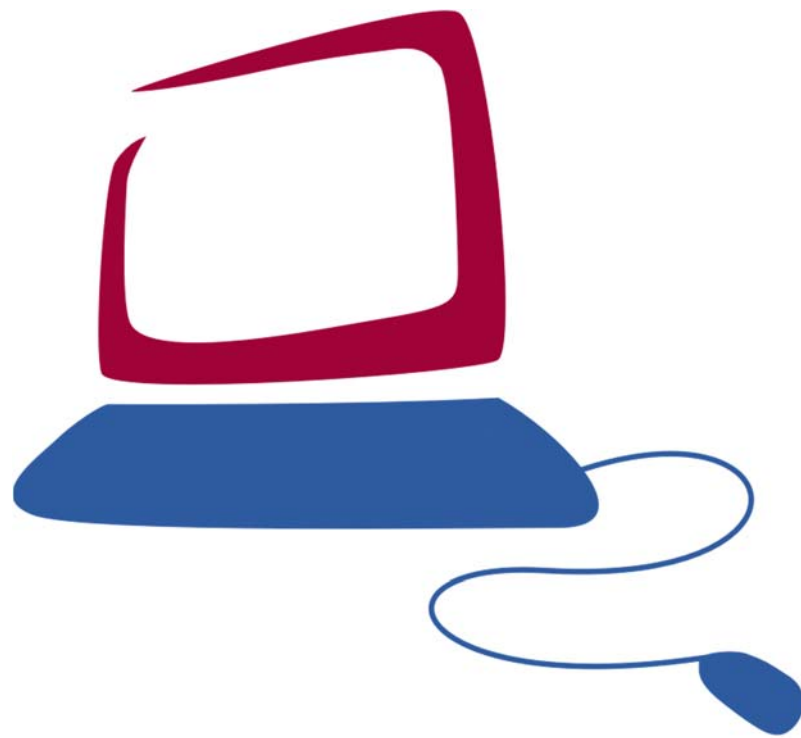




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Information Technology Services



Quick Start Guide for Sway

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What is Sway?

Sway is an intelligent app that helps collect and format content, and present your ideas on an interactive, web-based canvas. To create a Sway, add pictures, text, documents or other content. To view a Sway, just tap to open it and then scroll or swipe to see it all.



NOTE To create and edit Sways, sign in with your Microsoft account. You can open and read Sways without signing in, but you can't create or edit.

Create a Sway

Add pictures, text, documents, video, social media posts and more to the Storyline, to gather what you want to say in your Sway.

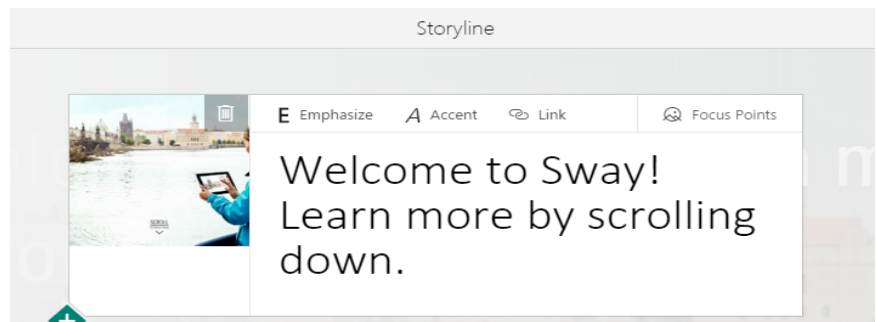
Create a Sway from scratch, or import an existing document to use as a starter.

To create a Sway from scratch: From the Sway home page, tap Create New Sway. Or go to My Sways and in the Create tile, tap New.

To create a Sway from imported content: From the **My Sways** page, in the **Create** tile, tap **Import**. Pick a Word document or PowerPoint presentation to form the foundation of your Sway, and tap **Open**. It may take a few moments to import the document, depending on how long or complex it is.

Add content to build your story

1. The **Storyline** opens, with a Title Card at the top. If you want to add a title, tap where it says **Title your Sway**, then begin typing.
2. If you're building a Sway from imported content, the **Storyline** shows the document's parts, each on their own Storyline cards. For example, a PowerPoint presentation will normally appear with one slide per card. The Title Card contains the name of the document you imported. To change the title, tap it and type in a new title.
3. To add pictures, videos or documents, tap the card you want and then tap the **Add Content** icon, then pick the type of content you want.
 - **Header** adds a new section, like a chapter title. The cursor is placed on the card for you to type in a heading. Add a background image to the heading if you want.
 - **Text** adds a card with the cursor in place. Type in text, or to paste in text you've copied from elsewhere.
 - **Media** opens the Add Content pane that helps you find pictures, videos, links or more. Tap where it says OneDrive to see other resources, such as Facebook, Youtube, Twitter or the device you're using, where you can hunt for content.



