

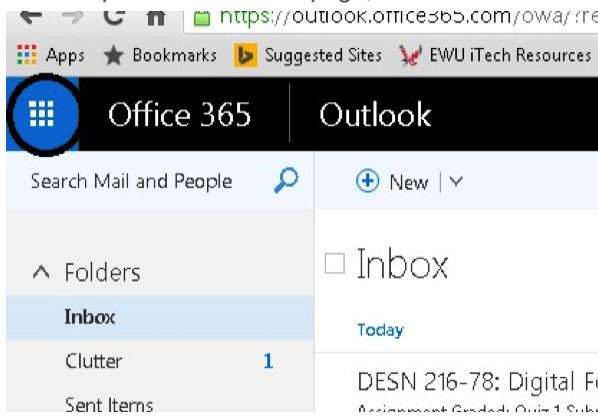
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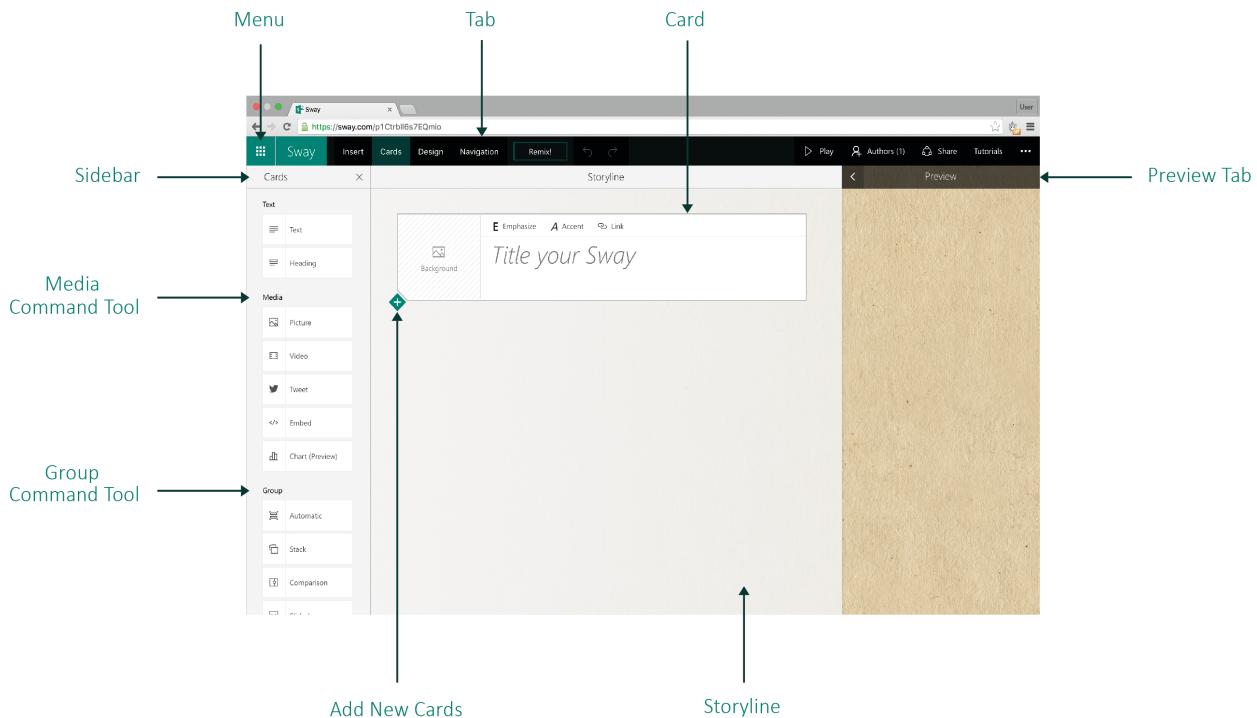
# Accessing Sway

1. Open a web browser.
2. Navigate to your student email and log into your EWU Eagles student email account.
3. At the top left corner of the page, locate the blue and white Drop-Down menu button on the top Navigation.



