



Zoho  
Writer



Microsoft  
Word

Zoho Writer and Microsoft Word are both powerful word processors, but there are subtle differences between them in certain aspects. This article offers a detailed comparison of the features and capabilities of both word processors in several categories: document creation, formatting, design, collaboration, review, publishing, automation, and AI-driven writing assistance.

## Content creation and editing

Both Zoho Writer and Microsoft Word offer a comprehensive set of capabilities to simplify content creation and editing.

Feature	Description	Zoho Writer	Microsoft Word
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.	✓	✓

Feature	Description	Zoho Writer	Microsoft Word
Table and image caption	Add captions to tables and images for better visibility.	✓	✓
Equations and symbols	Insert symbols and equations.	✓	✓
Hyperlinks, bookmarks, end notes, and footnotes	Organize your documents better and add additional information.	✓	✓
Shapes and textboxes	Insert various types of fields, such as Date and Document Name, to create a form.	✓	✓
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	Insert videos and embed presentations and charts.	✓	✓
Watermark	Add a watermark to your documents.	✓	✓

Feature	Description	Zoho Writer	Microsoft Word
Citation and bibliography	Cite from various sources in different styles.	✓	✓
Autocorrect and quick text	Add automatic correction rules and insert saved blocks of text at any place across documents	✓	✓

## Content formatting

Zoho Writer, like MS Word, also offers a range of powerful content formatting tools.

Feature	Description	Zoho Writer	Microsoft Word
Text formatting	Bold, italicize, underline text, change font style, color, size of text, and more.	✓	✓
Text direction	Left to right (LTR) and right to left (RTL) support	✓	✓
Format painter	Copy formatting from a character or paragraph and apply it to another.	✓	✓

## Document design and layout

Both word processors offer a set of capabilities that make it easy to design visually appealing documents.

Feature	Description	 <b>Zoho Writer</b>	 <b>Microsoft Word</b>
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 apply different orientations.		
Headers and footers	Add custom headers and footers across pages.		
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	Customize top, bottom, and side margins.		
Paragraph and character styles	Add various styles to your paragraph and characters.		
Document themes	Add various built-in themes to your documents.		

Feature	Description	Zoho Writer	Microsoft Word
Outline mode	The ability to manage documents' structure and headings.	✗	✓
Cover page	Add a cover page.	✓	✓
Custom fonts	Add fonts hosted on your organization's server in Zoho Writer.	✓	✓
	Directly upload fonts	✓	✓

## Advanced design options

Zoho Writer offers many advanced options to edit and design documents. But MS Word holds a slight edge over Zoho Writer in this aspect as it offers a few additional options, such as text effects.

Feature	Description	Zoho Writer	Microsoft Word
Text effects	Add shadow, reflection, or glow.	✗	✓
Image effects	Add shadow, reflection, glow, soft edges, and more to images.	✗	✓
Formulas in tables	Perform calculations with table values.	✓	✓

Feature	Description	 Zoho Writer	 Microsoft Word
Table of contents	Include the ability to add a table of contents to the top of the document.	✓	✓
Table of contents	Add a table of contents to the top of the document.	✓	✓
Table of tables and Table of figures	List the tables, figures, and images in your document.	✓	✓
Cross-references	Easily navigate to any specific heading, bookmark, footnote, endnote, and more.	✓	✓

## Document collaboration

Zoho Writer and Microsoft Word both offer real-time collaboration capabilities that enable you to leverage the collective wisdom and expertise of your team to create, edit, and review documents together.

Feature	Description	 Zoho Writer	 Microsoft Word
Real-time collaboration	Create and review documents collaboratively.	✓	✓
Comments	Add comments, reply to, or resolve them.	✓	✓
Multi-reviewer comments	Multiple collaborators can add comments.	✓	✓

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

## Document review and proofing

Though MS Word also offers powerful review and proofing capabilities, Zoho Writer gives users an edge with the ready-to-use review and approval workflows built right into the editor.

Feature	Description	 Zoho Writer	 Microsoft Word
Live word and page count	View the word and page count as you type.	✓	✓
Personal dictionary	Use your personal dictionary across documents.	✓	✓
Domain-specific dictionaries	Use built-in domain-specific dictionaries for medical and legal terms across documents.	✓	✗
Find and replace	Find and replace content across documents.	✓	✓

Feature	Description	 Zoho Writer	 Microsoft Word
Thesaurus	Access your thesaurus across your documents.	✓	✓
Version history	View and compare the various versions of a document and revert to any version.	✓	✓
Document navigator	Navigate documents through headings, bookmarks, fields, sections, and more in your documents.	✓	✓
Document workflows	Use built-in workflows to review and approve document content.	✓	✗
	Comprehensive workflow history and audit trail.	✓	✗

## AI-writing assistance

While MS Word offers many AI-driven capabilities to provide writing assistance, Zoho Writer goes a step further with its capability to offer style suggestions, check for plagiarism, and more.

