

Formatting in Pipeline

Pipeline's formatting options enhance the readability, visual appeal, and engagement of your messages, email signatures, and announcements.

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Introduction

Use Pipeline's formatting options to make messages easier to read, more visually appealing, and more engaging. Create headings, highlight important points with bold or italic text, include clickable links, insert a line, or create lists.

Format a Message

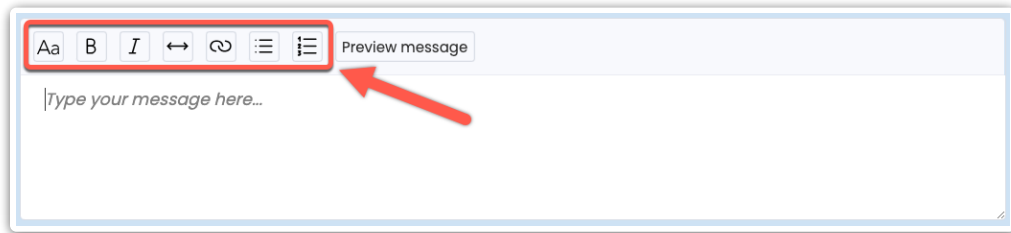
Format a message using Pipeline's formatting options.

Who Can Do This? Anyone can format messages.

To format text in a message:

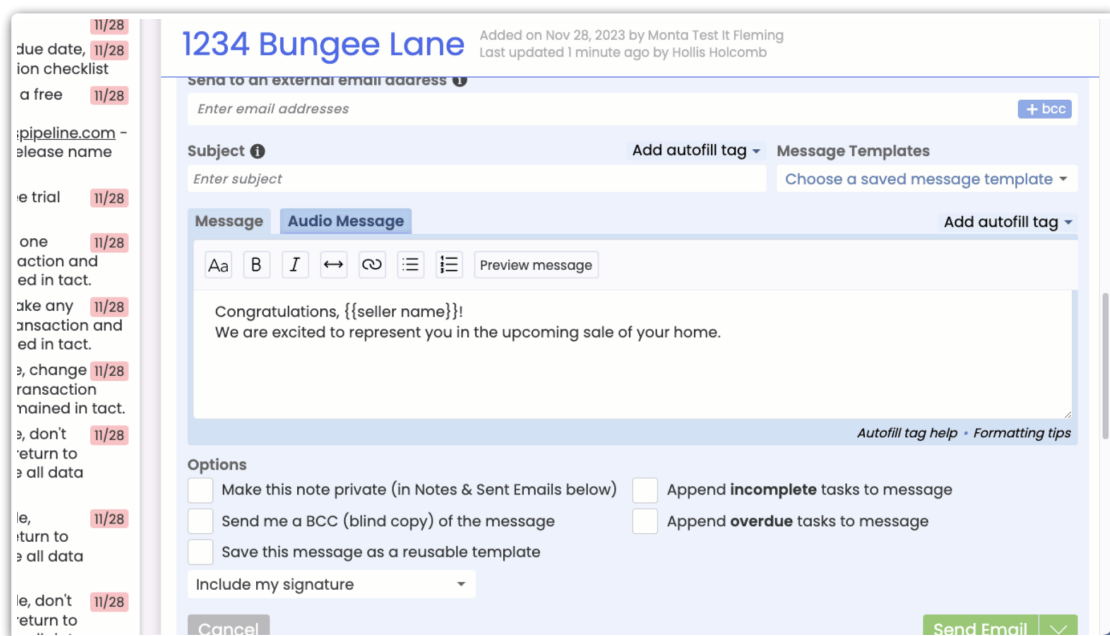
- 1 When composing a message with formatting available, **select the text or place the cursor where you want to apply formatting to your text.**

- 2 Use the formatting options at the top of the message window (described below), then continue composing the message.