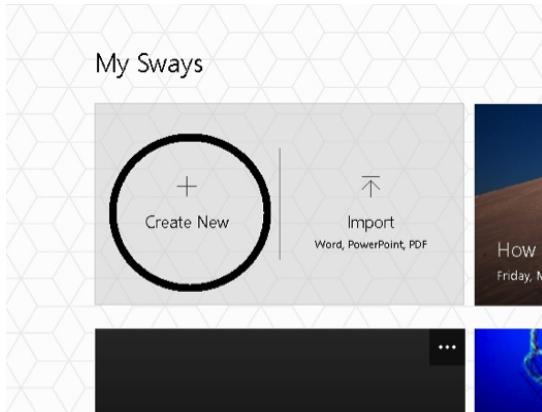
4. Click the Drop-Down Menu button. Now click the Sway application button.

*Sway is a convenient program that works on multiple devices that allows for multi-user authoring. It is provided as a free option along with your student email.*

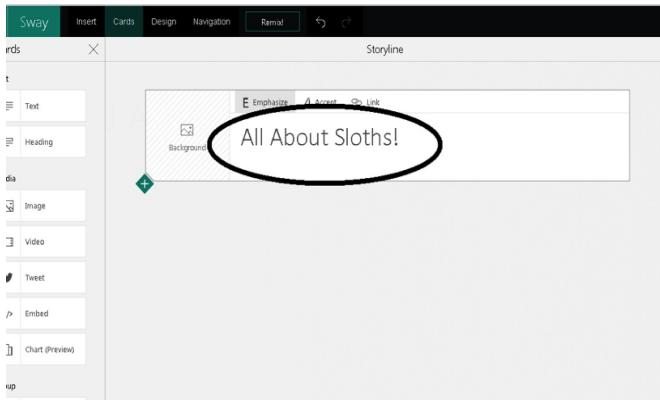


## Creating a New Sway Presentation

1. On the Microsoft Office Sway homepage, click the Create New button, the first button listed directly under All Sways. The Sway application will open in Storyline, and a note will appear, asking the user to type in a title for the new Sway project.



2. Locate and click the title text field in the Title Card in the Storyline. Type: "All about SLOTHS!".



The text will become the Sway presentation title and file name.

3. Click anywhere outside of the Title Card to deselect it.

*Note: As long as you have a secure internet connection, Sway saves your project automatically. No action is necessary.*

## Applying Emphasis

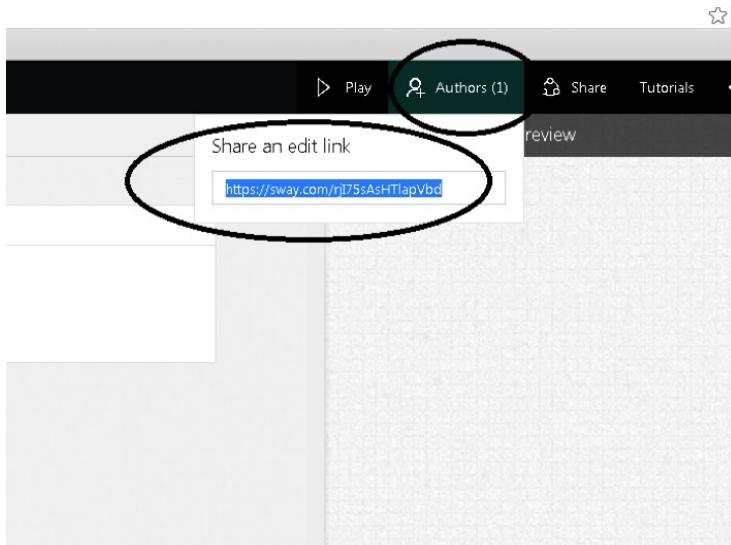
1. Click the Title Card to select the card.
2. Highlight "Sloths" to select the text and click **Emphasize**. "Sloths" will be made bold.



