



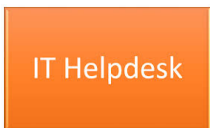
Microsoft Sway

An intro to MS Sway

David O' Connor, LMETB IT Department

Table of Contents

Getting Started.....	2
Logging In.....	2
Tutorial Videos.....	3
Creating a New Sway	3
Create & Organize Area/Storyline	3
Adding Content.....	4
Text.....	4
Heading	4
Picture.....	5
Upload	5
Main Menu.....	6
Insert.....	6
Cards.....	8
Design.....	10
Navigation	11
Remix.....	12
Preview	12
Share	13
Embed this Sway.....	13
Choose Who to Share the Sway With	13
Revoking Access to a Sway	13
Deleting a Sway	14
Questions?.....	14



Microsoft Sway Overview

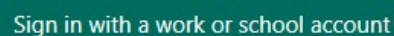
Getting Started

Log into the Sway website at <https://sway.com/>

Click on **Get started!**

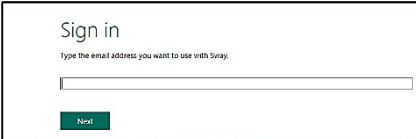
- Type in the email address you want to use with Sway.
 - This should be your LMETB email address.
 - Click the **Sign in with a work or school account**.
- The next screen that opens will be the Office 365 screen.
- Click **Work or school account**.
- Click **Sign in**.

- **Note:** Sway is currently in the process of being added to Office 365 as an app. Until that happens, login using the web address above.



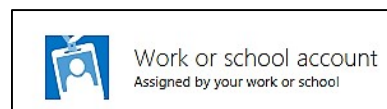
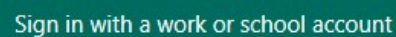
Logging In

- Go to the Sway website: <https://sway.com/>
- Click on **Sign in** in the upper right hand corner.
- Use the email that was used when the account was set up.
- Use your LMETB email address
- Click **Next**.
- Click **Work or school account**.
- Sign in to your Office 365 work account using your district email address and Encore password.
- Click **Sign in**.



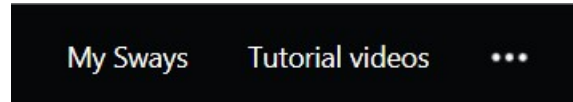
Sign in
Type the email address you want to use with Sway.

Next



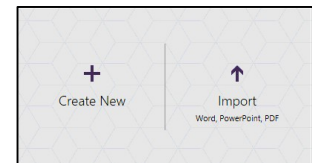
Tutorial Videos

- Sway has recently added five video tutorials that can be accessed from the Sway home page.
- Click on **Tutorial videos** in the upper right hand corner to view the videos.
- The videos are presented through *YouTube*.

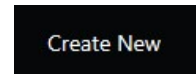


Creating a New Sway

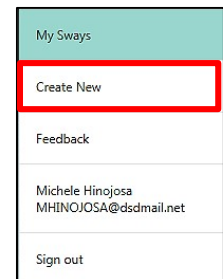
- To begin a new Sway ○ Click on the word **Sway** in the upper left hand corner of the window. ▪ Click + **Create New**.



- Or, to begin a new Sway
- Click on the word **Sway** in the upper left hand corner of the window.
- Click on **Create New** in the upper right corner of the window.

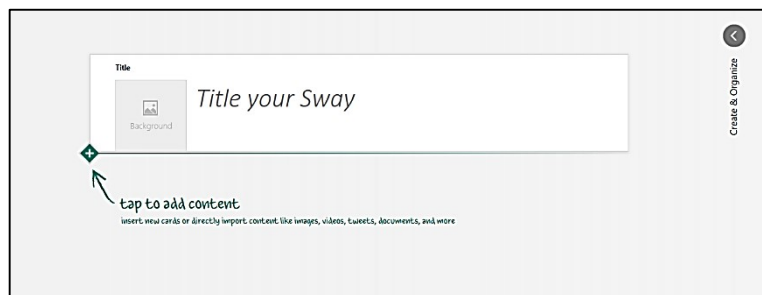


- Or, to begin a new Sway
- Click on the **three dots (...)** located in the upper right hand corner of the window.
- Click **Create New**.




