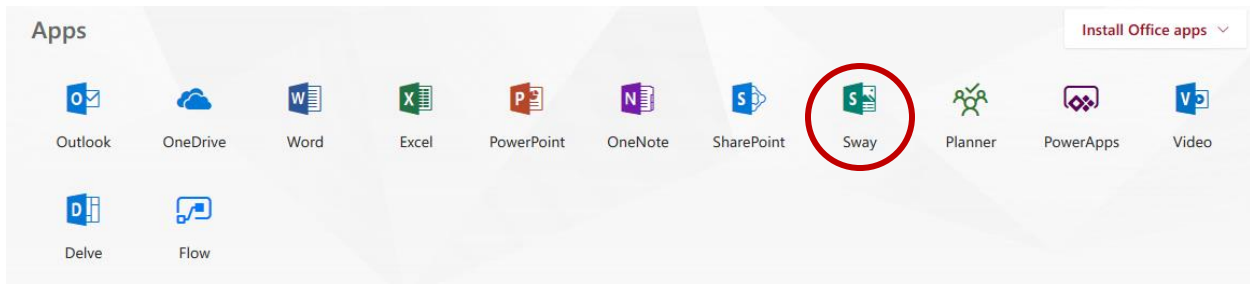


INTRODUCTION TO MICROSOFT SWAY

<https://sway.office.com/uxsm3KZmo9xmiDOA?ref=Link>

1. Login to AccessUH, go to Office 365 and login using your Cougarnet credentials.
2. Click the Sway icon to begin creating your first Sway.



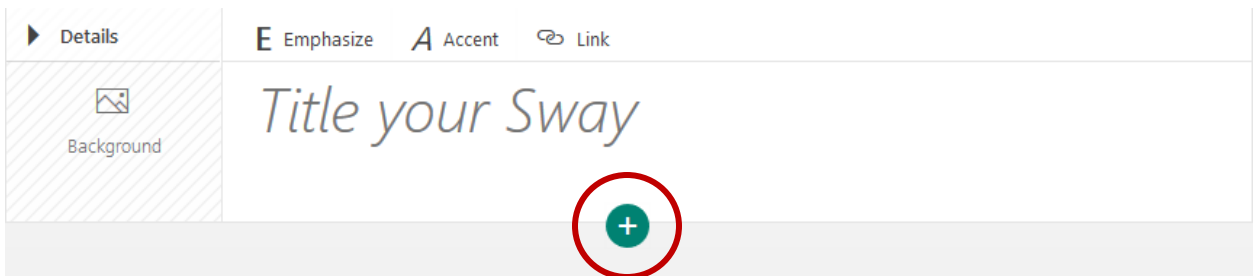
3. Key terminology of Sway

- a. Storyline: Screen area where you add and edit items
- b. Cards: Each item in the form of text, images, videos etc. are called Cards. For example, Heading Card, Picture Card, Embed Card.
- c. Group: Collection of cards that show on the same screen. The layout can be modified so that the cards are displayed in other formats such as Stack, Grid or Slideshow (single, thumbnail or continuous) besides default.
- d. Text Formatting: Emphasis makes the text bold; and Accent makes the text Italic.
- e. Design: To change the style of your Sway in terms of design and layout, and view the sway with colors, fonts, background automatically formatted for you. It also includes **Remix!** to review different layouts and designs.

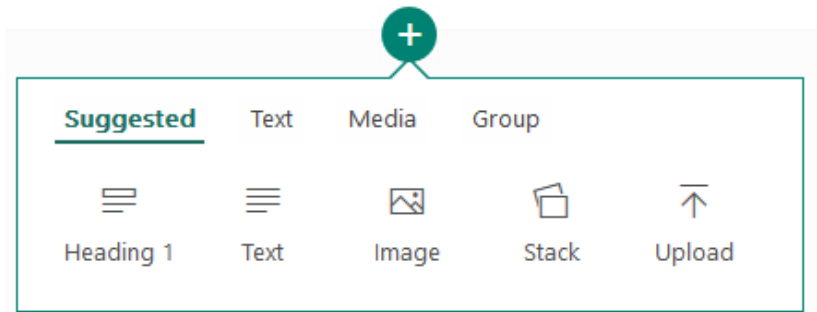
4. Click on 'Create New'.



