How to view the events added to the Canvas in the Feed Editor?

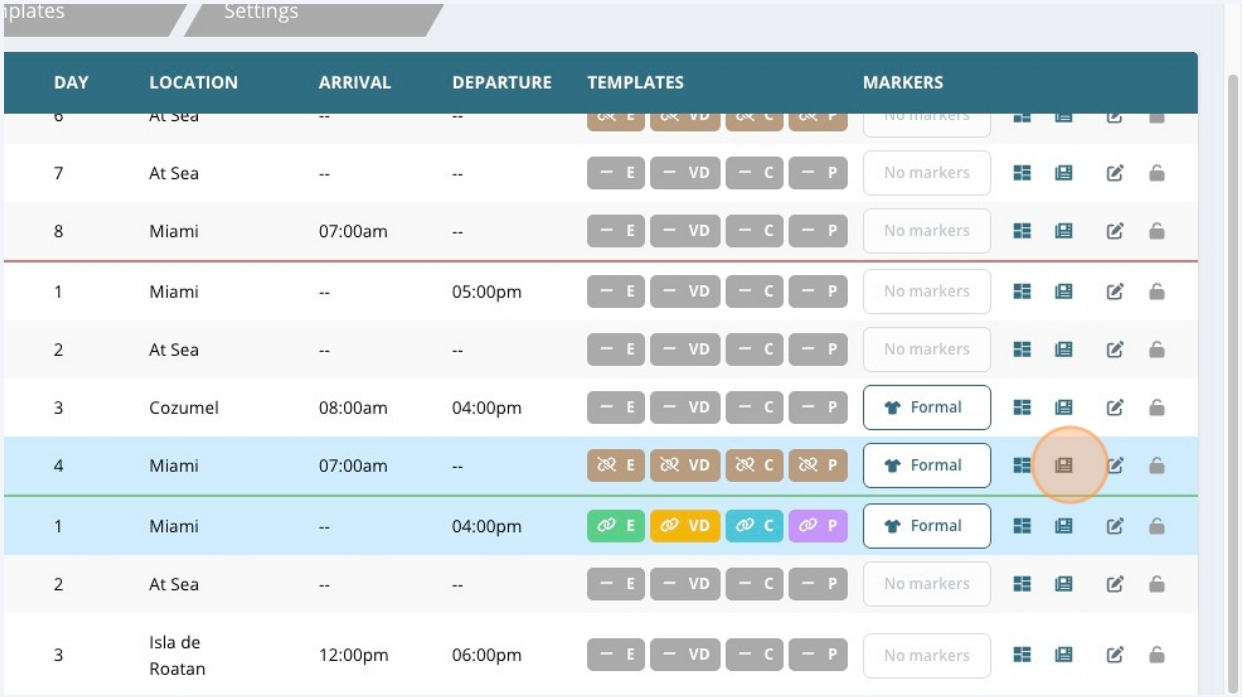
This guide is also available as a video. Click the link below to watch:

scribehow.com/embed-preview/How_to_view_the_eve...

The Feed Editor provides the ability for users to organize and make changes to the print program. After a print program is created, users can download it into PDF. The design and layout of the print program is pre-approved by the client.