*Note: If text is accidentally emphasized or accented, then reselect the text and click the **Emphasize** or **Accent** button to remove the emphasis or accent.*

# Adding Multiple Authors

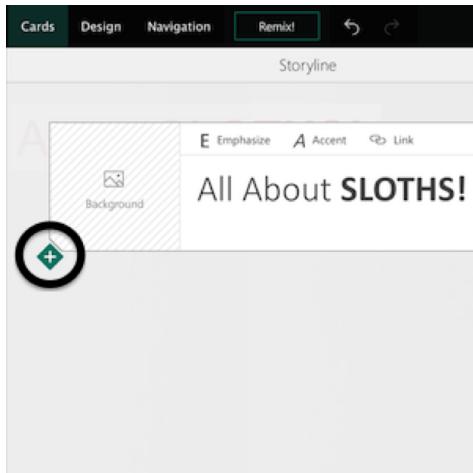
1. From the top Navigation Bar click the **Authors** tab.
2. The Authors tab will provide a URL. Copy and paste the URL into an email and email it to whomever you wish to collaborate with.



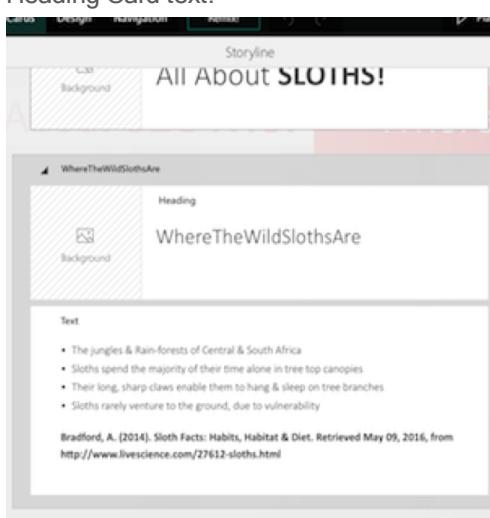
*Sway allows multiple users to collaborate on the authoring of a presentation. This is especially convenient when working in a group setting where team members may be in multiple locations.*

# Importing Documents and Text Files

1. Click the **Title Card**. The card will be selected and a green + button will appear.



2. Click the Green + button in the bottom left hand corner of the **Title Card**. A drop down menu will appear, containing different card types. Click **Upload**. A file locator window will open.
3. Open: Desktop > WhereTheWildSlothsAre.docx and click **Open**. Sway will upload the file, making the file name a **Heading Card** and the Word Document's content into a **Text Card** in one group.
4. Click in the newly created **Heading Card**, WhereTheWildSlothsAre, and add a space between each word in the Heading Card text.

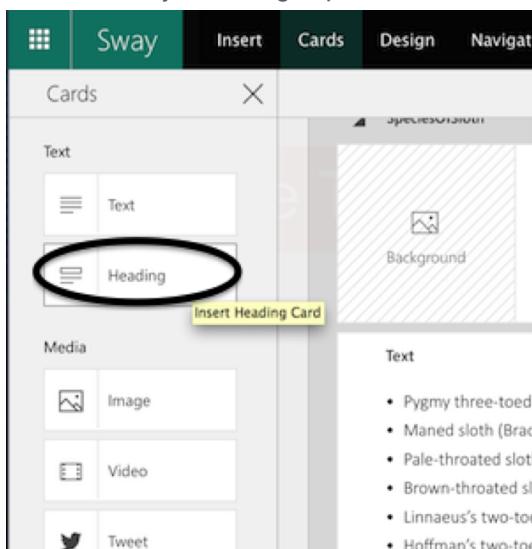


5. Repeat steps 2-4 to add the following files: Desktop > TheMunchies.docx, and Desktop > SpeciesofSloths.docx.

*Note: If the uploaded files are not in the correct order, see the Rearranging Cards and Groups topic to change the order.*

## Applying Heading Cards

1. Click the **Cards** Tab in the top Navigation Bar. The **Cards** Tab will open.
2. Locate the **Heading Card** under the Text category, and drag and drop the **Heading Card** from the Cards Tab into the Storyline. A **Heading Card** will be added to your Sway presentation where the green line appears, and simultaneously create a group.



