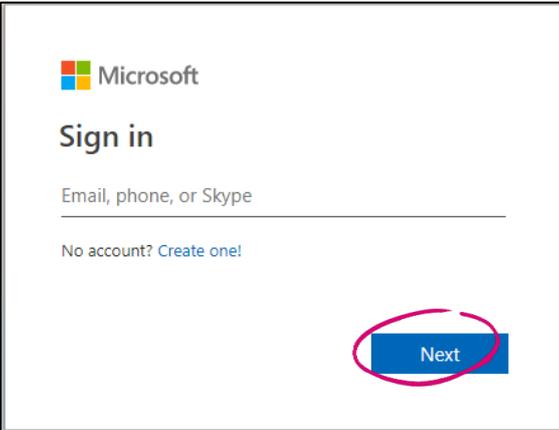
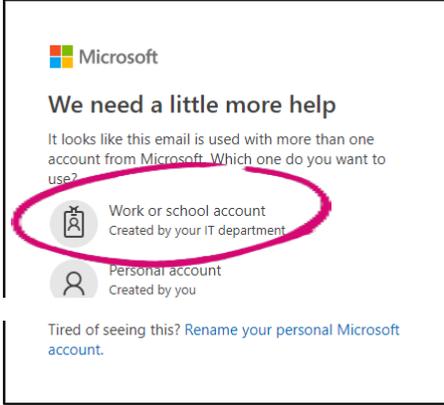
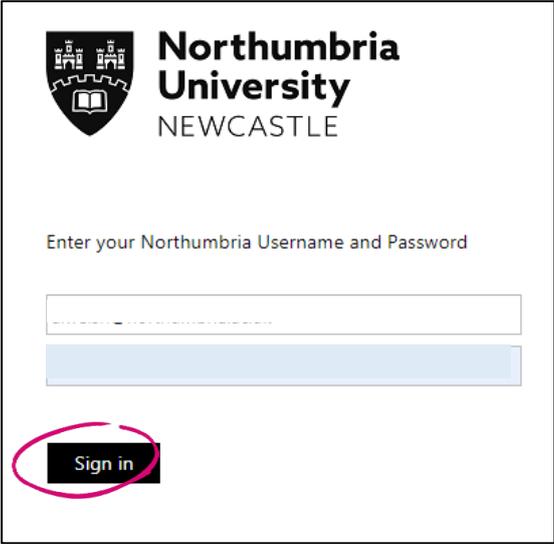


Creating your presentation using MS Sway (Quickstart guide)



This guide provides an overview of how to create and share anything in Sway’s colourful 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.

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| <h2>What is Sway?</h2> | |
| <p>Sway makes it easy to create and share interactive reports, personal stories, presentations and more. Add your own text and images, search for and import relevant content from other sources, and then let Sway do the rest. With Sway, you can create your individual style or customise using the in-built design engine.</p> | |
| <h2>Signing in</h2> | |
| <p>Step 1</p> <p>To get started with Sway, visit sway.office.com in any browser and then click Sign In on the top menu bar.</p> <p>If you are already signed in to office.com you will be taken to the Sway home page.</p> |  A screenshot of the Microsoft account menu in the top right corner of a web browser. The text "All Microsoft" is visible with a dropdown arrow. A circular icon containing a person silhouette is circled in pink. |
| <p>Step 2</p> <p>Type your Northumbria email address in the box provided and then click the Next button.</p> |  A screenshot of the Microsoft "Sign in" page. The Microsoft logo is at the top left. Below it, the text "Sign in" is displayed. Underneath is a text input field with the placeholder "Email, phone, or Skype". Below the input field is a link that says "No account? Create one!". At the bottom right of the page, a blue button labeled "Next" is circled in pink. |

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| <p>Step 3</p> <p>Click on the Work or School option</p> |  <p>Microsoft</p> <p>We need a little more help</p> <p>It looks like this email is used with more than one account from Microsoft. Which one do you want to use?</p> <ul style="list-style-type: none"> Work or school account Created by your IT department Personal account Created by you <p>Tired of seeing this? Rename your personal Microsoft account.</p> |
| <p>Step 4</p> <p>You will be prompted to Enter your Northumbria Username and Password.</p> <p>Press the Sign in button.</p> |  <p>Northumbria University NEWCASTLE</p> <p>Enter your Northumbria Username and Password</p> <p>_____</p> <p>_____</p> <p>Sign in</p> |
| <p>Start creating</p> | |
| <p>Step 1</p> <p>On the My Sways page that opens after you have signed in, click on the Create New to create your first Sway.</p> |  <p>Sway</p> <p>+</p> <p>Create New</p> |
| | |

