# Microsoft Office Sway - overview

Why use Sway?

In some ways you could argue that Sway is just an alternative to PowerPoint, but it differs greatly from the traditional slide-by-slide approach. Because Sway is completely (web) browser based – all your presentations/stories/interactive reports/ideas/plans/mood boards, can be shared or embedded in social media web pages with ease.

In just a few minutes you can be throwing some ideas and images together into a slick presentation. Share this Sway with your project team to collaborate and build a design/report/plan that's visually engaging and rich with media content.

Sway is part of the Office 365 suite, and so your work is always backed up in the cloud and can be easily shared and then presented on a phone or tablet with just the click of a button.

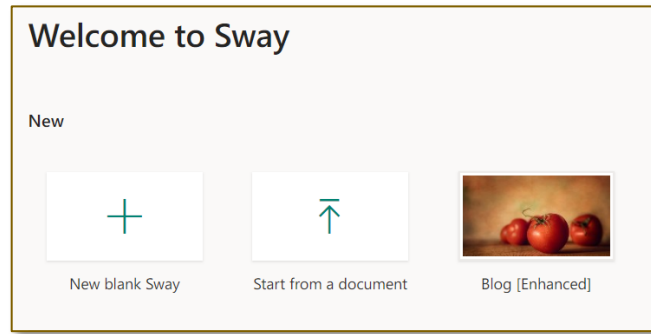To access Sway log into you MS Office 365 account please use the following steps:
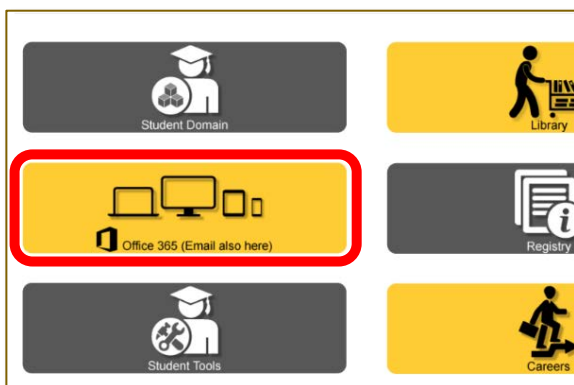
1. Login to Moodle via URL: https://cucmoodle.coventry.ac.uk/ , scroll down the Dashboard to locate the Office 365 button.

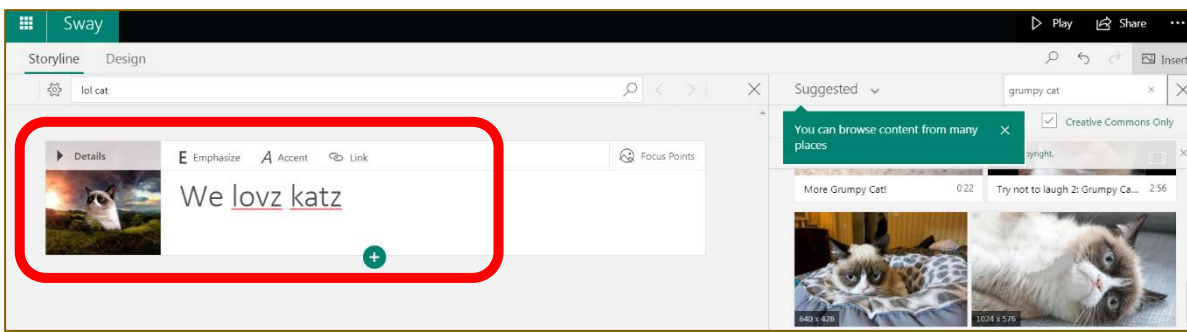2. On the Office 365 home page click the Sway icon.
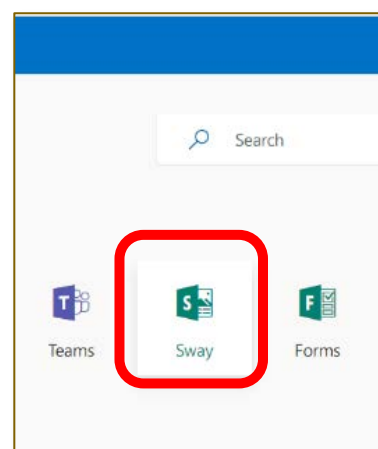
3. Choose a blank document, template or use and existing document (upload).

   We will start a blank Sway.

4. On the first card you can type in the presentation title and add a background image. Use the insert and search box to locate images. Simply drag the images into the card (image/background).