3. Locate and click the **Add** a heading text field in the Heading Card in Storyline, and then type: "Starstruck Sloth".
4. Repeat Step 1-2 to create another Heading Card with the heading, "Fin".

*Note: If the Heading Cards are not in the correct order, the Rearranging Cards and Groups topic to change the order.*

## Applying Text Cards

1. Click the **Cards** Tab in the top Navigation Bar. The **Cards** Tab will open.
2. Locate the **Text Card** under the Text category, and drag and drop the Text Card from the Cards Tab into the

Storyline, directly below the *Starstruck Sloth* Heading Card. A Text Card will be added to your Sway presentation where the green line appears, and simultaneously create a group.

3. Locate and click **Add some text** in the text field in the new card and type: "Look out! Sloths taking the Media by Storm."

*Note: If the Text Cards are not in the correct order, see the "Rearranging Cards and Groups" topic to change the order.*

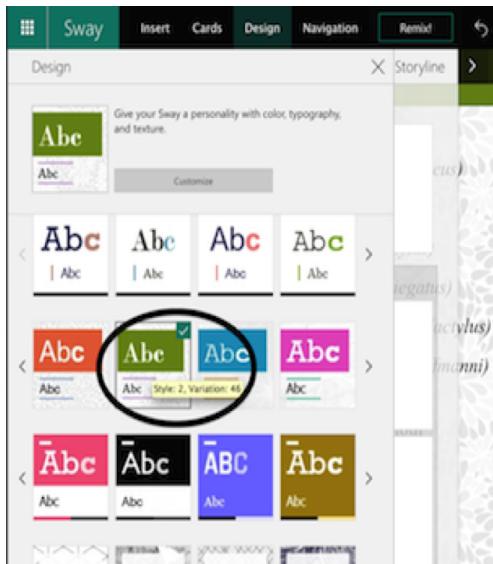
## Rearranging Cards and Groups

1. Hover over the top left hand corner of the card or group you wish to rearrange until the **expand interface** icon appears.
2. Drag the selected content to the new desired location. A green line will appear, indicating where the card or group will be placed in the project content order. Drop the group or card on the green line to place the group or card in the new location.
3. Repeat steps 1-2 for any other cards or groups you wish to rearrange.

## Applying a Theme

1. Click the **Design** Tab in the top Navigation Bar. The Design Tab will open, providing a list of project template themes.
2. In the second row of the templates, click the **right arrow** 11 times. The window will display different templates each time you click the button, and will disappear when no more templates are available.

3. Click the second template, **Style: 2, Variation: 46** in the second row to add the style to the Sway project.



4. Click the X button at the top of the Design Tab to close.

## Adding Background Images

1. Navigate to your intro Heading Card.
2. Click the Background icon to the left of your title.
3. Search “sloths” in the search field at the top of the Insert sidebar and click Enter.
4. Drag and drop the third image into the image field next to your intro Heading Card.
5. Repeat steps 1 and 2 to add background images of your choice for the Heading Cards “Where the Wild Sloths Are” and “Starstruck Sloths”.

*Note: If you choose the wrong image or want to replace it, then click the trashcan icon on the top right corner of the image.*

## Creating a Photo Stack

1. Select the Heading Card, “Types of Sloths”.
2. Click on the Cards Tab on the top Navigation Bar, and click Stack under the Group section.

3. Click Add an Image under the stack section you just created.
4. Search for “Pygmy three-toed sloth” and drag and drop the second image in the search results into the Stack Group you just created. Add the caption, “Pygmy three-toed sloth” to the image.
5. Repeat step 3-4 to search for, drop, and caption images of the following species: **Maned Sloth**, **Brownthroated Sloth**, **Linnaeus’s two-toed sloth**, and **Hoffman’s two-toed sloth**.