Feature	Description	 Zoho Writer	 Microsoft Word
Design templates	Leverage AI to design templates for different types of documents and reports.	✓	✓

Feature	Description	 Zoho Writer	 Microsoft Word
Generative AI	Leverage AI to generate, modify, or rephrase content, and more.		
Spelling and grammar checker	Check spelling and grammar as you type.		
Style suggestions	Get suggestions for writing style, readability score, and more.		
Plagiarism checker	Detect various forms of plagiarized content in your document.		
Digitize forms	Convert paper and static PDF forms into interactive fillable forms.		
Document translation	Translate selected content or the whole document.		
Summarize documents	Summarize entire documents or only the selected text.		
Field labeling in PDF Forms	Intelligently assign labels to fields when you import a PDF form.		
Semantic search	Search and retrieve content in your documents using similar phrases		

# Content security

Zoho Writer and MS Word both offer the right mix of capabilities to ensure the security of your document content.

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

# Document generation and assembly

Zoho Writer offers the capability to generate personalized documents, prefilled forms, and forms to collect data and signatures. Unlike MS Word, in which you have to use extensive scripting to generate documents, Zoho Writer enables you to achieve all this with just UI-based options and built-in integration with business apps.

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

Feature	Description	 Zoho Writer	 Microsoft Word
Document merge	Generate documents in bulk.	✓	✓
Label and envelope merge	Generate labels and envelopes in bulk.	✓	✓
Prefilled forms	Generate prefilled forms in bulk and share them with users to collect data	✓	✓
Fillable forms	Capture data by creating forms.	✓	✓
Digital signature collection	Collect e-signatures in documents with a built-in digital signature app, Zoho Sign.	✓	✓
Automation flow designer	Build smart, flexible document workflows.	✓	✗
	Choose templates based on conditions.	✓	✗
	Use multiple templates as part of your workflow.	✓	✗
Integration with various Zoho and other apps	Generate documents and fillable forms with data from various Zoho and third-party apps.	✓	✗

Feature	Description	 Zoho Writer	 Microsoft Word
Webhooks support	Generate documents from third-party applications or custom forms.		
Post-generation workflows	Choose from a variety of output options for merged, filled, and signed documents		
Templates	Save time with predefined document templates.		

## Desktop and mobile apps

Both word processors offer desktop apps, which help make it easier to access your documents anytime.

Platform	 Zoho Writer	 Microsoft Word
Android		
iOS and iPad Apps		
Desktop app for Windows, MacOS, and Linux	Windows   MacOS   Linux	Windows   MacOS

# Productivity enhancers in Zoho Writer

Zoho Writer and MS Word go beyond content creation and editing; they both offer many tools and capabilities to enhance the overall productivity of an organization.

Feature	Description	 Zoho Writer	 Microsoft Word
PDF editor	Import, edit, and save PDF documents as new PDF or DOCX documents.		
PDF-to-automation templates	Import a PDF and turn it into a merge, fillable, or signable template by adding appropriate fields.		
Publish to multiple content platforms	Publish your document to Medium, WordPress, Blogger, Zoho Sites, and more—directly from the editor.		
Integrations	Integrate with various business and productivity apps such as Zapier, Zoho Flow, Pexels, Unsplash, and ChatGPT.		

## Unique to Zoho Writer

This section explains the capabilities that are unique to Zoho Writer, which also makes it the ideal content creation, review, and management tool for organizations, teams, and individuals alike.

## Document creation and editing

- ◆ Exclusive desktop app for Linux OS
- ◆ Lock and mask sensitive information while sharing documents for collaboration

## Document review

- ◆ Track changes in No Markup or All Markup mode
- ◆ Comments with visibility control for the document owner, specific users, groups, and more
- ◆ Built-in document approval workflows
- ◆ Multi-lingual AI-driven writing assistant (English, Spanish, French, and Brazilian Portuguese)
- ◆ AI-driven content analysis and feedback with readability scores

## Document automation

- ◆ No-code document automation
- ◆ Purpose-built templates (merge, fillable, and sign templates)
- ◆ Convert scanned paper forms into interactive fillable forms
- ◆ AI-based form field detection to repurpose static PDFs to interactive fillable forms
- ◆ Autogenerate prefilled forms in bulk
- ◆ Collaborative form filling modes
- ◆ Built-in digital signing capability via Zoho Sign
- ◆ Dynamically add additional signers or alternate signers
- ◆ Ready-to-use integration with Zoho apps as data sources

## Conclusion

Both Zoho Writer and Microsoft Word provide extensive word processing capabilities for organizations, teams, and individuals. But Zoho Writer offers advantages in certain areas with its availability across multiple platforms (including Linux), document workflows, plagiarism detection, and capabilities as a no-code automation platform.