Headings

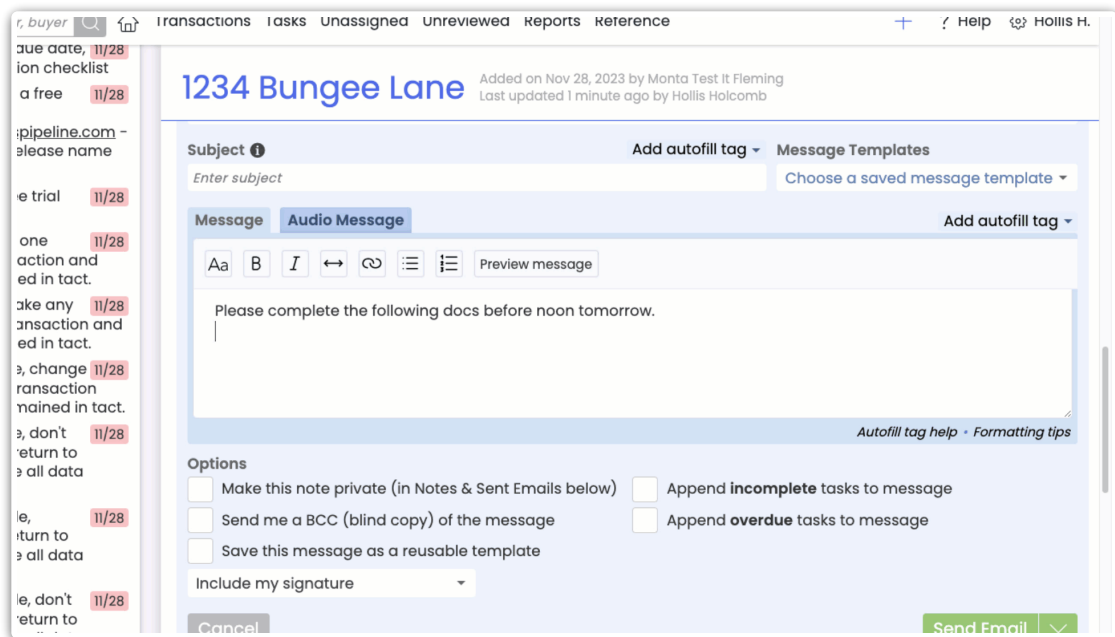
To create a heading, select the header text, then click [Aa].



Headings will not be honored if your company has opted to *Use minimal formatting for messages*. Instead, headings will appear as regular, bold text. [Learn more about Minimal Formatting →](#)

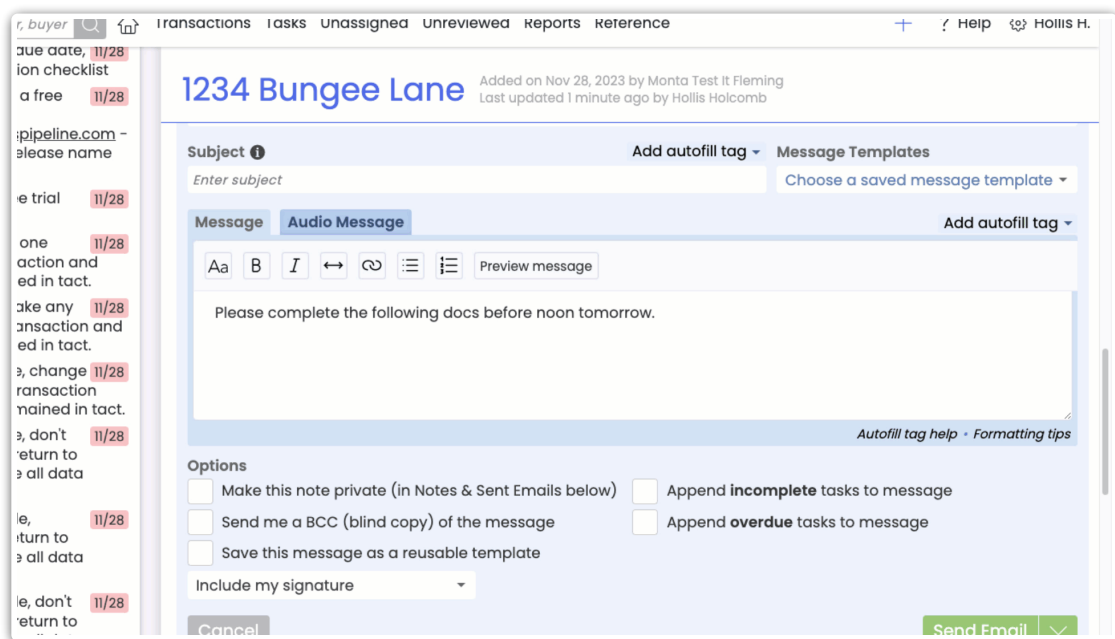
Bold

To bold text, select it, then click [B].



