

# My Office Sway





Patrice-Anne Rutledge



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# My Office Sway

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# My Office Sway

Patrice-Anne Rutledge



800 East 96th Street, Indianapolis, Indiana 46240 USA

# **My Office Sway**

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# Contents at a Glance

	Prologue	
Chapter 1	Getting Started with Office Sway	9
Chapter 2	Planning and Creating a Sway	
Chapter 3	Working with Group Cards	
Chapter 4	Embedding Content in a Sway	71
Chapter 5	Working with Sway Charts	
Chapter 6	Inserting Media Content	
Chapter 7	Modifying a Sway	
Chapter 8	Sharing a Sway	
Chapter 9	Installing and Using Sway for Windows 10	
Chapter 10	Installing and Using Sway for iPhone and iPad	
	Index	

# **Table of Contents**

Prologue	3
What Is Sway?	
What You Can Create with Sway	4
Content You Can Include in a Sway	5
Enhance Your Sway with Customizable Styles	7
Getting Started with Office Sway	9
Creating a Sway Account	9
Create a Sway Account	
Finding Your Way Around Sway	
Explore Sample Sways	
Navigate Sway	
Get Help	
Provide Feedback	
Creating a New Sway	
Create a New Sway from Scratch	17
Create a New Sway by Importing Content	
Signing In and Out.	
Sign Out of Sway	
Planning and Creating a Sway	23
Planning Your Sway Storyline	
Working with Navigational Layouts	
Apply a New Layout	
Adding Content with Cards	
Insert Content Using the Insert Content Icon	
Add Content Using the All Cards Pane	
Working with Title Cards and Heading Cards	
Modify the Title Card	
Add a Heading Card	
Apply a Background	
Adding Other Content Cards	
Add a Text Card	
Add a Picture Card	

#### Table of Contents

Add a Video Card	40
Add a Tweet Card	42
Formatting Text and Pictures	
Emphasize or Accent Text	45
Create a Bulleted List	45
Create a Numbered List	
Add a Link	47
Specify Focus Points on a Picture	
Specify Picture and Video Showcase Options	

### Working with Group Cards

	<b>F</b> 2
Creating Group Cards	53
Add an Automatic Card	54
Add a Stack Card	56
Add a Comparison Card	
Add a Slideshow Card	60
Add a Grid Card	63
Managing Group Cards	
Collapse a Group	65
Change the Group Type	65
Modify Content in a Group	66
Ungroup a Group	68
Delete a Group	69

### Embedding Content in a Sway

Understanding the Sway Embed Process	71
Sway Supported Sites	72
Three-Step Process for Embedding Content	72
Understand Embed Codes	73
Embedding Content Using the Embed Card	
Embed a Map from Google Maps	75
Embed an Infographic from Infogr.am	
Embed a Video from Vimeo	80
Embed an Audio Clip from SoundCloud	82
Embed a Mix from Office Mix	84

### Working with Sway Charts

Understanding Charts	7
Understand Chart Types 8	8
Understand Chart Terminology	3

		$\sim$		~	
N /	1. 7	( 14	 <u> </u>	C14	1211
IV	IV.	• 1	 	- <b>N</b> VV	av
		$\sim$	 ~~	<u> </u>	<b>u</b> y

Adding a Chart to a Sway	
Add a Column Chart	
Add a Pie Chart	
Modifying a Chart	
Modify Basic Chart Elements	
Modify a Worksheet	
Specify Chart Showcase Options	
Previewing a Chart	
Preview a Chart	

# 6 Inserting Media Content

#### 107

Exploring the Add Content Pane	
Adding Content from the Add Content Pane	110
Add Content from Suggested Sources	111
Add Content from OneNote	113
Add Content from Facebook	
Add Content from Flickr	116
Add Content from Bing	
Add Content from PicHit	121
Add Content from YouTube	122
Add Content from Twitter	123
Adding Content from OneDrive	
Add a Word Document from OneDrive	
Add a PowerPoint Presentation from OneDrive	
Add an Excel Workbook from OneDrive	131
Add a PDF from OneDrive	133
Uploading Content from Your Computer	136
Upload a File from Your Computer	
Suggesting New Content Sources	138
Suggest New Content Sources	138

# Modifying a Sway

7

Working with a Sway	141
Open a Sway	
Rename a Sway	143
Duplicate a Sway	144
Delete a Sway	146
Modifying Sway Content	
Move a Card on the Storyline	147
Delete a Card or Section	