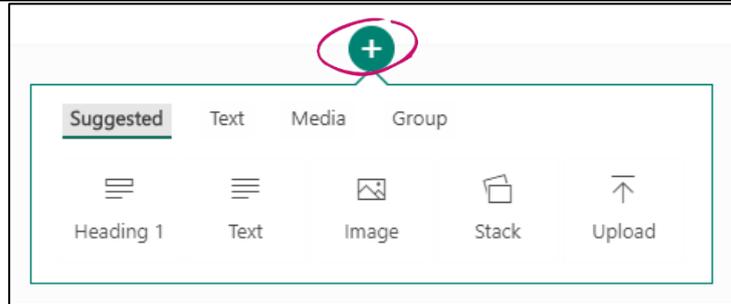
| | |
|---|---|
| <p>Step 2</p> <p>The Storyline is where you type, insert, edit, and format the content that tells your story.</p> <p>Content is arranged in sequential order by adding cards, each of which holds the type of content you want — such as text, images, videos, and even Office documents.</p> <p>The order of cards can be rearranged at any time to suit your needs.</p> |  <p>The screenshot shows the top of the Sway application. The word 'Sway' is in the top right corner. Below it, there are two tabs: 'Storyline' and 'Design'. The 'Storyline' tab is highlighted with a pink underline and a pink circle around it.</p> |
| <p>Step 3</p> <p>Click the Title your Sway placeholder text. Type a meaningful description of what your Sway is all about.</p> <p>When you later share your finished Sway, this title will be the first thing that others will see.</p> |  <p>The screenshot shows the Sway interface with a title bar at the top containing 'Details', 'E', 'Phrasise', 'A', 'Accent', and 'Link'. Below the title bar, there is a placeholder text 'Title your Sway' which is circled in pink. To the left of the title bar, there is a 'Background' icon. To the right of the title bar, there is a green plus sign icon.</p> |
| | |

Adding images and text

Step 1

To add content to your Sway, such as text, images, or videos, click or tap the **+** icon at the bottom of any existing card.

You can also drag and drop text and images right onto your Storyline.

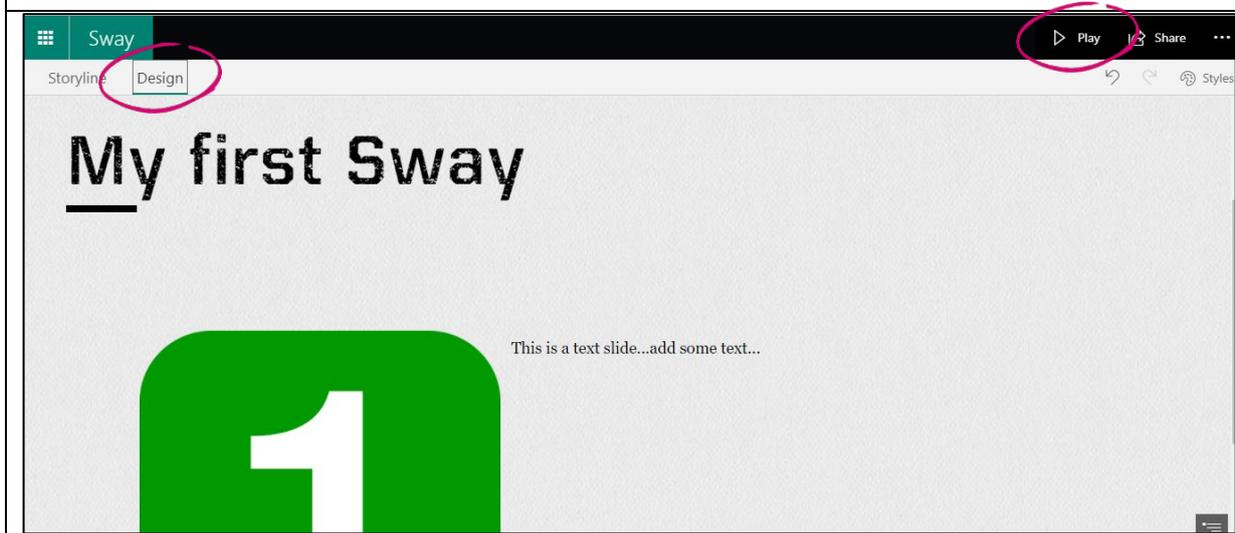


A screenshot of a Sway slide titled 'My first Sway'. The slide has a 'Details' sidebar on the left. The main content area shows a title card with the text 'My first Sway', followed by an image card showing a green rounded square with the number '1', and then a text card with the text 'This is a text slide...add some text...'. A formatting toolbar is visible below the text card. Annotations include: a pink circle around the 'Drag an image here' icon in the sidebar with a callout 'Drag and drop images into place.'; a pink circle around the number '1' in the image card with a callout 'Click on inserted images to format, resize or remove.'; a pink circle around the plus sign at the bottom of the slide with a callout 'Click to add a new card below the selected one.'; and a pink circle around the text card with a callout 'Click any Text slide/card to use the formatting toolbar.'

Preview your Sway

You can preview your work in progress at any time by clicking the **Design** tab. When you preview your Sway, you can see how it will appear to others when you later decide to share it.

To fully experience your Sway, click the **Play** button on the top menu bar.

