

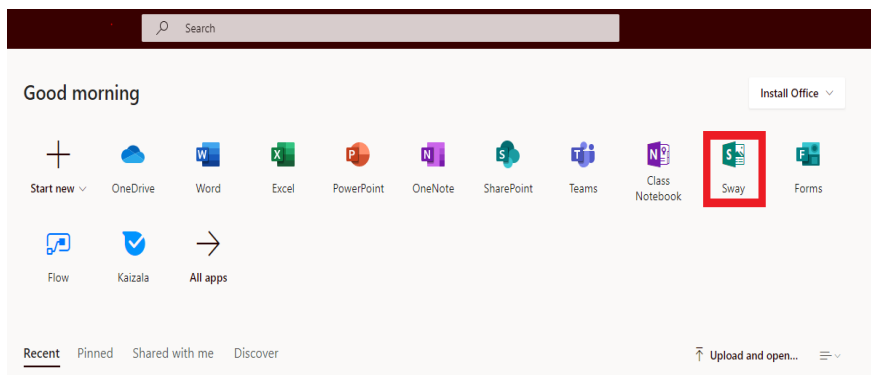
# SWAY - Tutorial

## What is Sway?

New to Microsoft Sway? This tutorial provides an overview of how easy it is to create and share anything with Sway's colorful and interactive canvas. Learn how to create and preview your first Sway, how to add and embed content, and how to share your finished creation with others.

With Sway, there's no need to spend lots of time on formatting. Its built-in design engine takes care of making your creation look its best. If the initial design doesn't quite match your taste or mood, you can easily apply another — or fully customize your layout to make it your own.

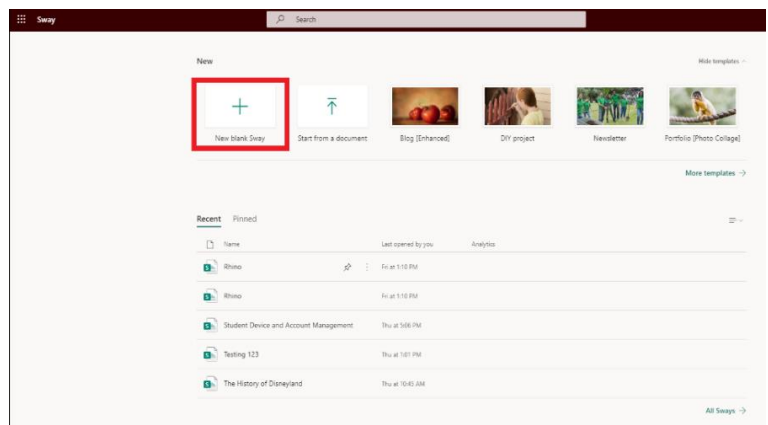
## Finding Sway



- 1) Open Internet Browser
- 2) Go to: [www.fusd.net](http://www.fusd.net)
- 3) Staff Portal (Middle)
- 4) FUSD Dashboard (Top Right)
- 5) Office 365(Middle)
- 6) Click on Sway (Top Right)

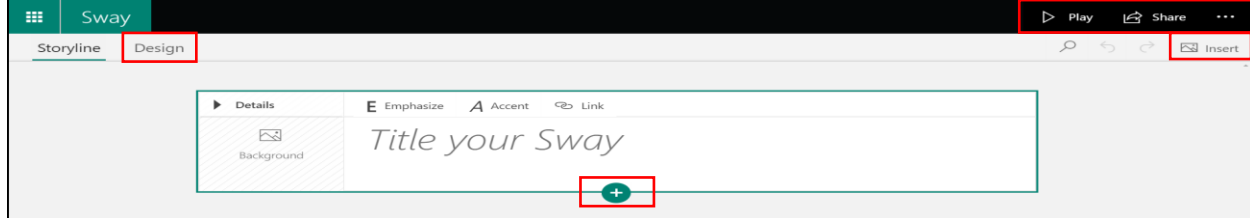
## Beginning a Sway

- **Create New** – begin a sway presentation with a blank slate.
- **Start from a document**- create a swap presentation from an already existing document such as a PDF, PowerPoint, Or Word document.
- **Start from a topic**- gives you the ability to search for a template based on your search topic. Information is also inserted to the sway presentation.
- **Start from a template**- random pre-designed templates are available.
- **Featured Sways**- A great way to gather ideas by seeing other sways that have been completed.




