

Microsoft Sway

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For additional resources and tutorials, visit www.usmcdh.org

Overview

Microsoft Sway is a web-publishing platform for creating and sharing interactive presentations, newsletters, posters, and more. Through Sway, you can transform any narrative into an immersive experience for your viewers. Sway projects can have a vertical or horizontal scroll, can host a variety of visual/audio media, and can be shared through an auto-generated web link or an embed code. Sways can be single-authored, or you can add collaborators to your project for co-editing.

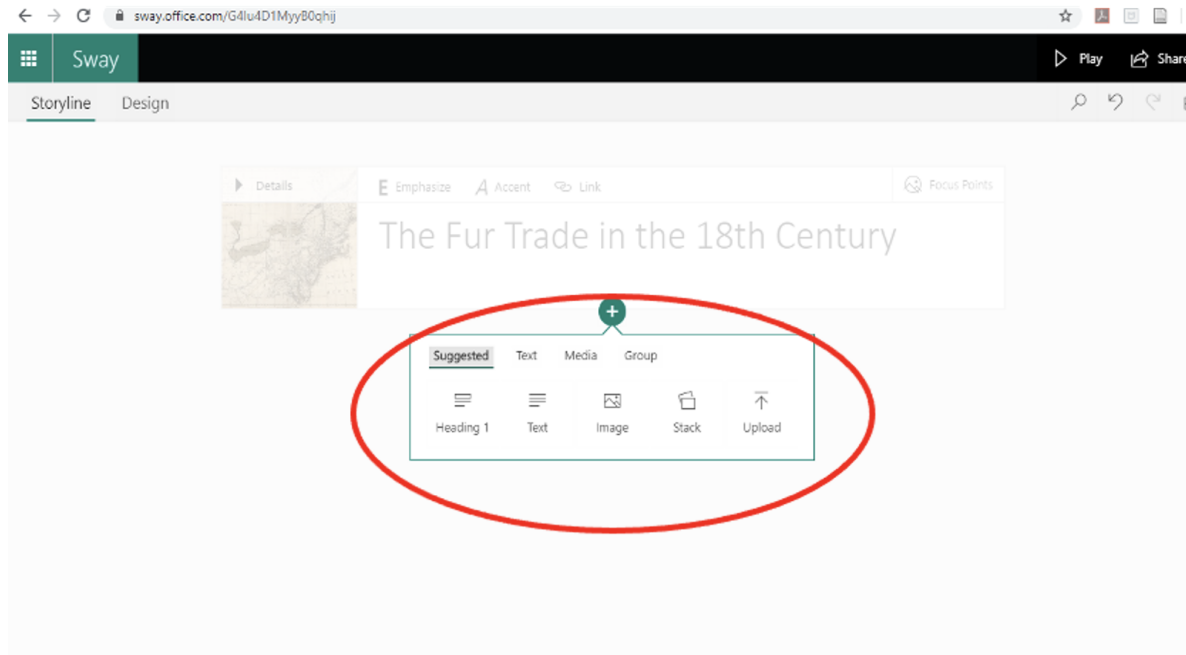
Example: [“How to Sway”](#)

Getting Started

1. Go to sway.office.com and click on **Get Started** at the top of the homepage.
2. You can **log in** to Microsoft using your **USM email and password** (Sway is part of the Microsoft 365 Suite).
3. After logging in, the page will refresh to the **Sway dashboard** where you can create new Sways or edit previous projects. Browse the sample templates offered at the bottom of the page.

Creating a New Sway Presentation

4. Start from a template, or select **+ Create New** to begin a new project.
 - a. The builder has two interfaces that you can toggle between in the upper left corner: **Storyline** and **Design**. For now, use the “Storyline” builder to add content blocks to your story board.
 - b. Begin by adding your project’s title in the **Title Your Sway content block**, and then click on the “+” in the green circle to add more content blocks.