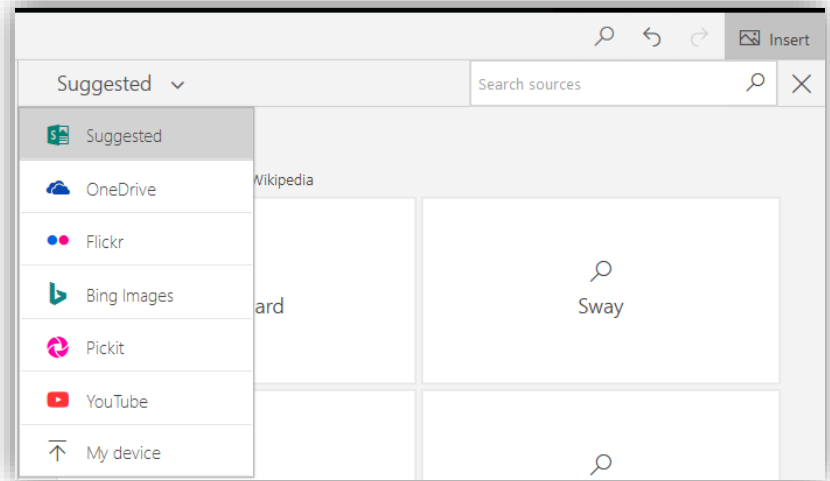
- Click on Title your Sway and add the Title. You can select a background image by clicking the 'background' icon on the left.



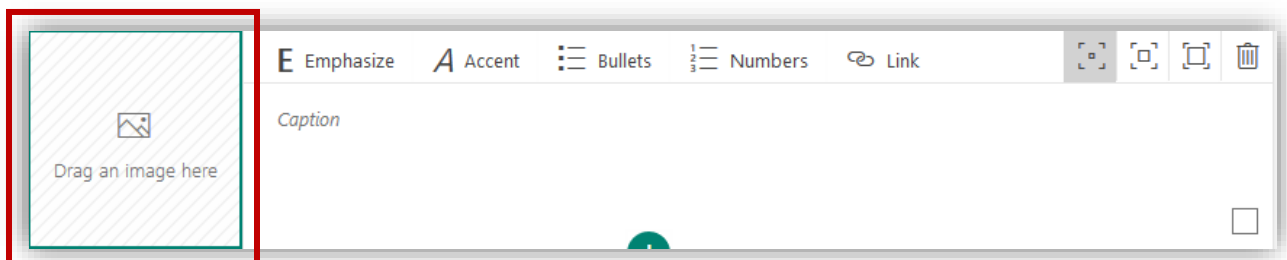
- Click on the '+' button to add more cards to your Sway. Cards appear sequentially but can be moved to change position.



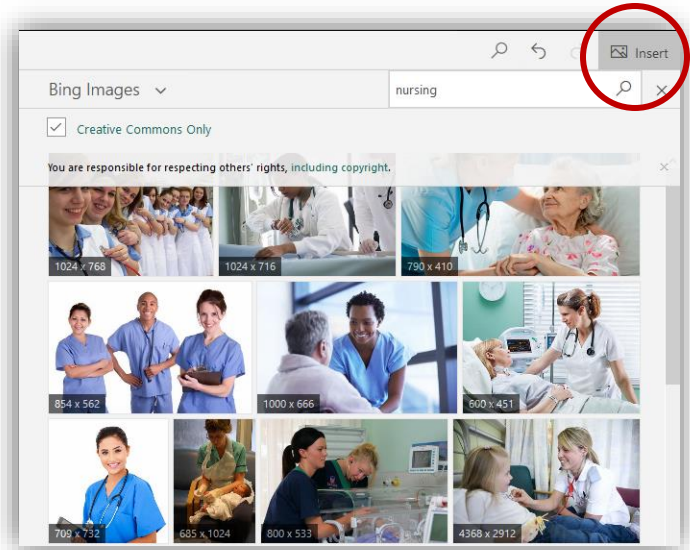
- Insert image, video or documents from various sources such as OneDrive, YouTube, Flickr, Bing etc. Or upload from your own device.



