

Sway - Getting Started

Introduction

Sway is a presentation program, part of the Microsoft Office suite of applications. Sway is accessible via Office 365 at York St John University. Text and media can be combined to create an interactive presentation.

Login to YSJ Office 365

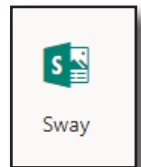
You can access Office 365 from your university email account by clicking on the **App launcher** and select **Office 365**.



Open Sway

Select **Sway**.

This will take you to the Sway welcome screen. You will see any previously created Sway presentations or you can create a new one from scratch, an existing document or a template.



Create a new blank Sway

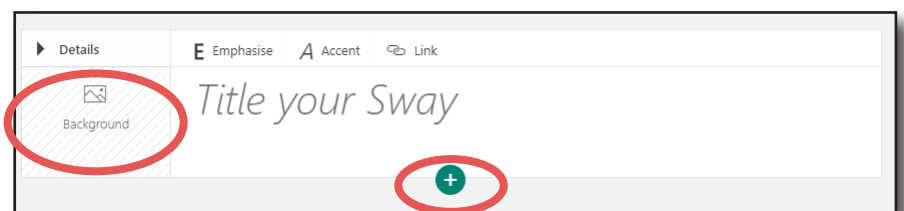
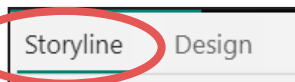
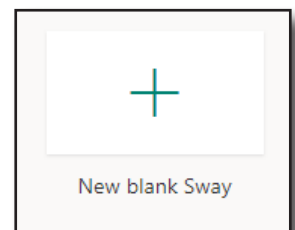
Click on **New blank Sway**.

Content in your Sway presentation is displayed in a **storyline** made up of cards containing different types of content in outline view.

By default a heading card is inserted for completion. Enter the presentation title and click on the **background** to the left to launch the image search, select a background image and click **add**.

Select text and hover over **Emphasise**, **Accent** and **Link** option along the top of the card to enhance your text.

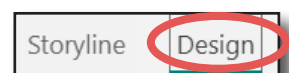
Click on the **green plus sign** to view options and add further content i.e. text, and media. Click on **Group** to view different ways to group content e.g. slideshow, stack, grid.



Design

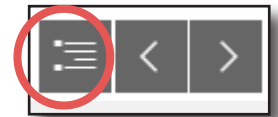
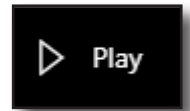
Select **Design** on top left to display cards and view styles on right hand side. The default is **horizontal**, **vertical** and **slides** can be chosen.

Click on **Customise** for custom colours, typography and textures. A preset style can be selected and customised.



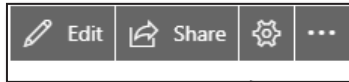
View Sway presentation

Press **Play** button at the top right to present your content. Click on the **Navigation** button at the bottom right of your screen whilst presenting to navigate to your chosen content. The **arrows** allow you to move forward and back.



Click on the **Home** button to go back to the beginning.

Hover over the options at the top right of your screen to **edit, share, change settings** and **more options**.



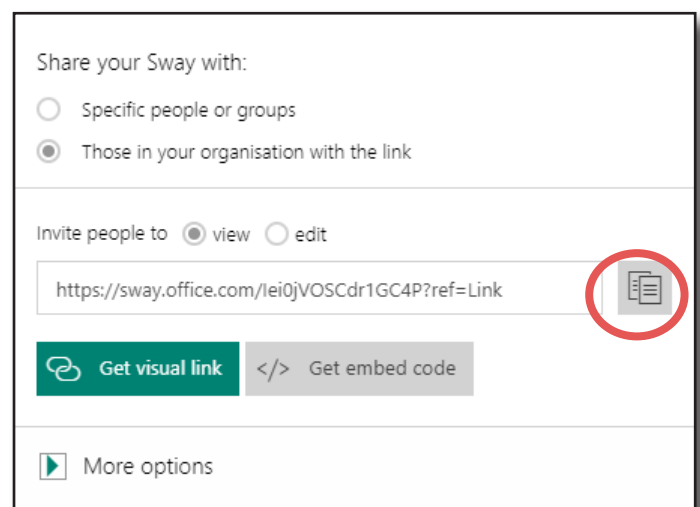
Share your Sway presentation

Click on the **Share** button and make sure **Those in your organisation with a link** is selected.

Invite people to **View** or **Edit**.

Copy the link provided and paste into an email to the person you would like to share it with.

Note: You can search for a user by selecting specific people, however the sharing is not automatic and will not be available in Shared with me and is a known Microsoft issue. (Jan 2020).



Export

As at January 2020 Sway presentations cannot be shared with external users. You may wish to export your presentation as a Word file or PDF for external examiners.

In editing mode click on the 3 dots to display more available options. Select **Export**. Select **Word** or **PDF**. The file will be available in your Downloads Folder.