## Embedding Media

1. Click on the Cards tab on the top Navigation Bar, and click Embed under the Media section.
2. Open a new tab in your browser, go to the URL <<https://www.youtube.com/watch?v=qARTgKz1B64>>.
3. Click the Share button under the video. Sharing options will appear.
4. Select the embed tab and copy the text inside the text field. Navigate back to your Sway project.
5. Paste the copied text into the field labeled *Tap here and paste your embed code* and click anywhere outside the text field.
6. Type in the Caption: “Kristen Bell’s Sloth Meltdown” under the video you just embedded.

## Adding Tweets

1. Click on the Cards Tab in the top Navigation Bar and click Tweet under the Media section.
2. Click the Add a Tweet icon to the left of your title.
3. Search: “sloth sanctuary” in the search field at the top of the Insert sidebar and click Enter.
4. Locate any humorous tweet suggestion.
5. Drag and drop the tweet it into the Tweet card you just created.

## Adding a Video

1. Click on the Cards Tab on the top navigation and click Video under the Media section.
2. Click the Add a Video icon to the left of your title.
3. Search: “How a Sloth Gets a Bath”.

4. Locate the “how a sloth gets a bath” video suggestion, and drag and drop the video into the Video card you just created.

## Applying Navigation to a Presentation

1. Click the Navigation Tab in the top Navigation Bar. The Navigation Tab will open, providing a list of navigation options.
2. Click the bottom Navigation option, Optimized for presentation. The navigation will be added to the Sway presentation.

## Previewing Your Presenation

1. Click the **Preview** Tab located to the right of your Storyline.
2. Click the arrow buttons located in the bottom right corner of the window to navigate through your Sway.
3. Click the arrow button located next to Storyline to return to your Storyline.

## Playing Your Sway Presentation

1. Click the **Play** Tab.
2. An in-window presentation of your Sway project will appear.
3. Click the arrows located on the bottom right of the page to navigate through your Sway.
4. To end your presentation, press the ESC button to exit.

## Sharing Your Sway Presentation

1. Click the **Share** Tab in the top Navigation Bar. In the drop down menu, verify the Share button between the Share and Just Me options has been selected.

2. Copy the provided link for sharing.
3. Under This Sway can be shared with: select your sharing preference from the available options.

# Glossary

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## A

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### Add

The addition of content to the project.

## C

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### Card

A container that holds a piece of content, such as an image, header, video file, or text within the Storyline is called a Card. There are different types of cards available, depending on the form of content you wish to display. Cards are automatically integrated into the storyline as content is continually inserted, and can be organized into groups. They serve a function similar to slides in a PowerPoint. Cards are used to organize content.

### Click

To activate a feature using the computer mouse button(s). Not to be confused with select. Select is to be used only for selecting objects, and does not necessarily relate to selecting with the mouse. To avoid confusion, always refer to click when using the mouse button.

### Copy

The act of highlighting and copying text. Can also be achieved by a command. Copy can be initiated with Command + c on the keyboard, right clicking and selecting the copy tool.

### Create

To begin a new Sway presentation project, or a new section of the project.

## D

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### Delete

The removal of specific files from the Sway project, placing them in the Deleted Items queue, either through pressing the delete key or right clicking and selecting the delete feature.

### Drag

To move a file from one location to another.

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## **Drop**

To add a file to a specific location.

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## **E**

### **Embed**

A tool used to embed charts, videos, maps, and audio. The embed feature allows users to access content directly within Sway, without opening a new window.

### **Enter**

Similar to type, but only to be used for more vague instances. Not to be confused with type. For example: “Enter your name.” or “Enter your student email.” Enter refers to type and submit, while type only refers to typing without submitting. It can also refer to the Enter Key, although that instance specified in the instructions.

