



University for the Common Good

Glasgow School *for* Business and Society
LEARNING DEVELOPMENT CENTRE

An Introduction to MS Sway



GSBS Learning Development Centre

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What is MS Sway?

MS Sway is an online application which is available through the MS Office 365 Suite of applications, it is used to create and share interactive content such as presentations, reports and digital stories.

Accessing MS Sway



Note: MS Sway is only available online and **Chrome** and **Mozilla Firefox** are the recommended browsers.

There are three ways of accessing MS Sway

1. Through your University email account. Login to your University email and go to the App Launcher at the top left hand corner.

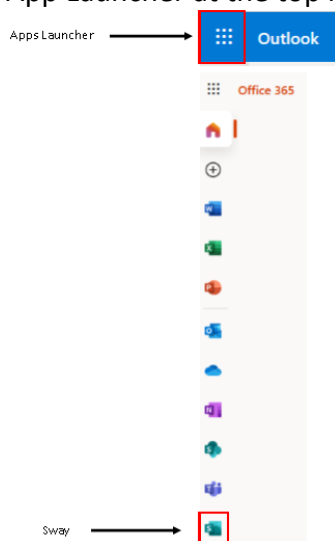


Figure 1: Outlook Apps Launcher and Sway icon

2. Directly from SWAY website: <https://Sway.office.com/> and sign in from the Sign in option at the top right hand corner of the screen.
3. Directly from Office at [www//office.com](http://www.office.com) as shown below.

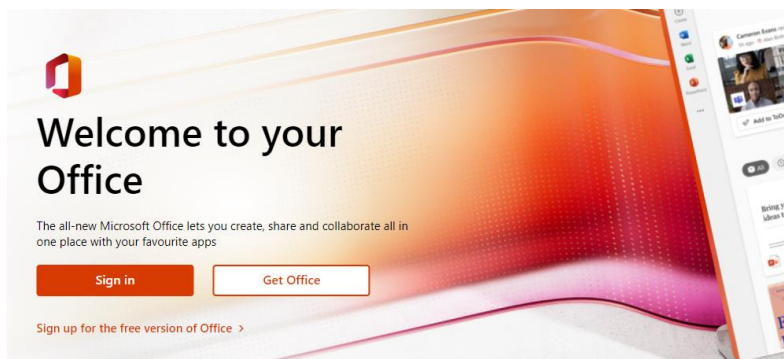


Figure 2: Microsoft Sign in



Note: You will use your **University email address** and **password** to Sign in.

Once signed in to your account you can access Sway from the **Apps Launcher** at the top left hand side of the page, if you do not see Sway choose **the All Apps link** and choose Sway, the Welcome to Sway page will be displayed with various options:

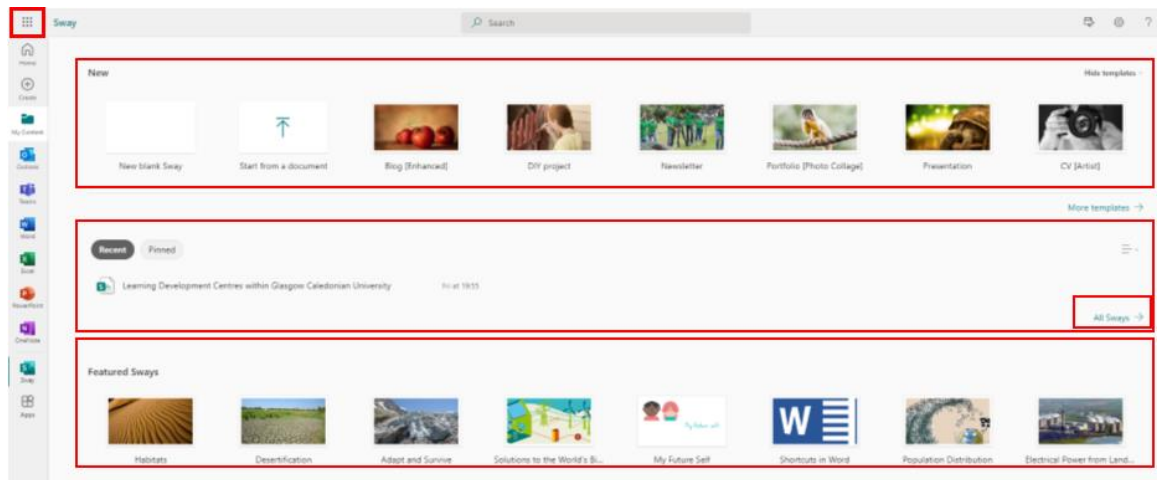


Figure 3: Sway

These options can include:

New – with options to create a New Blank Sway.