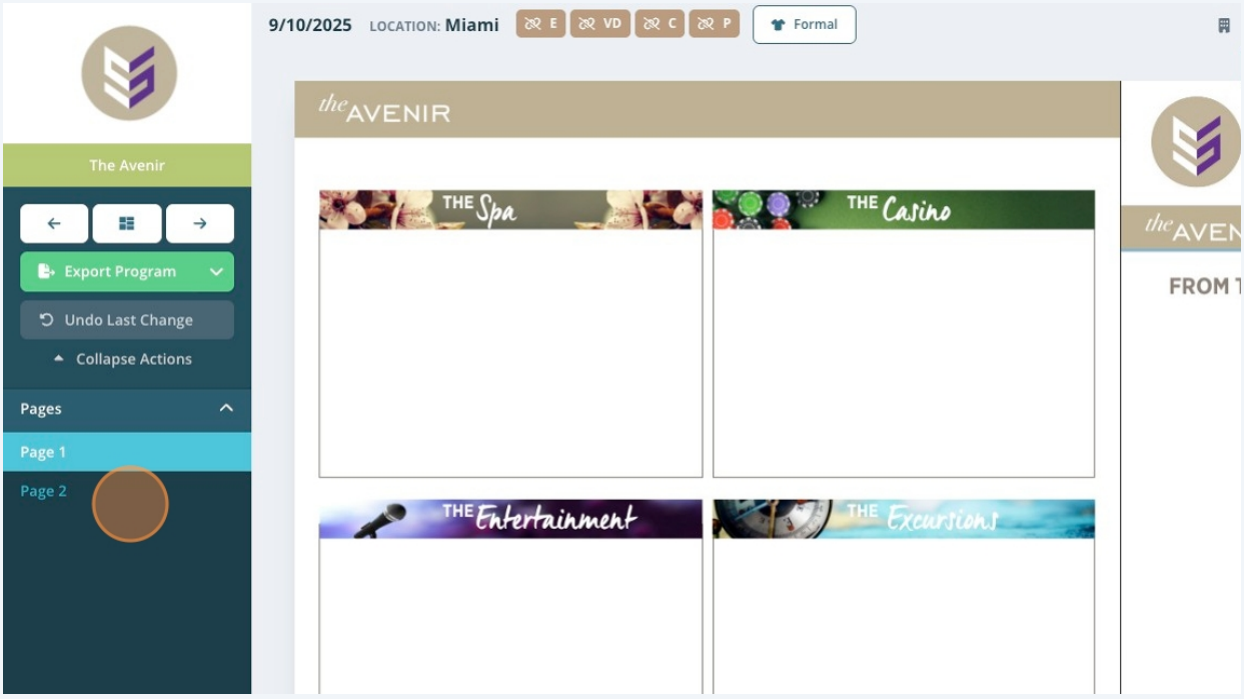
1 Navigate to your GO Software URL and open the Itinerary Page.

Click on the "Newspaper Icon" to open the feed editor for the specific day.

