

Microsoft Sway

DESCRIPTION

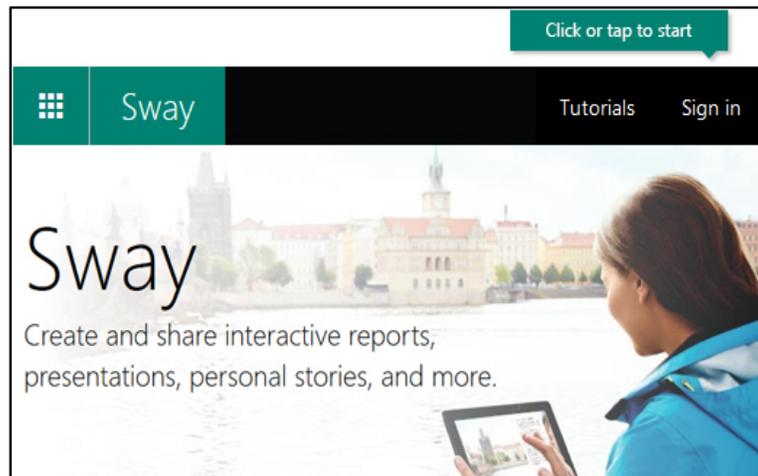
Sway is a digital storytelling app for work, school, and home that makes it quick and easy to create and share interactive reports, presentations, personal stories, and more.

DURATION

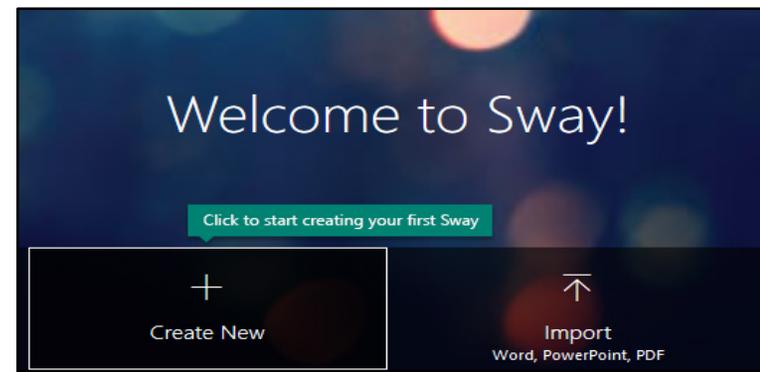
Sway can be used without time limitation in account registration. It can be used in class depending on the activity the current session requires.

ACCOUNT CREATION (SIGN IN)

1. To get started with Sway, visit www.sway.com in any browser, and then click **Sign in** on the top menu bar as shown below.

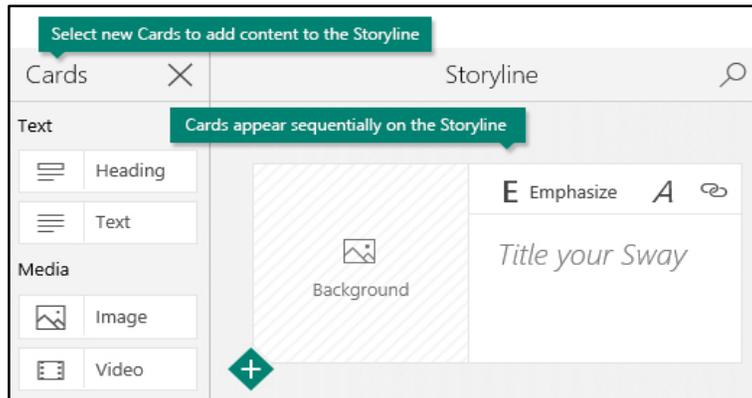


2. A pop-up screen will appear asking you for the e-mail address you would like to use for signing in. You have two (2) options as follows:
 - If you have a Microsoft account, for example – juan.delacruz@sti.edu.ph, enter it with your password, and then click *Next*.
 - If you do not have this account, click *Sign up for free* to be redirected to <https://signup.live.com/> to create one. Then, you will be given these two (2) options:
 - Choose an email address and password you want to use > Verify your account using the code sent to your chosen email address > Input the code given > Click *Next*
 - Choose a phone number and password you want to use > Verify your account using the code sent to your number > Input the code given > Click *Next* > Add an email address of your choice > Click *Next* > Verify your account following the set-up instructions from Microsoft.
3. Afterwards, you will be redirected to the **My Sways** homepage. Here, click or tap **Create New** to start creating your first Sway.