Recent – showing any recent activity within Sway

Featured Sways – showing illustrations on how Sway can be used for different types of content.

The Sway Welcome page gives to the full functionality. If the Welcome page is not displayed, click on the **All Sways** link at the bottom right hand side of the **Recent** section. The Sway Welcome page will be displayed.

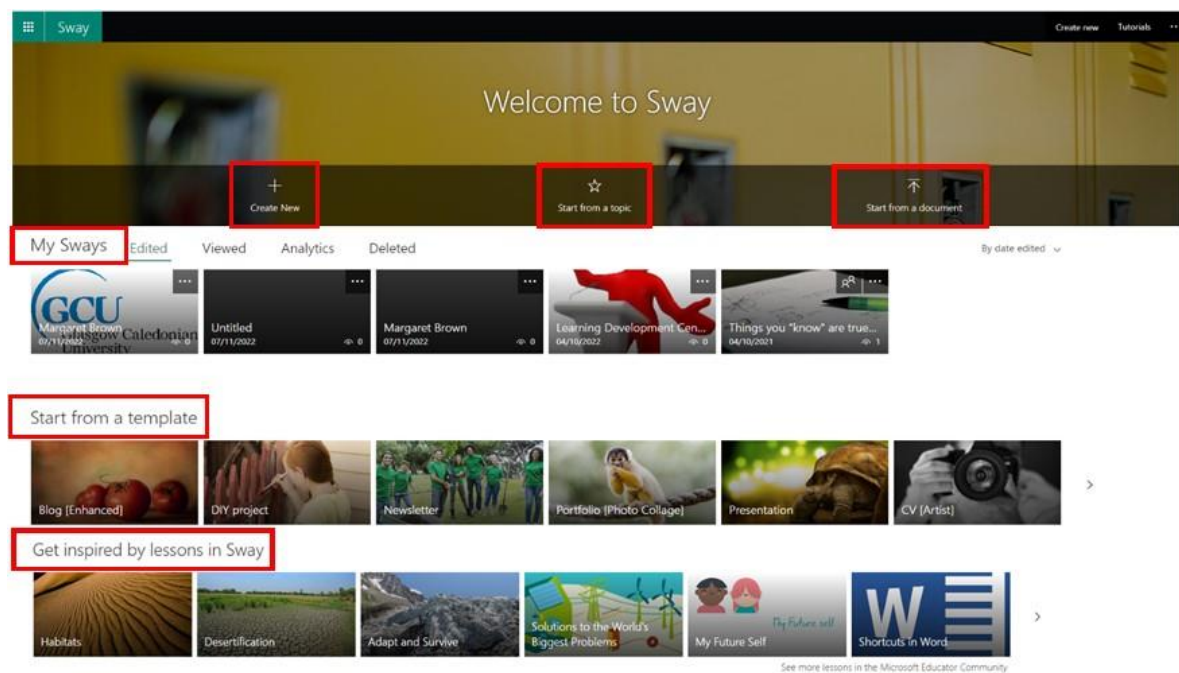


Figure 4: Sway Welcome page

From here you can **Create a new Sway**, **Start from a topic** or **Upload a document** to create a Sway. Sways already created can be viewed from here and **Templates** for Sways are listed for use. There is also a **Get inspired by lessons in Sway** section giving access to Sways used for different purposes for illustration and information.

Creating a SWAY – Start from a topic

If you have a specific topic that you would like to start a SWAY from choose the **Start from a topic** option on the main page.

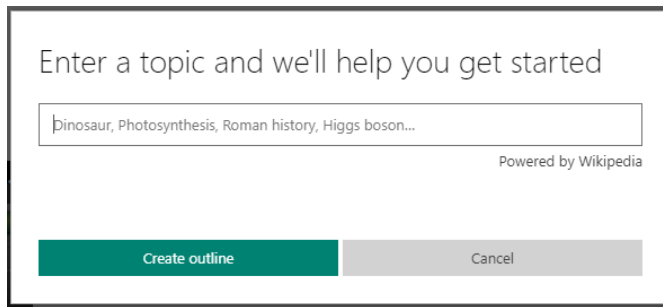


Figure 5: Enter a topic dialogue box

The **Enter a topic** dialogue box will be displayed, type in keywords for the topic that you would like in the search field, once you have done this click on **Create Outline**. An automatically generated SWAY will be displayed on the topic of choice, this can then be modified/edited and added to using the information contained in the **Creating a Sway from a blank canvas** section below.



