

Zoho Writer – GDocs Feature Comparison

Feature	Zoho Writer	Google Docs
Basic Feature Support		
Paragraph	✓	✓
Image	✓	✓
List (Check Lists, Heading Lists, and Image List)	✓	✓
Table	✓	✓
Charts	✓	✗
Media & Web Widgets	✓	✗
Shapes & Textbox	✓	✓ No inline editing
Links & Bookmarks	✓	✓
Endnote & Footnote	✓	✓
Drop Cap & Pull Quotes	✓	✗
Headings, quote blocks & code	✓	✓
Equations & Symbols	✓	✓
Form Fields	✓	✗
AutoFields	✓	✓
Mail Merge	✓	Via Add-ons
Comments & TrackChanges	✓	✓
Spell & Grammar	✓	✓
Watermark	✓	✗

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Feature	Zoho Writer	Google Docs
Bibliography & Citations	✗	Via Add-ons
Templates	✓ User can define templates	✓ User can define organization templates only
Editing Options		
Text Formatting	✓	✓
Text Direction	✓	✓
Spacing & Indentation	✓	✓
Borders & Shading	✓	✓
Alignment & Tab Stops with ruler	✓	✓
Image - Crop & Resize	✓	✓
Table Row & Cell - merge & Split	✓	✓
Format Painter	✓	✓
Find & Replace	✓	✓
Auto Correct & Quick Text	✓	✓
Advanced Editing Options		
Voice Typing	✗	✓
WebFonts	✓	✓
Zoom in & out	✓	✓
Ruler & GuideLines	✓	✓
Widows & Orphans	✓	✗

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Feature	Zoho Writer	Google Docs
Offline Editing	✓ All Browsers	✓ Only in Chrome
Captions (Table & Image)	✗	✗
Formulae in Tables	✓	✗
Table of Figures	✗	✗
Table of Contents	✓	✓
Layout Options		
Page Layout (A4/Letter)	✓	✓
Headers & Footers	✓	✓
First Page & Odd/Even Page Header	✓	✓
Manual Page Breaks & Column Breaks	✓	✓
Multi-Column support	✓	✓
Edit in Page & Web View modes	✓	✗
Outline mode	✗	✓
Cover Page	✗	✗
Section breaks	✗	✓
Table Column Options (Distribute or Fit To Page)	✓	✓
Advanced Options		
Mail Merge	✓	Via Add-ons
Label & Envelope Merge	✓	Via Add-ons
Templates	✓	✓

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Feature	Zoho Writer	Google Docs
Translators	✗	✓
Electronic Signature	✓	Via Add-ons
Document Sharing		
Read-Write / Read-Only / Comment-Only	✓	✓
Co-Authoring real-time	✓	✓
Lock / Mask Portion of Shared Content	✓	✗
Sharing with Users outside of service	✓	✓
Email Document	✓	✓
Publish documents to web	✓	✓
Document Review		
Contextual Comments, Reply & Resolve	✓	✓
Track Changes Accept & Reject	✓	✓
Editing in Final / Original Markup Mode	✓	✗
Version History (View, Label & Revert)	✓	✓
Chat with your co-editors in real-time	✓	✗
Document Navigator	✓	✓
Thesaurus	✓	✓
Personal Dictionary	✓	✓
Spell & Grammar	✓	✓
AI based Readability & Writing Style	✓	✗

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Feature	Zoho Writer	Google Docs
suggestions		
Document Security		
Password Protected Sharing	✓	✗
Password Protected Download/Upload	✓	✗
Mask Shared Content	✓	✗
Lock Shared Content	✓	✗
Document Design & Customization		
Page Borders	✓	✗
Table Themes	✓	✓
Document Themes	✓	✗
Track Changes - Customization	✓	✓
Openness		
Export / Import – Docx , RTF	✓	✓
Export / Import - HTML	✓	✓
Export to PDF	✓	✓
Export to epub	✓	✗
Post to WordPress	✓	✓
Save to Other Cloud Drives	✓	✓
Web Page/Blog Embedding	✓	✓
Digital E-sign service	✓	Via Add-ons
Import from other cloud services	✓	✗

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Feature	Zoho Writer	Google Docs
Platform/Browser Support		
macOS	✓	✓
Android	✓	✓
Windows Mac Linux	✓	✓
Chrome, Safari, Firefox & IE	✓	✓

* We strive for accuracy and objectivity in this comparison. If there are any inaccuracies please contact us at support@zhowriter.com.