Create & Organize Area/Storyline

- After clicking **Create New**, the *Create & Organize* area opens.
- This is the canvas where the Sway will be built.
- It begins with a *Title Card* at the top. To add a title, click where it says **Title your Sway**, then begin typing.



- A background image may be added in the background placeholder. On the *Title Card*, the background image will cover the entire page.
- As cards are added, this area is now known as the *Storyline*.

Adding Content

- Content is added as *Cards* to the *Storyline*.
- To add cards, tap on the green diamond shape with the white plus sign below the  *Title Card* or any card that is added to the *Storyline*. □ The following card options become available:



Text

Text will add a card that can have text added to it.

The *Text Card* has six Options available that can be added to the card:

Heading will add larger text that will

act as a heading. A background image can also be added.

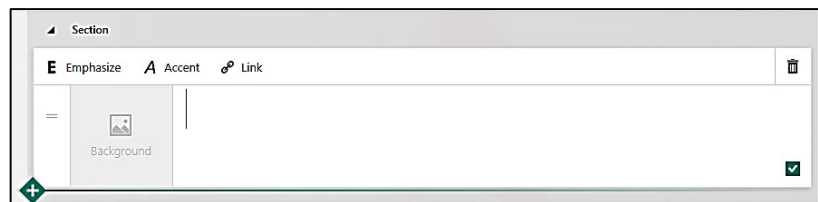
- **Emphasize** will bold the text.
- **Accent** will italicize the text.
- **Bullets** will add bullets for a bulleted list.
- **Numbers** will add a numbered list.
- **Link** will allow some or all of the text to become a web link.
- To delete the card, click on the **trash can** in the upper right hand corner.



Heading

- **Heading** will add a card with larger text that will act as a heading. A background image can also be added.

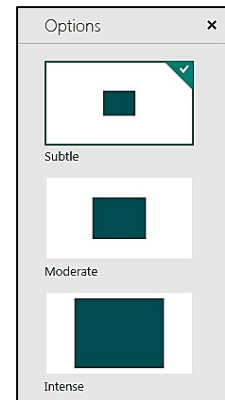
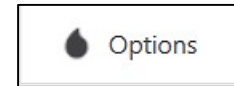
- **Emphasize** will bold the text.
 - The color of the text may also be changed.
- **Accent** will italicize the text.
- **Link** will allow the heading to become a web link.
- To delete the card, click on the **trash can** in the upper right hand corner.



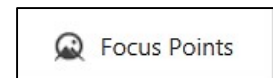
Picture

- **Picture** will add a picture card.

- A *caption* may be added which will usually appear below the picture.
- There are also three size options for the added picture.
- Click on **Options** at the top of the card.
- These options include:
 - **Subtle** - small
 - **Moderate** - medium
 - **Intense** – large



- Click on **Focus Point** to determine how much of the image you want visible for the viewer. More information can be found on page 7.
- To delete the card, click on the **trash can** in the upper right hand corner.



Upload

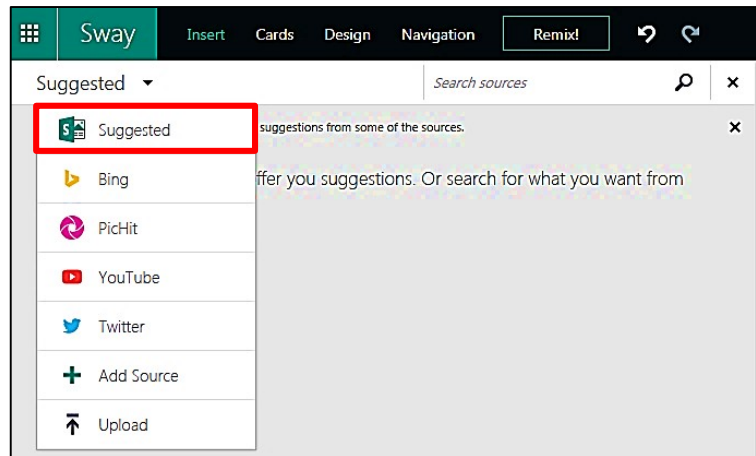
- **Upload** will let you browse out to a file on your computer and bring it into Sway.
- Some of the types of files that can be uploaded through this option are:
 - .jpeg; .jpg; .png; .gif; .bmp; .docx; .pptx; .doc; .pdf; .ppt; .xlsx
 - **Note:** If the uploaded file contains more than one page, each page will be added to individual cards.
- To delete the card, click on the **trash can** in the upper right hand corner.
 - **Note:** If multiple pages have been uploaded, each individual page will need to be deleted.