Note: Remember if the search query cannot find anything on your chosen topic it will find information related to or relevant to the topic, choose the option most relevant to the SWAY being created.

Create a SWAY - Start from a document

There is also an option within Sway to create a Sway from an existing document. To do this open Sway and choose the **Start from a document** option. The **Open** file dialogue box will be displayed, navigate to the file you wish to transform into a Sway. Choose the file name and double click (Open). The file will then be transformed into a Sway which can be modified/edited, and added to using the information contained in the **Creating a Sway from a blank canvas** section below.

This introduction will concentrate on the **Create New** option to create a Sway from a blank canvas which includes information which applies to the other options.

Creating a New Sway from a blank canvas

Sway creates a **Storyline** using cards to hold content. To create a new Sway from a blank canvas, click on the **Create New** button. Sway will open and the **Title your Sway** card will be displayed.

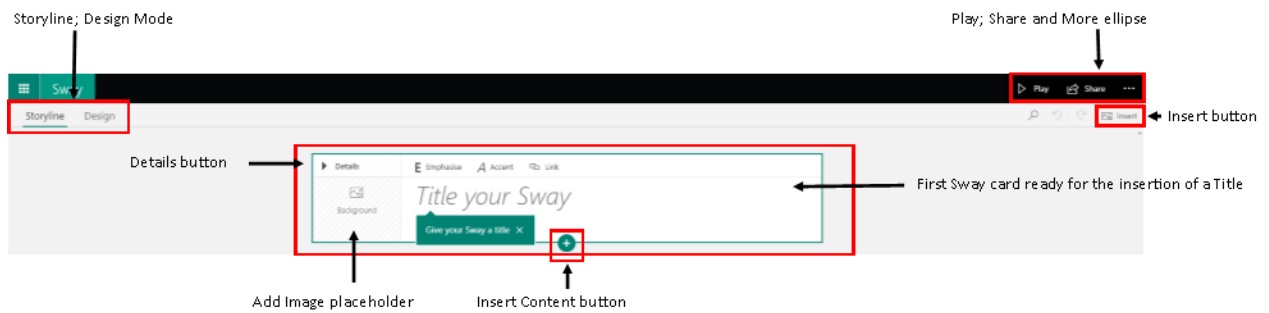


Figure 6: Sway Title card

At the top left hand corner, you will see the **Storyline** and **Design** tabs, The **Storyline** tab is the default landing page of Sway giving access to the functionality for creating the Storyline which uses **Cards** to hold content. The **Design** tab provides options for adding to and changing the design elements of the Sway.

From the **Storyline** tab enter a title for the Sway, this can then be formatted using the options at the top of the card, Emphasis (**bold**), Accent (*Italics*), Link (Hyperlink). A Background image can also be added.

To add a background image, go to the **Background** Image placeholder and click, the **Suggested** panel will be displayed giving options for adding the image.

