















# Content creation

Feature	Description	 Microsoft Word	 Zoho Writer
Paragraph	Set indent, alignment, line and paragraph spacing, drop cap, and more.	✓	✓
Images	Add images from your local files, cloud drives, URLs, and more.	✓	✓
	Crop, rotate, annotate, and more.	✓	✓
Lists	Create ordered and unordered lists, image lists, heading lists, and more.	✓	✓
Tables	Insert and design tables, and more.	✓	✓
Equations and symbols	Insert symbols and equations.	✓	✓
Table and image captions	Add captions to tables and images for better visibility.	✓	✗
Equations and symbols	Insert symbols and equations.	✓	✓













Feature	Description	 Microsoft Word	 Zoho Writer
Hyperlinks, bookmarks, end notes, and footnotes	Organize your documents better and add additional information.	✓	✓
Shapes and textboxes	Insert or draw various shapes and add textboxes.	✓	✓
Fields	Insert various types of fields to create a form.	✓	✓
Charts	Insert, edit, copy and paste charts, and convert text to charts.	✓	✓
Autofields	Automatically display document information.	✓	✓
Media and web widgets	Add a watermark to your documents.	✓	✓
Citation and bibliography	Cite from various sources in various styles.	✓	✓

## Content formatting

Feature	Description	 Microsoft Word	 Zoho Writer
Text formatting	Bold, italicize, underline text, change font style, color, size of text, and more.	✓	✓



Feature	Description	 Microsoft Word	 Zoho Writer
Text direction	LTR and RTL support.		
Format painter	Copy and paste character and paragraph formats to existing text.		
Autocorrect and quick text	Add automatic correction rules and insert text across documents.		

## Advanced options



Feature	Description	 Microsoft Word	 Zoho Writer
Text effects	Add shadow, reflection, or glow.		
Image effects	Add shadow, reflection, glow, soft edges, and more to images.		
Formulas in tables	Include the ability to perform calculations with table values.		
Table of contents	Include the ability to add a table of contents to the top of the document.		
Table of tables & Table of figures	List the tables, figures, and images in your document.		







# Document design and layout

Feature	Description	 Microsoft Word	 Zoho Writer
Borders and shading	Include the ability to add page borders and shading.		
Page layout	Select from various layouts, such as A4 and Letter.		
Multi-column layout	Add multiple columns and orientations to documents.		
Headers and footers	Add headers and footers across pages and customize them.		
Page, column, and section breaks	Manually add page, column, and section breaks.		
Page view and web view modes	Switch between page and web views.		
Table themes	Add various built-in themes to tables.		
Margins	Add and customize margins to document pages		
Paragraph & character styles	Add various styles to your paragraph and characters.		













Feature	Description	 Microsoft Word	 Zoho Writer
Document themes	Add various built-in themes to your documents.	✓	✓
Outline mode	Include the ability to manage documents' structure and headings.	✓	✗
Cover page	Add a cover page as the first page of your document.	✓	✓
Custom fonts	Add custom fonts to your documents	✓	✓



## Document collaboration

Feature	Description	 Microsoft Word	 Zoho Writer
Real-time collaboration	Co-author documents and collaboratively review them.	✓	✓
Comments	Add contextual comments, reply, and resolve them.	✓	✓
Multi-reviewer comments	Include the ability to add comments from multiple people.	✓	✓



Feature	Description	 Microsoft Word	 Zoho Writer
Track changes	Suggest changes to the content and choose to accept or reject them.		
Email or publish documents	Send documents as an email or publish them to the web or embed them in a blog.		





## Document review and proofing

Feature	Description	 Microsoft Word	 Zoho Writer
Live word & page count	Display the word and page count as you type.		
Personal dictionary	Use your personal dictionary across documents.		
Find & replace	Find and replace content across documents.		
Thesaurus	Access your thesaurus across your documents.		
Version history	Access the various versions of a document and revert to any version if needed.		











Feature	Description	 Microsoft Word	 Zoho Writer
Document navigator	Manage headings, bookmarks, fields, sections, and more in your documents.	✓	✓
Plagiarism checker	Detect various forms of plagiarized content in your document.	✗	✓
Document workflows	Default workflows to review and approve document content.	✗	✓
	Comprehensive workflow history and audit trail.	✗	✓

## AI features





Feature	Description	 Microsoft Word	 Zoho Writer
Generative AI	Leverage AI to generate, modify, or rephrase content, and more.	✓	✓
Spelling & grammar checker	Check spelling and grammar as you type.	✓	✓
Style suggestions	Offer suggestions for writing style, readability score, and more.	✗	✓

Feature	Description	 Microsoft Word	 Zoho Writer
Plagiarism checker	Detect various forms of plagiarized content in your document.		



## Content security

Feature	Description	 Microsoft Word	 Zoho Writer
Password protection	Share or download documents with a password.		
Secure content	Mask or lock important content to avoid changes.		
Restrict editing	Avoid edits to the documents' content.		
Hidden text	Hide important text in documents.		



## Document generation and assembly

Feature	Description	 Microsoft Word	 Zoho Writer
Document merge	Generate documents in bulk.		



Feature	Description	 Microsoft Word	 Zoho Writer
Label and envelope merge	Generate labels in bulk.	✓	✓
Templates	Various predefined document templates.	✓	✓
Fillable forms	Capture data by creating forms.	✓	✓
Digital signature collection	Collect eSignatures in documents.	✓	✓

## Platforms supported

Feature	 Microsoft Word	 Zoho Writer
Android	✓	✓
iOS and iPad	✓	✓
Desktop app for Windows, MacOS, and Linux	✓ (Not available for Linux)	✓

# Productivity enhancers in Zoho Writer

Feature	Description
PDF editor	Import and update PDF content and save as a new PDF.
PDF to automation templates	Import a PDF and turn it into a merge, fillable, or sign template by adding appropriate fields.
Document translation	Translate a part of the document's content or the whole document based on users' needs.
Publish to multiple content platforms	Publish your document to Medium, WordPress, Blogger, Zoho Sites, and more from within your editor.
Integrations	Integrate with various business and productivity apps such as Zapier, Zoho Flow, Zoho Meeting, Pexels, Unsplash, and ChatGPT.

## Features unique to Zoho Writer

- ◆ Lock and mask content in document collaboration.
- ◆ Purpose-built automation templates: Document merge, Fillable, and Sign.
- ◆ Share documents in collaborative fill mode.
- ◆ Track changes in your document in No Markup or All Markup mode.
- ◆ Add comments for yourself as a private note, for a group of members, and more.
- ◆ Built-in document review and approval workflows.
- ◆ Convert scanned paper forms into fillable webforms.
- ◆ Auto-generate prefilled forms in bulk.