# Sway's Interface

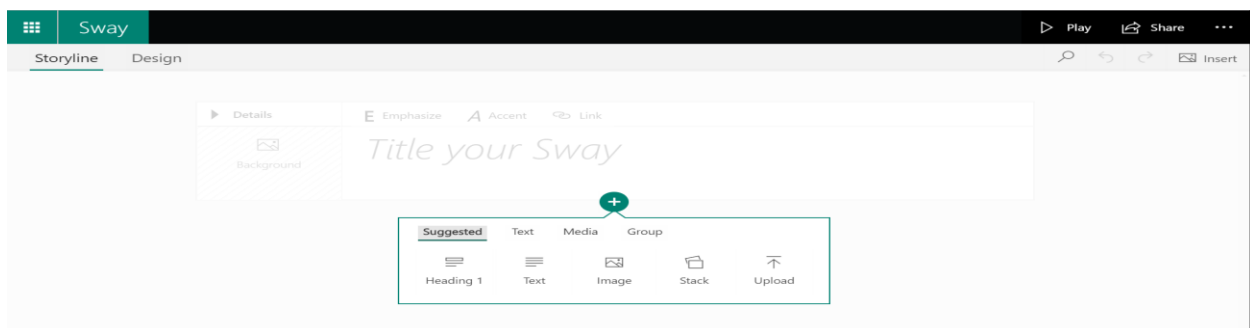
**Main Categories:** Insert, Cards, Design, Play, Share, more options.



**Play-** selecting this button will allow you to start the presentation view. The play button is also helpful for previewing your sway as you start to build one.

**Insert** - this feature gives you the ability to add different types of media without ever leaving the sway application. The **Suggested** drop-down box allows you to search within YouTube, Bing, and even Twitter.

