

Microsoft® Sway™ for Office 365™ Quick Reference



Exploring the Sway for Office 365 Interface

Sway for Office 365 is a cloud-based app that is included with most business and enterprise Office 365 subscriptions. It allows you to create interactive presentations, reports, newsletters, etc., called Sways that you can easily share for online viewing in a browser. Sways are created by inserting content, which can be text, images, videos, audio, etc., located online or uploaded from your device. You can apply formatting (predefined or customize your own) and layouts to determine its appearance when it is viewed. You can share your Sways to allow people (both in and outside your organization) to view and/or edit them.

Sway page – Appears when you launch Sway for Office 365. It contains buttons and links to create new, as well as open, existing Sways. See “Locating and Opening Sways” on page 2.

Storyline view – Provides the working area to create and organize a Sway. See “Creating Sways” on page 2.

Cards – Provides a container (different types) where you insert content and can easily manage (move, format, delete) the content of a Sway. Cards are stacked vertically (in *Storyline* view). Their top-down order determines the order of their play-back during a presentation. See “Understanding Cards” on page 2.

Play view – Appears when you (or someone you have shared your Sway with) plays it. See “Playing Sways” on page 4.

Note: People who play Sways—which have been shared them—may not see the *Edit* and/or *Share* buttons (shown on the right side of this example), depending on the share settings. See “Sharing Sways with Specific People or Groups” on page 4.

Design view – Shows a preview of a Sway, as well as provides the **Styles** button to apply formatting and layout settings. See “Designing and Sharing Sways” on page 4.

Play button – Allows you to play a Sway to see how it presents. See “Playing Sways” on page 4.

Share button – Allows you to share your Sway so people can access it. See “Sharing Sways with Specific People or Groups” on page 4.

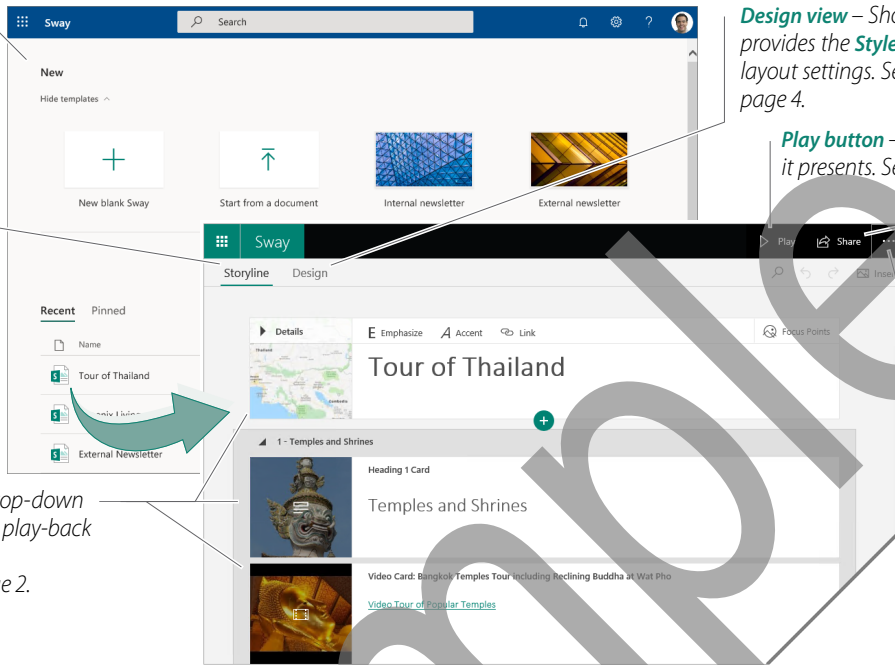
Discover more button – Contains various commands to duplicate a Sway, save it as a template, print, export, change its settings, and obtain help.

Autoplay settings button – Allows you to configure (if desired), and then begin auto-playing a Sway. The default navigation buttons are replaced with the ones shown below, to allow you to play/pause, stop, and change the settings.

Edit button – Allows you to return to Storyline view to add or edit content. See “Playing Sways” on page 4.

Navigation buttons – Allows you to manually navigate a Sway. Note that the buttons and functionality vary depending on the chosen layout. See “Changing Layouts” on page 4 for the navigational behavior of each layout.

- In general, these buttons navigate forward or backward.
- This button navigates to a page that contains links to navigate to the home page and each section within the Sway.



Featured Objectives

PAGE 1

Exploring the Sway for Office 365 Interface

- Learn about the Sway user interface, including its screen components and how to use them.

PAGE 2

Getting Started

- Learn how to launch Sway, sign out of Office 365, and locate existing Sways.

Creating Sways

- Learn how to create a Sway, which includes the following: use the blank Sway template; understand cards; insert headings and body text; search online for images; upload common media types; and group cards.

PAGE 4

Designing and Sharing Sways

- Learn how to change layouts from horizontal to vertical and be able to change format styles.
- Learn how to preview your Sway and return back to the Edit mode.
- Learn how to share your Sway with different groups of people.