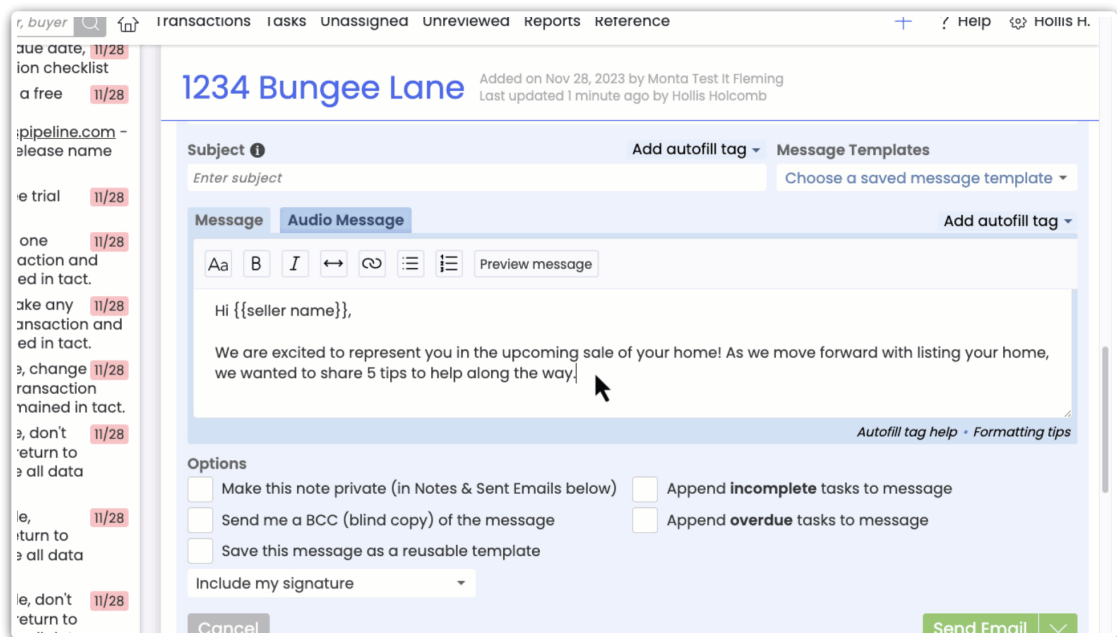
Italic

To italicize text, select it, then click [*I*].



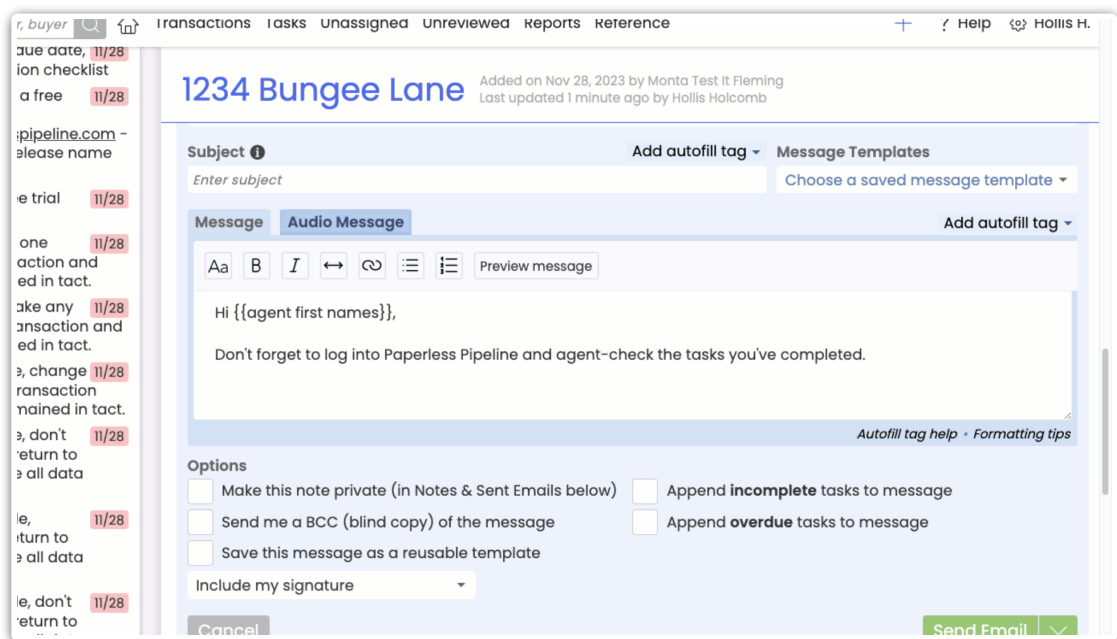
Horizontal Line

To add a horizontal line, click [↔].