- An image card can include a caption. You can upload your own image or use a search term to choose one from the default Creative Commons licensed images in the Search tab.

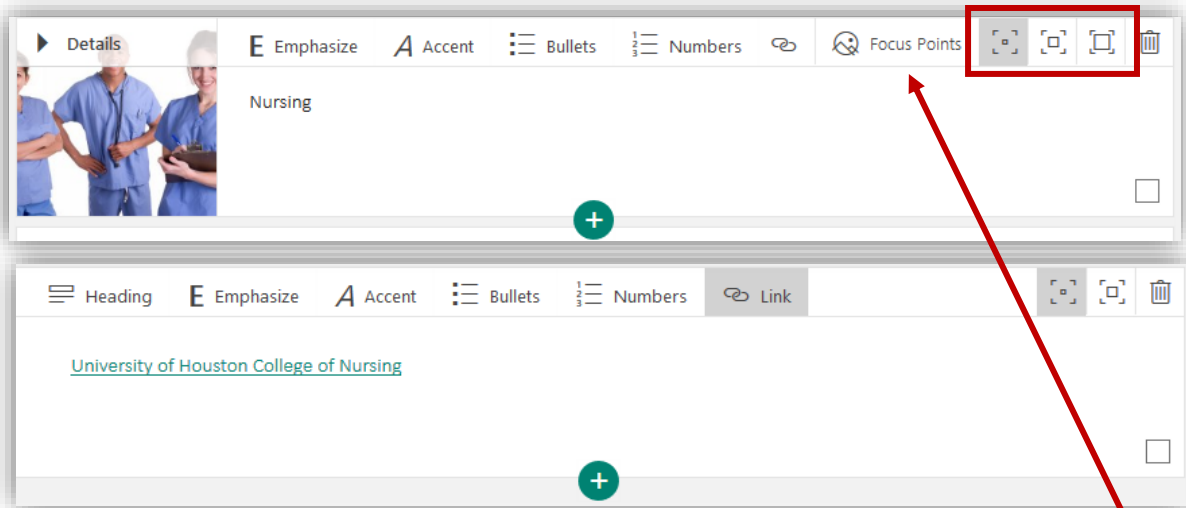


9. Click 'Insert' or drag the image into the box on the left.



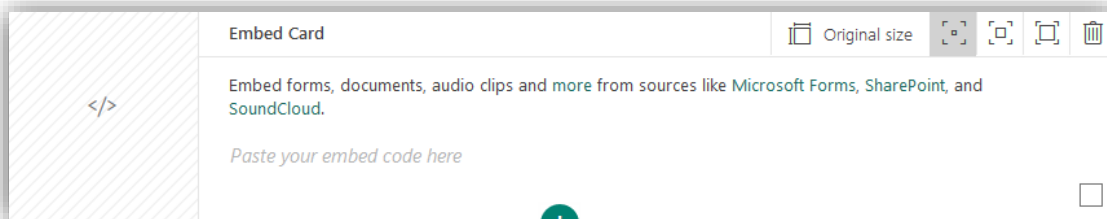
10. The below screenshot shows an image card followed by a text card. You can emphasize or accent the text, add bulleted or numbered lists, and links.

11. The square on the top right of the picture card can modify the size of the image on the Sway from default size to full screen.

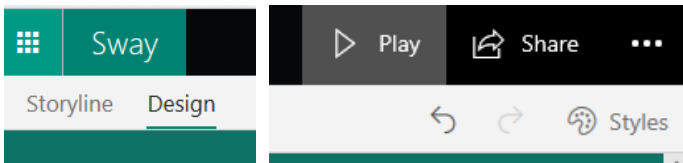


12. For the image card, you can change the focus points of the image. Click on Focus Points to open up a window on the right-hand side panel.

