

Format CDA Special Instructions

SUMMARY

You can format CDA Special Instructions to show bolding, italics, line-breaks, links, lists, etc. using markdown formatting.

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What is Markdown?

Markdown is an easy way of formatting plain text so that it can be rendered in a richer visual style by software such as Paperless Pipeline while still being human readable.

How to Format CDA Special Instructions

- 1 Click your name in the upper right corner then "Admin / Settings".
- 2 Click "Manage Locations" from the left menu.
- 3 Go to the desired location, click the gear, and select "Commission and CDA Settings".
- 4 Scroll down to the "CDA Instructions" section. You can enter markdown-formatted text into the "CDA instructions (to be shown above Payables)" and "CDA instructions (to be shown below Payables)" fields.
- 5 Enter your text and markdown, then click [Save Settings] to complete the process.

This is how the markdown-formatted text will appear on the CDA:

When signed below, Coffee is for Closers Realty authorizes the total commission to be disbursed and delivered as indicated.


Not bolded text.

Payables (including commissions and agent fees)

Coffee is for Closers Realty	\$1,112.00
Joe's Real Estate LLC	\$1,880.00
Monta Fleming	\$3,008.00

Please include a copy of the HUD-1 with Coffee is for Closers' check.

Authorized By



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 Broker/Owner
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Markdown Formatting Examples

Emphasizing Text (Bold, Italics)

Text surrounded by asterisks or underscores will appear in italics.

This text: **asterisks** or underscores.

Will appear like this: *asterisks* or underscores.

Text surrounded by double asterisks or double underscores will appear in bold.

This text: ****asterisks**** or underscores.

Will appear like this: **asterisks** or **doubleunderscores**.

Numbered and Bulleted Lists

This will appear as a numbered list as you would expect:

1. First item
2. Second item
3. Third item

This will appear as a bulleted list:

- First item
- Second item
- Third item

Web Links

Create links to other websites like this:

[Name of the site](URL-of-the-link)

For example, when you link to Google like this:

[Google rocks my world!](<https://www.google.com>)

It will appear like this:

[Google rocks my world!](https://www.google.com)

Horizontal Lines

Create a line using three or more dashes or underscores:

The line will be shown like this:

Line-breaks / Paragraphs

Just hit a couple of times to separate one block of text from another i.e. to create paragraphs as you would do naturally.