Modifying Sway Design	148
Apply a New Design Set	152
Customize a Design Set	153
Modify Your Sway's Design Automatically with Remix!	155
Switch to Another Layout	156
Previewing a Sway	159
Preview a Sway	159
Play a Sway	160
Use Accessibility View	161

# 8 Sharing a Sway

Specifying Sharing Options	
Specify Who Can See a Sway	
Sharing Your Sway on Docs.com	
Create an Account on Docs.com	
Share a Sway on Docs.com	
Manage Your Sway on Docs.com	
Unpublish a Sway on Docs.com	
Getting Social with Sway	
Share a Sway on Facebook	
Share a Sway on Twitter	
Share on Other Social Sites	
Share via Email	
Sharing with Links	
Share a View Link	
Share an Edit Link	
Sharing a Sway from the My Sways Page	
Share from the My Sways Page	
Managing Shared Sways	
Edit a Sway Someone Shared with You	
View Sways Shared with You	
Stop Sharing a Sway	
Remove Yourself from a Shared Sway	
Embedding a Sway	
Embed a Sway on a Website or Blog	
View a Sway on the Web	
Embed a Sway in Another Sway	

My	Office	Sway

viii

9	Installing and Using Sway for Windows 10	189
	Exploring Sway for Windows 10	
	Installing Sway for Windows 10	
	Install Sway for Windows 10	
	Taking and Inserting a Picture	
	Take and Insert a Picture	
10	Installing and Using Sway for iPhone and iPad	199
10	Installing and Using Sway for iPhone and iPad Getting to Know Sway for iPhone and iPad	<b>199</b>
10	Installing and Using Sway for iPhone and iPad Getting to Know Sway for iPhone and iPad Explore Sway for iPhone and iPad	<b>199</b> 
10	Installing and Using Sway for iPhone and iPad Getting to Know Sway for iPhone and iPad Explore Sway for iPhone and iPad Navigate Sway for iPhone and iPad	<b>199</b> 
10	Installing and Using Sway for iPhone and iPad Getting to Know Sway for iPhone and iPad Explore Sway for iPhone and iPad Navigate Sway for iPhone and iPad Installing Sway for iPhone and iPad	<b>199</b> .199 .200 .202 .205
10	Installing and Using Sway for iPhone and iPad Getting to Know Sway for iPhone and iPad Explore Sway for iPhone and iPad Navigate Sway for iPhone and iPad Installing Sway for iPhone and iPad Install Sway for iPhone and iPad	<b>199</b> .200 .202 .205 .205 .205

Index

# About the Author

**Patrice-Anne Rutledge** is a business technology author and journalist who writes about business applications, social media, and small business technology. In addition to her current book on Sway, she is also the author of numerous other books on Microsoft applications, including *Easy Office 2016, Easy Office 2013, Office 2013 All-In-One Absolute Beginner's Guide, PowerPoint 2013 Absolute Beginner's Guide,* and *Using PowerPoint 2010,* all from Pearson. She can be reached through her website at www.patricerutledge.com.

# Dedication

To my family, with thanks for their ongoing support and encouragement.

# Acknowledgments

Special thanks to Michelle Newcomb, Joyce Nielsen, Anne Goebel, Tonya Simpson, Todd Brakke, and Christopher Parent for their feedback, suggestions, and attention to detail.

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Getting started with Sway

# Prologue

In this prologue, you learn about Sway—the cloud-based app that helps you create and share multimedia content on the Web and mobile devices. Topics covered include the following:

- · Understanding what you can create with Sway
- · Exploring the types of content you can include in a Sway
- · Enhancing your Sway with customizable styles

# What Is Sway?

Sway (https://sway.com), introduced as a free preview from Microsoft in October 2014, is a web-based app that enables you to create multimedia presentations, called Sways, using any browser on your personal computer (PC), Mac, or tablet. Sway also offers apps for Windows 10, the iPhone, and iPad.

Microsoft refers to Sway as an interactive, web-based canvas. Using a variety of visual tools, you can place images, audio, video, and other content on a Sway storyline. When you're finished creating, you can make your Sway public or provide a link only to selected people.

Sway does share some similarities with Microsoft PowerPoint, but it's not just a simplified version of that presentation tool. With PowerPoint, the main focus is to create slides that supplement an in-person or web-based presentation (although its usage has expanded beyond this in recent years). A Sway, on the other hand, offers more flexible formats and is designed to be viewed on the Web without a presenter or narration.

