

# How To Have Vertical Text In Word

**How To Have Vertical Text In Word** - How to Change the Orientation of Text in Microsoft Word - Method 3  
Rotating Text (Word 2003 and earlier) Check your version number. Insert a text box. Move and resize the text box if necessary. Click inside the text box. Click on Format in the toolbar and select Text Direction from the ...Vertical Text In A Text Box. For vertical text you will need either the Rotate all text 90 degrees or the Rotate all text 270 degrees option. One has the text direction facing downwards and the other upwards. Now this is really weird: when you place the cursor in your vertical text, it changes to a horizontal cursor. To vertically align text in Word 2003: Click File in the top menu. Select Page Setup to open the Page Setup window. Click the Layout ?tab. Click the drop-down menu labeled Vertical alignment and choose an alignment: Top, Center, Justified, or Bottom. Click OK.