Main Menu



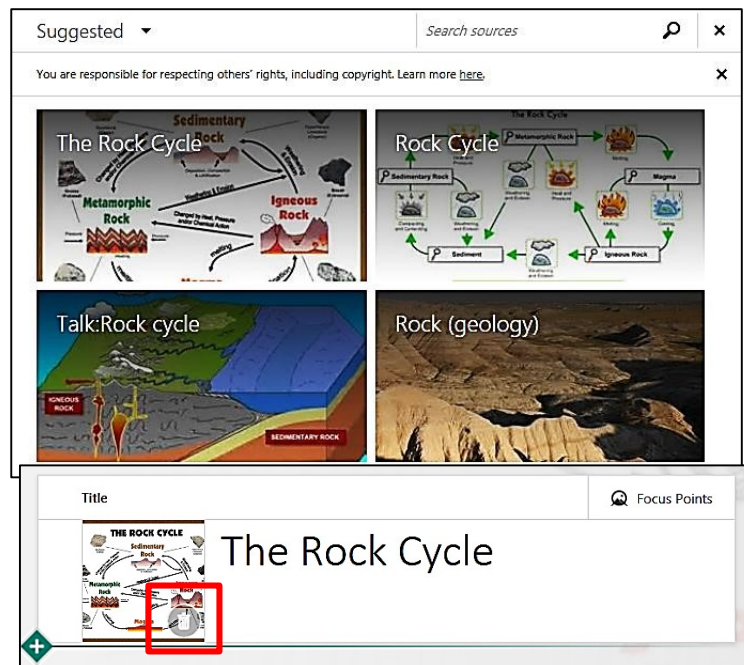
Insert

- **Insert** allows you to add content and Sway will offer suggestions for the picture or background, YouTube video, Tweet from Twitter, or something that is uploaded from your computer based on the added content on the card.
- Or, put in some keywords in the **Search sources** box and search from multiple sources.
 - Click on any of the suggested sources to see what's available.




- When the suggested options are shown, click on any of the options to view even more options.

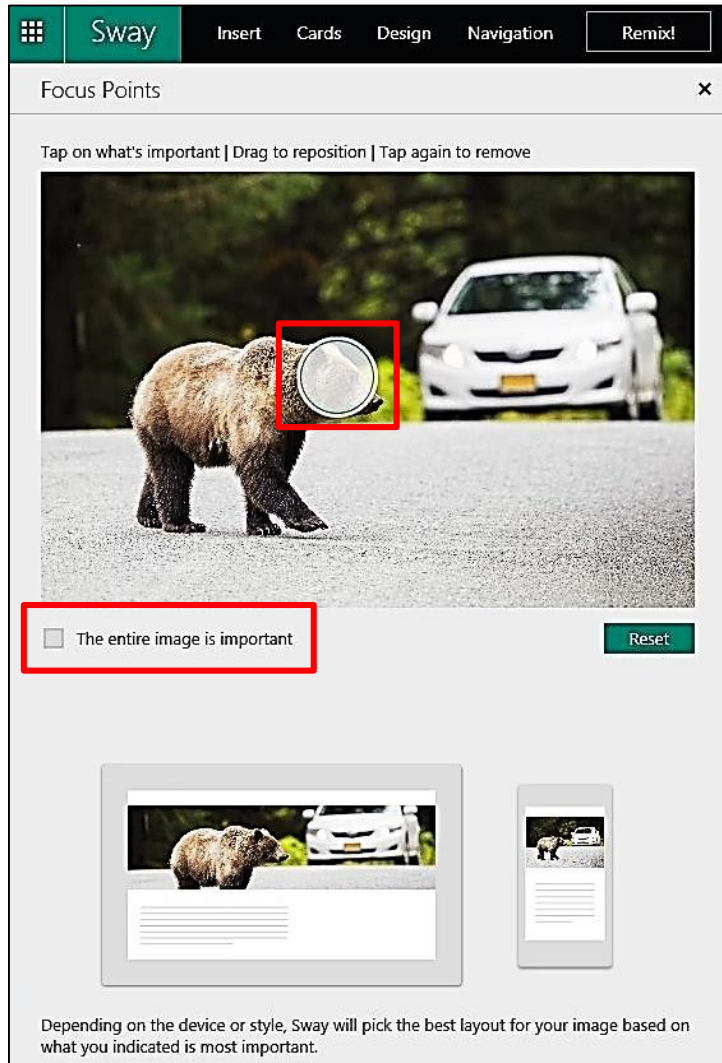
When the desired content is located, click and drag it to the placeholder on the card.