# What You Can Create with Sway

Because Sway is a flexible app, you're in control of the content, layout, and overall appearance of each Sway you create. For example, you can create a slideshow-style Sway or create a Sway that's a single page (similar to a one-page website). In addition to creating a Sway from scratch, you can also import an existing file. Supported file types include .docx (Word), .pptx (PowerPoint), or .pdf (Portable Document Format).

Although you can create a Sway on your own, Microsoft offers many collaborative features that make it easy to create and edit Sways with other people. For example, you could create a live, group Sway as a classroom activity, as a supplement to a conference or event, or as part of a corporate brainstorming session.

You can create Sways for business, school, or nonprofits—or just for your family and friends. Here's a brief list of ideas for using Sway:

- Business reports, presentations, and newsletters—Design a Sway highlighting a new product or service and share with customers on your website, Facebook, and Twitter. Or, use Sway to create an internal report compiled from a variety of multimedia sources.
- Classroom projects, presentations, and activities—Working alone or in student groups, create a Sway related to a current area of study to reinforce learning. Alternatively, use Sway to publish interactive reports for parents on student activities or share content related to a school club or project.
- **Multimedia content for family and friends**—Share a special event, reunion, party, or vacation with a Sway filled with photos, videos, and personal messages.
- Community and nonprofit reports, presentations, and newsletters— Share your organization and its projects with the community, potential sponsors, and the public.

# Need Some Sway Inspiration?

Because Sway is a new app, you might need a little inspiration to discover its full potential. Check out the sample Sways from businesses, schools, and non-profits on the Sway website (https://sway.com). The Sway blog (blogs.office.com/product/sway), Twitter page (www.twitter.com/sway), and Facebook page (www.facebook.com/OfficeSway) also include links to interesting, creative Sways.



# Content You Can Include in a Sway

Sway enables you to incorporate a variety of content into your storyline, such as images, audio, video, social media posts, maps, and more. In addition to uploading content from your computer, you can insert content from the following sources:

OneDrive · Facebook · Bing · Ye	ouTube
---------------------------------	--------

OneNote
Flickr
PicHit.Me
Twitter

# What's PicHit.Me?

PicHit.Me (www.pichit.me) is a site you might not be familiar with. It's a global photo market and Microsoft partner that makes millions of photos available to Microsoft users. You can search the PicHit.Me library from within Sway to find potential pictures to add to your storyline.

On the storyline, you can design your Sway using content cards. These cards include layouts for text, headings, pictures, videos, tweets, and embedded content.

# What Can I Embed?

You can embed videos, audio files, images, maps, charts, and documents in Sway. Supported sources include Channel 9, Docs.com, Flickr, GeoGebra, Giphy, Google Maps, Infogr.am, Mixcloud, Office Mix, OneDrive (Word, PowerPoint, Excel, PDF), Sketchfab, SoundCloud, Sway, Vimeo, Vine, and YouTube.





Quickly add content with cards

# Enhance Your Sway with Customizable Styles

Sway offers a collection of ready-made styles that include coordinated colors, typography, and textures. Optionally, you can customize any style with your own choice of fonts and color palette.

If you're feeling adventurous, you can let Sway do the styling for you by choosing the Remix! option, which applies a random style. If the remix isn't to your liking, click the Remix! button again to try out another style.

*My Office Sway* is designed to get you up and running with Sway as quickly as possible. After reading this prologue, you should have a good idea of what Sway can do and are probably eager to create your own Sways. For now, turn to Chapter 1, "Getting Started with Office Sway," to begin your adventure with this powerful communication tool.

# Sway Enhancements

Be aware that as a web-based app, the Sway features available to you might vary at any given time as Microsoft continues to roll out enhancements.





Use cards to add content In this chapter, you discover how to create a free Sway account, create and import Sways, and explore Sway navigation. Specific topics in this chapter include the following:

- ightarrow Creating a Sway account
- ightarrow Finding your way around Sway
- → Creating a new Sway
- ightarrow Signing in and out of Sway



# Getting Started with Office Sway

Getting started with Sway is easy—sign up using your Microsoft account and begin designing. You can create a Sway from scratch or convert a Word document, PowerPoint presentation, or PDF to Sway. If you're not sure where to begin, view sample Sways to discover how they were designed and use these for inspiration or as a template for your own Sways.