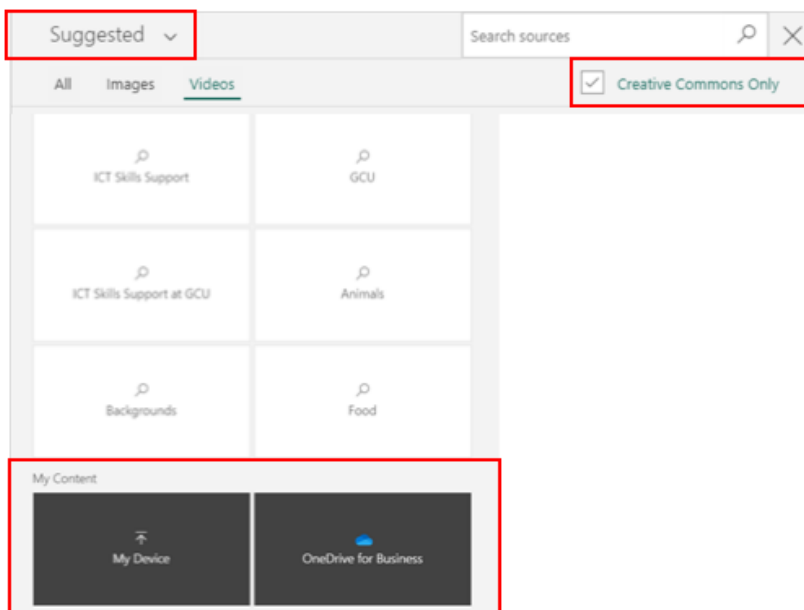


Figure 7: Suggested panel

Image content can be added from different sources, many of these are listed under the **Suggested** drop down menu. They can also be found in the **Suggested Searches** section; uploaded from your device or **OneDrive**. Navigate to the image and add it, or search for an image using the **Search Sources** option. If you search for an image you can restrict the search to **Creative Commons License** images. The chosen image will then be added to the Sway and associated with the content on the card.



Note: Remember if using content from an external source that you understand the copyright rules for it.

Once an image has been added **Focus Points** can be applied to ensure the image is optimised on different devices.

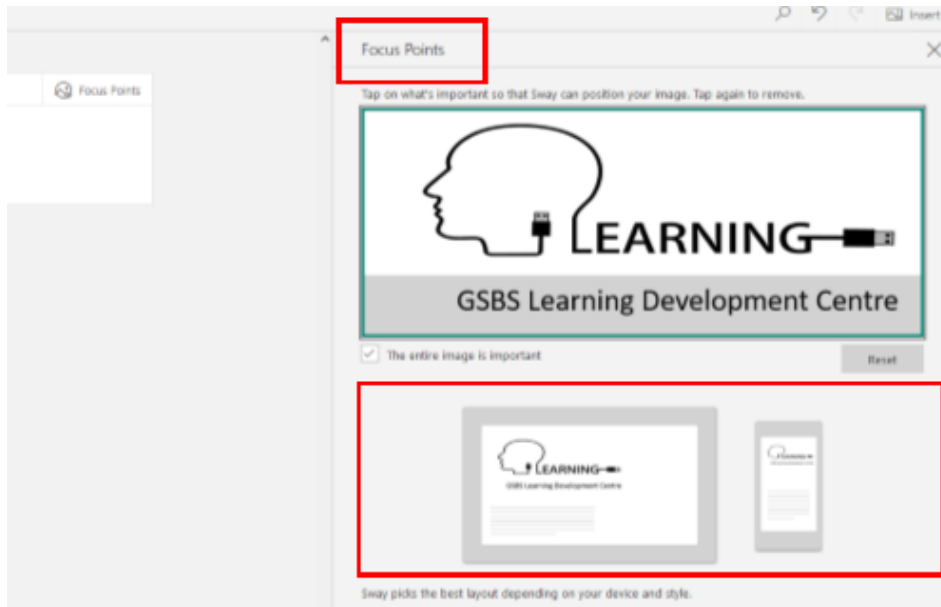



Figure 8: Image Pane and Focus Points

To add **Focus Points**, click on the image and the **Focus Points** command, at the top right hand corner of the box. The Focus Points pane will be displayed to the left showing the image at the top of the pane and how it will be displayed on different devices at the bottom. Click on the areas of the image you wish to focus on, focus points in the shape of circles will be added to the image showing the important areas and this will ensure maximisation of the image on different device types.

If the entire image is important select **The entire image is important** check box.

Adding Content

Once the Title card has been created further content can be added by clicking on the **Insert Content** button  at the bottom of the Title card. A new card will be displayed ready for the insertion of content. There are 4 options to choose from:

Suggested

This provides access to the most recent and frequently used content types, such as the option to add Headings; Text; Images; Stack and Upload.

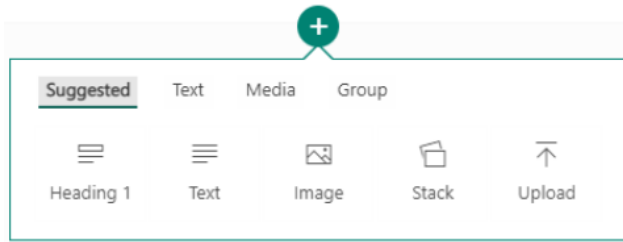


Figure 9: Suggested content types

Text

There are two options within the Text tab:

Heading: Choose if you wish to add a heading to the card, if you add a heading you will get the option to add an image in the same way as with the Title card. Headings also become placeholders for sections of information within the Sway, these sections can be moved and edited. There will for example be a Title section which contains the Title of the Sway and another card with the presenters' information included. There may be an Introduction section with various associated cards, a Main Body section again with a heading for each point and cards of associated information.