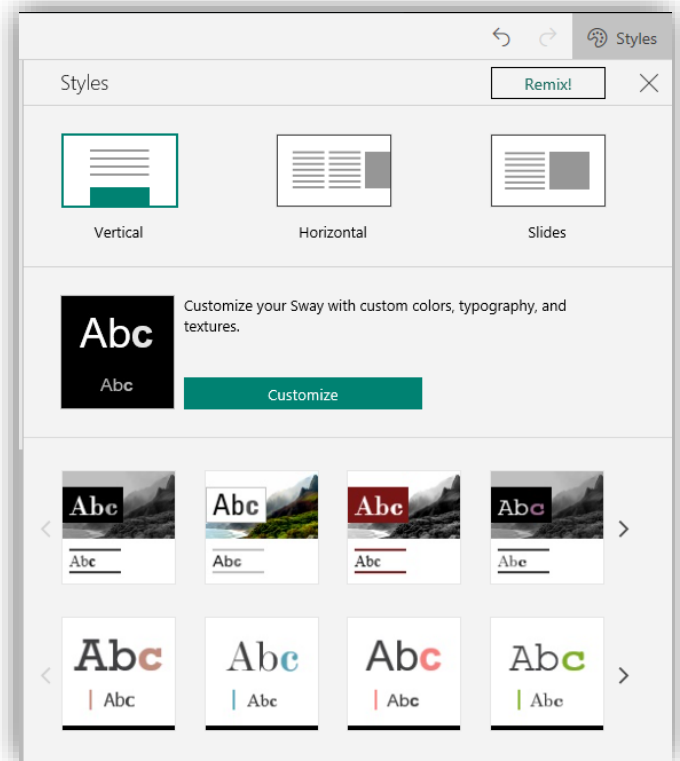
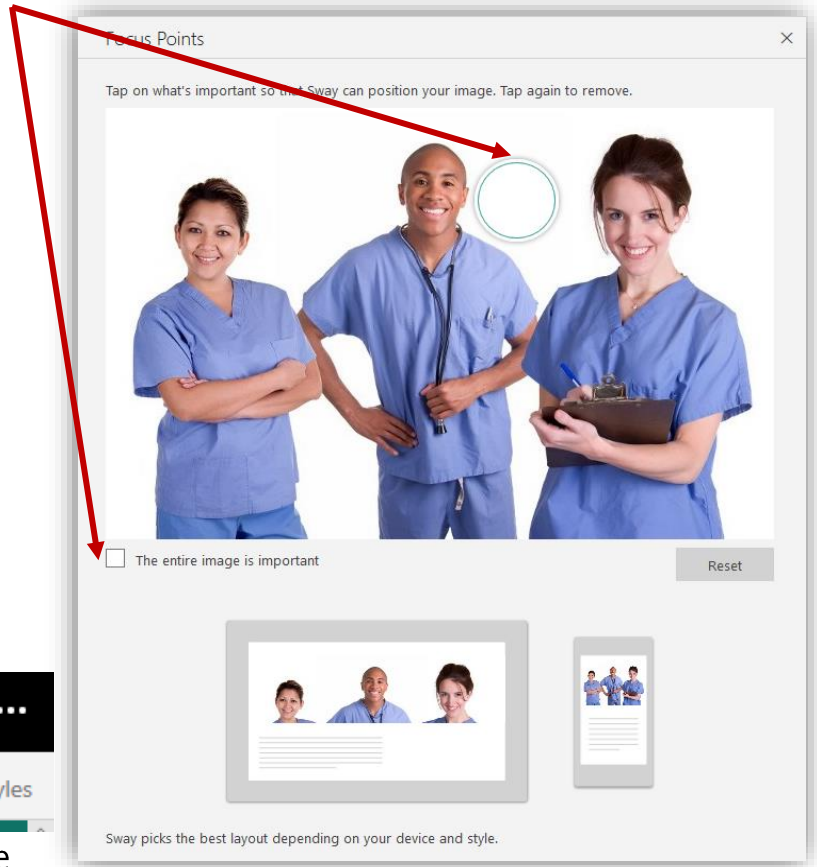
13. To Embed content, click the + button > Media > Embed. Copy the Embed code from the source and then paste into the Embed card.