# **Creating a Sway Account**

Creating an account on Sway is a simple, straightforward process. All you need is a Microsoft account and access to the Internet through your computer or iOS mobile device.

# Create a Sway Account

You can quickly create a free account on Sway (https://sway.com). When you create your account, you open a blank Sway canvas at the same time.

#### **Sway Versus Sway**

Remember that both the application and the content you create with it are called Sway. You use Sway to create a Sway.

 Navigate to https://sway.com in your browser, and then click the Get Started button.

#### Learn More About Sway

The Sway home page includes a short introduction to Sway as well as some sample Sways to provide some design inspiration (scroll through the Real Sways by Real People section to view them).

- 2. Enter the email address of the Microsoft account you want to use with Sway.
- 3. Click the Next button.
- 4. Enter your password.
- If you want to remain signed in, select the Keep Me Signed In check box.



# Sign in

Type the email address you want to use with Sway.



#### Should You Stay Signed In?

Only select the Keep Me Signed In check box if you're using your own computer that no one else has access to. Don't select this option if you're using a public computer.

- 6. Click the Sign In button.
- 7. Click the Get Started button.
- 8. The My Sways page opens, with sample Sways displayed.

#### **Microsoft Account**

Sway requires a free Microsoft account to access. If you have an existing account with another Microsoft application, such as Windows 10, Windows 8, Office 365, Skype, Outlook.com, Xbox Live, or Hotmail, you already have an account. In addition, you can use an email address you have linked to your Microsoft account, such as a Gmail address. If you don't have an account, you can sign up for one at http:// www.microsoft.com/account.

S 🖀 Sway
Microsoft account What's this?
patrice.rutledge@live.com
Keep me signed in
Can't access your account?
Sign in vith a single-use code
6

Welcome to Sway!

To help get you started, here are a few Sways you can explore for inspiration and ideas. Have feedback? We'd love to hear from you! Open the "---" menu at the top to share your thoughts.



# Finding Your Way Around Sway

Before creating your first Sway, take a few minutes to view some sample Sways, explore the Sway menu structure, and discover how to get help and give feedback.

# **Explore Sample Sways**

12

To get a better idea of Sway in action, check out the sample Sways in your account.

- 1. Click Sway, if you aren't already on the My Sways page.
- 2. Click the sample Sway you want to open. Samples are prefaced with the word EXAMPLE.

#### Learn More About Sway

In addition to the sample Sways, Microsoft includes two instructional Sways (How to Start a Sway and Welcome to Sway!), which provide more information for new users.

- **3.** The storyline for the sample Sway opens.
- Scroll down the right side of the page to see each section and the cards it contains.
- 5. Click Preview.



- 6. The Preview window shows the Sway as others would see it.
- **7.** If available, use the navigation buttons to scroll through the Sway.

#### Navigate a Sway

If a Sway uses the horizontal or optimized for presentation layout, navigation buttons appear in the lower-right corner that enable you to move from screen to screen. Sways with a vertical layout don't have these buttons; you scroll down them as you would any other long web page.



# Use a Sample as a Template

If you want to use one of the sample Sways as a template for your own Sway, you can duplicate it. See "Duplicate a Sway" in Chapter 7, "Modifying a Sway," for more information. Just remember to replace all the existing content with your own!

# Navigate Sway

Navigating Sway is a straightforward process after you understand its menu structure. The Sway menu options include the following:

- **Sway**—Open the My Sways page where you can access the Sways you've created as well as any sample Sways Microsoft provides.
- Insert—Insert content from OneDrive, OneNote, Facebook, Flickr, Bing, PicHit, YouTube, or Twitter. Optionally, upload content from your computer.
- **Cards**—Insert a content card such as Text, or a Heading, Picture, Video, Tweet, or Embed card.
- **Design**—Add design elements with color, typography, and texture.
- Navigation—Specify how you want others to navigate your Sway by selecting a layout. Currently, only three options are available: a vertical layout similar to a one-page website, a panorama layout similar to a slideshow, and a layout that's optimized for presentation.

- Remix!—Apply a new design automatically. If you don't like the new look, you can click Remix! again for another option or click Undo to return to your previous look.
- Undo—Undo the last action.
- Redo—Repeat the last action.
- Play—Preview what your Sway will look like when published.
- Authors—View current authors or share an edit link with others.
- **Share**—Share your Sway with the public, through social media channels (Facebook, Twitter, and more), or via a link you can provide to specific people. Optionally, you can also embed your Sway on a website.
- More Options—Watch tutorial videos, view the My Sways page, create a new Sway, duplicate the current Sway, provide feedback, or sign out.