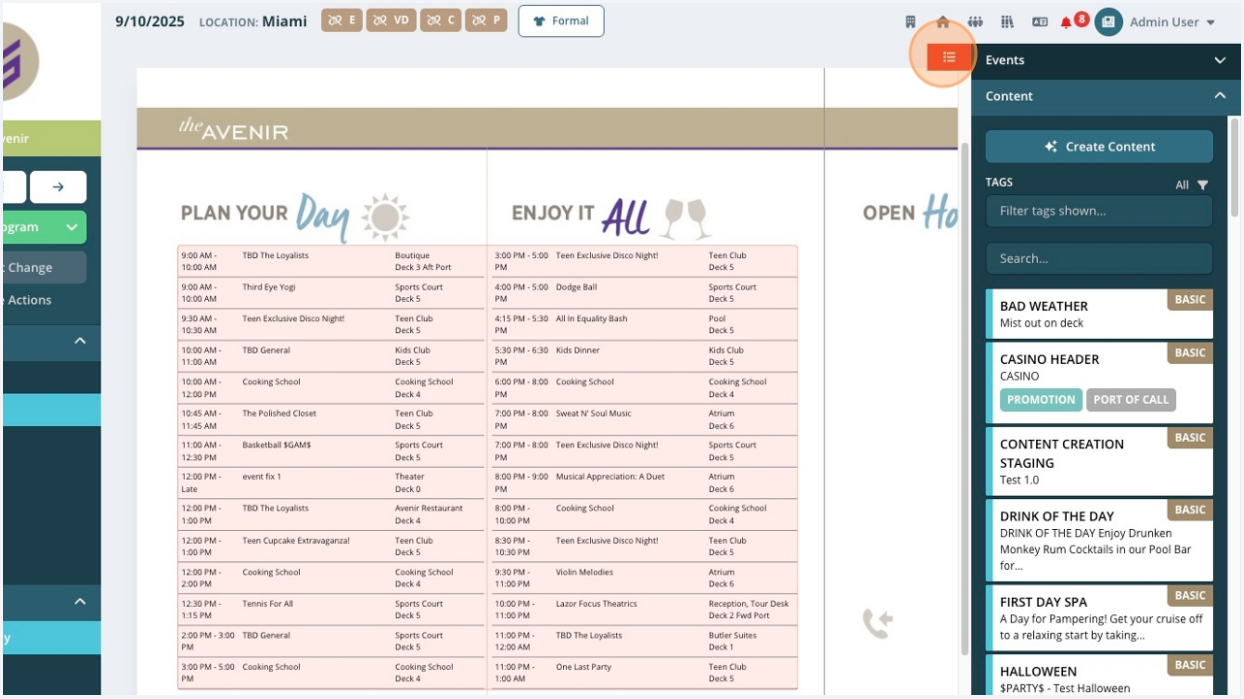


2 Click on page 2 to view the events added on the Canvas (Daily planner) for this specific day.

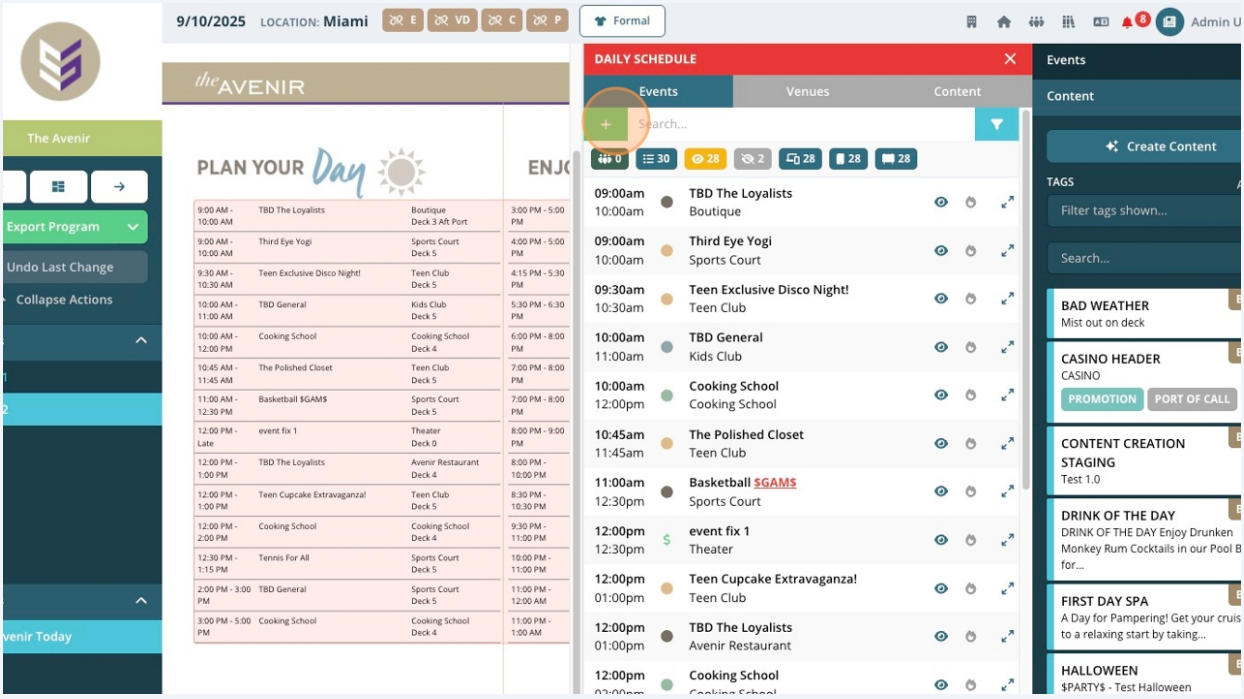
Note: *We are using our Demo Account to show the example below. However, keep in mind that depending on your Program's layout, the Daily Planner might be on a different Page and* **not** *Page 2, as shows our example.*



