



## Quick Reference Guide

### Getting Started with Sway

Access Sway from **Sway.com** or login to the Office 365 dashboard.

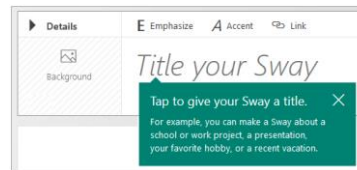
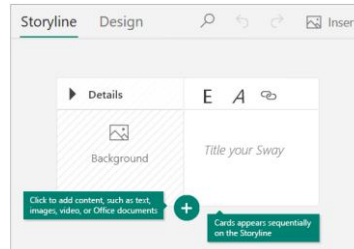
1. Click **Create New**.



### Sway Storyline

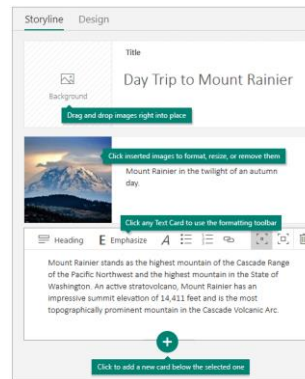
The Storyline is where you type, edit and format the content that tells your story. Content is arranged in sequential order by adding “cards”. Each card holds a different type of content such as text, images, videos, and even other Office documents. The order of the cards can be rearranged at any time.

1. **Click the Title your Sway card** and add a title. When you share your finished Sway, the title will be the first thing your audience will see.



### Images and Text

1. Click the **+ icon** at the bottom of the previous card to add content.
2. Then choose the type of content card you prefer:
  - Text Cards
  - Media Cards
  - Group Cards

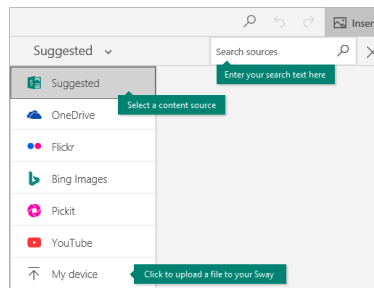


### Content

You can easily search for and add additional content to your Sway (such as images) that are stored on your computer or mobile device. Sway can also search the Web for the most relevant content, (such as videos) and add it to your Sway.

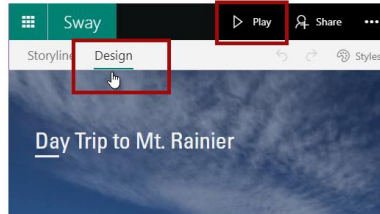
1. Click **Insert** on the menu bar.
2. Then type a keyword or phrase in the Search sources box or use the **Suggested Content** source and navigate to your OneDrive, My device, or other sources.

NOTE: Students will not be able to access Flickr, Pickit, or YouTube videos if viewing your Sway from school.



## Preview Your Sway

You can preview your Sway at any time by clicking the **Design tab** or by clicking the Play button on the top right menu.

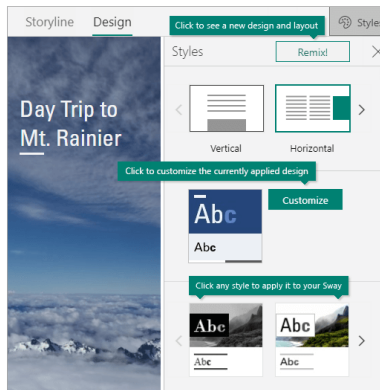


## Change the style of your Sway

Sway lets you focus on content by applying a default design that you can keep, change or customize.

1. Click the **Design tab** to choose a style for your Sway. Then click the **Styles button**. The **Remix** button randomly chooses a design and can be clicked until you find a design you prefer.

You can also apply a design from one of the prepopulated styles, or click the **Customize** button to change color, font, and background textures.



## Share Your Sway

1. Click the **Share** button in the upper right corner and select how you want to share your Sway.
  - Specific people or group – manually enter an email address and an automatic email will be sent.
  - Those in your organization with the link – only staff or students in Peoria Unified can access the link.
  - Anyone with the link – people in and outside of the district and no login is required.
2. Copy and paste the link into an email, class website, social media account or add it to Synergy as a resource.

