



LUMS

Information Systems & Technology

Microsoft OFFICE³⁶⁵ SWAY



20
16




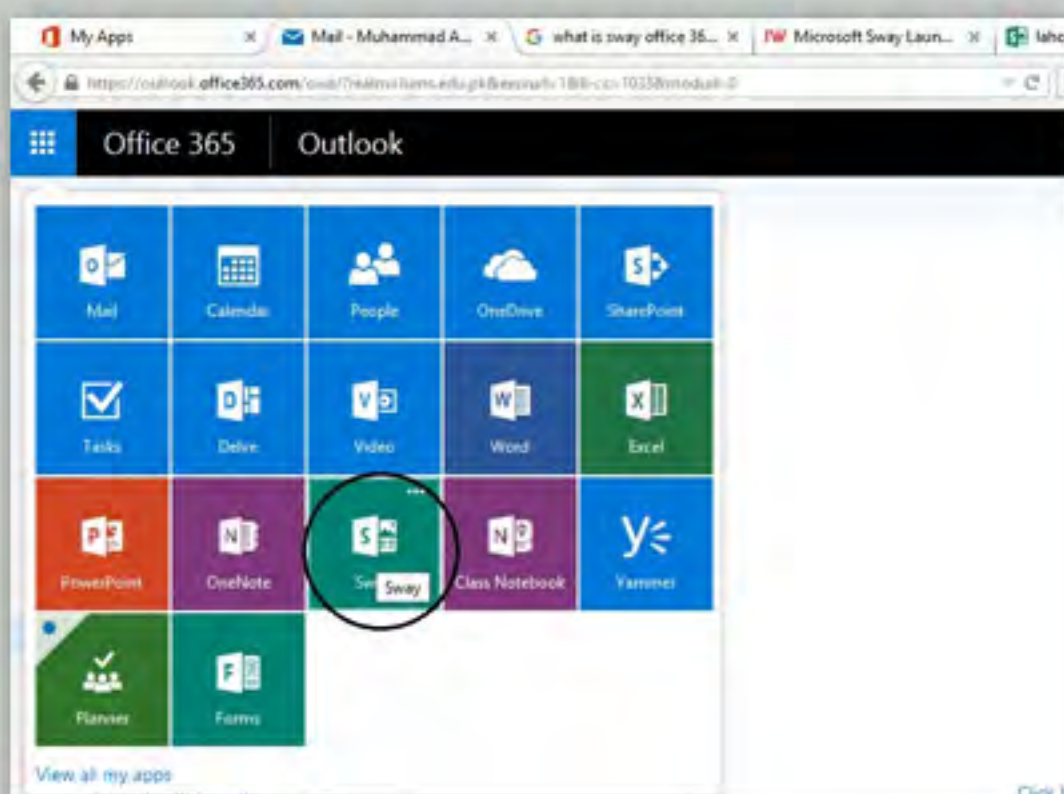
Office 365

Microsoft Office 365 Sway

Sway is a new app from Microsoft Office that allows to create and share interactive reports, newsletters, stories and presentations. The user can add text and pictures which the Sway automatically searches from the web when a title or a heading is given, which means the user does not have to google the information separately. With Sway, there's no need to spend lots of time on formatting. It has built-in design engine which takes care of making your creation look its best. You can also change the design as desired as Sway allows to apply fully customized layout to make it your own.

