



Microsoft Word Compatibility

Zoho Writer is a fully featured word processor. What that means is that it's designed to work well with your Microsoft Word documents, like nothing changed.

Here's a quick overview of the major Microsoft Word features supported by Writer.

|  Microsoft Word Feature |  Zoho Writer |
|---|--|
| Basic Features | |
| Paragraph | ✓ |
| Image | ✓ |
| List (Check Lists & Heading Lists & Image List) | ✓ |
| Table | ✓ |
| Equations & Symbols | ✓ |
| HyperLinks & Bookmarks | ✓ |
| Endnotes & Footnotes | ✓ |
| Shapes & Textbox | ✓ |
| Headings, quote blocks & code | ✓ |
| Drop Cap & Pull Quotes | ✓ |
| Form Fields | ✗ |
| Charts | ✓ |
| AutoFields | ✓ |
| Media & Web Widgets | ✓ |

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|------------------------------------|---|
| Watermark | ✓ |
| Bibliography & Citations | ✗ |
| Editing Options | |
| Text Formatting | ✓ |
| Text Effects | ✗ |
| Text Direction [LTR & RTL] | ✓ |
| Spacing and Indentation | ✓ |
| Alignment & Tab stops | ✓ |
| Borders & Shading | ✓ |
| Image [Rotate , Crop & Resize] | ✓ |
| Table Row & Cell [Merge & Split] | ✓ |
| Format Painter | ✓ |
| Auto Correct & Quick Text | ✓ |
| Advanced Editing Options | |
| Effect to Images | ✗ |
| Offline Editing | ✓ |
| Captions [Table & Image] | ✗ |
| Formulae in Tables | ✓ |
| Table of Contents | ✓ |
| Multi-Reviewer Comments | ✓ |
| Zoom In & Out | ✓ |
| Layout Options | |
| Page Layout [A4/Letter] | ✓ |
| Multi-Column Layout | ✓ |

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|---|---|
| Headers & Footers [First & Odd/Even Page] | ✓ |
| Manual Page Breaks & Column Breaks | ✓ |
| Table Column [Distribute Columns / Fit To Page] | ✓ |
| Cover Page | ✗ |
| Section Breaks | ✗ |
| Outline mode | ✗ |
| Page View & Web View modes | ✓ |
| Document Generation & Assembly | |
| Mail Merge | ✓ |
| Label & Envelope Merge | ✓ |
| Templates | ✓ |
| Translators | ✗ |
| Electronic Signature | ✓ |
| Document Sharing & Collaboration | |
| Co-Authoring & Collaborative Review | ✓ |
| Contextual Comments [Reply & Resolve] | ✓ |
| Track Changes [Accept & Reject] | ✓ |
| Email Document | ✓ |
| Publishing To Web | ✓ |
| Publishing To WordPress | ✓ |
| Document Review & Proofing | |
| Spell Check & Grammar [As you type] | ✓ |
| Live Word Count & Page Count | ✓ |
| Personal Dictionary | ✓ |

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|--|---|
| Find & Replace | ✓ |
| Thesaurus | ✓ |
| Version History | ✓ |
| Navigator | ✓ |
| Document Security | |
| Password Protected Sharing | ✓ |
| Password Protected Download | ✓ |
| Lock Shared Content | ✓ |
| Mask Shared Content | ✓ |
| Restrict Editing | ✓ |
| Document Design & Customization | |
| Page Borders | ✓ |
| Table Themes | ✓ |
| Document Themes | ✓ |
| Openness | |
| Save Document As – Docx , RTF , HTML , PDF | ✓ |
| Import Document – HTML , Docx , RTF | ✓ |
| Platform /Device Support | |
| iOS [iPhone & iPad] | ✓ |
| Android | ✓ |
| Windows macOS | ✓ |