# Office App Switcher

To the left of the Sway menu is the Office App Switcher, a large square with nine small squares inside it. You can click this to leave Sway and go to another Office application, such as Word, PowerPoint, or Excel.



# Get Help

If you need help with doing something in Sway, particularly using a new feature not covered in this book, you can access online help.

- 1. Click More Options (...).
- 2. Select Feedback.
- **3.** Click the Help and How-to Articles link.

#### Sway Community Forum

Another option for help is the Sway community forum. In this forum, you can view answers to questions related to Sway or ask your own question. Access the forum by clicking the Find Answers in the Sway Community Forum link on the Feedback page.

- 4. Online help for Sway displays.
- 5. Click the Close Tab icon (x) to close the Help tab.
- Click the Sway tab to return to Sway.





# **Provide Feedback**

If you like something about Sway—or don't like something—you can easily let Microsoft know your opinion. Suggesting new features is another feedback option.

- 1. Click More Options (...).
- 2. Select Feedback.
- Click either the I Like Something button or the I Don't Like Something button depending on your feedback.
- **4.** Enter your feedback in the text box.
- 5. Click the Submit button.

#### Suggest Product Features

You can have your say in the development of new Sway features by clicking the Quickly Suggest or Vote on Product Features link on the Feedback page.

#### Don't Want to Give Feedback?

If you decide you don't want to give feedback, press the Esc key to close the Feedback window without submitting anything.

🕰 Authors (1) 🖸 😶 –	-1
Tutorials	
My Sways	
Create New	
Duplicate this Sway	
Feedback	-2
Sara Wretstrom sara.wretstrom@outlook.com	
Sign out	
Accessibility view	





# Creating a New Sway

You can create a new Sway from scratch or by importing existing content from another application.

# Duplicate a Sway

Another way to create a new Sway is to duplicate a Sway you already created and then modify it. See "Duplicate a Sway" in Chapter 7 for more information.

# Create a New Sway from Scratch

The most common way to create a new Sway is from scratch. You start with a blank canvas and add your own text and media files.

- Click Sway if you aren't already on the My Sways page.
- Click Create New. Note that there are two options for this on the screen.
- A blank Sway storyline with a title card opens; enter a title for your new Sway.

#### Sway Titles

Even if you don't add a title, your Sway is saved with the title Untitled and the date you created it. Don't worry too much about a title at this stage. You might even want to create a test Sway to begin with so that you can learn more before creating a Sway you want to share with others.





# Where Is the Save Button?

If you're used to working with another Office application, you might wonder where the Save button is. Sway continuously saves your content without any action on your part, so there is no need for a Save button.

# Create a New Sway by Importing Content

You can import existing content from Word, PowerPoint, or a PDF. Sway converts this content into cards on the storyline, which you can then modify.

- 1. Click Sway, if you aren't already on the My Sways page.
- 2. Click Import.
- **3.** In the Open dialog box, select the file you want to import.
- 4. Click the Open button.
- Sway displays the imported content on a new storyline; edit this content as desired.

#### **Preview Your Imported Sway**

Be sure to preview your imported Sway by clicking Preview. By previewing, you can see whether the content imported as expected and determine what modifications you need to make.



# <u>It's Not All Good</u>

#### **Importing Limitations**

Not all content converts well to the Sway format. For example, each PowerPoint slide normally converts to a storyline card in Sway. A Word document with extensive text, however, might not convert as well. You can always try importing and then analyze the results. If they won't work without major modification, you might be better off creating your Sway from scratch. To delete an imported Sway that didn't convert properly, see "Delete a Sway" in Chapter 7.

# Signing In and Out

One of the benefits of using Sway is the ability to access it from any computer, tablet, or smartphone. As long as you have an Internet connection, you can sign in to Sway. You can also sign out when you no longer want to work with your account.

# Sign In to Sway

After creating a Sway account, you can sign in at any time at https://sway.com.

- 1. Click Sign In.
- 2. Enter your email address.
- 3. Click the Next button.



- 4. Enter your password.
- If you want to remain signed in, select the Keep Me Signed In check box.
- 6. Click the Sign In button.
- View the My Sways page, where you can create a new Sway or open an existing one.





