How to customize the Canvas Grid?

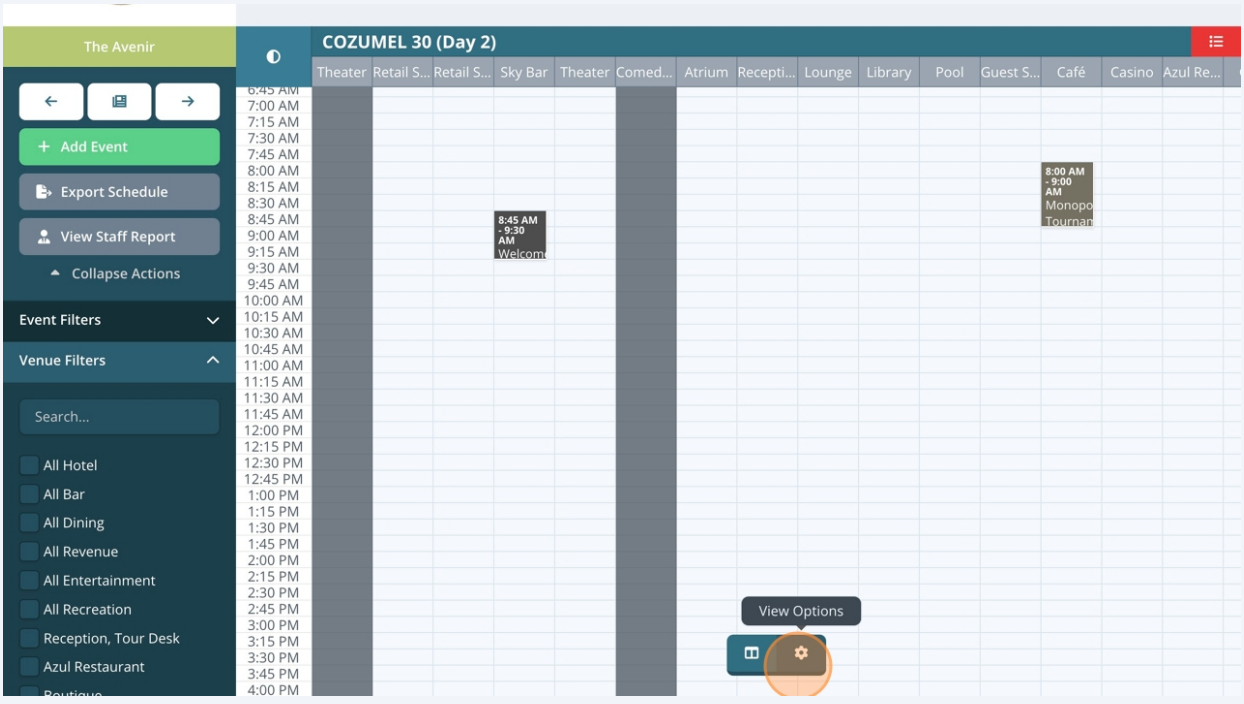
This guide is also available as a video. Click the link below to watch:

scribehow.com/embed-preview/How_to_customize_th...