Editing an inserted image

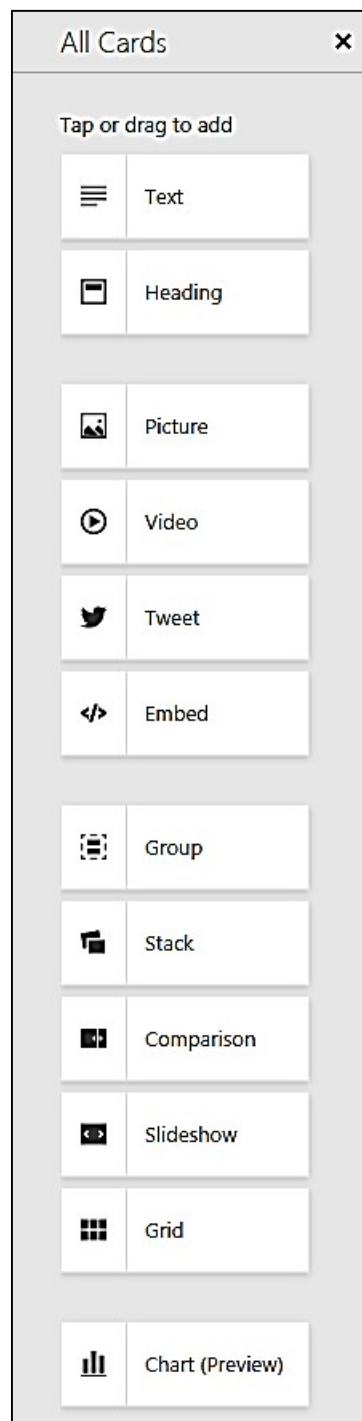
- Click on the image.
- The image can be deleted by clicking on the **Trash Can** that appears on the image.
- To determine the **Focus Points**, click on  Focus Points

- When the *Focus Points* pane opens, click on what's important in the image! *Focus Points* can be moved around by dragging them, or remove them by clicking them again. And at the bottom of the pane, a preview can be seen of how the resulting crop could look on tablet/PC screens and mobile screens.
- If image cropping is not desired at all, just select **The entire image is important** checkbox. This will keep the important things from being lost, like text in the image or your company's logo.

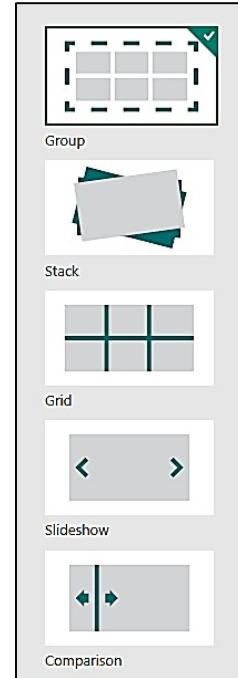


Cards

- **Cards** are the building blocks of a Sway. Each card can contain a single item or a collection of items.
 - Click or drag the desired card to the *Storyline* to work on it.
- **Text** will add a card that can have text added to it.
- **Heading** will add a card with larger text that will act as a heading. A background image can also be added.
- **Picture** will add a picture card.
- **Video** will upload a video into the Sway.
 - A *caption* may be added.
 - *Size* options are also available.
- **Tweet** will add a Tweet from your current Twitter account.
- **Embed** allows the creator to embed charts, maps, audio, video, and more.
 - Type or paste the embed code of the content you want to add.
 - **Note** If you paste a URL (Web address) as your embed code, it must contain the secure prefix **https://** instead of **http://** or the content will not be embedded.
 - Sway currently supports embedding content from the following sites:
 - Flickr
 - Giphy
 - Google Maps
 - Infogram
 - Mixcloud
 - Office Mix
 - OneDrive (Word, Excel, PowerPoint, and PDF documents)
 - Sketchfab
 - SoundCloud
 - Sway
 - Vimeo
 - Vine
 - YouTube
- **Group** allows the creator to group pictures in different formats.
 - To access these, click on the **Group Card** to place it in the *Create & Organize* area.
 - Click on **Group Type** in the upper right of the card.



