Download Article Learn how to flip or rotate text in Word Download Article Do you want to type vertically in Word? You can create vertical, inverted, or upside-down text by creating a textbox and adjusting its settings to set the position. You can change the text's direction, rotate it, and mirror it. You can also change the document's orientation from portrait to landscape mode to quickly swap between horizontal and vertical. This wikiHow will show you how to change the orientation of text in Microsoft Word using a Windows or Mac computer. To change the position of text in Microsoft Word, select the text box and click the Shape Format tab. Click the Text Direction drop-down menu and select Rotate all text 90° or Rotate all text 270°. To change it back to normal, select Horizontal. 1 Create a textbox. To do this, click the Insert tab in the top toolbar, then click the Text Box icon in the Text section. You can select Simple Text Box from the presets. Microsoft Word is available to install for Windows and Mac.[1] You must have a subscription to use Office 365 desktop apps. Otherwise, you can use it for free on the Office website. Use this method to change your text to vertical. If it's stuck vertically, you can also change it back to horizontal. 2 Insert your text. Input the text you want to edit. You can copy and paste from another program into Microsoft Word if it's already selected. Advertisement 3 Click Shape Format. You can find this at the top toolbar, next to Help. Alternatively, double-click the edge of the textbox to be quickly redirected. You can also right-click (or control-click on Mac) the edge of the text box and select Format Shape. Then, click the Layout & Properties icon. 4 Click Text Direction. This will be in the Text section. A drop-down menu will open. 5 Select Rotate all text 90°. You can also select Rotate all text 270° if you want the top of the words to face the left side. Your text will be rotated. You can continue to edit your text in the textbox. The words will type in the direction set. If you want to change the words back to horizontal, select Horizontal instead. Advertisement 1 Create a textbox. To do this, click the Insert tab in the top toolbar, then click the Text Box icon in the Text section. You can select Simple Text Box from the presets. You must have a subscription to use Office 365 desktop apps. Otherwise, you can use it for free on the Office website. 3 Click and drag the center circle on the right towards the left. With the textbox selected, you'll see four circles at each point of the textbox and one circle between each corner. Use the middle circle on the left side. As you drag the text box towards the left, it will become smaller. The text inside will adjust to fit the size of the box in vertical format. If this doesn't work, you may need to edit your options. Do the following: Right-click (or control-click on Mac) the edge of the text box. Click Format Shape. Click the Layout & Properties icon. Check the box for Resize shape to fit text. Try dragging again. 4 Remove the textbox lines (optional). If you want to remove the lines around the text, double-click the textbox to return to the Shape Format tab. Click Shape Outline, then select No Outline from the drop-down menu. The textbox lines will be hidden. Be sure to save your document if you need to return to it later. Advertisement 1 Create a text box in your document. To do this, click the Insert tab in the top toolbar, then click the Text Box icon in the very bottom of the menu.[4] A panel will open on the right side. If you don't see this option, make sure the textbox is selected, not the text. 5 Click the "Effects" icon. This looks like a pentagon, next to the paint bucket icon.[5] 6 Click 3-D Rotation. This will expand the menu. If it's already expanded, skip this step. 7 Enter 180 in the X or Y field. If you want your text to be mirrored left-right, enter 180 into the X Rotation field. If you want your text to be mirrored up-down, enter 180 into the Y Rotation field. The changes will take effect immediately. If this doesn't work, create a new text box. Copy and paste the text from the old text box to the new one. Delete the old text box. Then, try mirroring steps again. 8 Remove the textbox lines (optional). If you want to remove the lines around the text, double-click the textbox to return to the Shape Format tab. Click Shape Outline, then select No Outline from the drop-down menu. The textbox lines will be hidden. You can print your document if needed. Advertisement 1 Click Layout. This will be in the top toolbar, between Design and References. Use this method if you want to change your page orientation from portrait (tall) to landscape (wide). You can enter text normally, and it will follow the paper orientation. 2 Click Orientation. You can find this at the top, next to Margins.[6] A drop-down menu will open. 3 Click Landscape. Your Microsoft Word document will change to landscape orientation.[7] If you change back to portrait mode after inputting text, the text will follow the portrait mode orientation. It will not type in the sideways if you view the page regularly (portrait). Advertisement Ask a Question Advertisement Written by: wikiHow Technology Writer This article was co-authored by wikiHow staff writer, Rain Kengly. Rain is a tech writer and editor for wikiHow with over 5 years of professional writing experience. In the past, Rain worked in San Francisco State University and has published gaming features, guides, and news articles for a variety of media outlets. Rain shares a lifelong passion for writing and gaming and is eager to grow alongside new tech inventions. This article has been viewed 1,430,280 times. Co-authors: 28 Updated: May 14, 2025 Views: 1,430,280 Categories: Microsoft Word Send fan mail to authors Thanks to all authors for creating a page that has been read 1,430,280 times. Share — copy and redistribute the material in any medium or format for any purpose, even commercially. Adapt — remix, transform, and build upon the material for any purpose, even commercially. The licensor cannot revoke these freedoms as long as you follow the license terms. Attribution — You must give appropriate credit , provide a link to the license, and indicate if changes were made . You may do so in any reasonable manner, but not in any way that suggests the licensor endorses you or your use. ShareAlike — If you remix, transform, or build upon the material , you must distribute your contributions under the same license as the original . No additional restrictions — You may not apply legal terms or technological measures that legally restrict others from doing anything the license permits. You do not have to comply with the license for elements of the material in the public domain or where your use is permitted by an applicable exception or limitation . No warranties are given. The license may not give you all of the permissions necessary for your intended use. For example, other rights such as publicity, privacy, or moral rights may limit how you use the material. Microsoft Word doesn't permit changing the direction of normal paragraph text.

