Comparison of paragraph merge behavior using non-empty and empty paragraphs with change tracking disabled and enabled – Microsoft Office 2013

Paragraph-level formatting

	CT off	CT on
Non-empty preceding **Non-empty following**	Select across: No paragraph merge Explicit merge: Preceding wins	Select across: Merge, preceding wins Explicit merge: Preceding wins
Empty preceding **Non-empty following**	Select across: No change to non-empty Explicit merge: No change to non-empty	Select across: No change to non-empty Explicit merge: No change to non-empty
Non-empty preceding **Empty following**	Select across: No change to non-empty Explicit merge: No change to non-empty	Select across: Preceding wins Explicit merge: Preceding wins

If change tracking is disabled, deleting a selection created across paragraphs does not merge them. This is a runtime choice that prevents users from inadvertently merging paragraphs and seeing potentially drastic and unwanted formatting changes. A subsequent delete will explicitly merge the paragraphs. If change tracking is enabled, these two steps are not separated and the entire action is preserved as a single tracked change operation.

When paragraphs are merged…

- Non-empty preceding paragraph formatting is applied to the following non-empty paragraph
- Non-empty preceding paragraph formatting…
    - is not applied to the following empty paragraph if change tracking is disabled
    - is applied to the following empty paragraph if change tracking is enabled
- Deleted empty paragraphs do not apply formatting to non-empty paragraphs

Examples of each case follow.

Run-level (character) formatting
Formatting is not merged when it is applied to runs of characters rather than an entire paragraph.

Non-empty paragraphs, CT off

Select across paragraphs
Text is deleted without merging

Heading
Body

Heading
Body

Head
dy

Explicit merge
Preceding paragraph formatting wins

Heading
Body

HeadingBody

Explicit merge
Preceding paragraph formatting wins

Body

Heading

BodyHeading

Non-empty paragraphs, CT on

Select across paragraphs
Preceding paragraph formatting wins

Heading

Body

Heading

Body

Heading

Body

Explicit merge
Preceding paragraph formatting wins

Heading

Body

Heading

Body

Explicit merge
Preceding paragraph formatting wins

Body

Heading

Body

Heading

Formatted: Normal

Formatted: Heading 1

Formatted: Heading 1

Empty paragraphs, CT off

Select across paragraphs
Text is deleted without merging, including empty paragraph

Body

Body

dy

Select across paragraphs
Text is deleted without merging, including empty paragraph

Heading

Heading

Head

Explicit merge
Text is deleted without merging, including empty paragraph

Body

Body

Heading

Heading

Empty preceding paragraph, CT on

Select across paragraphs
Text is deleted without merging

Body

Body

Empty paragraph still
has Heading formatting

~~Bo~~dy

Explicit merge
Text is deleted without merging

Body

Empty paragraph still
has Heading formatting

Body

Empty following paragraph, CT on

Select across paragraphs
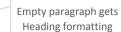Text is deleted, preceding paragraph formatting wins

Heading

Select:

Heading

Press Delete or Backspace:

Head~~ing~~

Empty paragraph gets
Heading formatting

Explicit merge
Text is deleted, preceding paragraph formatting wins

Start:

Heading

Position cursor after 'g', press Delete
-or-
Position cursor on empty line, press Backspace:

Heading

Empty paragraph gets
Heading formatting

Formatted: Heading 1

Formatted: Heading 1