# Sign Out of Sway

If you're using Sway on a public computer or a computer that other people have access to, you should sign out of your account when you're finished. Otherwise, you might want to stay signed in.

- **1.** Click More Options (...).
- 2. Select Sign Out.



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# Index

# Α

Accent button, 32, 44-45 accessibility view, 161 accounts, creating, 9-11 for Docs.com, 166 Add Content pane, 24, 107-110 adding from Bing, 119-120 from Facebook, 114-116 from Flickr, 116-118 from OneDrive, 124-125 from OneNote, 113-114 from PicHit, 121-122 from suggested sources, 111-112 from Twitter, 123-124 from YouTube, 122-123 sources for, 108 adding Automatic Cards, 54-55

charts column charts, 95-98 pie charts, 99-101 Comparison Cards, 58-60 content from Bing, 119-120 with cards, 30-31 from Facebook, 114-116 from Flickr, 116-118 from OneDrive, 124-125 from OneNote, 113-114 from PicHit, 121-122 from suggested sources, 111-112 from Twitter, 123-124 from YouTube, 122-123 Excel workbooks from OneDrive, 131-133 Grid Cards, 63-64 Heading Cards, 33 links, 47

PDFs from OneDrive, 133-135 Picture Cards, 37-39 PowerPoint presentations from OneDrive, 128-131 Slideshow Cards, 60-62 Stack Cards, 56-58 Text Cards, 35-36 Tweet Cards, 42-43 Video Cards, 40-41 Word documents from OneDrive, 126-128 All Cards pane, adding content, 31 All Sways page, 178, 183 animation emphasis, design sets, 151 apps Sway for iPhone and iPad, 200-202 installing, 205-207 navigating, 202 Sway for Windows 10, 190-191 installing, 192-194 area charts, 92 aspect ratio, 197 audio clips, embedding from SoundCloud, 82-84 Automatic Card, 54 adding, 54-55 axis, 93

# B

backgrounds Heading Cards, 34-35 Title Cards, 34-35 backing up Sways, 50 bar charts, 90 basic chart elements, modifying, 102 Bing adding content from, 119-120 Creative Commons license, 109-110 blogs, embedding Sways on, 183-185 bulleted lists creating, 45 removing, 46

# С

camera tool, 191, 201 cards, 23, 30 adding content All Cards pane, 31 Insert Content icon, 30 content options, 25-27 deleting, 148 Embed Cards, embedding, 72, 122 audio clips from SoundCloud, 82-84 infographics from Infogr.am, 78-80 maps from Google Maps, 75-77 mixes from Office Mix, 84-85 video from Vimeo, 80-82 group cards, 53-54 Automatic Cards, 54-55 changing group type, 65-66 collapsing, 65 Comparison Cards, 58-60 deleting groups, 69 Grid Cards, 63-64 modifying content, 66-68 Slideshow Cards, 60-62 Stack Cards, 56-58 ungrouping, 68-69 Heading Cards, 24, 31 adding, 33 backgrounds, 34-35 deleting, 34 moving on storylines, 147 Picture Cards, adding, 37-39 Text Cards, adding, 35-36 Title Cards, 26, 31 backgrounds, 34-35 modifying, 32 Tweet Cards, adding, 42-43 Video Cards, adding, 40-41

211

changing group types, group cards, 65-66 charts, 88 area charts, 92 bar charts, 90 choosing types, 93 column charts, 88 adding, 95-98 donut charts, 100 line charts, 91 modifying, 102 showcase options, 104 worksheets, 103 pie charts, 91 adding, 99-101 previewing, 104-105 regular charts, 88 creating, 96 stacked charts, 88 switching, 102 terminology for, 93 Close Storyline button, 35 cloud content, offline Sway, 191 collapsing group cards, 65 color inspiration, design sets, 151 color palettes, design sets, 151 column charts, 88 adding, 95-98 column headers, hiding, 97 Comparison Cards, adding, 58-60 content adding from Bing, 119-120 with cards, 30-31 from Facebook, 114-116 from Flickr, 116-118 from OneDrive, 124-125 from OneNote, 113-114 from PicHit, 121-122 from suggested sources, 111-112 from Twitter, 123-124 from YouTube, 122-123

embedding, 74 embed codes, 73-74 Sway supported sites, 72 three-step process, 72 importing to create Sways, 18-19 modifying, 147 deleting cards or sections, 148 in groups, 66-68 moving cards on storyline, 147 suggesting new sources, 138 uploading from your computer, 136-137 content options, cards, 25-27 copyright, 109 Creative Commons licenses, 109-110, 118 cropping pictures, 48 customizing design sets, 153-154

