# Microsoft Word Compatibility

Zoho Writer is a fully featured word processor. It's designed to work well with your Microsoft Word documents, like nothing has 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<br>(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 | ✔ |

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|---|---|
| Media & Web Widgets | ✔ |
| 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 | ✔ |

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|---|---|
| Zoom In & Out | ✔ |
| **Layout Options** | |
| Page Layout [A4/Letter] | ✔ |
| Multi-Column Layout | ✔ |
| 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] | ✔ |

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|---|---|
| Email Document | ✔ |
| Publishing To Web | ✔ |
| Publishing To WordPress | ✔ |
| **Document Review & Proofing** | |
| Spell Check & Grammar [ As you type] | ✔ |
| Live Word Count & Page Count | ✔ |
| Personal Dictionary | ✔ |
| 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 | ✔ |

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|---|---|
| **Openness** | |
| Save Document As – Docx , RTF , HTML , PDF | ✔ |
| Import Document – HTML , Docx , RTF | ✔ |
| **Platform /Device Support** | |
| iOS [ iPhone & iPad] | ✔ |
| Android | ✔ |
| Windows \| macOS | ✔ |