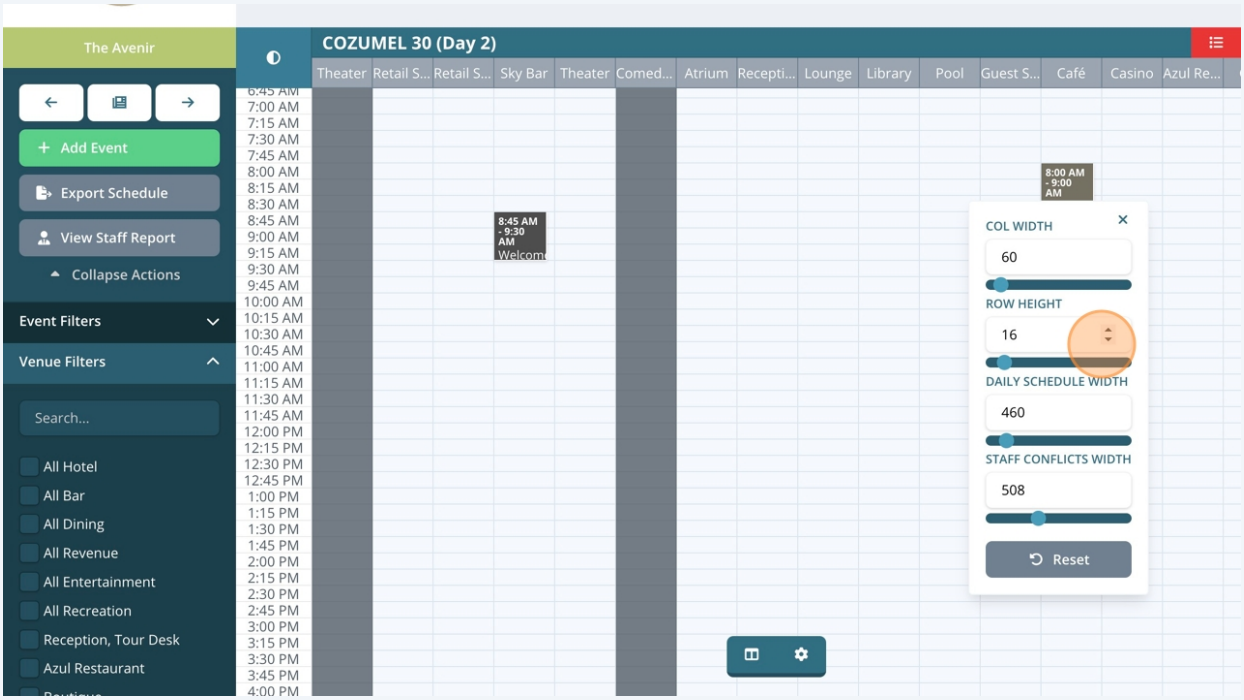
This guide offers step-by-step instructions on customizing the Canvas Grid layout. By following these steps, users can easily adjust the layout to their preferred viewing or working style without impacting other users.

