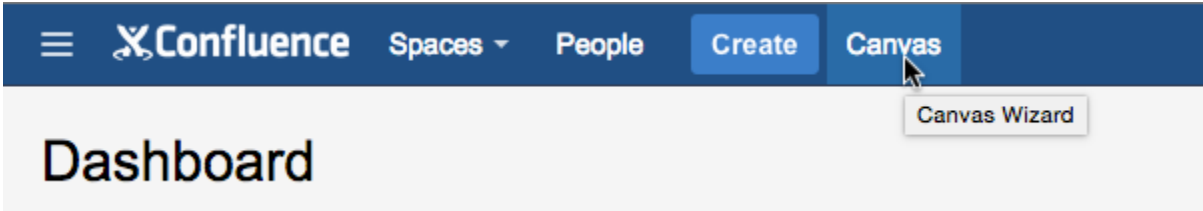


Getting Started with Canvas

Selecting Canvas

To begin using Canvas select **Canvas** from your Confluence Dashboard to open the Wizard Board.



Select from a range of boards

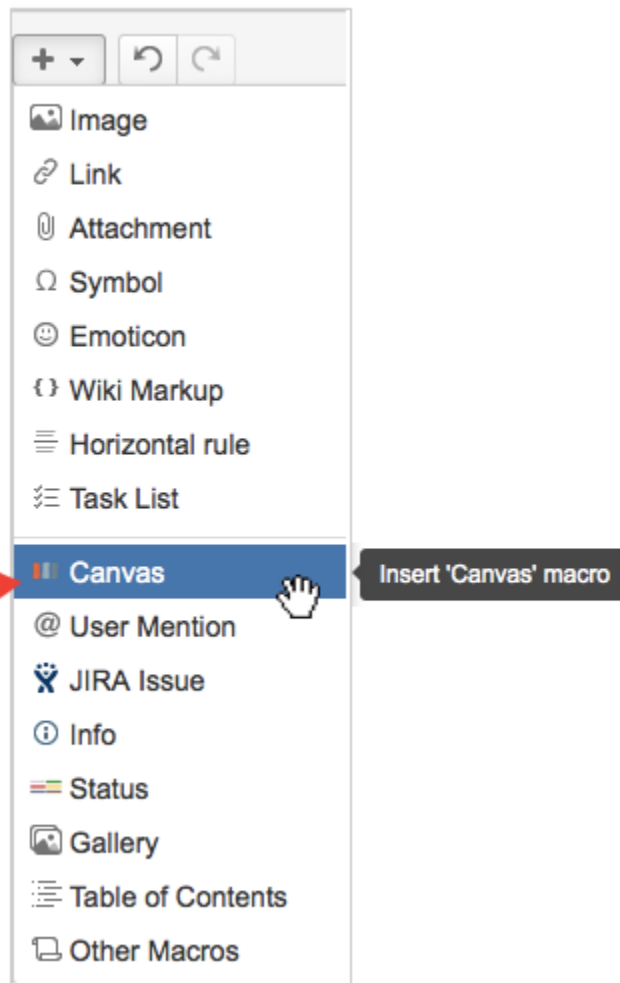
Design your own board

The image shows a dialog box titled 'Insert 'Canvas' Macro'. On the left side, there is a search bar with the text 'DISCOVER' and a list of board categories: 'Comalatech Picks', 'Agile Boards', 'Strategic Frameworks', 'Individual Frameworks', and 'Contributed'. Below this list is a link that says 'BUILD YOUR OWN'. A red arrow points from the handwritten text 'Select from a range of boards' to the 'Agile Boards' category. Another red arrow points from the handwritten text 'Design your own board' to the 'BUILD YOUR OWN' link. On the right side of the dialog, a preview of a 'Project Retrospective' board is shown. The board has four columns: 'Went well' (green header), 'Could have gone better' (yellow header), 'Surprises' (red header), and 'Lessons' (blue header). The first row is labeled 'Technology' and has a green smiley face icon in the 'Went well' column. Below the board is a text input field labeled 'Category'. A black arrow points from the handwritten text 'Add a category' to this input field. At the bottom right of the dialog, there are 'Submit' and 'Cancel' buttons.