- Choose from one of the available options:
 - Group
 - Stack
 - Grid
 - Slideshow
 - Comparison
- These group options are also available as individual cards in the *Cards* list.



- **Chart (Preview)** This card allows you to insert an interactive chart to make it easier to spot patterns and trends in your data.

- The following options are available:



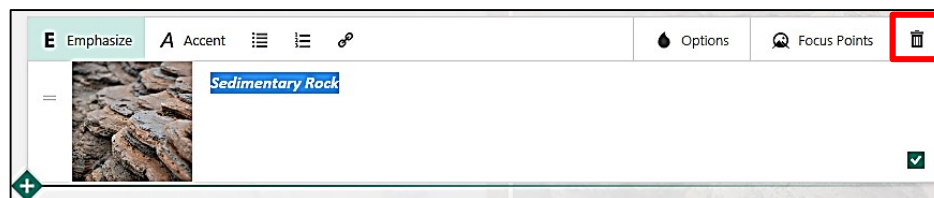
- **Chart Type**
- **Data**
- **Settings**

- A green arrow moves you through the various screens.

- **Note:** At this time, this option is in preview mode.



- To delete any of the cards, click on the **Trash Can** in the upper right hand corner of the card. If the **Trash Can** is not showing, click on the card first.



Design

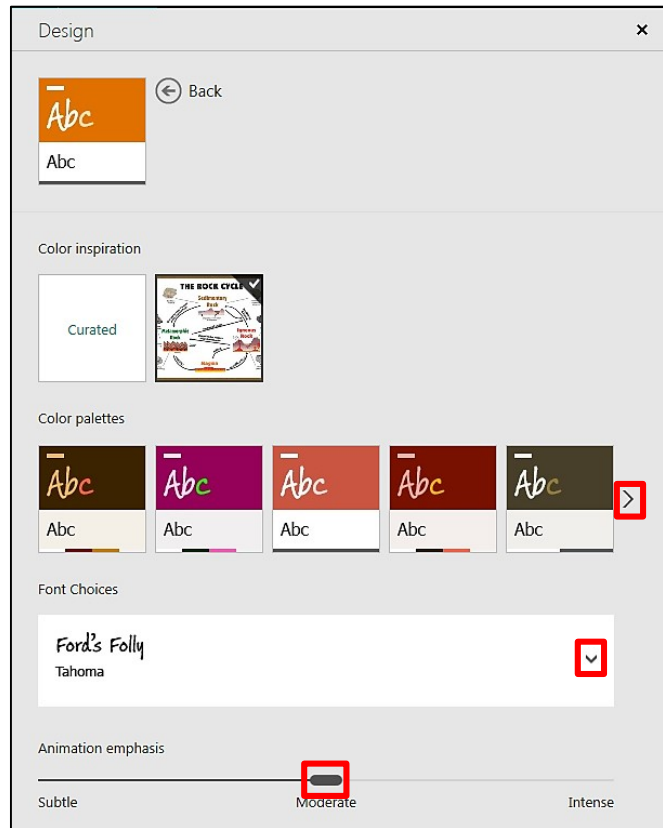
- The *Design* allows you to give your Sway a personality with color, typography, and texture.
- The *Design* option is found on the *Main Menu*.



- There are five main design groups.
- Each group may contain numerous:
 - Coloured backgrounds*
 - Textured backgrounds*
 - Graphics*
 - Font types*
 - Font colours*
- Arrows are available on either side of a design row to move back and forth through the design.
- To choose a design, click on it.
- The design is now shown at the top of the Design window.
- The chosen design can now be **Customised**.

Color inspiration

- **Curated** is the design currently chosen. ▫ *Color palettes, Font Choices and Animation Emphasis* are based on that design choice.
- If you have chosen a background image for your *Title Page*, the design can be based on that. ▫ *Color palettes, Font Choices and Animation Emphasis* are based on that image.
- The *Color palettes, Font choices, and Animation emphasis* can further be changed based on your *Color inspiration* by clicking on the arrows to the left or scrolling.