5. Add new cards by clicking the green (+) button at the bottom of each card - once you click onto them. There are four fomat types (suggested, text, media, group) – each with a subset of futher options. Experiment with these to achieve your desired presentation/story style.

6. Switch between the Storyline and Design views to build and then preview your presentation.

   In the Design view you will be able to scroll and preview the presentation

Add (+) subsequent "cards" in this Storyline view to build your presentation.
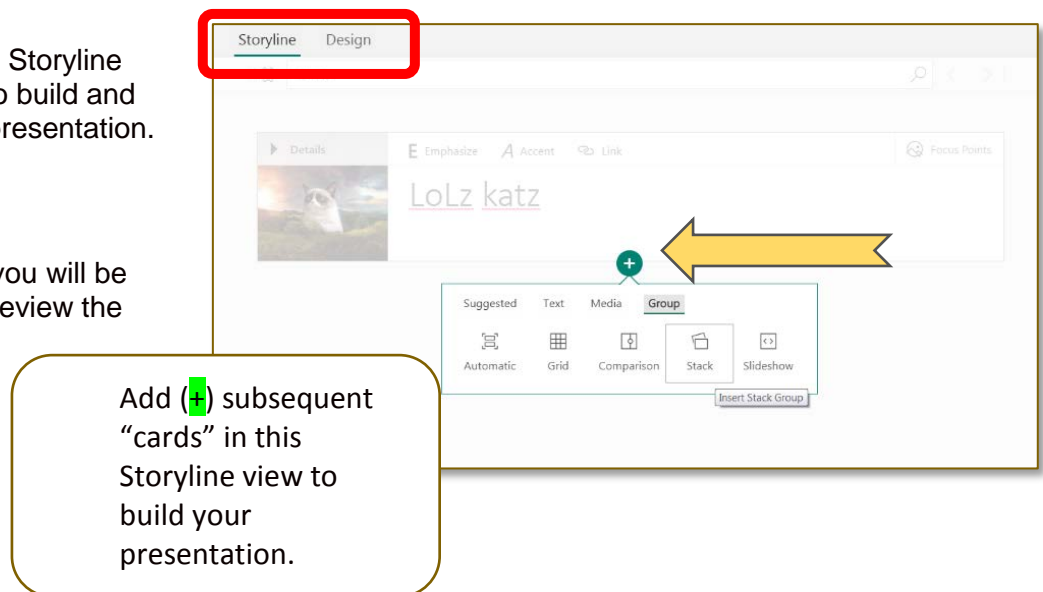
7. Playback the presentation using the (>) Play button.

> Depending on what type of interactions i.e. stack or slideshow, you can also preview it in Design view.

Use the arrow buttons (< >) at the bottom right of the page to move through the presentation.
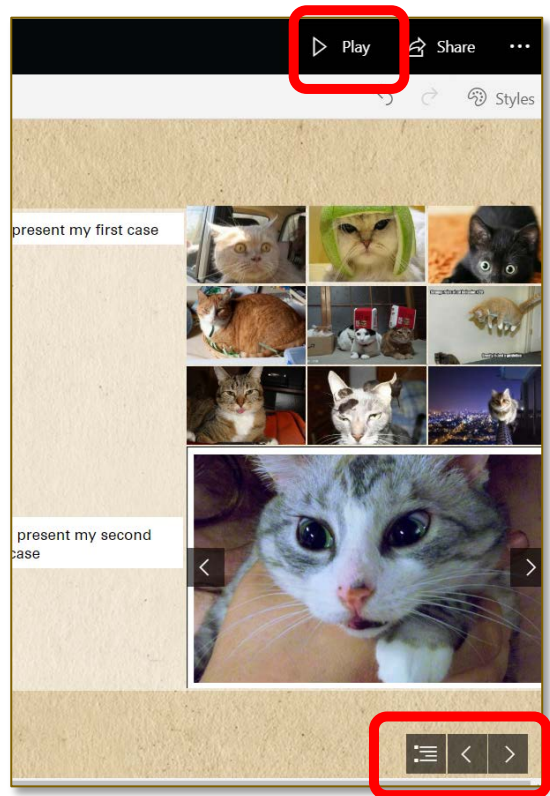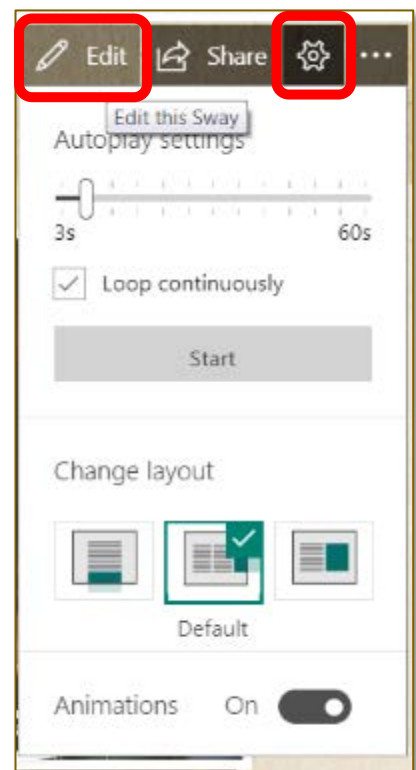
8. Resume creating your presentation by clicking the Edit button or click the cog wheel button to change format of the presentation i.e. vertical or horizontal scrolling.