OR

Select **Canvas** from the **Insert More Content** drop down menu while editing your page.

Select Canvas from Insert dropdown



Using the Canvas Wizard Board

Use the **Wizard Board** to select from an existing range of boards or design your own board from scratch.

Select from a range of boards

Design your own board

Insert 'Canvas' Macro

Q DISCOVER

- Comalatech Picks
- Agile Boards
- Strategic Frameworks
- Individual Frameworks
- Contributed
- BUILD YOUR OWN

Project Retrospective

At the end of a project? You can use this canvas board to discuss with your team what worked, what can be improved and the lessons.

	Went well	Could have gone better	Surprises	Lessons
Technology	😊	😞	🔔	📌
Category				

Submit Cancel

Adding Cards

To add a card to your container, either **click the arrow** on the top right of the container or **double click** in the container space.

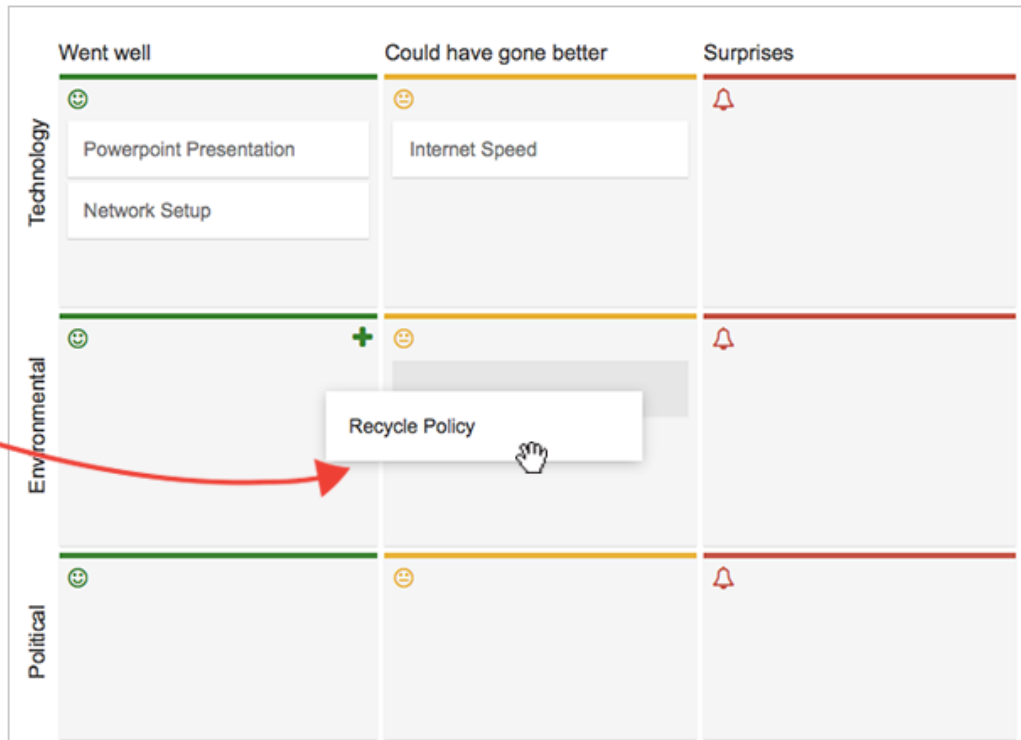
Click the arrow

Double click the container

	Went well	Could have gone better	Surprises
Technology	😊 + Add a card	😞	🔔
Environmental	😊	😞	🔔
Political	😊	😞	🔔

Moving Cards

To **move cards** around containers, **select the card** and **drag** to the desired location and release the mouse.



Adding Pages

Turn existing cards into pages by selecting the card to edit it, then clicking the **Page** button.