Text. Text can be added to a card. When Text is chosen further formatting options will be provided: Heading; Emphasise (**Bold**); Accent (*Italics*); Bullets (Bulleted List); Numbers, (Numbered List) and Link giving the option to insert a hyperlink.

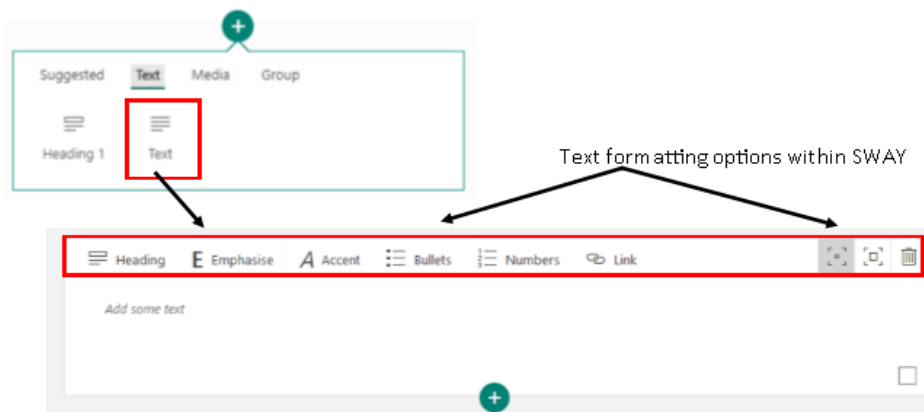


Figure 10: Text content types and formatting options

If Link is chosen, the Link dialogue box will be displayed.

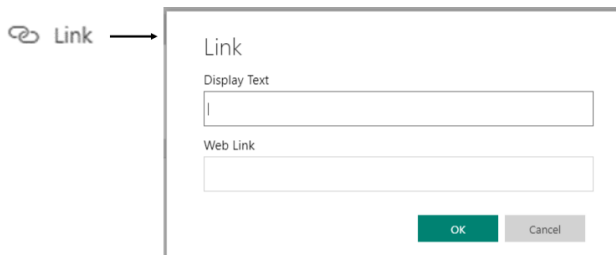


Figure 11: Link option and dialogue box

Enter the Display Text and then the web address of the page you wish to link to in the Web Link field. Once you have done this click on OK. The link text will then be displayed within the card, when clicked on during the presentation it will open the webpage.

At the right hand side of the formatting toolbar are Emphasis options, **Subtle** and **Moderate** – if you choose **Moderate** the text will be larger. There is also a **Delete** icon next to the **Subtle** and **Moderate** icons giving the option to delete the card.

Media

There are different media types which can be added to the Sway, there are **Images, Video, Audio, Embed and Upload**.

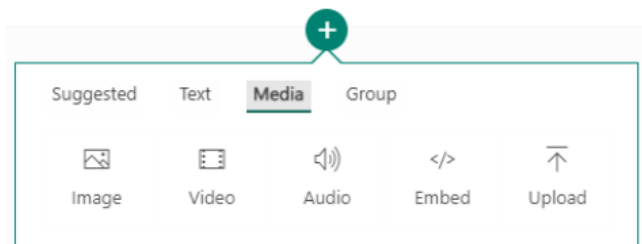


Figure 12: Media Content types

Images – images can be inserted on cards by choosing the Image option in the same way as detailed above.

Video – videos from various sources can be uploaded into the SWAY. Choose Video from the Media tab, the Suggested pane will be displayed offering options for navigating to and uploading videos. This could be videos that have been uploaded to a personal device or saved in a YouTube channel. There is also the option to search using the Search Engine for videos online.

Audio – audio files can also be inserted into the Sway. Choose Audio from the Media tab, the Suggested pane will be displayed offering options for navigating to and uploading audio files. This can be done in the same way as video files.