[The remainder of this page consists of the Microsoft Word encyclopedia article and an extensive reference/citation list rendered as an unbroken block of dense text, including release version tables and numbered footnote citations.]

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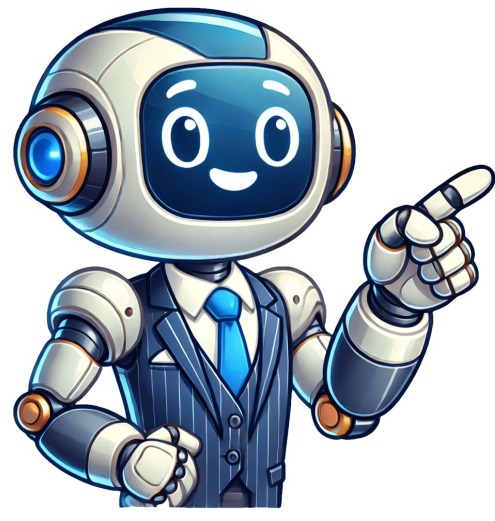encryption. Is it secure?". Oraxcel.com. Archived from the original on April 17, 2013. Retrieved April 24, 2013. ^ Rose, Daniel. "Microsoft Office for Windows NT". DanielSays.com – Daniel's Legacy Computer Collections. Archived from the original on January 27, 2015. Retrieved May 15, 2015. ^ Ericson, Richard (October 11, 2006). "Final Review: The Lowdown on Office 2007". Computerworld. Archived from the original on June 29, 2011. Retrieved November 8, 2010. ^ Lowe, Scott (December 11, 2006). "An introduction to the Microsoft Office 2007 ribbon interface". TechRepublic. Archived from the original on December 14, 2021. Retrieved October 14, 2021. ^ Shultz, Greg (February 25, 2009). "Be ready for new and improved applets in Windows 7". TechRepublic. Archived from the original on December 14, 2021. 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1st Word processor for Atari ST computers 1st WordDeveloper(s)GST Computer SystemsInitial releaseDecember 1985Final release3.20TT / early 1991 Operating systemAtari TOS, othersTypeWord ProcessorLicenseProprietary 1st Word is a word processor program for the Atari ST developed by GST Computer Systems and published in 1985. It was given away with all ST systems from December 1985 for the next two years. Although it was relatively well received, it was a very simple program, lacking most power features and was very slow when working in large documents. Despite these limitations, its wide availability made the program's .DOC file format become a de facto standard for the platform and it was widely supported by other programs like desktop publishing systems. 1st Word Plus was a greatly improved version released by GST when the bundling deal ended in 1987. This addressed performance issues and added dozens of features that made it one of the faster and most feature-packed word processors on the platform. Among its more notable additions were a spell checker, mail merge, and support for footnotes and similar long-document editing features. This became one of the best-selling programs on the ST and saw a number of revisions over its lifetime. Plus was later ported to the Acorn Archimedes and IBM PC under GEM as First Word Plus. In 1990, an entirely unrelated program known as 1st Word 4.0 was released by Compo Software. This used a new file format, and while it could load files from the original 1st Word, the older versions could not read the newer files. Atari released the ST in the summer of 1985, and to ensure there was some useful software at release, they bundled it with the ST Writer word processor. This was a purely text-mode program that had been ported from the best-selling Atari 8-bit program, AtariWriter. The company made it clear ST Writer was being offered only as a stop-gap solution while a graphical user interface (GUI) program was being developed, known as GEMwrite.[1] For reasons unknown, the company contracted GST Computer Systems of Cambridge, UK to port their Sinclair QL products to the ST. In December 1985, Atari began bundling their 1st Word with the ST. At the time Atari suggested this would be a short-term arrangement while GEMwrite was completed,[1] but from this point on any mention of GEMwrite disappears and it was never released. The bundling deal with GST would last for two years. When the deal concluded in late 1987, GST released 1st Word Plus, a major update. This became a best-seller for the rest of the platform's history. 1st Word Plus version 2.0 credits Mike Bees, Howard Chalkley, Phil Champ, Martin Dickens, Chris Scheybeler, and Alun Gladman.[2] GST continued updating the program on the ST, releasing 3.0 in late 1998. A series of 3.x releases followed, finishing with 3.20TT in January or February 1991. This version had been updated to work on the Atari TT030 series machines, along with a number of other fixes.[3] Acorn Computers commissioned GST to make a version known as First Word Plus for the Archimedes range of computers. It was released on the Arthur operating system in 1985. It was given away with all ST systems from December 1985 for the next two years. Although it was relatively well received, it was a very simple program, lacking most power features and was very slow when working in large documents. Despite these limitations, its wide availability made the program's .DOC file format become a de facto standard for the platform and it was widely supported by other programs like desktop publishing systems. 