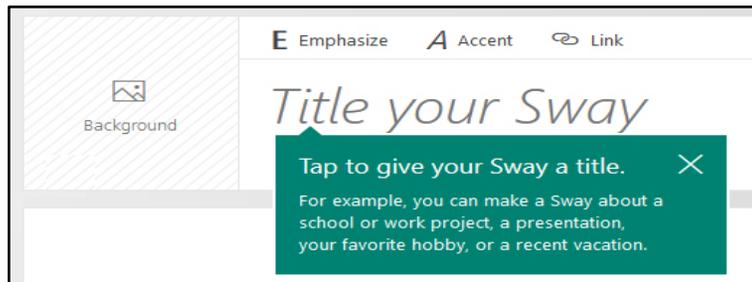


CONTENT CREATION

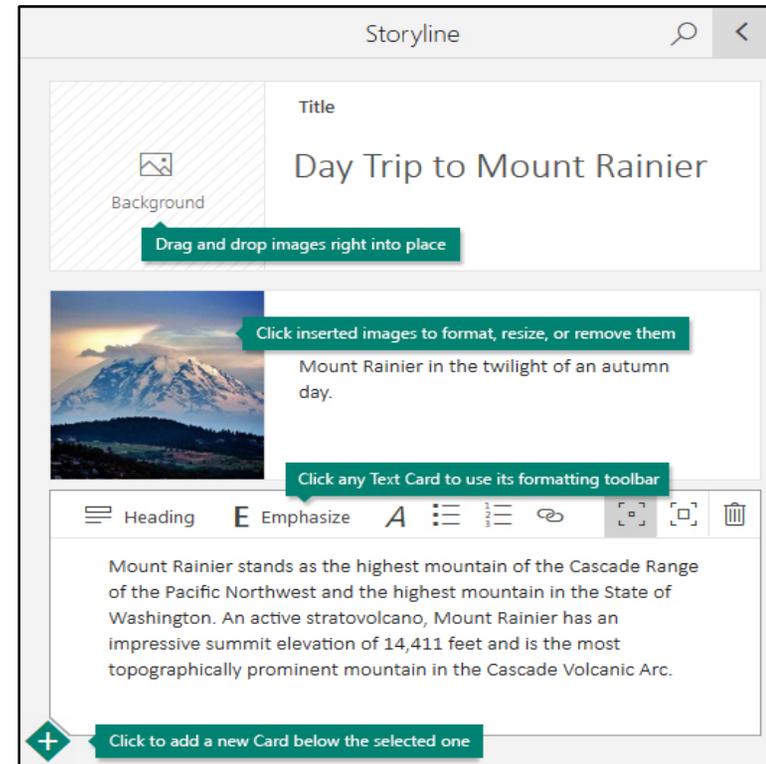
1. To create content, first get to know the **Sway Storyline**. This is where you type, insert, edit, and format the content that tells your story. Content is arranged in sequential order by adding the so-called “Cards,” each of which holds the type of content you want — such as text, images, videos, and even *Office* documents. The order of cards can be rearranged at any time to suit your needs.



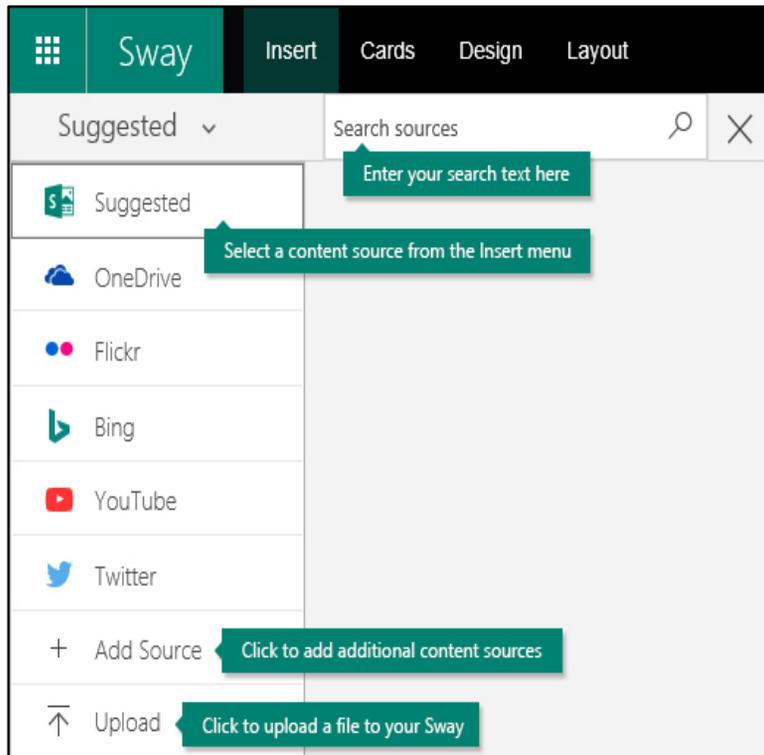
2. Click the **Title your Sway** placeholder text shown in the first card on the Storyline, and then type a short description of what your Sway is all about. This title will be the first thing that others will see once you share your finished Sway.



