

# How to customize the Canvas Grid?

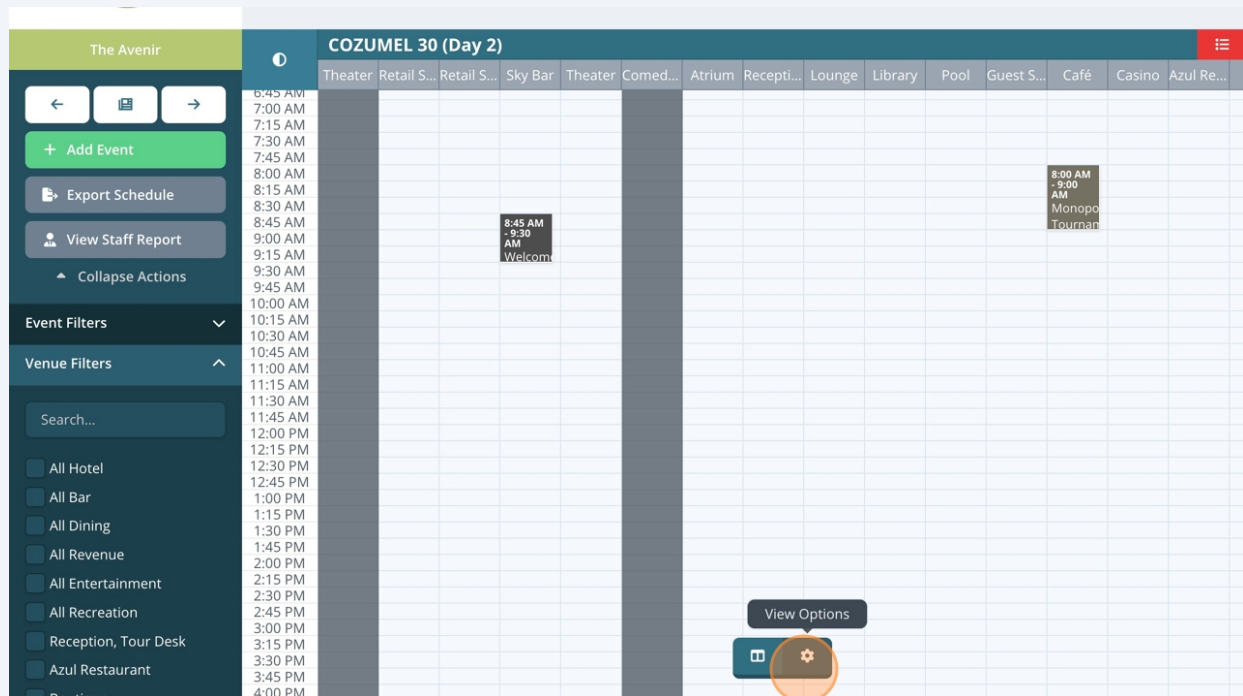
This guide is also available as a video. Click the link below to watch:

[scribehow.com/embed-preview/How to customize th...](https://scribehow.com/embed-preview/How%20to%20customize%20th...)

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.



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

The screenshot shows the 'COZUMEL 30 (Day 2)' interface. On the left, there's a sidebar with 'The Avenir' header, navigation buttons, and filters. The main area is a calendar grid with columns for various venues: Theater, Retail S..., Retail S..., Sky Bar, Theater, Comed..., Atrium, Recepti..., Lounge, Library, Pool, Guest S..., Café, Casino, and Azul Re... The time slots range from 6:45 AM to 4:00 PM. A settings panel is open on the right, showing sliders for 'COL WIDTH' (set to 60), 'ROW HEIGHT' (set to 16), 'DAILY SCHEDULE WIDTH' (set to 460), and 'STAFF CONFLICTS WIDTH' (set to 508). A 'Reset' button is at the bottom of the panel.

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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.

The screenshot shows the 'DAILY SCHEDULE' interface. On the left, there's a sidebar with 'The Avenir' header, navigation buttons, and filters. The main area is a list of events with columns for 'Events', 'Venues', and 'Content'. The events listed include 'Quiet the Mind Yoga', 'Monopoly Tournament', 'Welcome onboard with Captain David', 'Exotic Mimosa Bar', 'FIT Bootcamp', 'Basketball', and 'Dodge Ball'. A settings panel is open on the right, showing sliders for 'COL WIDTH' (set to 120), 'ROW HEIGHT' (set to 15), and 'DAILY SCHEDULE WIDTH' (set to 400). A 'Reset' button is at the bottom of the panel.

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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.

The screenshot displays a scheduling application interface. At the top, it shows the date '5/8/2024' and location 'George Town'. Below this is a navigation bar with tabs for 'Events', 'Venue', and 'Print'. The main area is divided into three sections:

- Left Sidebar:** Contains a 'The Avenir' logo, navigation buttons (back, forward, add event), and a 'Customize Grid' section with sliders for 'ROW HEIGHT' (set to 11), 'DAILY SCHEDULE WIDTH' (set to 400), and 'STAFF CONFLICTS WIDTH' (set to 350). A 'Reset' button is at the bottom of this sidebar.
- Main Grid:** Titled '7 Night West Caribbean 88 (Day 4)', it features a grid with columns for various venues (e.g., Escap..., Retail..., Sky Bar Theat..., Come..., Atrium Rece..., Butle..., Lounge Library, Pool, Guest..., Café, Casino Azul..., Club, Boutl..., Aveni..., Cook...) and rows for time slots from 2:00 PM to 5:45 AM. A red horizontal line is drawn across the grid at approximately 4:15 PM. A small yellow event card labeled '12:00-2:00 Maker Works' is visible in the grid.
- Right Panel:** Titled 'DAILY SCHEDULE', it shows a search bar and a list of events. The first event is '12:00am Maker Workshop' with details 'Reception, Tour Desk, Deck 2'.



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.