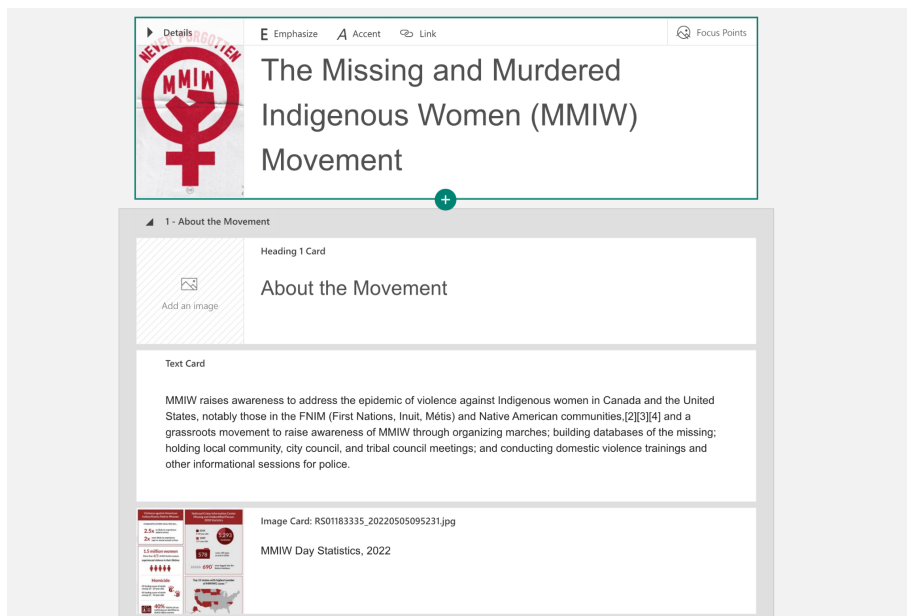


Adding Content

When adding your content into the storyboard, think about the narrative that you are trying to build. What is your chronology? Major points? Arrangement of evidence? All of these elements will contribute to strong storytelling.

5. **Content block options:** There are several options for building your content in Sway.
 - a. **Text:** Choose between “Heading 1” and “Text”, which alters the size of the font. Options at the top of the text block include bold, italics, bullet-pointed lists, numbered lists, and hyperlinks (to link text to an external website).
 - i. The two framed box options in the upper right corner of the text block will change the “emphasis” of the block to either subtle or moderate. This simply changes the size of the text and may be useful for creating subheadings.

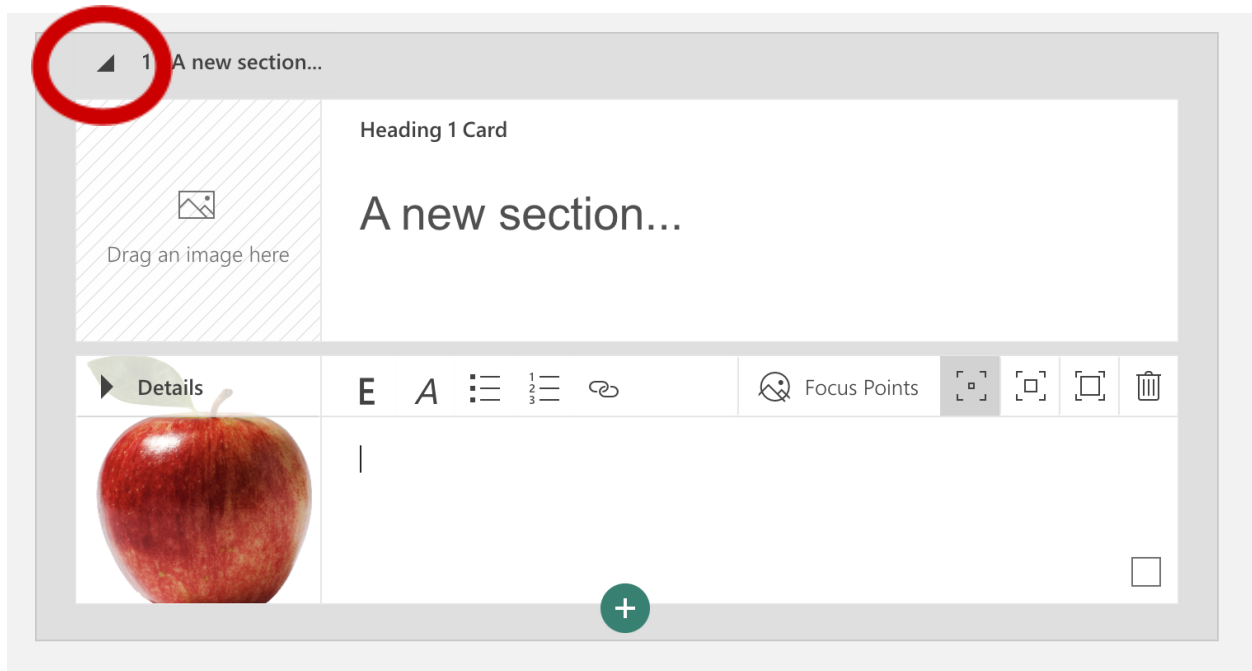
- b. **Images:** Add an image from a saved file on your computer or use the Bing search in the right panel to find a stock photo (note: you can check the box that says “Creative Commons Only” to search for images free from copyright). When you select an image, be sure to **add a caption** describing the image and its source in the content block. In the upper right corner of the image block, there is an option for “Focus Points” which will allow you to select a focal point of a photo.
- c. **Audio:** Add an audio file from either a saved file on your computer, or record your own audio directly in Sway if your computer has microphone access. Be sure to **add a caption** describing the audio, its source, and/or a transcription in the content block.
- d. **Group:** This option enables you to combine different kinds of content blocks, or you can create a collage, stack, or slider-enabled comparison of photos. You can also group blocks together by **checking the box** in the lower right corner of the block and **dragging it** onto another block.



