Best Practices: When to Use Chat vs. Canvas

1. Start in Chat when you:

- • Are brainstorming or figuring out what you want.
- • Need quick answers, explanations, or translation help.
- • Want to ask questions, discuss ideas, or get advice.
- • Are not yet sure how long or detailed the final work will be.
- • Want a casual, fast back-and-forth without structure.

Example:
"Can you translate this quote?"
"Can you help me outline an essay?"

2. Move to Canvas when you:

- • Are ready to start a serious draft (essay, letter, story, report, etc.).
- • Want a neater, distraction-free writing environment.
- • Need to organize, edit, or refine longer work.
- • Plan to save, revisit, or download the document later.
- • Prefer version control (Canvas automatically saves your work-in-progress).

Example:
"Let's expand this translation into a full essay."
"Help me draft a full email in a polished format."

✨ Quick Tip: How to Transition

- • Just talk in Chat until you feel ready.
- • When you're ready, say:
     "Can you open Canvas for this?"
- • I'll open it and move us into a structured writing session!

📚 Why This Helps

- • Saves time: You won't waste effort setting up a document before you're ready.
- • Boosts quality: You'll move to Canvas only when the project deserves it.
- • Matches natural workflow: Discussion → Decision → Draft → Polish.