



Grammar 101

Name(s) | Course Title | Date

Section 1

If you're ready to write, just select a line of text in the Storyline and start typing to replace it with your own. Or check out a few more quick tips:

Need a Heading? Section titles use the Heading card. Click the **Cards** tab and choose a Heading card. Or, in any text card, click or tap **Heading** to convert the card to a heading. This automatically starts a new section in your Sway.

For quotations you want to stand out, insert the quote into a text card, and emphasize the card. That's the effect you see here.

You can create your own references and notes. Just emphasize a number at an appropriate place in the text for the note reference, like this. **1** Place endnotes in a separate section at the end of your text, preceding the list of works cited.



1 - Fig. 1. This is a picture caption, available with each Picture card. MLA format suggests that you label figures with the abbreviated "Fig." and a figure number.

You can replace the above image with your own. Delete the placeholder image. Then, insert a new **Picture** card, add an image from one of the various built-in sources in the **Insert** tab, or upload your own images.

Section 2

Text in Sway works like regular text, but with a twist. As you type, Sway's built-in design engine works to combine your text with other multimedia content and deliver great results. You can use **Emphasis** or *Accent* to differentiate how different parts of your text look. Emphasis makes text noticeably stand out. Accent is more subtle, but provides similar visual impact. You can also add bullets, numbered lists, and web links.



Endnotes

1 Add endnotes, if any, in their own section preceding references. (Note: If you delete this sample endnote, don't forget to delete its in-text reference above.)

Works Cited

[Check with your instructor about the preferred format for the works cited.]

AuthorLastName, FirstName. *Title of the Book Being Referenced*. City Name: Name of Publisher, Year.
Type of Medium (e.g., Print).

LastName, First, Middle. "Article Title." *Journal Title* (Year): Pages From - To. Print.