# D

Delete button, 146 Delete icon, 148 deleting backgrounds, 34 cards, 148 groups, 69 Heading Cards, 34 sections, 148 Sways, 146-147 design modifying, 148-150 applying new design sets, 152 customizing design sets, 153-154 Remix!, 155 switching to another layout, 156 design sets, 148-151 applying new, 152 customizing, 153-154

Docs.com

#### Docs.com

creating accounts for, 166 managing Sways, 168-169 sharing Sways, 165-167 unpublishing Sways, 170 donut charts, 100

Index

donut charts, ro

dragging, 31

Duplicate This Sway dialog box, 145 duplicating Sways, 144-145

### Ε

edit links, sharing, 177-178 editing Sways that were shared with you, 179-180 effects, removing, 45 email, sharing Sways, 174-176 Embed Cards, embedding, 72, 122 audio clips from SoundCloud, 82-84 infographics from Infogr.am, 78-80 maps from Google Maps, 75-77 mixes from Office Mix, 84-85 video from Vimeo, 80-82 embed codes, 73-74 embedding, 125 audio clips from SoundCloud, 82-84 content, 74 embed codes, 73-74 Sway supported sites, 72 three-step process, 72 infographics from Infogr.am, 78-80 maps from Google Maps, 75-77 mixes from Office Mix, 84-85 Sways, 183 in other Sways, 186-187 on websites/blogs, 183-185 versus importing, 125 video from Vimeo, 80-82 Emphasize button, 32, 44-45 examples of Sways, 12 Excel workbooks, adding from OneDrive, 131-133

# F

Facebook adding content from, 114-116 sharing Sways, 171 feedback, 16 choosing not to submit, 138 files, uploading from your computer, 136-137 Flickr, adding content from, 116-118 focus points, specifying, 48-49 font choices, design sets, 151 formatting group types, limitations of, 67 pictures, 44-45 specifying focus points, 48-49 specifying show case options, 49 text, 44-45 bulleted lists, 45 links, 47 numbered lists, 46

# G

Google Maps, embedding maps, 75-77 Grid Cards, adding, 63-64 grids, 94 group cards, 53-54 Automatic Cards, 54-55 changing group type, 65-66 collapsing, 65 Comparison Cards, 58-60 deleting groups, 69 Grid Cards, 63-64 modifying content, 66-68 Slideshow Cards, 60-62 Stack Cards, 56-58 ungrouping, 68-69 Group Type button, 66 group types, formatting (limitations of), 67

# Η

Heading Cards, 24, 31 adding, 33 backgrounds, 34-35 deleting, 34 help, 15 hiding headers, 97 horizontal layout, 13 horizontal scrolling layout, 27

#### icons, Insert Content icon, 30

importing, 125 content to create Sways, 18-19 versus embedding, 125 limitations of, 126

Infogr.am, embedding infographics, 78-80

Infographics, embedding from Infogr.am, 78-80

Insert Content icon, 30

inserting pictures, 195-197

installing Sway for iPhone and iPad, 205-207 Sway for Windows 10, 192-194

iPads, Sway for, 200-202

iPhones, Sway for, 200-202

# J-K

Just Me, 164-165

# L

lavouts navigational layouts, 28 applying, 29 switching, 156 limitations of chart switching, 102 of importing, 126 line charts, 91 links, 176 adding, 47 edit links, sharing, 177-178 removing, 47 troubleshooting, 180 view links, sharing, 176-177 lists bulleted lists, creating, 45 numbered lists, 46

# Μ

managing Sways on Docs.com, 168-169 maps, embedding from Google Maps, 75-77 mixes, embedding from Office Mix, 84-85 modifying charts, 102 showcase options, 104 worksheets, 103 content, 147 deleting cards or sections, 148 group cards, 66-68 moving cards on storyline, 147 design, 148-150 applying new design sets, 152 customizing design sets, 153-154 Remix!, 155 switching to another layout, 156 Title Cards, 32

Index

moving cards on storylines, 147 My Sways page, 183 sharing, 178-179

# Ν

navigating Sway, 13-14 Sway for iPhone and iPad, 202 navigation structures, 24 navigational layouts, 27-29 numbered lists, creating, 46