Embed –

Videos which you have created, from online sources such as YouTube as described in the section above.

Office documents such as Word documents, Excel files and PowerPoint can be embedded within the SWAY using the Embed option if they are saved in OneDrive or SharePoint. To Embed, click on **Embed**, the Embed card will be displayed with an option to paste the Embed code. Go to **OneDrive** or **SharePoint** and choose the item you wish to embed. For example, if you wish to embed a word document, go to OneDrive, open the document you wish to embed, go to **File** and **Share**, the **Share** pane will be displayed with an option to **Embed**, click on **Embed**, the Embed dialogue box will be displayed and the embed code shown at the bottom, copy the embed code using the **Copy** button and paste it into the **Embed** card.

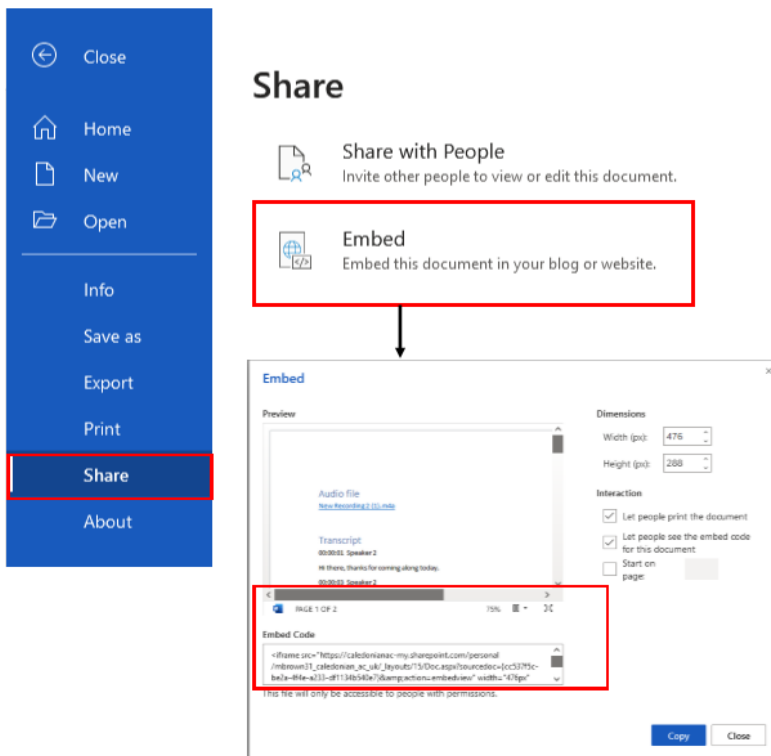


Figure 13: Embedding a word document into SWAY

The document will then be embedded in the SWAY and can be viewed when the SWAY is presented.

Upload – the upload option will enable the upload of files from your device.

Group

This option allows for content to be grouped and added to a card in Sway. To group content, go to the Group tab, and choose how the content has to be grouped. There are various options:

Automatic – if automatic is chosen SWAY will automatically group the content in the order in which it was selected.

Grid – if grid is chosen the content will be grouped in a grid

Comparison – if comparison is chosen the content will be grouped side by side

Stack – if stack is chosen the content will be grouped in a stack and each item will be displayed one by one from the top of the stack to the bottom.

Slideshow – if slideshow is chosen the content will be displayed in a slideshow.

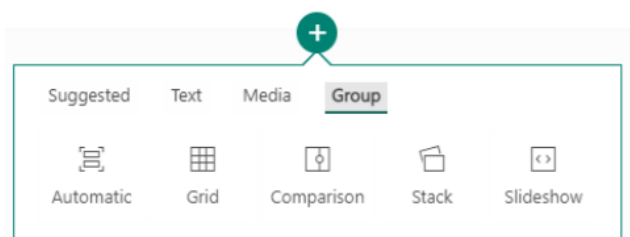


Figure 14: Group content types



Note: REMEMBER content will automatically be saved as it is created.

Previewing Content

Once the content has been added to the SWAY it is useful to preview it. Content can be previewed either in Design or by Playing the presentation.



Figure 15: Play button within Sway

To play the Sway click on the **Play** button. The Play button can be found at the top right hand side of the Sway. To return to the Storyline section click on the **Edit** button which will now be active.

