

Quickstart Guide to Microsoft Sway

THE MCGRAW CENTER FOR TEACHING AND LEARNING

Sway (<https://sway.office.com/>) is a free online application for creating visually attractive online presentations, portfolios, web pages, and newsletters. Sway is part of the Microsoft Office Suite and part of Princeton's Office 365. Using drag-and-drop tools, users collect text, images, and other media and place them into 'cards' (similar to slides in other presentation software). Those cards can then be grouped together as tiles and animated slideshows and added to 'storylines' that then get presented in a variety of formats and attractive designs.



Accessing Sway

Sway is available through Princeton's Office 365 portal at <https://portal.microsoftonline.com>. Office 365 contains online versions of many Microsoft Office products including Word, Powerpoint, Excel, and Sway. Once logged into the portal, select the Sway icon in the left-hand menu bar.

The Basics

On the Sway homepage, you will find several tabs that allow you to get started:

Create New - Create a new, blank sway.

Start from a topic - search for and select a topic. Sway will attempt to populate your Sway with some base information.

Start from a document - import content from an existing document

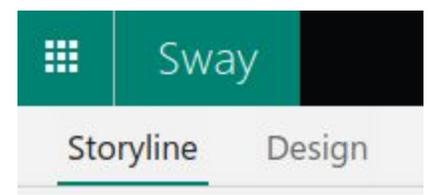


You will mostly likely want to start with **Create New** to start a new Sway, but it doesn't hurt to try the **Start from a topic** just to see what it suggests.

The Interface

The Sway editing interface provides you with two tabs: **Storyline** and **Design**.

The **Storyline** is where you enter the text and other media that tells your story. Content is entered and arranged sequentially in a series of 'cards'. While the editing interface is sequential, the display of these cards will depend completely on the design you choose. There are many options and many designs to choose from. Cards can be rearranged at any time. Click the **green + sign button** to add a new card. You will find many



types of cards to choose from, including Text, Media (image, audio, video), and Group. Groups allows you to group cards together to create slideshows, stacks, and a tool with a slider for comparing two images.

The best way to learn to create and edit a Sway is to play around with it. Any edits you make can be changed and re-sequenced at any time.

The **Design** tab allows you to select a layout and color and design scheme for your presentation. In Design mode, the main window will provide you with a preview of your presentation. Clicking the **Styles button** on the right-hand side of the toolbar allows you to try different layouts and designs.

Preview your Presentation

At any time you can preview your presentation in fullscreen by clicking the Play button in the upper right-hand corner of the screen.

Sharing Your Presentation

Also in the upper-right, you will find a button to Share your presentation. Options in this window allow you to designate who will be able to access your presentation and how it will be shared. Because this application is part of Princeton's Office 365 portal, you should have the option to restrict access to the presentation to people within the organization, to individuals, or to anyone who has the link. This latter option is best if you plan on embedding your presentation on a website, such as a course blog. Keep in mind however that if your presentation contains any copyrighted materials it would be better to restrict access either to members of the Princeton community or embed the presentation on a website that is restricted.