1 Navigate to GO URL and go to the Canvas (Daily Planner).

2 Click on the View Options icon.

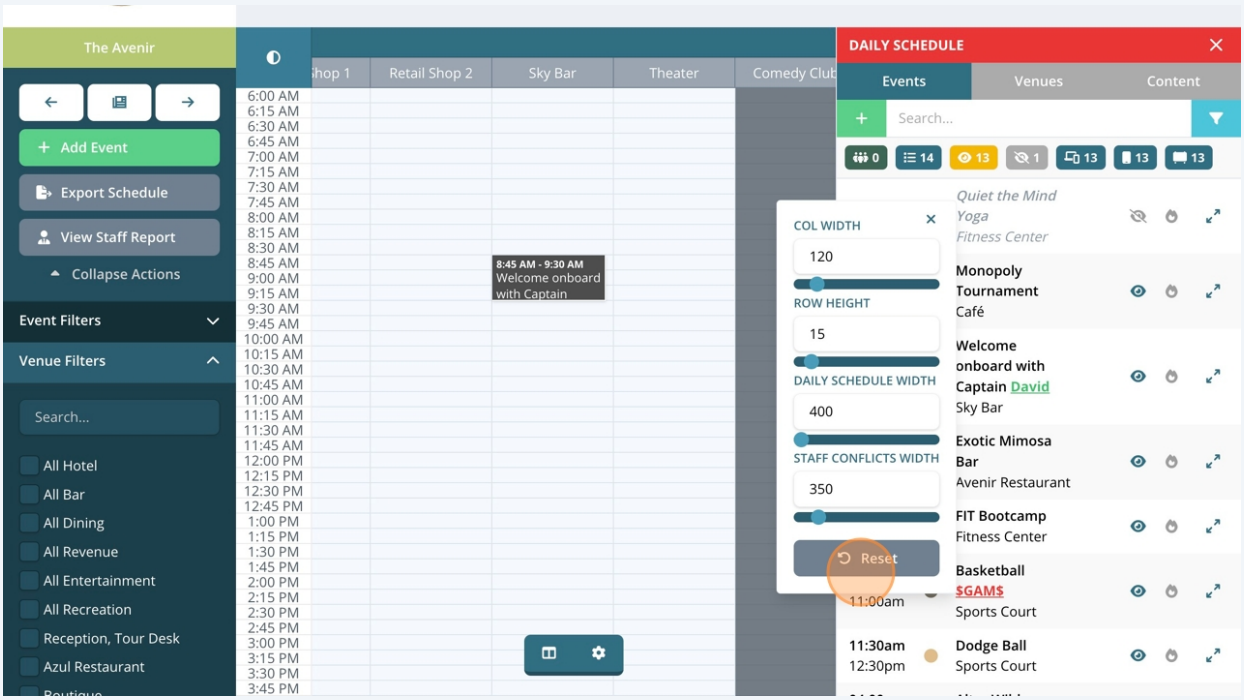


3 Use the range field to adjust the "Col Width", "Row Height" and the "Daily Schedule Width".number field.



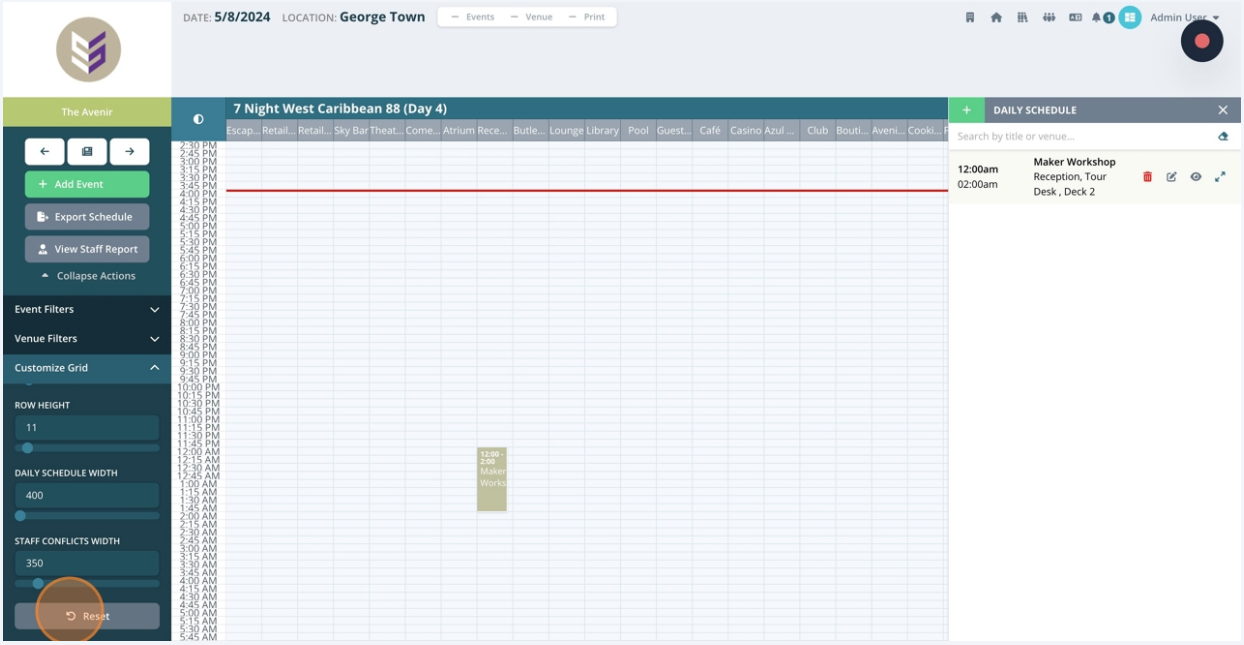
4 The example below displays the changes made to the range fields. It is visible that the Column width, the Row Height and the Daily Schedule on the right side are smaller.

Click "Reset" to go back to the Default view.



5 The example below displays the changes made, it is visible that the Column width, the Row Height and the Daily Schedule on the right side are smaller.

Click "Reset" to go back to the Default view.



Note! The changes will be saved only on an account level, meaning that the users can easily adjust the layout to their preferred viewing or working style without impacting other users.