



The easy (s)way of creating great content

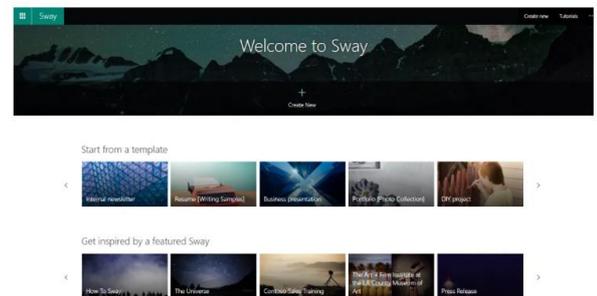
Microsoft Sway is a design app that makes it super easy to create and share presentations, newsletters, stories, documents, and more. You do not need any design skills to create templates - the app has an automatic design system, which adapts your content to your style.

Another great advantage is the automatic adaption for mobile devices. However, you will need a Microsoft account for using MS Sway.

How to start:

1. Go to <https://sway.office.com>
2. Click **Get Started**
3. Click **Sign in** to log into your Microsoft account and enter your login details (or click **Create one** to create a free Microsoft account)

Once you've signed in to Microsoft Sway for the very first time, a welcome page like the image below shows up.



Click **Create New** to start designing your first Sway.

In this case, you have three options:

- **Create New:** Start a design
- **Start from a topic:** Give Microsoft Sway a topic about your design and let it suggest a great outline for you
- **Start from a document:** This option allows you to upload a Word, PowerPoint, or PDF document, which the app automatically uses to create a Sway.

Scroll down on the welcome page to choose a fully customizable template if you prefer to build on existing designs.

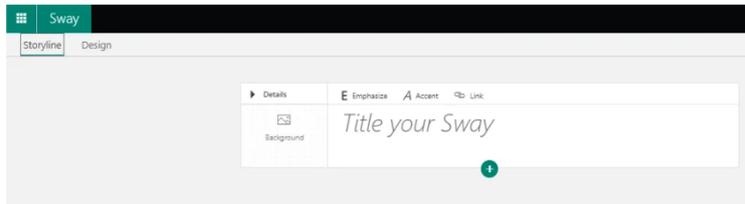




The Storyline

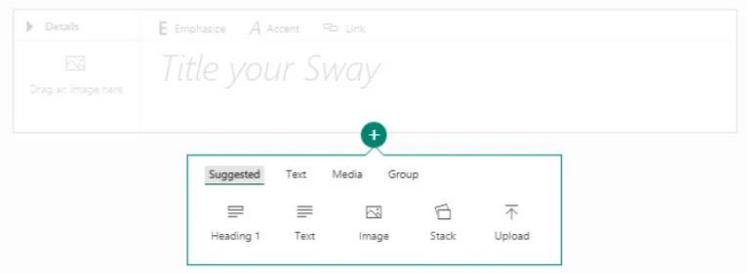
A blank page known as a **Storyline** shows up when you are working on your new Sway. There you can insert text, images, and your content.

Cards hold every item you insert in the storyline, and you can reorder them at any point during the design process.



Create Cards

You will notice a **+ icon** at the bottom of the first card (and all other subsequent cards). Use this icon to create new cards for different types of content.

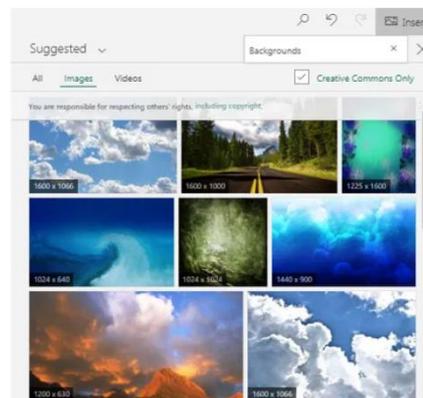


Add Text, Images, and Videos

Adding text and images in Sway is super easy. For text, simply click inside the placeholder and type.

To add images and videos:

1. Follow the steps above to create a card
2. Click on the **Media** tab and select image or video
3. A panel shows up on the right side of your window, showing a list of suggested images or videos





Changing Styles

With Sway, all you have to focus on is your story. The app takes care of formatting and layout for you by suggesting different designs. You can choose from the default designs and customize them.

To do that:

1. Click the **Design** tab
2. Click **Styles** and select one from the list of styles

Preview Your Sway

You can see how your Sway will appear to others when you share it with them. To preview the finished Sway, click the **Play** button at the top of the Sway window

Share Your Sway

When you are ready to share your Sway with others, click the **Share** button at the top of the window. You can copy the share link or select one of the other options, including sharing on social media and generating a visual link.

Tips & tricks

MS Sway is easy to use and lets you create and edit your content easily.

Do not hesitate: Give it a try and SWAY on ;)

For advanced use, I can warmly recommend watching this video!



Youtube link - Advanced use of MS Sway

You can also get inspiration by checking out our Digitalis newsletters, which you will find here



Digitalis Newsletter No 1



Digitalis Newsletter No 3



Digitalis Newsletter No 4