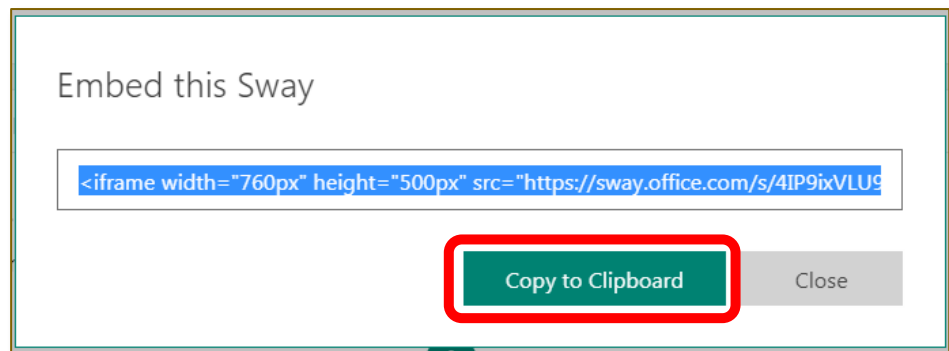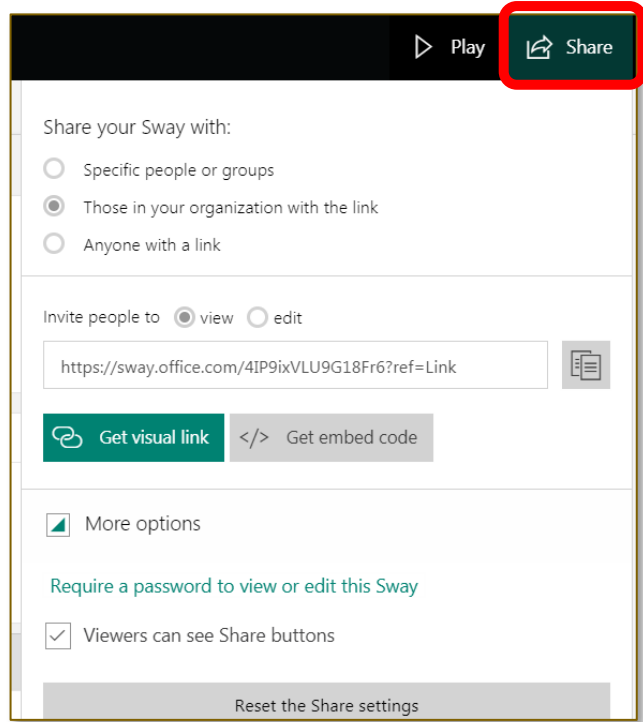> You can even autoplay the presentation in a loop – leaving you hands free.

Pause and stop Autoplay using the buttons below.

9. Sharing your Sway enables you to allow others to view this (in a browser), or even edit it (useful for group projects).

Share the link or embed your Sway into a web page or blog.

If you want to display your Sway on social media or within a blog page use </> Get embed code option (above), then click Copy to Clipboard option. Paste the embed code into blog pages or other social media.

NOTES:

- The TEL 2018 student guide for Sway covers creating presentations in much greater depth. Locate this in the Moodle (and TEL) support page. Follow the Student Tools button on your Dashboard.

- The TEL team have created other student guides for Office 365 apps, OneDrive and Moodle.

Contacts:

- Technology Enhanced Learning team: ✉ moodle.cuc@coventry.ac.uk
- IT Support: 📞 024 7765 7777   ✉ itsupport@coventry.ac.uk (password issues)