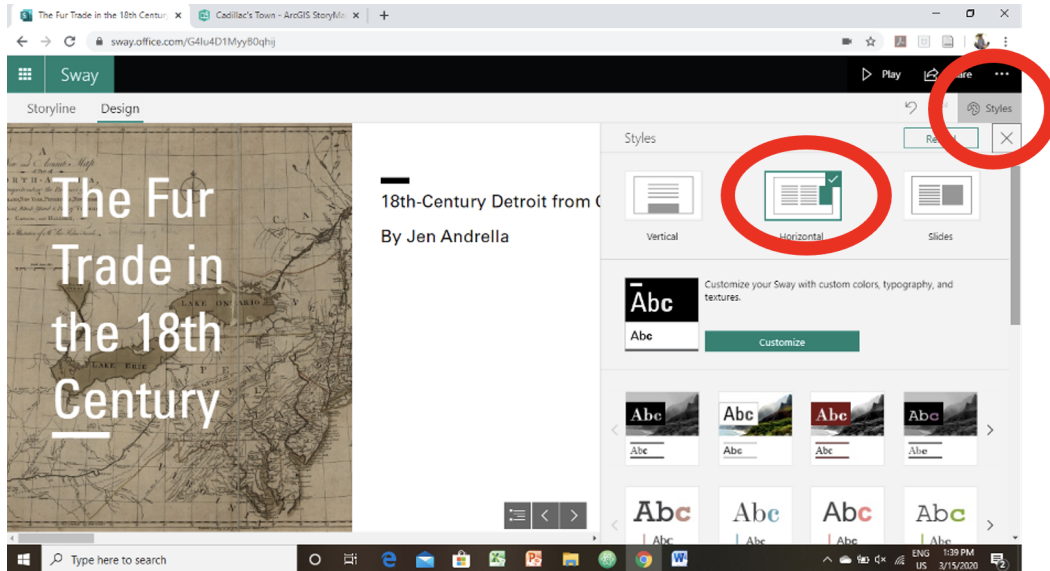
The image to the left shows a **group** (darker gray block) containing a heading, text card, and an image card.

6. **Removing and Reordering content blocks:** You can delete entire blocks by clicking on the **trash icon** in the upper right corner of the block. To change the order of your blocks, **check the box** in the lower right corner of the block and drag it to another space on the page.