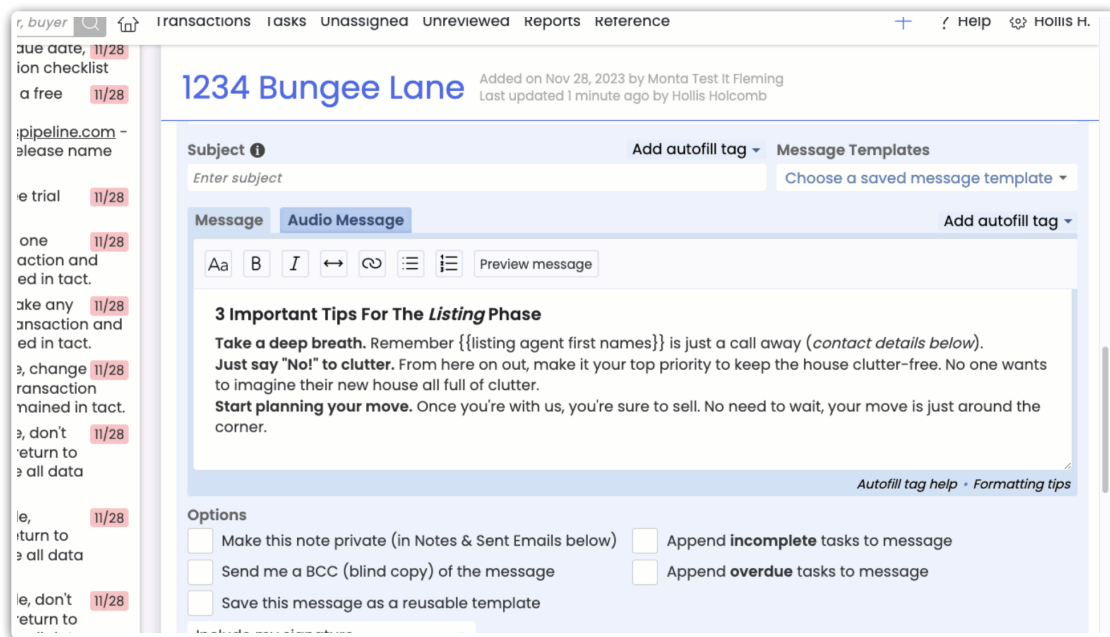
Link

To link text, select it, then click [🔗], enter the URL and click [OK].




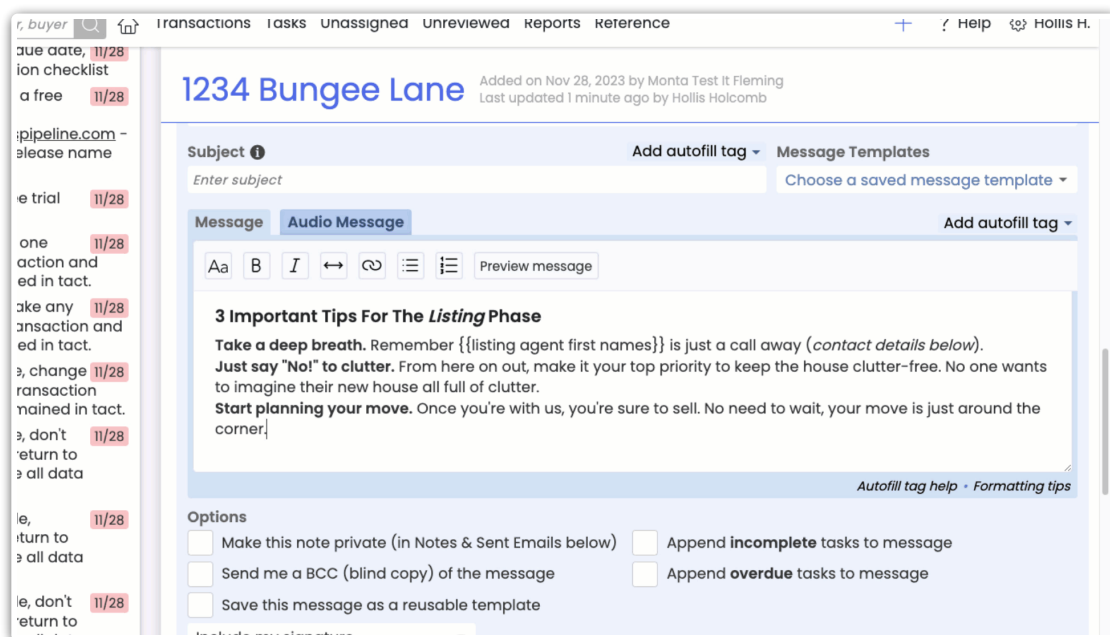
Bullet List

To create a bulleted list, select the text to bullet, then click [☰].



Number List

To create a numbered list, select the text to number, then click [].



Emoji

To add an emoji, click [], then select the emoji.

r, buyer Transactions Tasks Unassigned Unreviewed Reports Reference + ? Help Hollis H.

due date, 11/28
ion checklist
a free 11/28

1234 Bungee Lane

Added on Nov 28, 2023 by Monta Test It Fleming
Last updated 1 minute ago by Hollis Holcomb

Subject ⓘ Add autofill tag ▾ Message Templates
 Choose a saved message template ▾

Message **Audio Message**

Aa B I ↔ ↻ ☰ ☷ 😊 Preview message

Hi {{seller first name}}! |

Options

<input type="checkbox"/> Make this note private (in Notes & Sent Emails below)	<input type="checkbox"/> Append incomplete tasks to message
<input type="checkbox"/> Send me a BCC (blind copy) of the message	<input type="checkbox"/> Append completed tasks to message
<input type="checkbox"/> Save this message as a reusable template	<input type="checkbox"/> Append overdue tasks to message

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