3 Click this icon to view the Daily Schedule (same view as the Canvas).

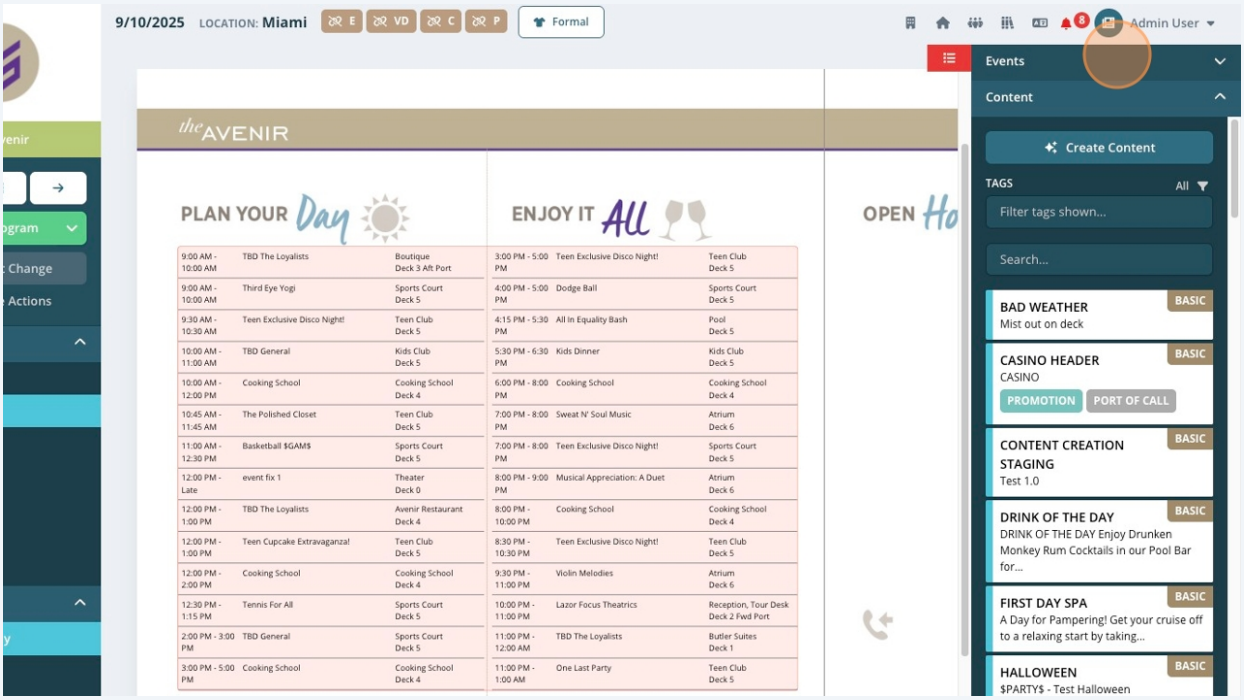


4 Here you can also add an event by clicking the "+" icon.

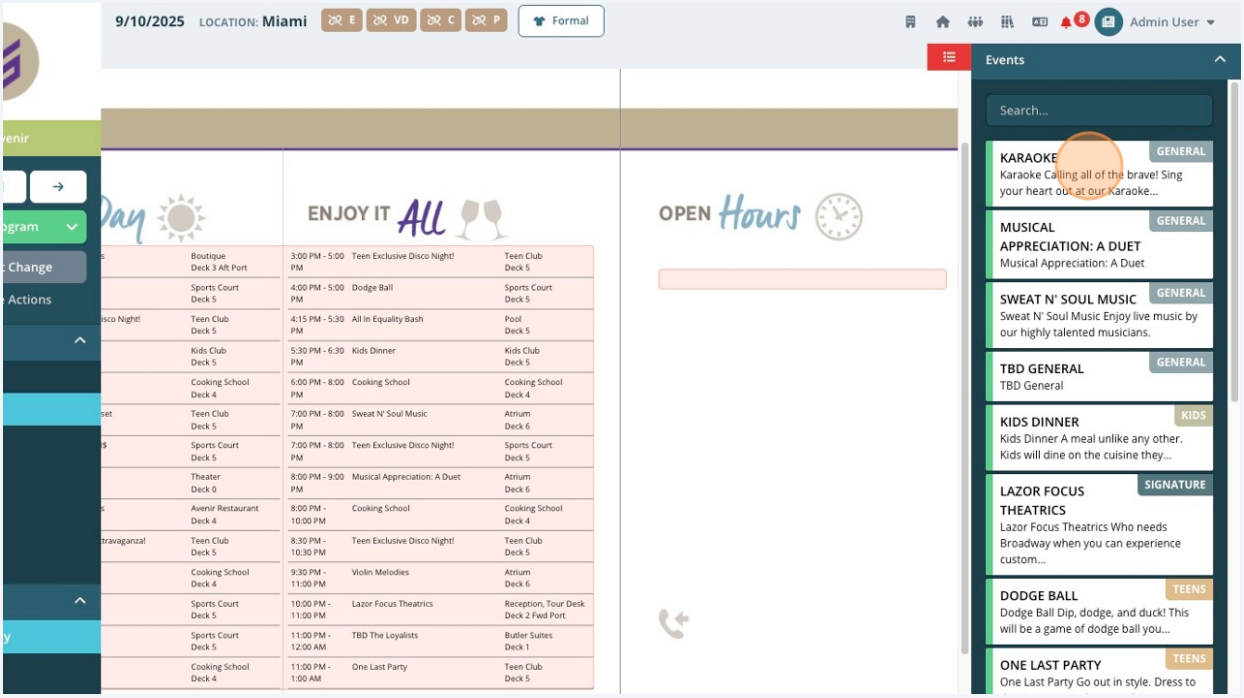


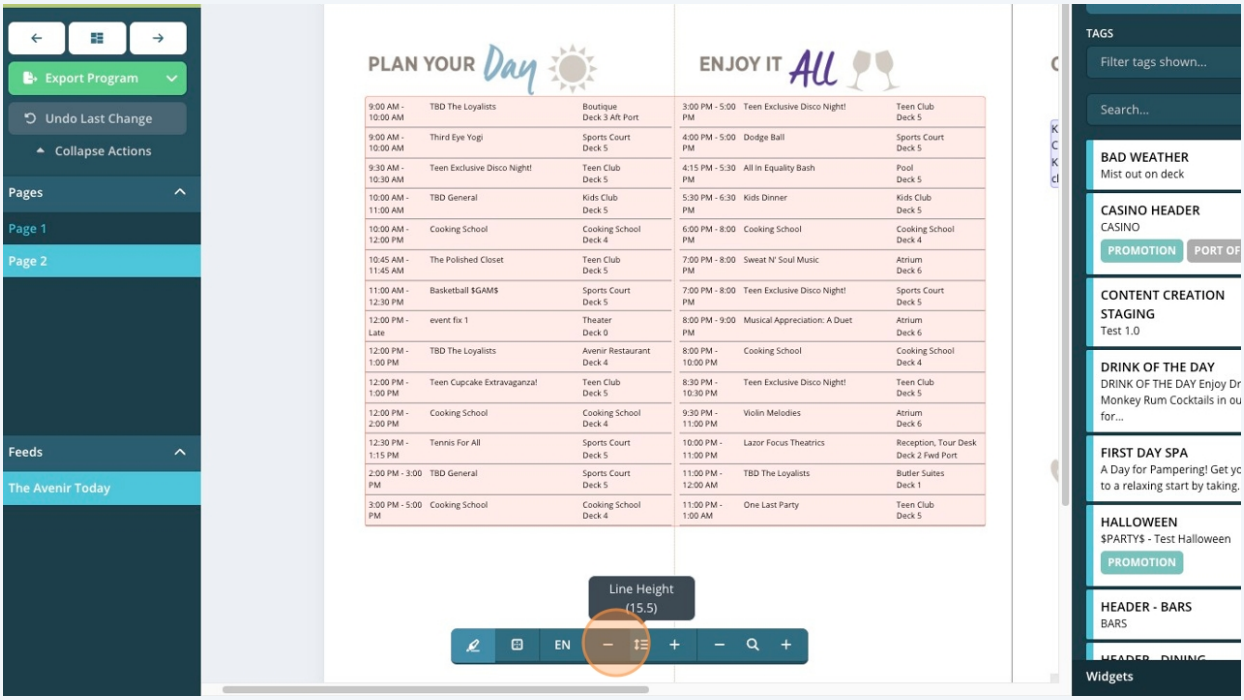
5 Below is an example of the event's lineup. It populates automatically from the Daily Schedule.

Click "Events" on the left side column to view all the events title and descriptions taking place that day.



6 To add events as a content blurb, drag and drop the events to a content box.



Remember, in order to drag and drop a piece of content, you need an available content box. Simply use the green "+" icon to create one.

7 To adjust the space between the events, click "Line Height" in the lower section.