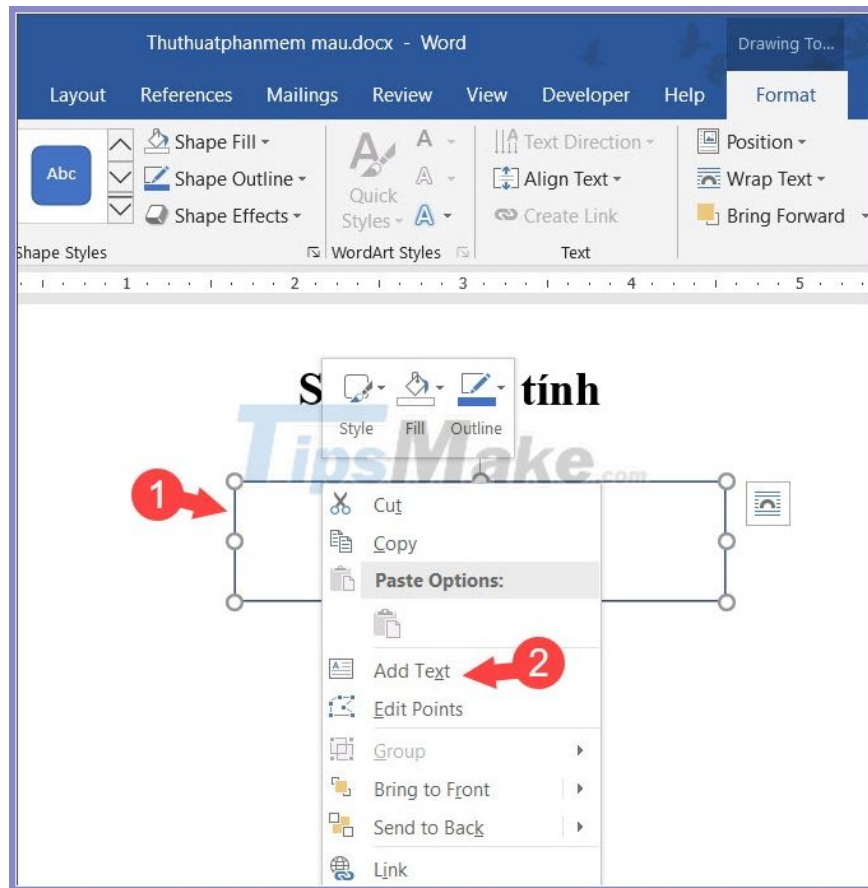
Step 1: Go to the **Insert** menu (1) => **Shapes** (2) => choose the shape you like (3) .



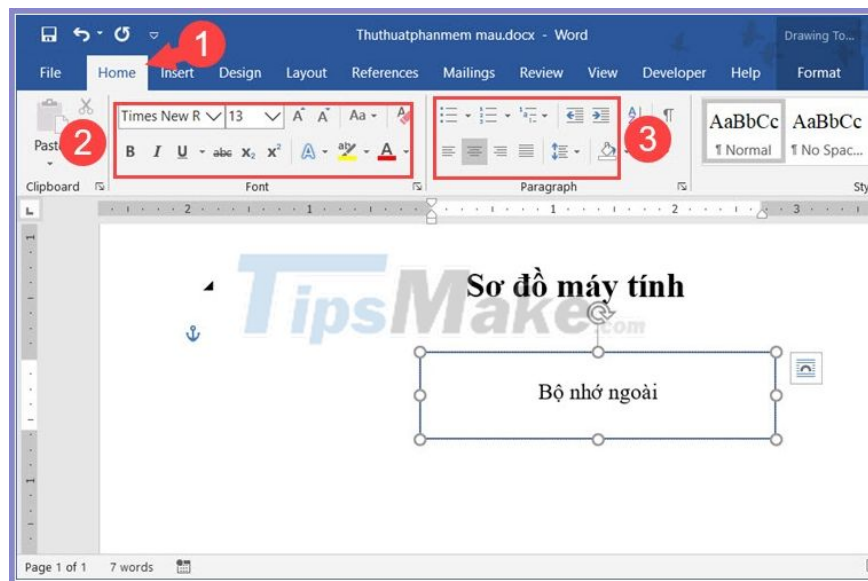
Step 2: Double click the left mouse button on the border of **Shapes** (1) . Then, you edit the color of Shapes (2) in the **Shape Fill** , **Shape Outline** , and **Shape Effects** .



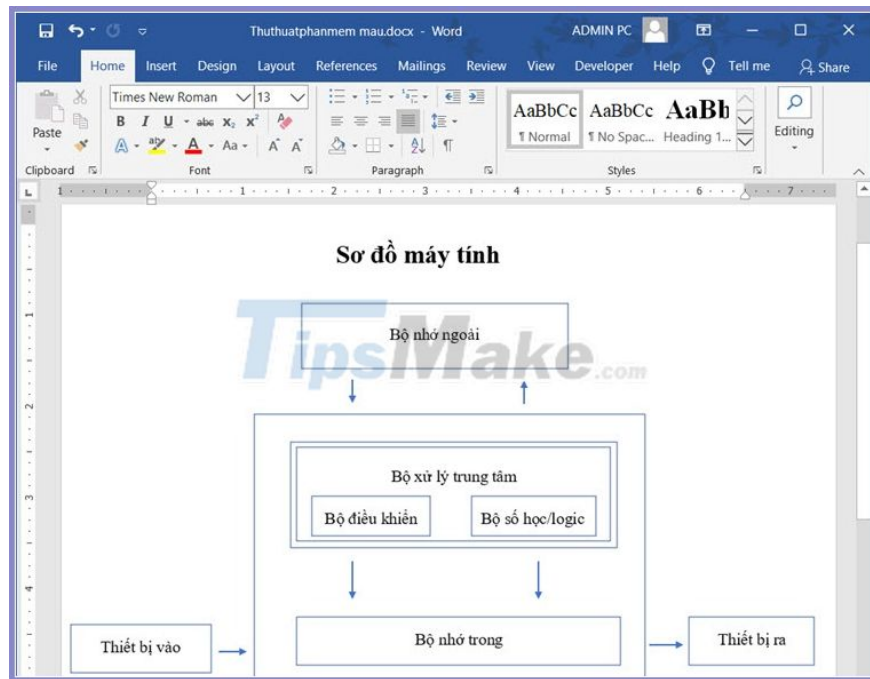
Step 3: You right click on shapes border (1) => **Add Text** (2) to write text.



Step 4: Go to the **Home** menu (1) to open the text editing tool. Next, you edit the font, the font . (2) and align the text in part (3) .



Step 5: After the alignment is complete, you continue to complete and do the same with the other drawings.



Through this article, you can see how to write text in drawings in Word is extremely simple and fast, right? Good luck!

You finished reading the article "**How to write text on drawings in Word is very easy**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.