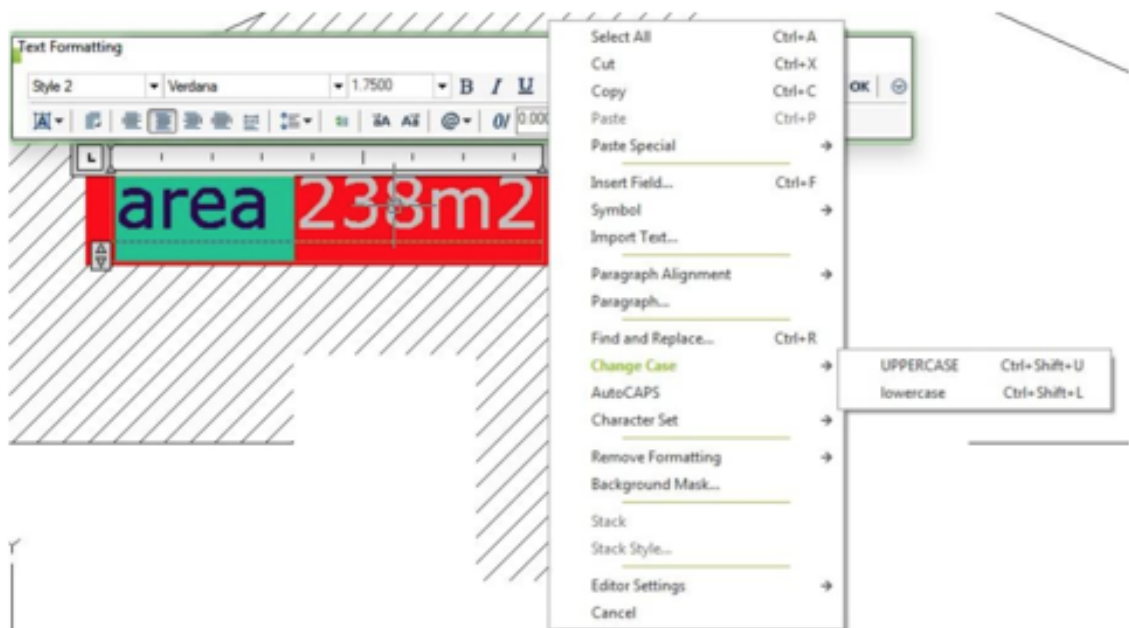


# How do I change Mtext to lower case or upper case?

1094 kbadmin April 3, 2016 [Tips & Tricks](#) 0 5461

You might make a mistake and want to change the text case... either to lower case or upper case. Do you need to re-type it? No way! It is easy to do.

1. Select the word you want to change for.
2. Right click in the word, select the CHANGE CASE option> Lower case or Upper case from the context menu.



3. Alternatively, press [Ctrl] + [Shift] + U to set the text to upper Case OR press [Ctrl] + [Shift] + L to set the text to lower case.

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