### **Exit**

To close a tab or window or program. In this case, exit will be used to tell the user to navigate out of the presentation preview mode.

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## **G**

### **Group**

A group helps organize your content, as well as direct Sway’s layout engine to keep content together when it’s presented in the project. Groups allow the user to combine cards into sections. To display cards as a group, the group has a gray background, encircling all the cards. Any type of card can be placed into a group.

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## **H**

### **Hover**

To move the cursor directly over an object on the page, but not click the object.

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## **L**

### **Locate**

To find and identify a specific file or feature, not to be confused with navigate. Use locate to find something specific on a currently open page, tab, or section.

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## M

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### Media

A command tool category in the Cards Tab. The command tools in this section are used to insert card types related to importing external media, including photos, videos, tweets, charts, and audio.

### Menu

The Office Application switcher located in the top left corner. The menu takes the user to other applications offered online by Microsoft, that can all be accessed through the user's currently logged in email.

### Microsoft Office Sway

A presentation program that is part of the Microsoft Office family of products. The program is similar to PowerPoint, but places a stronger emphasis on web and mobile-first design, rather than full customization capabilities.

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## N

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### Navigate

A means of moving from one part of a website to another. In this project, navigate will only be used to move to a different section of the project. Not to be confused with locate. Use locate to find specific items on a currently open page, tab, or section.

### Navigation

A tab, which dictates the orientation in which you navigate through your Sway project. The user can either select the scroll vertically option, the scroll horizontally option, or the Optimized for Presentation option. Scrolling vertically goes from card to card by scrolling or using the arrow keys to go up and down the page, and scrolling horizontally allows the user to go through cards from left to right. The Optimized for Presentation option allows the Sway program to determine what navigation option is best for your particular Sway project.

### Navigation Bar

A section of a graphical user interface intended to aid visitors in accessing information. The Navigation bar includes the Insert, Cards, Design, and Navigation tabs, along with Sharing and Play features.

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## O

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### Open

To open a window or tab within Sway or the web browser.

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## P

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### **Paste**

To put something copied from a computer document into another part of the document. Paste can be initiated with Command + v on the keyboard, or right clicking and selecting the paste tool.

### **Photo Stack**

A Stack Group option located in the Media Card category that allows you to stack multiple image cards on top of each other. When clicked multiple times in Play Mode, an animation will occur, flipping through the images within the stack.

### **Press**

To push down a specific button on the keyboard. Not to be confused with click. Use click for the mouse only, and press for the keyboard only.

### **Preview**

A tab that displays your unpublished Sway project for your review. Preview shows the user what their presentation's visual final product will look like.

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## R

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### **Rearrange**

To change the order of the cards in the Sway project through moving a card or group to a different location in the order.

### **Remix**

A button located in the Navigation Bar, which changes the text, styling, and navigation orientation on Sway Projects. The button eliminates previous design changes and provides the user with a random, put-together design.

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## S

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### **Scroll**

The action of moving up or down the web page and or document to access or view content.

### **Search**

To retrieve data. In this project search will be used only through the search bar on the left side bar located in Sway.

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## **Select**

To select an object such as an image using the arrow, tab keys, or another selection method. Not to be confused with click. Clicking refers to clicking on the mouse buttons.

## **Sidebar**

A column on the left or right side of the screen that holds tools the user can utilize to modify their Sway project.

## **Storyline**

A workspace containing all of Sway's content. The Storyline is where you create, organize, and manage your content through working with cards and groups.

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## **T**

### **Tab**

The individual options located in the top navigation bar that open within the program when clicked, presenting the user with more settings organized by different categories to modify their Sway project.

### **Text**

A command tool that adds a text card to your Sway story to include text in a particular section of your Sway project.

### **Type**

To insert text into a specified field. Not to be confused with enter. Typing is only for entering text, rather than typing and then pressing the enter button.

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## **U**

### **Upload**

To upload a file, such as an image, text, or video, into the Sway application.