

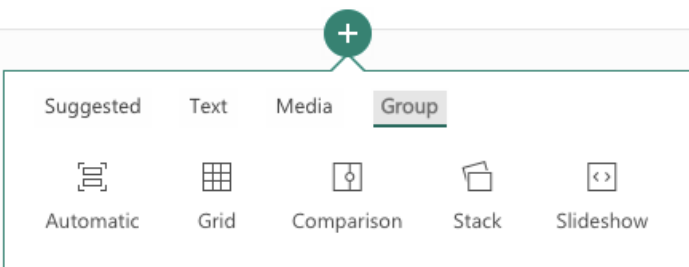
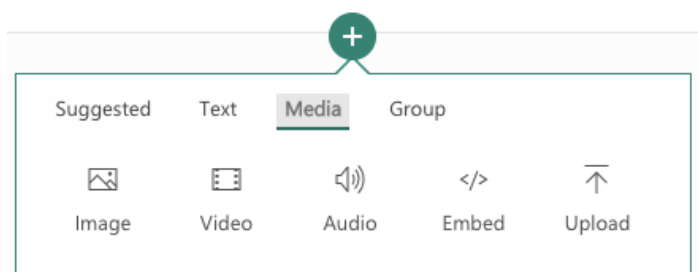
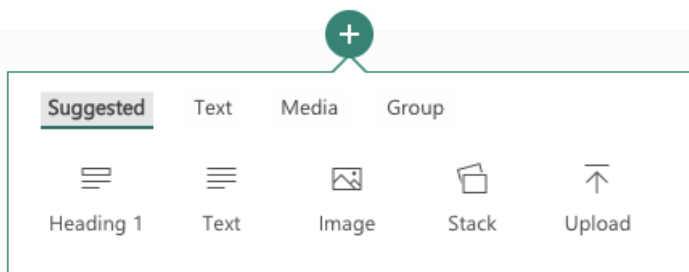
STEP 1: Log in

- Make sure you have a Microsoft Account
- Log into Office 365
- Choose 'Sway' from the App Launcher
 - You can also use the Sway App

STEP 2: Create

- Choose to create a 'New Blank Sway' OR choose from the templates
- Build your **Storyline**
 - Title & Background Images
 - Emphasize & Accent change the appearance of the font
 - Link to a video, website, or article online
 - Add more - the Green plus button (see below)

The Storyline Options

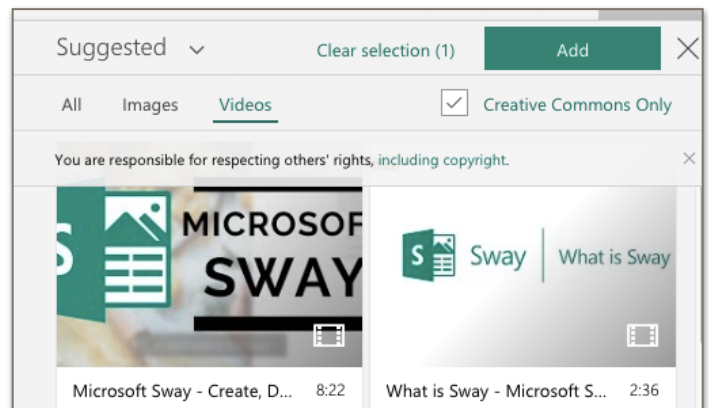


Media can be searched for within Sway or upload your own images

- Creative Commons can also be turned on! Great for teaching about copyright to students.

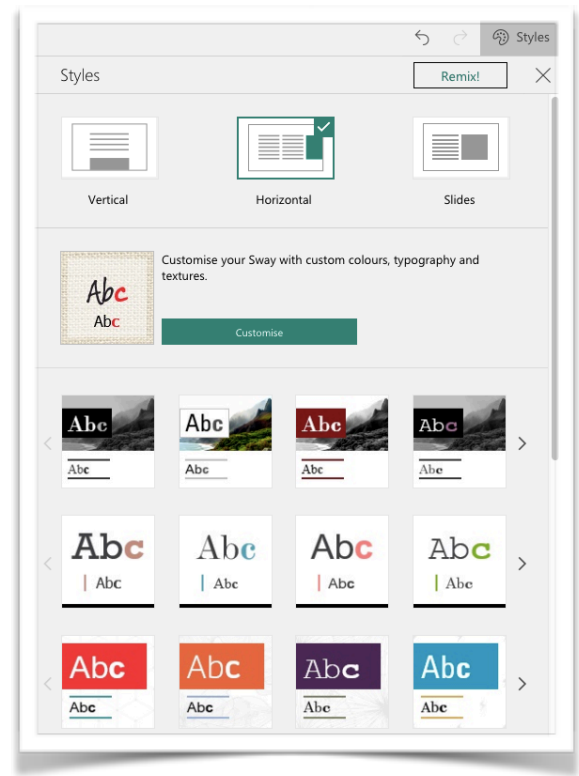
Groups are how content will appear in a Sway if 'grouped' together

- Group together text, images,
- You can group things after you've made content OR begin with a group in mind
- Drag items into the group box
- You can always ungroup content
- Toggle between your storyline & design to see how it appears



STEP 3: Design

- Click on the word 'Design' to preview your Sway
- Select 'Styles' to choose your view style and to choose from pre-created styles
 - Vertical - similar to a blog/internet post
 - Horizontal - similar to a book
 - Slides - similar to a PPT
- Select 'Remix' for a random creation
- Click on the 'Customize' button to truly have control over your Sway's appearance



STEP 4: Present

- Click on 'Play' to present your Sway
 - great for projecting or when using your device to display the Sway
- Click on 'Share'
 - **Share** with people in your organization (ex: in your school district) or create a link for anyone you share it with to view
 - **Co-create** a Sway - share the Sway and invite people to 'edit'
 - **Embed** your Sway into your website
 - Great for teachers who use this for teaching lessons or review packages
 - Add '**require a password**' under more options
- Click on '...'
 - Duplicate, save as a template, print, export
 - **Accessibility Checker**
 - Microsoft will check your Sway and provide suggestions for making it more accessibility friendly - font, legible text, and url link descriptions
 - You can also click on 'Tips for making your Sway accessible' for more info