**Cards**  - a card is a container that contains text, images and videos. All cards are divided within categories:

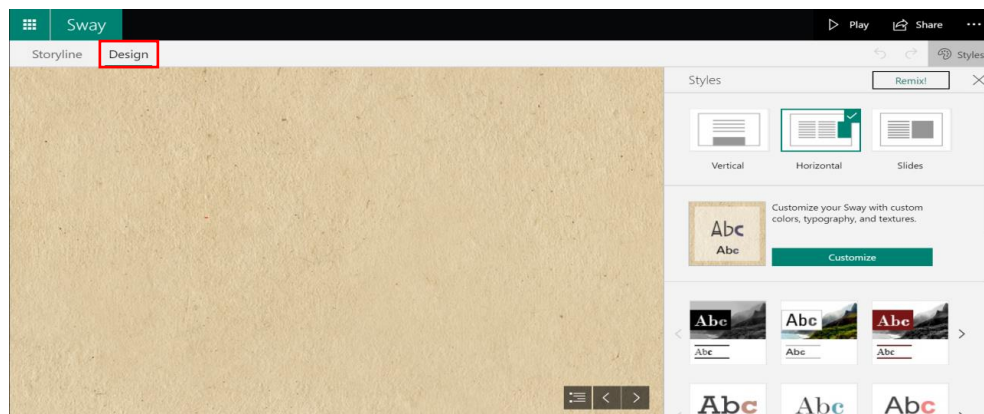


**Text:** text cards are where the informational text is entered.

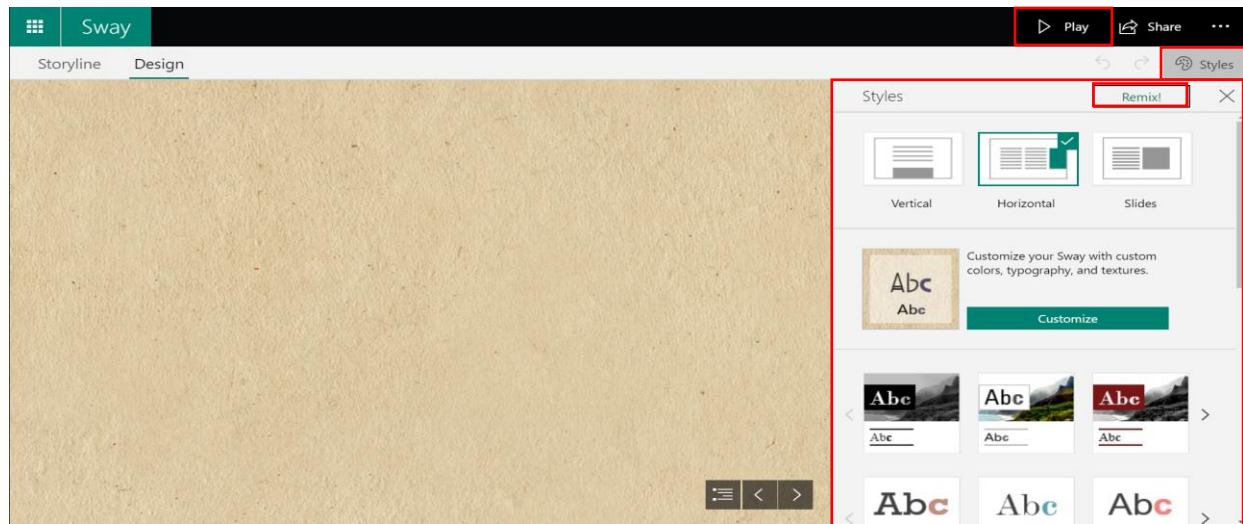
**Media:** There are five card types within this category. These are Image, Video, Audio, Embed and Upload.

**Group:** There are five Card types within this category. These are Automatic, Stack, Comparison, Slideshow, and Grid.

**Design-** here you can change the look and color of your sway. You also can choose a design template as well.



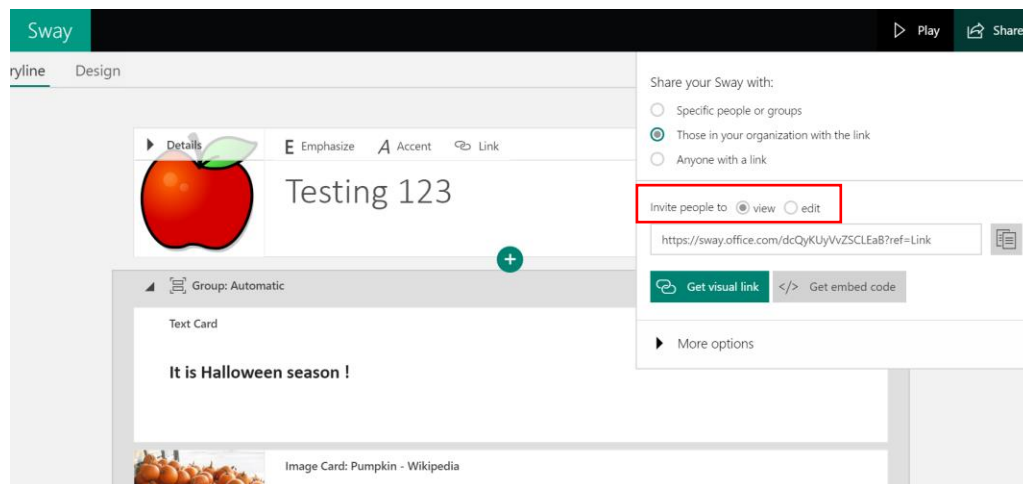
**Styles-** There are three presentation styles. When presenting a Sway, you can choose to adjust your sway to vertical, horizontal, or slides. Also, you can choose to quickly change the font/layout of the entire sway. You can modify this even further under the customize selection to change the font and color.



**Remix-** This is a great feature for those who do not know what type of design layout they want to use. The Sway application will randomly generate a design style and change your sway.

## Sharing

**Share** - this option creates a View-Only or Allow Editing link. Use this link to share your Sway presentation via email or Teams. You also can create an embed code which will allow your sway to be added onto other applications such as PowerPoint.



# Sway Activity

Theme: Ideal Vacation Location (ex; Country, Theme Park, other place)

Insert each of the following cards:

- ✓ Title Card
- ✓ Header Card
- ✓ Text Card
- ✓ Video Card
- ✓ Image Card
- ✓ Add a one group of images from the following options:
  - Stack
  - Compare
  - Slide Show
  - Grid

## Sample Sways

<https://bit.ly/2MTlyOn> - The Little Prince Project

<https://bit.ly/2qKKQ8O> - Photography Project

## FUSD Sways

<https://bit.ly/2MXjk0J> - Polar Bears (2nd Grade Student)

<https://bit.ly/32Woakf> - A Day in the Life... (Palmetto Elementary)