

# How to customize the Canvas Grid?

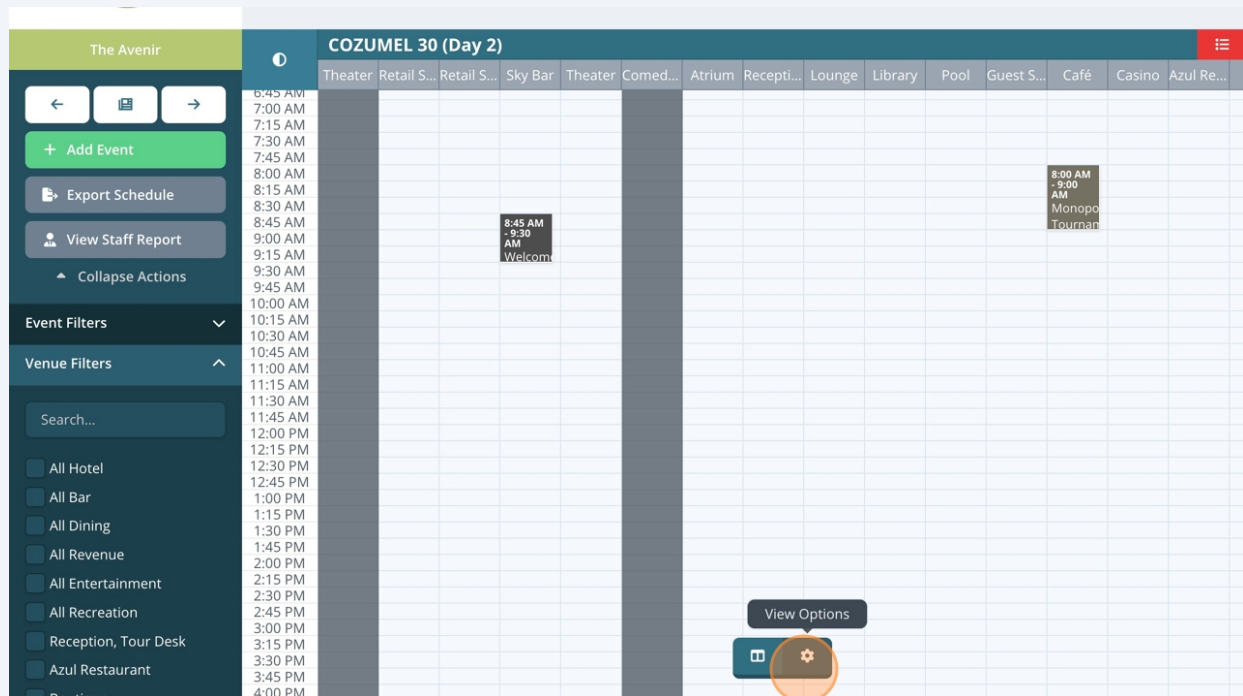
This guide is also available as a video. Click the link below to watch:

[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.



3

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

The screenshot shows the 'The Avenir' scheduling interface. On the left is a sidebar with navigation buttons like 'Add Event', 'Export Schedule', and 'View Staff Report'. The main area displays a grid for 'COZUMEL 30 (Day 2)' with columns for different venues (Theater, Retail S..., Sky Bar, etc.) and rows for time slots from 6:45 AM to 4:00 PM. A settings panel is open on the right, allowing adjustments to 'COL WIDTH', 'ROW HEIGHT', 'DAILY SCHEDULE WIDTH', and 'STAFF CONFLICTS WIDTH'. A 'Reset' button is located at the bottom of this panel. A small event card is visible in the grid at 8:45 AM - 9:30 AM.

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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.

This screenshot shows the 'The Avenir' scheduling interface in the 'DAILY SCHEDULE' view. The settings panel on the right has been adjusted to smaller values: 'COL WIDTH' is 120, 'ROW HEIGHT' is 15, 'DAILY SCHEDULE WIDTH' is 400, and 'STAFF CONFLICTS WIDTH' is 350. The 'Reset' button is highlighted with an orange circle. The main grid displays a timeline from 6:00 AM to 3:45 PM. A sidebar on the left contains filters for various categories like 'All Hotel', 'All Bar', etc. The right side of the interface shows a list of events and venues, including 'Quiet the Mind Yoga', 'Monopoly Tournament', and 'Basketball'.

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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 shows a scheduling application interface. At the top, it displays 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 a grid titled '7 Night West Caribbean 88 (Day 4)'. The grid has columns for various venues: Escap..., Retail..., Retail..., Sky Bar Theat..., Come..., Atrium Rece..., Butle..., Lounge Library, Pool, Guest..., Café, Casino Azul..., Club, Boutl..., Aveni..., Cookl... The grid rows represent time slots from 2:10 PM to 5:45 AM. A red horizontal line is drawn across the grid at approximately 4:15 PM. On the left side, there is a sidebar with a 'The Avenir' logo and several buttons: 'Add Event', 'Export Schedule', 'View Staff Report', and 'Collapse Actions'. Below these are sections for 'Event Filters', 'Venue Filters', and 'Customize Grid'. The 'Customize Grid' section includes sliders for 'ROW HEIGHT' (set to 11), 'DAILY SCHEDULE WIDTH' (set to 400), and 'STAFF CONFLICTS WIDTH' (set to 350). At the bottom of the sidebar is a 'Reset' button. On the right side, there is a 'DAILY SCHEDULE' panel with a search bar and a list of events. One event is visible: '12:00am 02:00am Maker Workshop 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.