Sway is a digital story-telling app made of a 'dynamic, interactive canvas'.
You can include images, you can make them into photo stacks or make comparisons using sliders.
Insert 3D graphics, interactive maps, interactive charts, social media or embed other documents.
Sway has a built in design engine, adapts to any screen size
Have multiple authors and collaborate on a Sway.

Guide - Sway
1. Creating a Sway
2. Adding Content
3. Look and Feel
4. Sharing
1. Creating a Sway
Log in to your Office 365 login and choose Sway from the App Launcher.

You can also use the Sway app on iPad or Microsoft tablet.

Click on Create New

2. Adding Content

Title and Background image
Click on Title Your Sway and type in your title.

You can add a background image by clicking on background.
You can search your OneDrive or other sources to find your image. You can use Bing to get an image from the internet.

Click on the X in the top right to close the Image Search and return to the Storyline screen.

Add a New Section
When you add a new heading it creates a new section. Cards in the same section appear grouped together.

Click on Cards and choose Heading

You can add an image to a heading if you want.

You can drag and drop cards to move them between sections. Cards in the same section are shown by being the same grey box.
When you use the + sign to add new cards, they automatically go into that section.

Adding Text
Click on Cards from the top menu to add content

You will get a list of available cards down the left hand side of the screen.

You can also access a quick menu of the most popular cards by clicking on the plus sign next to the title.

Click on Text.
You can edit the text in the box or include a link.

When you're done, click on the right hand side of the screen to preview your Sway.

Adding Photos or Video
Click on the plus button, or click on cards and choose Picture
Choose the image by searching the various searches. You can drag and drop your image.
You can add a caption if you want. The layout may change how the caption appears.

Focus Points:
Tells Sway what the most important parts of a photo are, this means that they will always be in focus regardless of the screen size.

Add a video in the same way, you can paste in a URL or search videos on YouTube.
Adding Tweets

Click on Insert and change the dropdown menu to Twitter

Click on your chosen tweet and either add it or drag and drop it

The tweet will stay up to date, showing the correct amount of retweets and likes. It will also show a follow button so users can follow the person who tweeted.
Groups
Click on Cards and look at the bottom of the list

Automatic will group any type of media into what it deems best. Stack will create a pile of images that the viewer can look through. Comparison takes two images and overlays them, the viewer can move a slider to switch between images. A slideshow is a standard slideshow of images. Grid organises the images in a grid layout.

Comparison:

Drag and drop pictures from the search to add them to the cards.

Embedding Online Content
Get embed code for content from supported location (eg. Geogebra) You can use the Share icon from Edge. Add an embed card from the cards tab.
The online content keeps its interactive properties.

Approved sites list (this may change):

- Channel 9
- Docs.com
- Flickr
- GeoGebra
- Giphy
- Google Maps
- Infogram
- Mixcloud
- Office Mix
- OneDrive
  (Word, Excel, PowerPoint, & PDF documents)
- Poll Everywhere
- Sketchfab
- SoundCloud
- Sway
- Vimeo
- Vine
- YouTube

Adding Charts
Click on Cards and Add a Chart

Click on the highlighted Click Here
Click on the chart to change the chart type

Choose your chart type
Click on the arrow to get back and click on the table to enter the data

Click on the cog to set the titles and axis labels

3. Look and Feel

Design and Navigation
Click on Navigation.
There are currently three options, but more will be added.
These affect how the scrolling in your Sway works
Click on Preview to see the layout

Click on Design. This gives you options to edit colours and fonts.

Click on Customise for Sway to help you match the colour palette to the pictures in your Sway.
4. Sharing

Collaborating
Click on Share then enable sharing

Click on Authors tab, provides a link to send to teammates for collaboration.

You can both be editing simultaneously, Sway shows where they are working in the Authors tab.

Sharing
Shared by sending a link.
Click on the Share button to adjust permissions, get sharing link and embed code.

If you change the settings to Anyone with a link or Public then there are options to share using other types of social media.
Using Office 365 on personal devices

To ensure your data is kept secure, please adhere to the following practices if accessing Office 365 on a personal device, eg. smartphone, personal iPad/tablet or home desktop/laptop:

- Always control access to your device with a secure password or passcode
- Access Office 365 via the web (http://office365.edin.org) using a recommended browser
- Turn off Password Saving for your browser - Explorer, Safari, Firefox, Chrome
- Ensure that you log out and/or quit your browser when you have stopped working in Office 365, especially if you share your device with other users
- Ensure that you lock/log off your device when not in use

Find our helpsheets on the Orb:

http://tinyurl.com/edi365docs

.....and additional resources on our website:

http://digitallearningteam.org/microsoft/office365/

Digital Learning Team
The City of Edinburgh Council | Children & Families
Wester Hailes Education Centre | 5 Murrayburn Drive | Edinburgh | EH14 2SU
Office 365 on the web: http://office365.edin.org