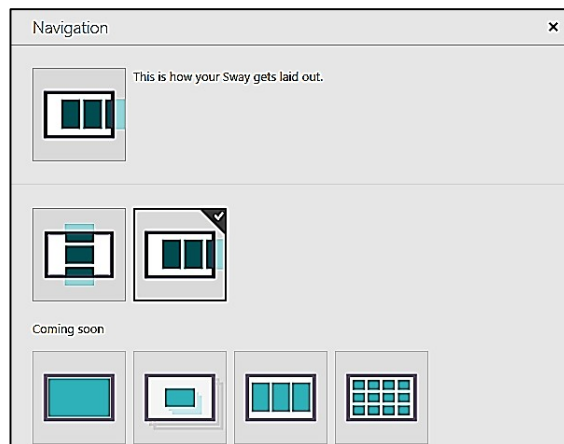
Navigation

Navigation determines the direction your Sway moves.

- **Vertically** – The scroll bar to the right allows the viewer to move through the Sway.

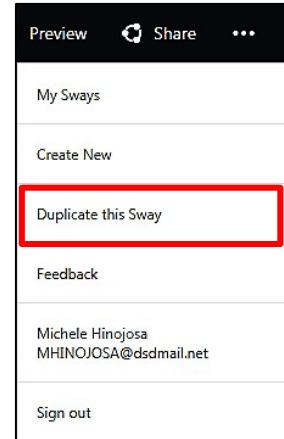


- At this time, those are the only options available. However, more choices are coming soon.



Remix

- **Remix** is a unique option in Sway. It allows the creator to create the Sway and then let the program determine the final layout of the presentation. If you don't have a specific sequence in mind, this can be an interesting experience.
- The only disadvantage to **Remix** is that once it is done, it can't be undone. It can be **Remixed**, but can't be returned to its original form.
- **Note:** If this is an option that you may want to try but are a bit hesitant, a suggestion is to duplicate the original Sway.
 - To duplicate a Sway, open the Sway. ○ Click on the **3 dots (...)** at the upper right corner of the window. ○ Click **Duplicate this Sway**.
 - You can rename it first. (A good suggestion) ○ Click **Duplicate**.
 - If an error message pops up, it may just move on and tell you that the copy was successfully created.
 - Click **Go to My Sways** or **Edit it now**.



Preview

- Click on **Preview** in the upper right area of the window.
- Hover in the upper right corner of the window to see more options.
 - Click on the **Pencil** icon to return to the *Create & Organize* editing area.
 - Click on the **Link** icon to get a link that anyone with the URL will be able to view this Sway.
 - Click on the **Embed** icon to get an embed code to embed this Sway.
 - Click on the **3 dots (...)** to access more options.



Share

Share an edit Link

- Anyone with this URL will be able to edit this Sway.



Share an edit Link

Anyone with this URL will be able to edit this Sway.

- This option allows collaboration with other teachers, students, administrators, etc.

Embed this Sway

- Use this e mbed code to embed this Sway.



Embed this Sway

Choose Who to Share the Sway With

- You can share your Sway with:
 - Public,** The Sway can be found by anyone performing a Web search.
 - People with the link,** Only people who are provided a link to the Sway can view it.
 - My organization,** This will be available to LMETB Staff only.
 - Just me,** The Sway can be viewed only by people who have the creator's log-in.

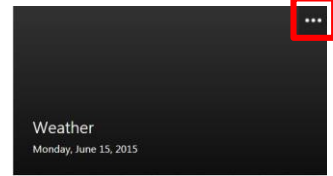
Revoking Access to a Sway

Revoke Access

Need to unshare this Sway? Revoking shared links will permanently change the URL of this Sway, and anyone who currently has access will no longer be able to view your content.

Deleting a Sway

- To delete a Sway, navigate to the *My Sways* page.
 - Locate the 3 dots in the upper right hand corner of the Sway to be deleted.
- ☐ Click on the **Trash Can**.
 - ☐ Click **CONFIRM DELETE**.
- Click on the 3 dots.



Questions?

If you have any queries please contact me

IT Trainer | LMETB | Email: doconnor@lmetb.ie



IT Helpdesk