- **Upload** lets you add an Office document, such as a PowerPoint presentation or Word document, to your Sway. You can also upload pictures.
 - **Layout** gives you different or interactive ways to present content, such as in groups or tacks.
1. Add background images to your title or section headings. Tap the **Background image** box on the **Title** or **Header** card.
 2. Drag items from the **Add Content** pane onto the Storyline - a green band appears to show where that content will be placed on the **Storyline**. Add as much content as you want to tell your story.
 3. When you add a picture, its card comes with a place to type a caption. If you want to add one, tap **Caption** and type it in.
 4. To delete content, tap one or more cards and then tap **Delete**.

To see how your Sway looks, tap **More** on the top right edge of the screen, then tap **Preview**. To go back to adding or editing content, tap the **Edit** button at the top of the Sway.

Move or change content

To move content in your Sway, tap the card of the content you want to move and drag the handle on the card's left edge. A green band shows where the card will land on the **Storyline**.

To change how big an image appears, tap the card and on the right edge, tap **Showcase**. Tap **More** to make it bigger, and **Most** to make it as large as possible.

- To change how a set of content displays in the completed Sway, tap a card and on the right edge, tap **Layout**. Then in the Layout pane, pick what you want to do:
- **Header** converts the card into a section header, like a chapter.
- **Group** starts a content group that includes the card you just tapped. This tells Sway to keep the content together, so it can be moved or changed together. To add content to a group, tap **Group** to open the card, then add content to it. Tap **Group** again to close the group card - this keeps content from getting added to the group by accident.
- **Stack** turns the card into a stack, which displays pictures as a clickable stack. To add pictures to a stack, tap **Stack** to open the card, then drag content onto the card. Tap **Stack** again to close the card and keep other content from getting added to the stack by accident.

On the completed Sway, a stack looks like a pile of pictures. Tap the pile to flip through and look at the pictures.

TIP **Group** or **Stack** multiple content cards at once. Tap each card you want to include, then tap **Layout** and do the action you want.

Make your Sway look great

You can tell Sway how you want your ideas to appear to people, or you can let Sway do the work to give them a professionally designed and exciting look.

At the top edge of your Sway, tap **Remix!** to let Sway suggest some structure and style combinations. Tap it again to see other options, and stop when you find one you like.

To be a bit more in control of the look, tap **Mood** and pick what you want to do:

- **Structure** is how your Sway reads - scrolling vertically, rolling horizontally, or combination of both.
- **Mood** sets the fonts and colors theme for your Sway. Picking a **Mood** is rather like picking a theme.
- **Color** lets you manually set the colors used in the **Mood**. If you want, pick a picture from your Sway to serve as the inspiration for the colors, then tap that palette to apply it to your Sway.

To see how your Sway looks, tap **More** on the top right edge of the screen, then tap **Preview**. To go back to adding or editing content, tap the **Edit** button at the top of the Sway.

View a Sway

How a Sway is viewed can be part of the experience. Explore the Sway you're viewing to see if you scroll vertically, swipe horizontally or both.

- You can find other people's Sways on the Sway home page. Find Sways that you've created on your **My Sways** page.
- **To open a Sway from the Sway home page or My Sways**, tap a tile.
- **To open a Sway someone has shared with you**, open the link you were sent, or paste the Sway's URL into your browser.
- To return to the Sway home page, tap **Sway** at the top corner.
- To go back to **My Sways** or take some other actions, tap **More** in the other top corner.

Share a Sway

If you've got something great to say, share it. Share Sways on social media, by emailing links, or embedding it on a web page.

On the top corner of the Sway you want to share, tap **Share** and choose how you want to share it.

- Tap the Facebook icon to create a post to your Facebook timeline, similar to the way you share other web sites.
- Tap the Twitter icon to prepare a tweet with a link to the Sway.
- The Link icon gives you a box that contains the web address of that Sway. Copy it and paste it into email or text to send it to others. They view the Sway by simply clicking the link or pasting it into their browser.
- The Embed icon gives you code that lets you embed the Sway on a Web page, such as a Web site or blog. Copy the code and paste it onto the HTML code of the page and then republish it.