

How to use SWAY

1- Log in to office 365 (mysite.hwcdsb.ca)

2- Click on tic tac toe icon at top of page, and click on SWAY

3- Click "create new"

4- Click on "**Layout**" tab at top of page and select third option down

5- Click on "Card" tab at top of page (this allows you to build the sway)

6- Give your overall SWAY project a title (click in box and type)

7- For the first category of information, add a "**Heading**" card by clicking on the "Heading" tab at the left.

8- Give your first heading a title

8- For the first chunk of information that you want to include, click on the "**Text**" tab at the left

You can add multiple text cards, if you need to

9- To **add images or videos**, click on the "Image" tab on the left

- Click on the "add an image" square in your image card
- SWAY will recommend images, but you can search for your own image by using the search bar at the top of page
- Drag images into the image square in the SWAY

You can add multiple images/videos, if you need to

You can/should add a **caption** to tell people what they are looking at

You can "**group**" images in many ways to present them in an interesting way

A) Create multiple image cards on your SWAY

B) Click on the image card and click in the selection box in the lower right corner. Do this for all images to be grouped

C) Click on "Group" at the top of the image card

D) Select how you would like the images presented (stacked, grid, slideshow, etc.)

Add an image from Google (open another tab) by right clicking and copying the image and then pasting it into the "Image" card in the "caption" area.

Add an **image from hard drive** by creating an image card. Click on "Add Image" on the right of the image card and images appear. Click on "Suggested" in the top left corner. Click down arrow to select either one drive or your device.

You can add a **YouTube video** by clicking the "Embed" tab to the left to get a video card. To get the video from YouTube, open another tab, search for your video, and then find the share button. Click it...click "embed" and then right click to copy the long link at the top. Go back to your SWAY and paste it into the embed box in your video card. The video will appear when you click out of the video card.

PREVIEW your sway or PLAY it to see how it looks.

Next page.....

10- To add a **recording of your own voice**, click on the audio card on the left and a new audio square will open. On the right side it says "record" with a picture of a microphone. Click it and allow Sway to use the computer microphone. There will be a three second countdown and then you can speak. You can pause and restart if you wish, or you can stop when done. When done, click on "Add to Sway".

OTHER NEAT STUFF

- You can link a website to a word. Double click on the word and click on the chain links icon
- You can change the appearance of the SWAY by clicking "Design" at top of page
- You can play with colours and fonts by clicking "Design" and then "Customize)