1st Word Plus was released to take advantage of the multi-tasking environment. This version did not make use of the system's own printing architecture and accompanying drivers, retaining its own drivers to take advantage of printer features such as "near-letter quality" modes. Also priced at £92, with an upgrade from the earlier version costing £45, the software was regarded as not providing any "giant leap forward in capability" from similar products on Acorn's 8-bit computers, but nevertheless made the activities of such a "simple system" easier to accomplish on the more capable hardware, lending itself to efficient use of dot-matrix or daisy wheel printers. It was also considered a useful companion to Acorn Desktop Publisher - a derivative of GST's Timeworks software - making a "neat system" for users with 2 MB of RAM.[6] Other vendors of Document Processors, for RISC OS, offered support for the 1st Word file format, with the likes of EasiWriter / TechWriter offering the ability to convert 1st Word documents to its own, text, RTF, HTML, Microsoft Word, Open Doc, Postscript, or TeX files.[7] A PC version was produced that ran using Digital Research's GEM interface. Other versions were produced for the Torch XXX and for Digital Research's CP/M and FlexOS.[8] In 1992, Compo Software released 1st Word Plus 4.0. This was an entirely different program with nothing in common with its namesake, simply using that name to provide visibility.[9] 1st Word is a GEM program and follows its conventions fairly closely. When opened, it presents a document window, either empty or containing the opened document, along with a standard menu bar along the top of the display. It broke from tradition in adding a separate area along the bottom of the screen that displayed various function key commands. This was relatively large, taking up room that would otherwise be used to display the document itself.[1] This became a feature found in a number of similar programs; WordUp took this further with two lines of such keys. Along the left side of the screen, normally under a document window, was a second display showing all of the available characters for the selected printer.[10] In contrast to the Macintosh, the ST did not normally work in a multi-font environment, and required the separate GDOS device drivers to be loaded from disk to do so. This meant that most programs on the system, including 1st Word, were limited to the single system font.[11] This was not a significant limitation at the time, as most printers of the era had only limited font support or, in the case of daisy wheel printers, only one font and no styles. Although dot matrix printers could produce any font or size by outputting them as graphics, as was the case on the Macintosh, this was slow and offered limited quality. Most word processors on the ST thus used whatever font was directly supported by the printer, outputting the text as ASCII and using control characters where appropriate. 1st Word could take this to the extreme, printing or exporting as pure text.[10] The text-mode display on the ST had a number of limitations. While it could display italics, it did not directly support superscripts or subscripts, or underlining. 1st Word could display underlining, but this did not follow the text during typing and only updated during a reformat. Nor was text layout as-you-type, fixing word-wrapping and paragraph and page layout also occurred only during a reformat run, triggered through a menu command.[1] The program used block-mode selections using the mouse as the basis for most editing, including cut-and-paste and similar changes. It also included the ability to save a selection to a file or load it from a file, allowing documents to easily include boilerplate text. It included search and replace as well as the ability to place up to four markers within the program that could be quickly accessed from the menu, scrolling the document to that point.[1] This version was designed to operate in one of two modes, text editing or word processing. In the former, features such as word-wrapping and character styles were turned off and the documents were saved as plain ASCII. Word processing mode turned these features on, saving documents in their own private .DOC format. The original 1st Word was otherwise quite limited, lacking support for common features such as double-spacing, multi-line header and footer text, date and time, and footnotes. One oddity is that all the document windows had to be closed before the files could be printed.[1] It was also quite slow at moving around large documents, scrolling to the bottom of a large document "took ages."[3] 1st Word Plus added a huge number of new features while still remaining very similar to the original in most ways. The only major change in screen layout was to move the window displaying the available character codes from the right side of the display to the centre, leaving room for a new smaller display of control keys like delete and return.