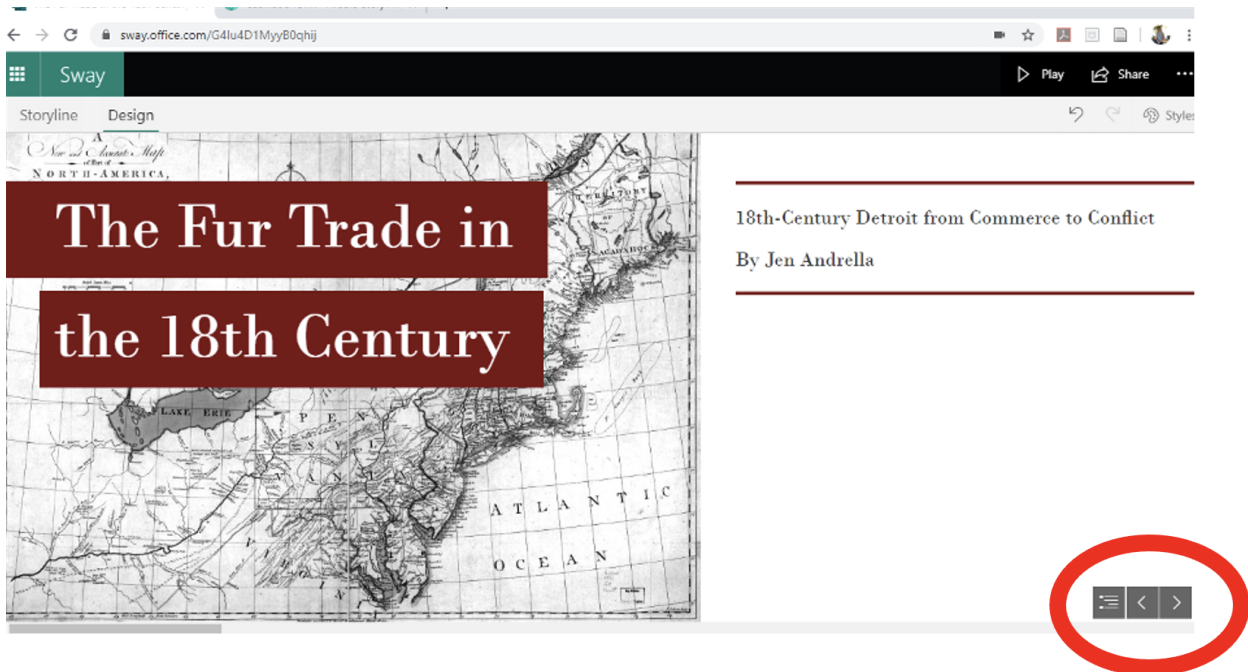
7. **New Heading 1 blocks** in your storyboard can create a new section or “chapter” for your narrative and will appear in your table of contents. To automatically **group** your content together in a section, select the arrow icon to the left of the heading title. The entire box will become dark gray and new content blocks added to this section will appear together.



8. **Design Tab:** After you’ve made some changes, switch from the **Storyline** setting to **Design** in the upper left corner of the editor page. This will switch to the public-facing view of your project. You can make minor edits in the **Design** view using the **Styles** tab in the upper right corner, but to make major changes go back to **Storyline**.
- The **Styles** tab allows you to quickly change the appearance and function of your project. You can also change the scrolling layout of your Sway to be vertical, horizontal, or to appear as traditional slides. Select **Customize** for more detailed control over fonts, colors, textures, and animations in your Sway. Unfortunately, some of the color palettes and background options are limited.



9. **Table of contents:** In the bottom right corner of your Sway in the **Design Preview**, you can change pages by scrolling or using the directional arrows, or additionally, view and navigate all of the sections at once using the bulleted list icon.



Saving and Sharing your Sway

10. Your progress will **save automatically**. Every time you exit and login again, you will see the dashboard with your saved projects.
 - a. In the upper right corner, there is an option to “**play**” your story. This will take you to the public view of your presentation. All animated elements in your presentation will be interactive for the viewer.
11. To **share and export** your work, select the **share option** in the upper right corner to see export options. Sway will automatically generate a text and visual link to your presentation that can be shared with **specific people or groups**, **those in your organization with the link** (USM level), and **anyone with a link**.
 - a. This link is view-only, unless you select the bubble to allow editors to your Sway presentation.
12. If you would like to embed your presentation within another website, generate an iframe **Embed code** and paste it into the HTML of your webpage.