Design View

The Sway can also be previewed in Design. To preview go to the **Design** tab, the Sway will be displayed. Look through the Sway, if there are elements that could be changed go to the **Styles** command at the top right hand corner of the screen.

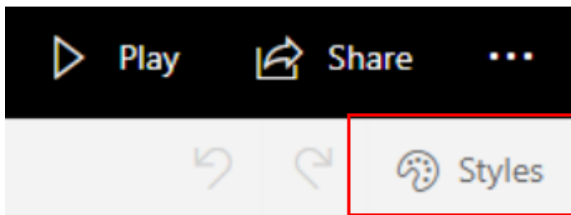


Figure 16: Design View and Styles command

Different Styling options will be displayed:

Navigating through the Sway: From here the navigation style can be changed. There are three options, **Vertical** which displays the Sway content vertically (up and down); **Horizontal** which displays the content horizontally (side to side) or **Slide** which displays the content in a slide by slide format (like PowerPoint). Choose the style most appropriate for the information being shown.

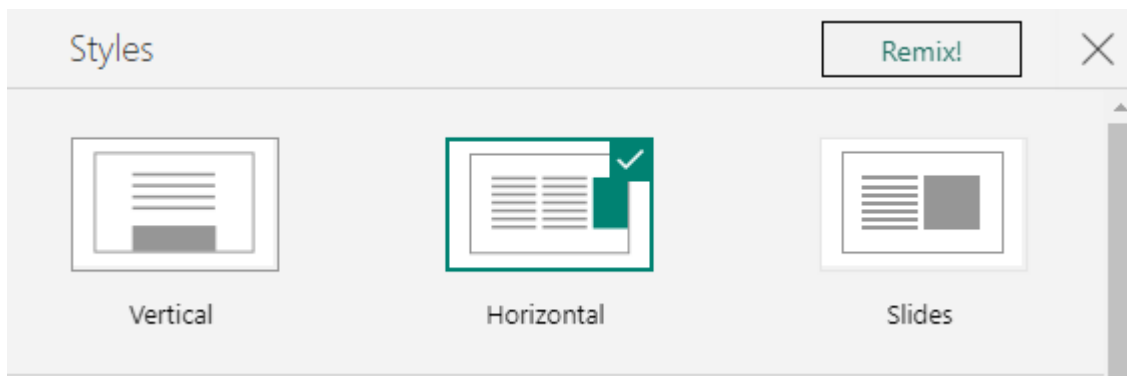


Figure 17: Navigation Style for Sway

At the bottom right hand corner of the Sway you will see a further navigation command. This command enables movement between the different sections of the Sway

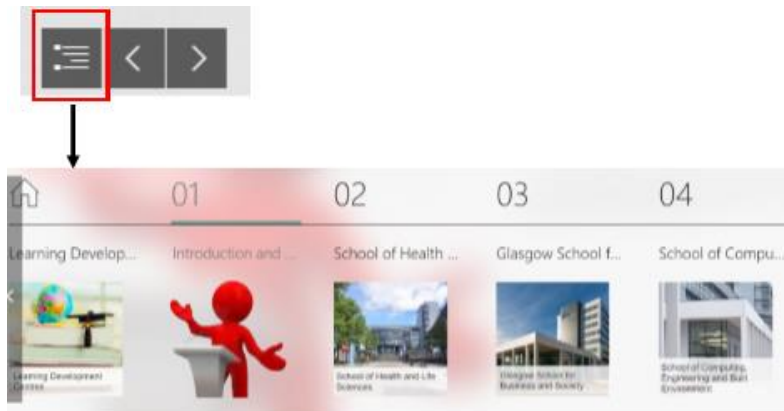


Figure 18: Navigating through the Sway and to the different sections

Customisation of the Sway: There are further options to customise the SWAY including options to change font type, colour; typography and texture. To customise any of these elements, choose the **Customise** button to access the different colour/font/emphasis options available.

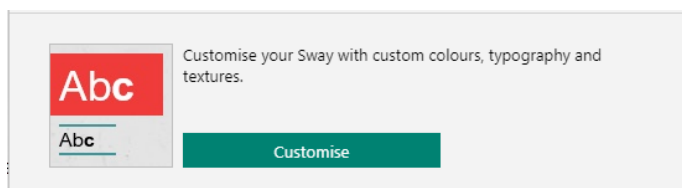


Figure 19: Customise options

Design Styling for the Sway: There are also many default design styles which can be chosen from the next section. There are seven different core styles available, each row contains a style with different accents and variations to choose from



Figure 20: Styles and Accents within Styles

Rearranging Content

Once previewed changes may be made to the order of content to ensure that the information contained is shown in a logical and structured way to optimise the flow. To rearrange content, **drag** the content placeholder from its original position and **drop** it in the new position within the Sway.

