Sway in Office 365

Introduction

Sway is an interactive program in Office 365 that helps you create and share polished reports, presentations, personal stories, newsletters, and more. In this tutorial, you will learn how to create and share a Sway using built-in tools.

Learning Objectives

Completion of this tutorial will give you experience with the following:

- Create a Sway
- Insert images, videos and audio files
- Embed forms, documents, audio clips and more from sources like Microsoft Forms, SharePoint, and SoundCloud
- Group images
- Share a Sway

This tutorial assumes

- that you have the Office 365 account.
- that you are using one of the latest Firefox “release” version, latest Chrome “stable” version, IE9 or above, and latest Safari version on a Windows, Mac or Chromebook computer and NOT a tablet or iPad.
- that you have access to Sway in Office 365.
- that you are connected to the internet.
- that you know how to create a form in O365 Forms.

Case Study

Frodo is a Gr. 5 student who has chosen Sway in Office 365 as a tool for creating a Student Profile and E-Portfolio. He wants to show his growth throughout the year in his projects. He needs to learn what functions and features are available and how to use them to effectively create his Student Profile and E-Portfolio.
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## Creating a New Sway

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<table>
<thead>
<tr>
<th>1</th>
<th>Go to <a href="https://www.office.com">https://www.office.com</a> and sign in using your district email address and password.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Click <strong>Sway</strong>.</td>
</tr>
<tr>
<td>3</td>
<td>Click <strong>Create New</strong> or select a template from <strong>Start from a template</strong>.</td>
</tr>
</tbody>
</table>

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## Inserting a Placeholder Card

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Click the Card in the Storyline above where you want to insert the next Placeholder Card. When you click it, the + sign will appear at the bottom center of the Card.</td>
</tr>
<tr>
<td>2</td>
<td>Click the + sign. The list of Placeholder Cards will appear. Click on the Card that you want to insert into the Storyline.</td>
</tr>
</tbody>
</table>

🌟 To view the example of the Placeholder Cards in Sway, please go to http://setbc.link/?swaycardexample.

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### Placeholder Cards

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<table>
<thead>
<tr>
<th>Text</th>
<th>Heading 1</th>
<th>Heading 2</th>
<th>Text</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Heading 1 Card will divide your Sway into sections. Consider this as a title of a section within Sway.</td>
<td>Consider Heading 2 as a title of a sub-section within a section.</td>
<td>Add some text or paste in text you have copied from elsewhere.</td>
</tr>
<tr>
<td></td>
<td>You can add an image to the Heading 1 Card.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

There are three types of Text Cards you can insert in a Sway. These cards relate to text containers.

- Heading 1
- Heading 2
- Text
## Font Effects in a Text Placeholder Card

- **Emphasize**: makes your text bold. It makes your text stand out. It is available in all Text Cards.
- **Accent**: italicizes your text. It differentiates the *Accent* text from the text next to it. It is available in all Text Cards.
- **Link**: creates a hyperlink in your Sway. It is available in all Text Cards.
- **Bullets**: create a bulleted list. It is only available in the Text Card.
- **Numbers**: create a numbered list. It is only available in the Text Card.
- **Heading**: changes your Text Card to a Heading 1 Card. It is only available in the Text Card.

## Media

There are five types of Media Cards you can insert in a Sway.

- Image
- Video
- Audio
- Embed
- Upload

### Image

- Image
You can add images using this Image Card. You can filter Creative Commons images by clicking **Creative Commons Only**.

You can add videos using this Video Card.

An Audio Card places an audio within your Sway. Sway supports the most popular audio formats such as .mp3, .mp4, .wav, etc.

You can embed forms, documents, audio clips and more from sources like Microsoft Forms, SharePoint, and SoundCloud.

You can upload existing files – e.g. images, videos, audios, Word (.docx), PowerPoint (.pptx) – from your computer.

There are five different ways of grouping Image Cards.
- Automatic
### Group Type

<table>
<thead>
<tr>
<th>Group Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stack</td>
<td>The Stack Group Card is rendered as a bunch of stacked Cards.</td>
</tr>
<tr>
<td>Grid</td>
<td>The Automatic Group Card automatically changes the layout of all the Cards it contains.</td>
</tr>
<tr>
<td>Slideshow</td>
<td>The Comparison Group Card is used to show a comparison, and works with only 2 Cards within the Group.</td>
</tr>
<tr>
<td>Thumbnail Images</td>
<td></td>
</tr>
</tbody>
</table>

### Comparison

The Comparison Group Card is used to show a comparison, and works with only 2 Cards within the Group.

### Slideshow

(Slideshow)
The Slideshow Group Card lets you add multiple Image Cards to create a slideshow within Sway. There are three types of Slideshow Cards that you can choose from.

<table>
<thead>
<tr>
<th>Grid</th>
<th>The Grid Group Card places Images Cards in a grid.</th>
</tr>
</thead>
</table>

To view the example of how these Pladholder Cards can be used in Sway, please go to [http://setbc.link/?swaycardexample](http://setbc.link/?swaycardexample).

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## Changing the Size of the Embedded Image or Video
(This applies to the Image, Video, Embed, and Stack in the Placeholder Card.)

<table>
<thead>
<tr>
<th></th>
<th>You can change the size of the embedded image(s) and/or video in your Sway.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Once you add either the Image Placeholder Card or Video Placeholder Card and then embed an image or video file, click the <strong>emphasis</strong> button in the top right-hand corner of the Card to change the size of the image or video.</td>
</tr>
</tbody>
</table>

|   | There are three sizes you can choose from: |
| 2 |   | (from the left – Subtle, Moderate and Intense) |
|   |   • Subtle |
|   |   • Moderate |
|   |   • Intense |

⭐ To view the difference in sizes, please go to [http://setbc.link/?swaycardexample](http://setbc.link/?swaycardexample).

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# Embedding O365 Forms in Your Sway

Go to Forms in O365.

You can either:

- Click the **Forms** app icon on the O365 Home page.
- (if you are in Sway) Click the Office App Switcher in the top left-hand corner and then click the **Forms** app button.
2. Click the form that you want to embed in your Sway.

If you have not created the form that you want to embed in your Sway, click either **New Form** or **New Quiz** to create a form.

*** For tutorial on Forms, please refer to the **Forms in O365** tech tutorial package.

3. Click **Share** in the top right-hand corner.

4. Click the **Embed** button.
<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>5</strong></td>
<td>Click <strong>Copy</strong> to copy the code.</td>
<td></td>
</tr>
<tr>
<td><strong>6</strong></td>
<td>Go to your Sway where you want to embed this form. Insert an <strong>Embed Card</strong>. *** Refer to the <a href="#">Inserting a Placeholder Card</a> section to learn how to insert a Placeholder Card.</td>
<td></td>
</tr>
<tr>
<td><strong>7</strong></td>
<td>Paste the copied code into the <strong>Paste your embed code here</strong> space. (Pasted code goes here.)</td>
<td></td>
</tr>
</tbody>
</table>

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