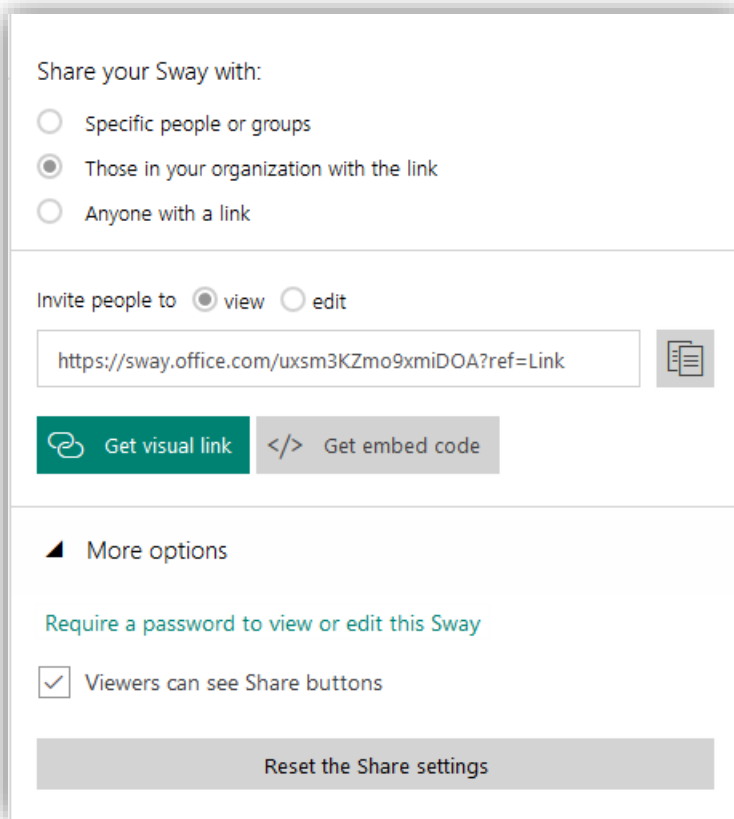
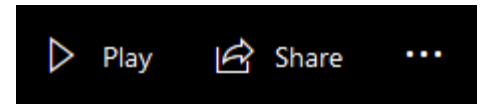
14. Click on the small box at the bottom of the image to choose the entire image or move the circle to specify the Sway to focus on certain parts of the image.
15. You can choose multiple focus points so that your images can be seen on various screens and aspect ratios (horizontal or vertical screens).
16. Now click on the Design tab at the top left of the page, next to the Storyline tab.



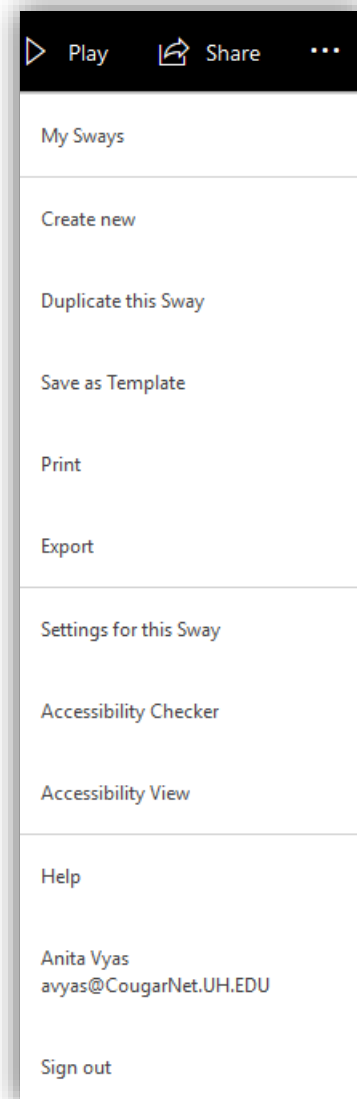
17. Click on the Styles button at the top right of the page, just below the Play button.
18. You will now see a choice of design options, revolving around:
 - a. How the cards are organized (vertical, horizontal, or “slides”)
 - b. What colors and fonts your presentation uses.
19. Note that you can choose from pre-configured color and font options or you can customize those choice yourself.



20. Click the Play arrow at the top right of the page to see your Sway in action!



21. Once you are happy with your Sway, you can share it with others, allowing them to either view it or edit it, by clicking the Share button at the top right of the page.



22. You can also export your Sway as a Word or PDF file by clicking on the three dots on the top right of the page and selecting Export.

23. The Accessibility Checker will suggest improvements to make the Sway more accessible.