Microsoft Sway Users Guide

This guide will assist you with using Microsoft Sway.

INFORMATION TECHNOLOGY SERVICES
ITS TRAINING
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What is Sway?

- Sway is an app from Microsoft Office that enables you to easily create and share interactive reports, stories, newsletters, and presentations
- It allows you to create and then share your content with others on mobile devices, social media, or in a browser
- You can create a Sway from scratch or use an existing document. You can illustrate your Sway with images, video, text, and animation from a wide array of sources
- Sway is a cloud based method to share information and ideas in a more interactive way

Accessing Sway

- Log into your CCAC academic email account.
  1. Click on the Waffle Icon
  2. Click on Sway

- Because you signed in through your CCAC Academic Email, Sway has already logged you into the app
  - This will give you access to your OneDrive account
- On the My Sways page, in the upper right corner you have several options:
  1. Create a new Sway
  2. View tutorials
  3. The ellipsis will give the option to create a new Sway, get help, or log out

- In the upper left corner you have two options:
  1. The waffle icon will allow you to switch apps
  2. The Sway button will always return you back to the My Sways page
Understanding Sway

- Storyline and Cards are the two main parts that make up your Sway
- The Storyline is where you will enter the contents for the presentation
- Content is sequentially ordered by adding Cards which hold the type of the content you wish to add such as text, images, videos, and Office files
- You can arrange the cards in any order

How to create your first Sway:

1. On the My Sways page, click on Create New to begin creating a Sway
2. Click the Title your Sway placeholder text and then type a short title
   - Press Enter on your keyboard

Adding Headings:

- Headings are similar to the title slide of a PowerPoint presentation
  1. Click on the plus sign icon
  2. Click on Heading 1
  3. Click on the “Add a first-level heading” placeholder text and then type your heading
  4. You can use the formatting Emphasize or Access for your text or Link to create a hyperlink
     - You can continue to repeat this process until you have all of your headings entered
You can also add a heading by dragging and dropping a new card located on the right side of your screen:

1. Click on Cards
2. Drag and drop a Heading card onto the workspace

You can utilize the undo and redo icons located in the upper right corner at any time during the creation of your Sway

Adding Text:

- You can add text to your Sway which will be the main body of the Card when it's presented
- You can add two ways, the first method is:
  1. Click on the plus sign of any Card
  2. Click on text
  3. Add your text
  4. Use the formatting features if desired
  5. Click on the plus sign to add more text if desired
  6. Click on the trash can to remove the card
The second method is to drag and drop the text card from the card library.

A new card will appear and you can add text as previously shown above.

Adding a Background

- By default, the background is black with a white text.
- To add a background:
  1. Click on the background icon located on any card.
  2. You can use the search box to conduct a keyword search.
  3. It will give you suggestions across the top that you can click on to search for backgrounds based on your heading titles.
  4. Select an image by clicking on it.
  5. Click on the Add button.

6. You are responsible for copyrighted materials
   - If you are permitted to use it, you can cite it. You can do so by clicking on Link and hyperlink the title.
Adding an Image

- You can add an image to your Card. You can add by searching online or by uploading a photo that you have saved on your computer.
- To add an image to your Cards, by using the search method, perform the following steps:
  1. Click on the plus sign
  2. Choose image
  3. You can use the Search box to perform a keyword search for an image
  4. Click on an image
  5. Click add
  6. Remember you are responsible for the copyright of any images
Uploading a Photo

1. Click on the plus sign
2. Click on Image
3. Click on Suggested
4. Choose My device
5. Browse to your image
6. Select your image
7. Click open
   - Be sure to understand the size of your image. Larger images will take longer to load
   - You can also use the undo button to revert back to the original image

Adding Focus Points

- Focus points allow you to select an area on the image that you want to emphasize or are most important
  1. Select any picture in your Sway
  2. Click on Details
  3. Click on Focus Point

- In the Focus Points pane that opens, do any of the following:
  1. Click those areas in the selected picture. You can add as many Focus Points as you want
  2. To change any existing Focus Point, drag it to the new location you want
  3. To delete any unneeded Focus Point, click it
  4. To always show the entire picture in your Sway, select the entire image is important check box
5. To reset the picture to its original state, click the Reset button
6. Preview of how your image will appear in your Sway

- The appearance of an inserted picture depends on the type of device your Sway is being viewed on, the style you have applied to your content, and the current position of the inserted picture
- All of the parts of a picture that have been marked with a Focus Point will always be shown when you play your Sway
- As such Focus Points may also be used to help animate important parts of a picture, not all of the Focus Points may always be visible while viewing the Design of your Sway

Adding Multiple Images

- You can add multiple images by forming a group
- There are attributes you can change specifically for groups
  1. Click the plus sign on any card
  2. Click on Group
  3. Choose the grouping you wish to insert
  4. Click on Add Content
  5. Choose either Image (search for an image) or Upload (upload an image from your personal files)
6. Select as many images as you wish to insert
7. Click Add
8. You will see all of the images placed in your Sway
9. If you wish to remove an image, select it and click on the trash can

