Microsoft Sway for Digital Storytelling

Introduced in 2015, Sway is a way to create digital stories and share presentations or reports in an interactive and versatile way using your Office365 account. Students can quickly create interactive and accessible web content without needing to be a web developer.

Starting from Scratch

1.) Log into the Sway app from Microsoft Outlook, or by going to https://sway.office.com/. Login information will be the same as your Lake Forest College username and password.
2.) Select the “Create New” button from the welcome page

3.) A blank card will appear on the screen, which is where you can begin to insert content. This will be your Storyline and is essentially the outline of your content.

4.) Sway can be used as a collaborative tool that allows real-time editing. To allow multiple people to work on one Sway, go to “Share”. A window will appear that gives several sharing options. To collaborate, the creator of the Sway will have to send the link to group members. Be sure that the “edit” button is checked.
5.) Enter the title of your Sway into the text area of the “Title Card”, and upload an image that captures the overall idea of the presentation, if desired
   a. To insert an image, you can either drag and drop into the image area of the card, or by clicking in the image area, several options will appear under Insert. From here, you can search for images based on key words, upload content from other media sharing sites, or even upload directly from your own device
   b. Remember to cite your sources if using media owned by other people
6.) To add another card to your Sway, click Insert Content (teal button with the plus sign). This will prompt you to select the type of card to appear next in your Sway.

7.) Clicking on “Heading 1” under the suggested tab will bring up a card titled “1-Section”
   a. Here, you can add another card, more text, or other forms of media, such as maps, embedded 3D objects, and voice recordings (see page 12 for more on content).
   i. NOTE: you cannot create graphics in Sway as with other Microsoft apps
8.) In this new “1-Section”, you can begin adding more pictures and text that add to your story. For example, this sway begins with information about my first dog
   a. Images were added once again via the **Insert Content** button, this time clicking the “Image” option instead of “Heading 1”
   b. Sections within the cards are moveable, so if you would like to move a picture and caption up or down, you can just click and drag it to a new position

   ![Image of first dog with caption]

9.) Once all the information for a certain topic is in, cards can be added about more topics.
   a. Sway uses whatever you type into the “Heading 1 Card” as the title for that section to help keep track of where information is
   b. Cards are moveable just as the individual sections are. Just click and drag to move cards up or down

10.) When done adding cards, you can edit the overall look of your Sway by clicking on the “Design” button in the upper left corner next to “Storyline”

11.) The “Styles” button in the upper right corner brings up the option to change the orientation from vertical to horizontal
12.) Under this Styles tab is where you can change the color/design of your Sway. There are several presets to choose from, but Sway also gives you the option to customize your look based off a preset

a. Preset design

b. Custom preset design

i. After clicking on the teal “Customize” button, a new toolbar will show up that allows you to change the color based on images in your Sway (Color Inspiration) or from color palettes
Font within your Sway can also be edited under the Styles toolbar
1. Text size is also changeable here
c. There is another option to choose if you cannot decide on a design. The “Remix!” button in the Styles toolbar will randomly choose a design for you, and you can keep clicking until you find a design you like.

13.) When finished with your Sway, click the “Play” button in the upper right area of the toolbar
   a. This will allow you to view your Sway as it will be seen once shared
   b. You can either scroll through your Sway to view it, or use the navigation button in the lower right corner.
14.) After viewing your Sway, you can either go back and make edits, or share your Sway.

15.) Sharing your Sway is easy. You can either share it with: certain people via email, via a link that anyone can access, or a password that is needed to open the Sway.

From the Office of Academic Technology. Danielle Sychowski ’19
a. To view the Sway created in this guide for reference, go to this link:
https://sway.office.com/2ZOnT6tzkOGFP18?ref=Link

16.) Your Sway can also be saved to your desktop as a file to be shared with others in a non-cloud based way

   a. Click the three dots in the upper right corner. This will open a dropdown with several options. To save as a Word Document or PDF, click Export and choose your desired option
Export your Sway

Choose the format you want to export to.

[Buttons: Word, PDF, Close]
Additional Content Options
Inserting Voice Recording

1.) Sway makes recording narration easy. To add a voice recording to a card, first click the Insert button to bring up the content options.

2.) Click the Media tab, then click the Audio option.

3.) An audio card will open and from here, you can either:
   a. use your computer’s microphone/an external microphone to record up to 5 minutes of narration.

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i. When done recording, you can add directly to your Sway or you can re-record if needed

b. OR, you can add an existing audio file from your computer
Inserting Video into Sway

1.) Sway has many options to add video content. To add a video to a card, first click the Insert button to bring up the content options.

![Insert button](image)

2.) Click the Media tab, then click the Video option.

![Media tab](image)

3.) A new window will appear with several options of video sources. You can search the sources for videos that are already on the web (YouTube, Flickr, etc) or you can upload from your device.

![Video sources](image)
Uploading Content from Other Microsoft Platforms

1.) Let’s say a document was already typed up in Microsoft Word and now you want to include that text in your Sway. Because these are all Microsoft apps, adding documents into Sway is easy to do
2.) Click on the Insert button, then Upload

3.) A window containing your computer’s documents (“Finder” on a Mac) will open and you can browse and select the document you wish to upload
4.) Sway will then create a card based off your Word document, which can be edited

From the Office of Academic Technology. Danielle Sychowski ’19
Uploading Content from OneDrive

1.) Because Sway is cloud-based and works through your Microsoft Office account, it is synced to your OneDrive account, and files can be uploaded easily.

2.) While in the card you are trying to upload content into, click the Insert button in the upper right corner.

3.) In the content window, click on the dropdown arrow next to “Suggested” in the upper left corner, then select OneDrive.

4.) This will open a window with all your OneDrive files. You can browse and select the desired file to insert into your Sway.