Sections can be dragged and dropped, and information within sections can also be re-arranged in the same way.

Modifying Content

Content can also be modified very simply as easily with the SWAY. To do this go to the card which contains the information to be modified, select it and change or reformat using the formatting options within Sway.

How to Share the SWAY

Once the Sway has been created it can be shared with others, to share the Sway go to the Share link at the top right hand corner of the page. The **Share** dialogue box will be displayed.

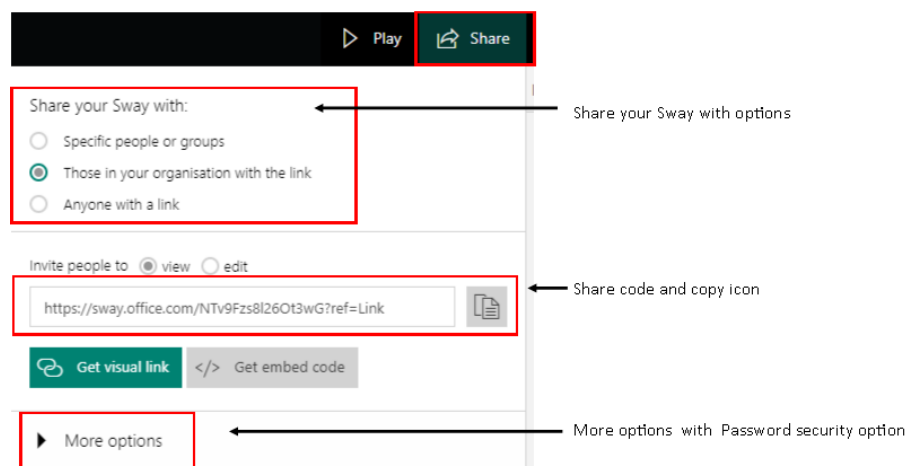


Figure 21: Share dialogue box and options.

The Share dialogue box gives the option to choose who you Share your Sway with and access rights. The share link can be copied and pasted in an email to the people you wish to View/Edit. There are also options to Get a visual link, this creates a Thumbnail which can be copied and pasted into an email, or to get Embed code to embed the Sway in for example a webpage or social media site.

There is also a More Options drop down menu giving an option to set a password for the Sway, if you wish to ensure the privacy of the Sway. To do this click on the More Options drop down menu and click on the Require a Password to view or edit this Sway link. The Create Password dialogue box will be displayed.

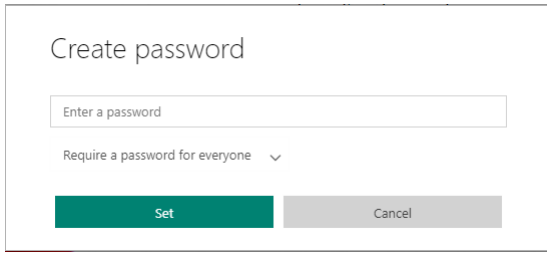


Figure 22: Create password dialog box

Enter the password, choose who will require the password, everyone or only recipients who can edit from the drop down menu and click on Set.

Ellipse

You can also access other Sway related functionality from the ellipses at the top right hand corner of the Sway.

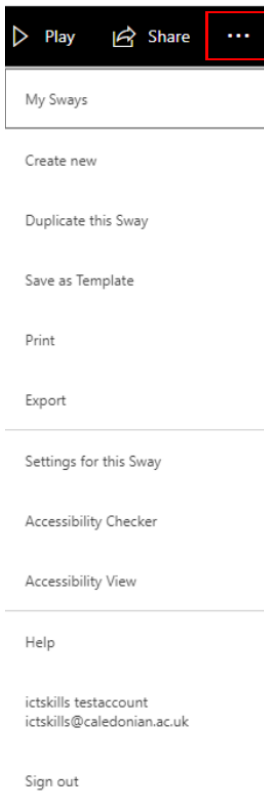


Figure 23: Ellipse functionality drop down menu