10. You can also group and ungroup the selection
11. When clicking on Group Type, you will see the group types appear on the right side
    - Choose a new group type if desired

12. Click on Design in the upper left corner to view your new grouping
13. Click on the images to scroll through them if necessary

- Upon creating the sway, it automatically applied color and design elements
- You can choose to customize these options:
  1. Click on the design button at the top
  2. Click on Styles in the upper right corner
3. Click on any Theme to view or apply it to your Sway
4. Click on the arrows to scroll through more themes

5. Click customize
6. Notice there are now color pallets based on the photo that you choose
7. You can change your fonts via the drop down

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**SWAY | NAVIGATION**

**Navigation Styles**

- You can choose to scroll vertically, horizontally, or optimized for presentation
- You can change your navigation and then preview to determine what it will look like
- When you optimize for presentation, choose a navigation style that fits your presentation style
- To change your navigation:
  1. Click on Design
  2. Click on Styles
  3. Choose a navigation style
- You can preview your selection
Duplicating your Sway

- You can duplicate your Sway and create a new one
  1. Click on the ellipses in the upper right corner
  2. Then click Duplicate this Sway
  3. Give your Sway a name
  4. Click on Duplicate

5. You can go to My Sways
6. You have two sways and you can see the names you gave each one

Sway Remix

- Remix gives you a brand new Sway based on the information you have provided and the choices you made
  1. Click on Design
  2. Click on Styles
  3. Click on Remix
- Notice it will remix your colors and fonts
- You can determine which looks you like
- If you click on remix again, notice it gives you another mix
- You can continue to customize your sway with design, colors, and text

**SWAY | ADDING VIDEO**

Adding Video

- To add a video, click on Video media card and drag and drop it

1. Click on Add a video
2. You can choose to search for a video
3. You can also navigate to videos saved on your computer or OneDrive

4. Once you locate a video you wish to insert, select it
5. Click on Add

- You have some options for your video and they are the same options that you have for images
- You do have controls for the video including full screen
- You can move within the story line and also add text

**Sway | Embedding Elements**

Embedding
- You can get the list of supported sites via the [support.office.com page](https://support.office.com)
- You can embed from:

<table>
<thead>
<tr>
<th>Microsoft channel 9</th>
<th>docs.com</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flickr</td>
<td>GeoGebra</td>
</tr>
<tr>
<td>Giphy</td>
<td>Google Maps</td>
</tr>
<tr>
<td>Infogram</td>
<td>Mixcloud</td>
</tr>
<tr>
<td>Office Mix</td>
<td>OneDrive documents</td>
</tr>
<tr>
<td>Sketchfab</td>
<td>SoundCloud</td>
</tr>
<tr>
<td>Vimeo</td>
<td>Vine</td>
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<tr>
<td>YouTube</td>
<td></td>
</tr>
</tbody>
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- To get started, move an embed card into your Sway and now you can embed several types of things
- Now you simply copy and paste the embed code from one of the supported sites listed above
- Below are some tips for embedding from some of the supported sites
Video

- Go to YouTube and access the video you wish to embed
  1. Click on share
  2. Click embed
  3. Copy the embed code

  ![YouTube Embed](image)

  4. Return back to your sway and paste your embed code
  5. After you embed, you can go to your options and change the size
  6. You can preview the video

Google Maps

- Using google maps, look up the map
  1. Click Share
  2. Click on the embed
  3. Choose the size of map you want to embed
  4. Copy the URL for the map
• Return to your sway and paste the code
• You will need to preview your sway and you will see your embedded map

Sound
• You can also embed sound from places such as Mixcloud
• Find the share button and then choose the embed code
• Make your setting selections, copy and paste the embed code into your sway
• Preview and see your sound that you just embedded

GIF’s
• You can also embed GIF’s
• If you go to Giphy ensure you have permissions to use the GIF, copy the embed code and paste it back in your sway

OneDrive
• You can click on OneDrive and add a document to your sway you had saved
• You can choose to Import it which will start a new presentation, if you just want the content
• You choose embed if you want to view the PPT
• You will see the PPT and you will be able to click on View
• You can use the controls at the bottom to scroll through the slides, options, and full screen
• You can do the same in Excel but it’s just embedded in the Sway

Embed on a Website
• You will need to open a web page where you want to embed the sway
• Click on Share and click the more button
• Here you will get an embed code
• Copy this code and then paste it in the place where you want to show your sway
1. Click on Share
2. Choose who you want to share your Sway with
3. Give the ability to edit or just view
4. You can send them to the link in an email
5. Notice you can embed one Sway into another by copying the embed code

- You can always choose Share and stop the sharing