3. To add basic content to your Sway, such as text and images, click or tap the <+> icon in the bottom left corner of any existing card, and then choose the type of content you want to add. To see all available options, click **Cards** on the top menu bar. If you prefer, you can also drag and drop texts and images right onto your Storyline. Do not hesitate to experiment because you can change the order of your content at any time and customize each card the way you want.



4. You can easily search for and add additional content to your Sway, such as an image that is stored on your computer or mobile device. Sway can also search the Web for the most relevant content, such as videos and tweets, and add it to your Sway. On the top menu bar, click **Insert**, select your preferred content source from the menu, and then enter any search keyword or phrase into the **Search sources** box.



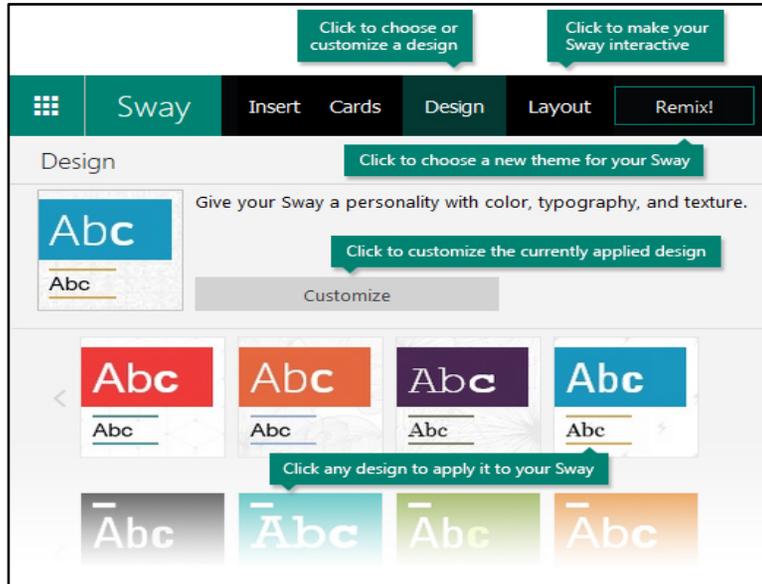
5. You can preview your work in progress anytime by clicking the left-facing arrow next to the **Preview** pane on the upper right part of the window. When you preview your Sway, you can see how it will appear to others when you later decide to share it. To fully experience your Sway (including any interactivity options that you've added on the **Layout** menu), click the **Play** button on the top menu bar.



6. To return to your Storyline when you're done previewing your Sway, click the right-facing arrow near the upper left.



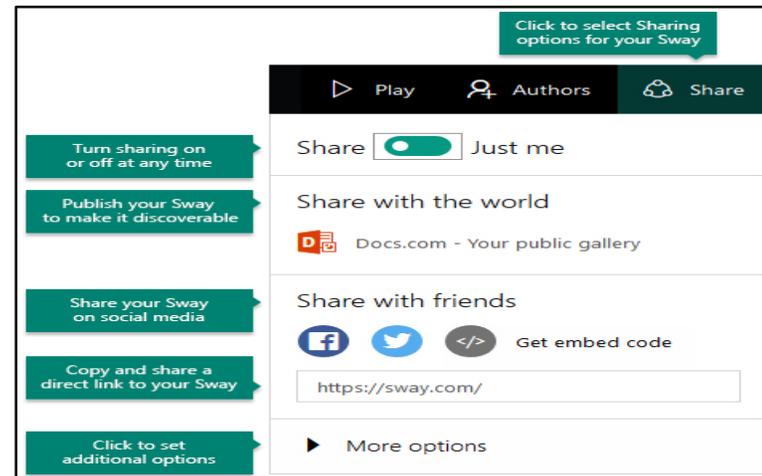
7. Sway takes care of the formatting, design, and layout of your content. You can keep Sway’s suggested default design, select and apply your own, and even customize the layout. To choose a design, click **Design** on the top menu bar, and then select the theme you want. To choose a random look and mood for your Sway at any time, click the **Remix!** button on the top menu bar until you find a design that suits your taste. You can also adjust a specific part of the currently applied theme, such as color, font choices, and the emphasis of animation by clicking the **Customize** button in the **Design** pane.



8. If you want to control how others will view and navigate your Sway once you’ve shared it, click the **Layout** button on the top menu bar, and then select whether your content should scroll vertically, horizontally, or appear like a presentation.

9. Click the **Share** button on the top menu bar, and then select how you want to share your Sway. Your choices on this menu depend on the type of account that you used to sign in to Sway.

Recommendation: Give the link to the students and have them click Play to view your Sway.



CLASSROOM APPLICATION

Sway can be used in various classroom activities, such as:

- student reporting/storytelling
- presentations of lesson summary

ANALYTICS GENERATION

Not applicable

GADGETS REQUIRED

- Any mobile device with internet browser (works best with Google Chrome)
- iOS/Windows 10

Source: <https://support.office.com/en-us/article/Getting-Started-with-Sway-2076c468-63f4-4a89-ae5f-424796714a8a>