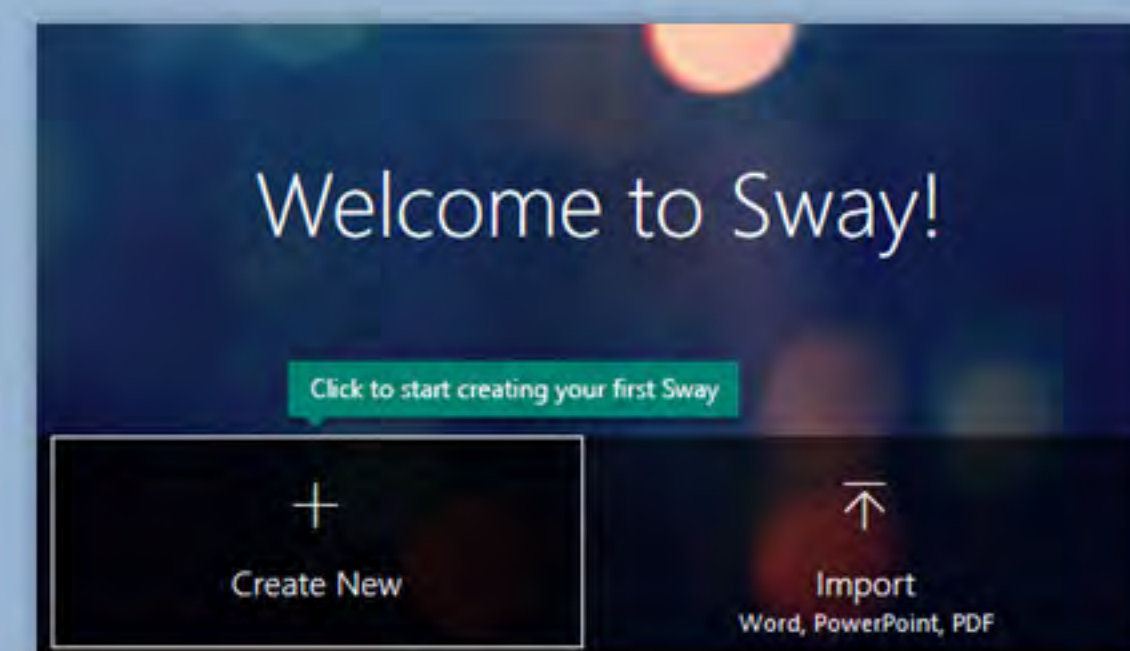
1: Getting started with Sway

You can access Sway by login to your email at outlook.office365.com and selecting Sway from the given applications. You can access all applications by selecting the app launcher . Sway can also be accessed separately at www.sway.com and sign in using your outlook credentials.



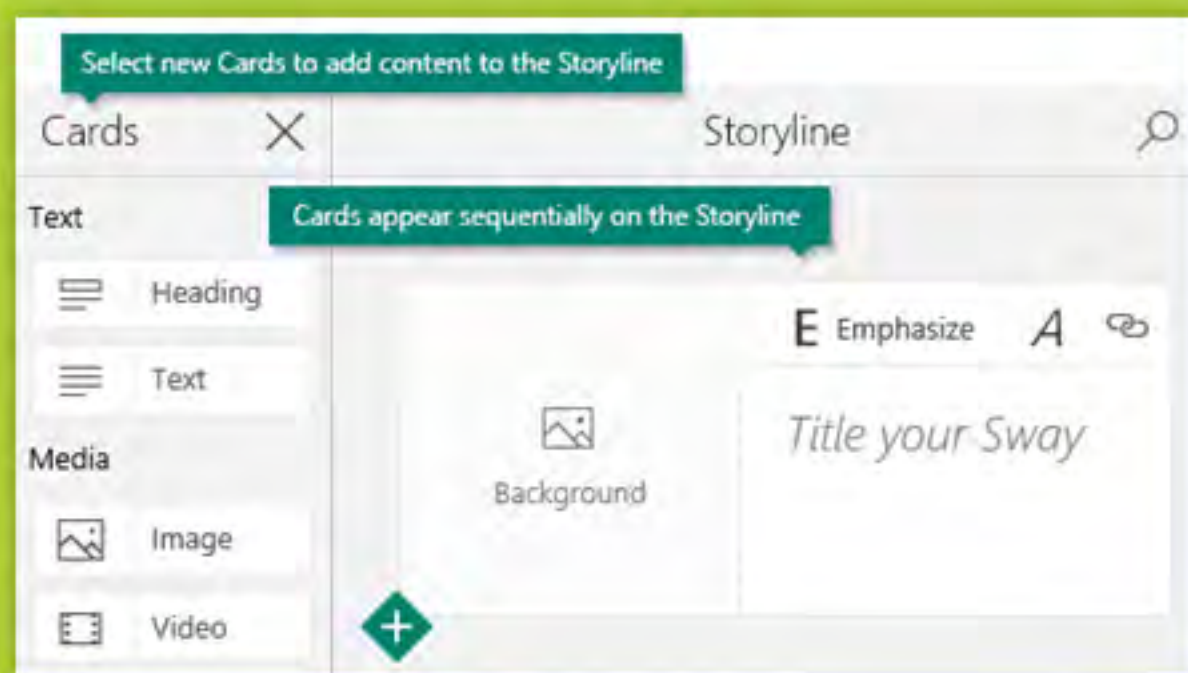
2: Creating a New Sway

Once you have open Sway click or tap **Create New** to start creating your first Sway.