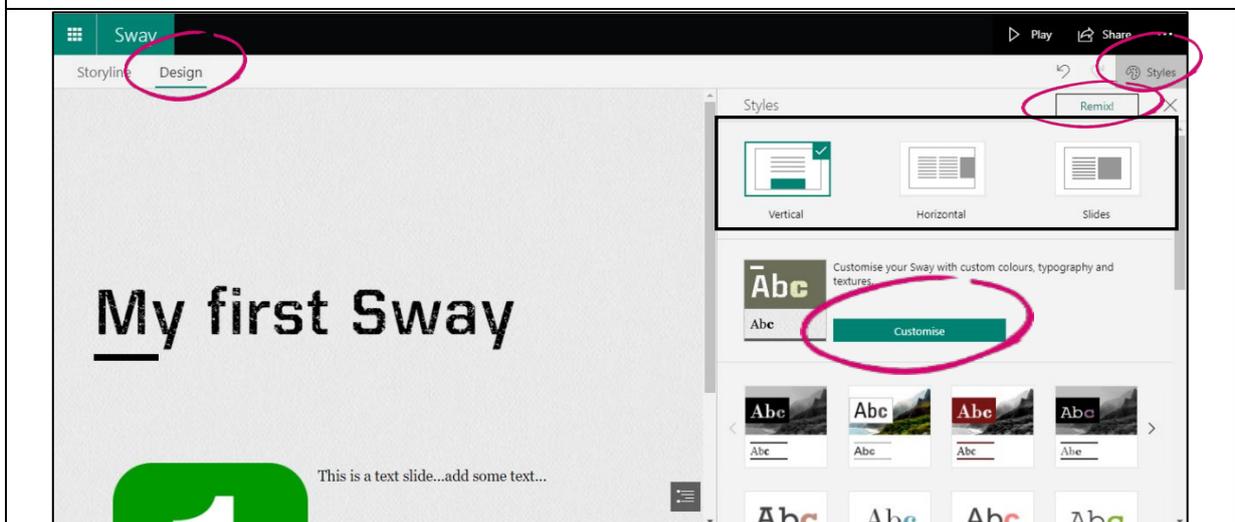


Customise your Sway

Sway lets you focus on what you're trying to communicate by taking care of the formatting, design, and layout of your content.

You can keep Sway's suggested default design, select and apply your own, and even customize the layout.

To choose your own style or theme, click **Design** on the menu bar, and select **Styles**. To choose a random look and feel, click the **Remix!** button until you find a design and layout you like.



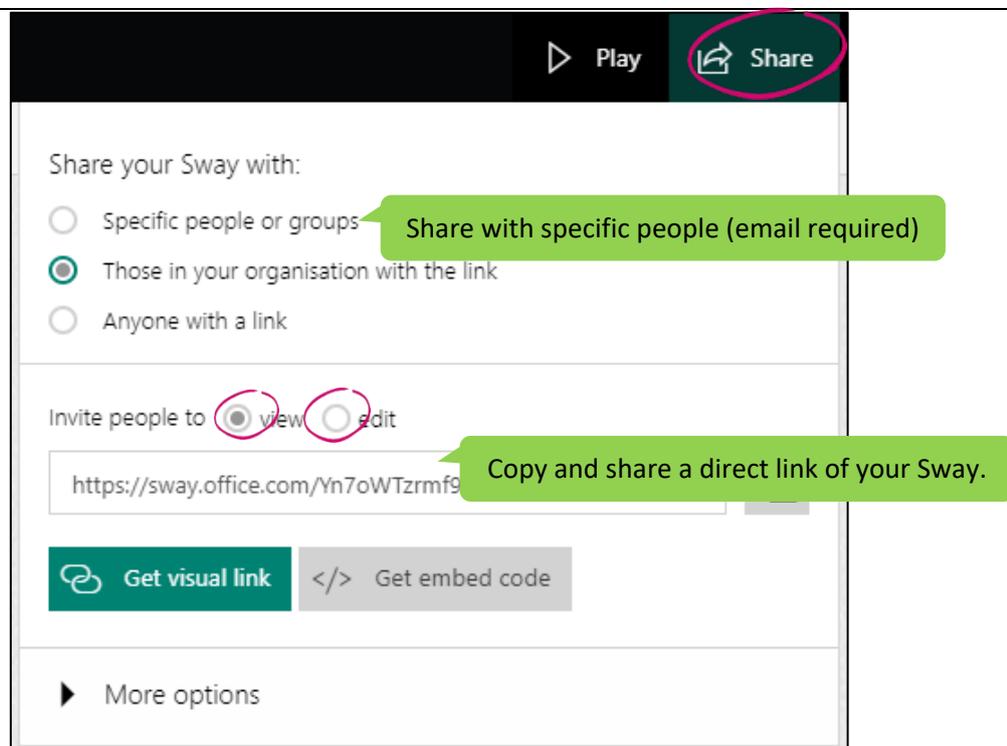
You can also adjust a specific part of the currently applied style, such as colour, font, and textures, by clicking the **Customise** button in the **Styles** pane.

You can also control how others will view and navigate your Sway once you have shared it, select whether your content should scroll **vertically**, **horizontally**, or appear like a **presentation**.

Share your Sway

To share your Sway with others, click on the **Share** button on the top menu bar and then select how you want to share your resource. You can invite people to view or edit the Sway.

You can also share your Sway with specific people or those in your organisation.



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