[10] Among the many new features was a spell checker with a 40,000 word dictionary, although lacking many American English terms,[11] a mail merge program, footnotes and semi-automated hyphenation.[12] The spell checker included the relatively rare, for the time, option to check on-the-fly. It also added document statistics display, including the number of characters, pages, etc.[11] The two headlining features of the Plus was the addition of on-screen text styles, not just underlining and italic, that continued to update as the document was edited, and the ability to include graphics and wrap text around them. The program only supported a single graphics format, GEM's own file format, which was used by practically no programs on the ST. A desk accessory, Snapshot, was used to convert other formats into GEM files for inclusion.[11] It also improved overall performance. It did, however, still require a manual reformatting after changing the text.[13] When it was originally released, reviews of the program were relatively positive. An early review in Antic noted its limited features, single documents, and lack of on-the-fly reformatting. But it concluded that "Its best feature is an outstanding robustness-it has yet to crash and dump me into a desktop full of bombs. I only wish 1st-Word had been available last summer!" But when mentioning its stability, the review notes "It is good that all of 1st-Word's formatting features work flawlessly, since there are so few of them."[1] Atari's own magazine, Atari Explorer, reviewed the 1.06 version in early 1987. They note that its wide distribution made the .DOC format a de facto standard, saying "you almost have to have 1st Word because it is the program you are most likely to have in common."[14] Having moved from all-text programs to a GUI with some hesitation due to performance, they are happy that "Text entry is smooth and straightforward; no matter how fast you type, 1st Word keeps up and never drops a character." The same reviewer wrote about Plus shortly after its release and was very positive. Calling it "a truly full-featured word processor" that "can hold its own against control-code ridden" programs. It goes on to praise its documentation, saying it is "without a doubt, the best-documented piece of software for the ST I have seen to date." It concludes, "All things considered, I think 1st Word Plus is an outstanding package."[13] STart magazine was also very happy with the Plus release, calling it "a dramatic upgrade of 1st Word", and "a powerful contender in the word processing market." They were not so happy with the documentation, saying it was too detailed to make it easy to skim for users already familiar with basic operations on the ST, and lacking an index. The online help was largely dismissed. The reviewer did note one significant problem; the program did not check if there was enough memory to load the spell checker dictionary, and would crash if one attempted to do so while many desk accessories were loaded. They also knocked it for lacking any keyboard controls, even for common operations like cut and paste or moving about using cursor keys. It concludes "I would recommend it as an ideal word processor for students because of its spell checker, footnote ability and flexible margins for indented quotations and bibliographies. 1st also has all the strengths of a business word processor with its ability to keep 'skeleton' formats on disk and its accompanying 1st Merge utility."[13] Atari ST disk magazine ST News was written entirely using 1st Word and later 1st Word Plus. The first Volume (1986) was distributed as a plain 1st Word .DOC file, and after that a custom shell was produced that enabled the 1st Word documents to be displayed independently. 1st Word was reviewed several times in the magazine. The first review, for the 3.0 release in 1998, noted a number of changes to the command-key layouts and the ability to move the displays of these keys and the character set. Among the other minor changes was the removal of the Delete command, leaving only Cut, which presented a dialog every time it was used. Another annoyance was the addition of a blinking cursor that could not be turned off. On the plus side, the program finally added command key shortcuts for many common functions, improvements to the spell checker and a host of other additions. It concludes "If GST keeps bringing out updates like this, then First Word Plus is going to remain the most highly recommended mid-price GEM based word processor for a long time to come."[15] The Delete Block command was re-added to the 3.15 version.[3]

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