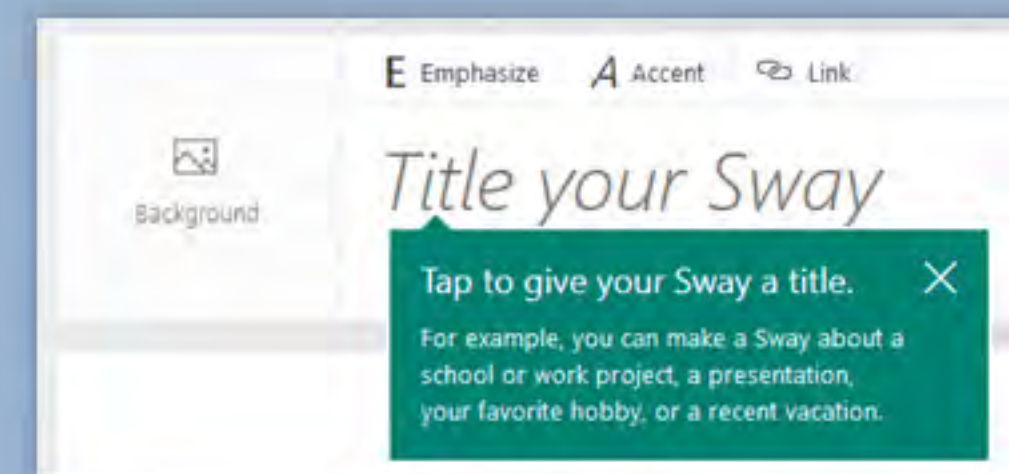
3: The Storyline

The **Storyline** is where you type, insert, edit, and format the content that tells your story. Content is arranged in sequential order by adding cards, each of which holds the type of content you want such as text, images, videos, and even Office documents. The order of cards can be rearranged at any time to suit your needs.



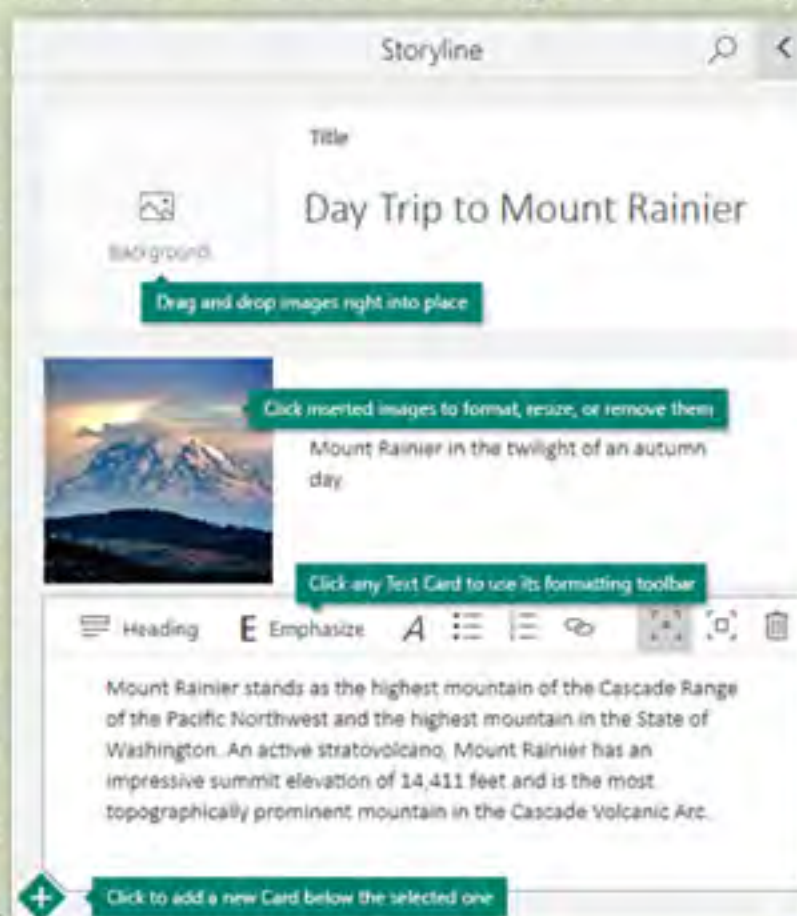
4: Adding a Title

Click **Title your Sway** text shown in the first card on the Storyline, and then type a short but meaningful description of what your Sway is all about.



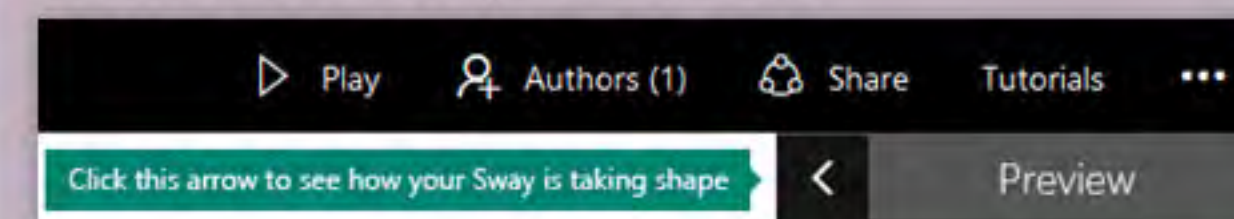
5: Adding images and text

To add basic content to your Sway, such as text and images, click or tap the <+> icon in the bottom left corner of any existing card, and then choose the type of content you want to add. If you prefer, you can also drag and drop text and images right onto your Storyline. Sway can also search the web for the most relevant content, such as videos and tweets, and add it to your Sway. On the top menu bar, click **Insert**, select your preferred content source from the menu, and then enter any search keyword or phrase into the **Search sources** box.

