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

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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.

Text Formatting	Select All Cut	Ctrl+A Ctrl+X		
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	Paste Special	- *		
// area 238m2	Insert Field Symbol	Ctrl+F →		
	Import Text			
÷	Paragraph Alignment Paragraph	,		
	Find and Replace	Ctrl+R		
//////////	Change Case	+	UPPERCASE	Ctrl+Shift+U
	AutoCAPS Character Set	•	lowercase	Ctrl+Shift+L
7//	Remove Formatting	+	· ·	
	Background Mask			
	Stack			
	Stack Style			
	Editor Settings Cancel	+		

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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