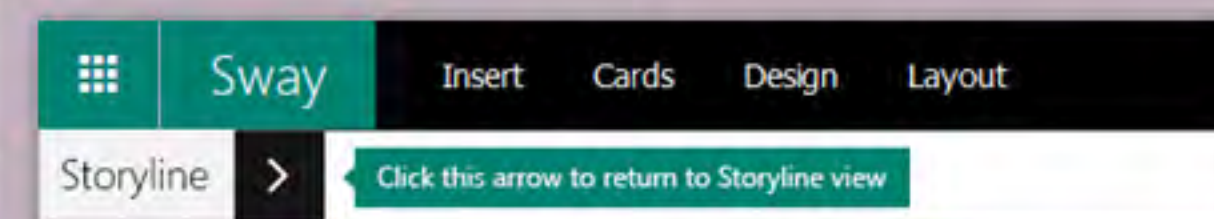


6: Preview your Sway.

You can preview your work in progress at any time by clicking the left-facing arrow next to the **Preview** pane near the upper right. When you preview your Sway, you can see how it will appear to others when you later decide to share it. To fully experience your Sway, click the **Play** button on the top menu bar.

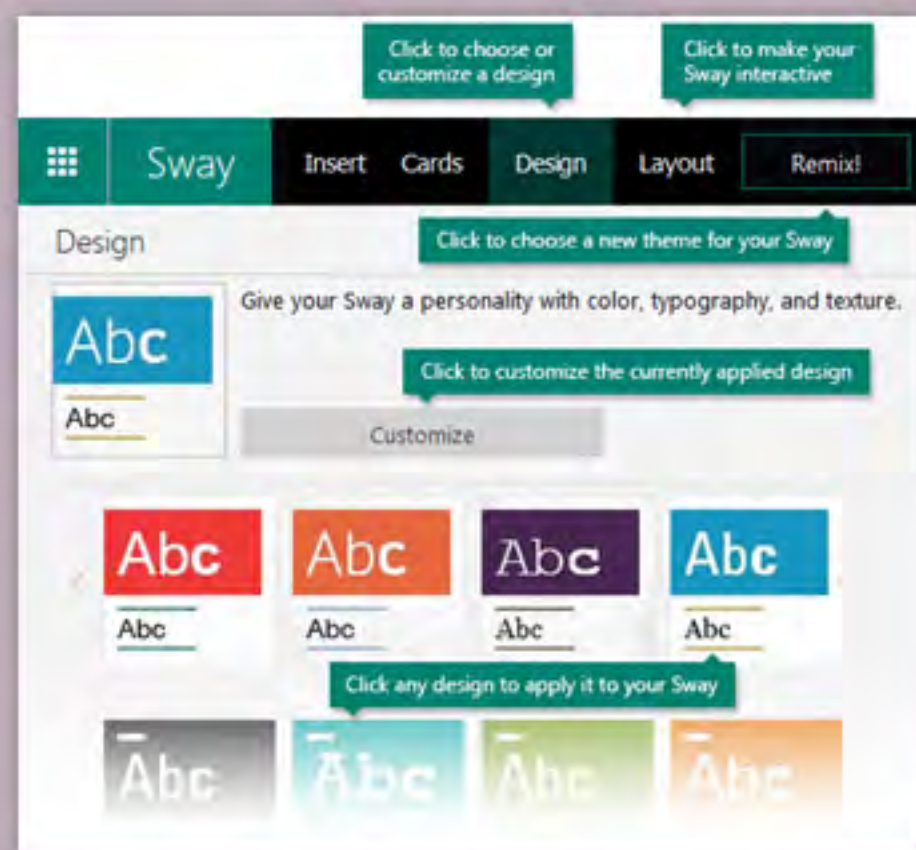


To return to your **Storyline** when you're done previewing your Sway, click the right-facing arrow near the upper left.



7: Changing the Design

To choose a design for your Sway, click **Design** on the top menu bar, and then select the theme you want. To choose a random look and mood for your Sway at any time, click the **Remix** button on the top menu bar until you find a design that suits your taste. You can also adjust a specific part of the currently applied theme, such as color, font choices, and the emphasis of animation by clicking the **Customize** button in the **Design** pane.



8: Sharing your Sway

You can easily share your sways with friends, classmates, and coworkers. Shared sways can be seen on the web without signing up, signing in, or downloading anything. And you can change the privacy settings for any Sway whenever you want more control over what you share. Click the **Share** button on the top menu bar and then select how you want to share your Sway.