# 0

Office App Switcher, 14 Office Lens, 113 Office Mix, embedding mixes, 84-85 offline access, 191 offline Sway, cloud content, 191 OneDrive, adding content from, 124-125 Excel workbooks, 131-133 PDFs, 133-135 PowerPoint presentations, 128-131 Word documents, 126-128 OneNote, adding content from, 113-114 online help, 15 Open Storyline button, 35 opening Sways, 142-143 Optimized for Presentation, 28 Options button, 57 options for sharing, 164-165 options for social sharing, 185

# Ρ

PDFs, adding from OneDrive, 133-135 PicHit, adding content from, 121-122 PicHit.Me, 5 Picture Cards, adding, 37-39 pictures cropping, 48 formatting, 44-45 specifying focus points, 48-49 specifying show case options, 49 Smart Cropping algorithm, 48 taking and inserting, 195-197 pie charts, 91 adding, 99-101 planning storylines, 24 playing Sways, 160 PowerPoint presentations, adding from OneDrive, 128-131 previewing charts, 104-105 imported Sways, 18 Sways, 24, 159

# R

regular charts, 88 creating, 96 Remix!, 14 modifying design automatically, 155 removing bulleted lists, 46 effects, 45 links, 47 numbered lists, 46 Sways from Docs.com, 170 yourself from shared Sways, 182-183 renaming Sways, 143-144 returning to storylines, 35 row headers, hiding, 97

Sways

# S

sample Sways, 12 as templates, 13 Save button, 18 saving, 18, 32 scheduling tweets, 172 searching for tweets by username, 124 sections, 24 deleting, 148 Share, 164 shared Sways editing a Sway someone shared with you, 179-180 removing yourself from, 182-183 stopping sharing, 181-182 viewing, 180-181 ShareThis, 170-174 sharing specifying who can see your Sway, 164-165 Sways on Docs.com, 165-167 edit links, 177-178 via email, 174-176 on Facebook, 171 from My Sways page, 178-179 on social media, 173-174 on Twitter, 172 view links, 176-177 sharing options, 164-165 showcase options charts, 104 specifying, 49 showing values, 98 signing in to Sway, 19-20 signing out of Sway, 21 Slideshow Cards, adding, 60-62 Smart Cropping algorithm, 48 social media, sharing sways, 173-174 Facebook, 171 Twitter, 172

social sharing options, 185 SoundCloud, embedding audio clips, 82-84 sources adding content from, 111-112 for Add Content pane, 108 suggesting new content sources, 138 Stack Cards, adding, 56-58 stacked charts, 88 Stop Sharing button, 182 stopping sharing of Sways, 181-182 storylines moving cards on, 147 planning, 24 returning to, 35 suggesting new content sources, 138 Sway, overview, 3-4 Sway accounts, creating, 10-11 Sway community forum, 15 Sway for iPhone and iPad, 200-202 installing, 205-207 navigating, 202 Sway for Windows 10 app, 190-191 installing, 192-194 Sway home page, 10 Sway menu, navigating, 13-14 Sways backing up, 50 creating by importing content, 18-19 creating new, 17 deleting, 146-147 duplicating, 144-145 embedding, 183 on websites/blogs, 183-185 managing on Docs.com, 168-169 opening, 142-143 playing, 160 previewing, 18, 159 renaming, 143-144 sharing via email, 174-176 on Facebook, 171

on social media, 173-174 on Twitter, 172 unpublishing on Docs.com, 170 switching charts, 102 layouts, 156

Т

taking pictures, 195-197 templates, sample Sways as, 13 terminology for charts, 93 testing Sways, 25 text, formatting, 44-45 bulleted lists, 45 links, 47 numbered lists, 46 Text Cards, adding, 35-36 three-step process for embedding content, 72 Title Cards, 26, 31 backgrounds, 34-35 modifying, 32 titles, 17 troubleshooting broken links, 180 Tweet Cards, adding, 42-43 tweets scheduling, 172 searching for by user name, 124 Twitter adding content from, 123-124 sharing Sways, 172

# U

Undo button, 148 Ungroup button, 68 ungrouping groups, 68-69 unpublishing Sways on Docs.com, 170 uploading files from your computer, 136-137 usernames, searching tweets by, 124

# V

values, 94 showing, 98 vertical layout, 13 vertical scrolling layout, 27 video, embedding from Vimeo, 80-82 Video Cards, adding, 40-41 view links, sharing, 176-177 viewing shared Sways, 180-181 Sways on web, 185 views, accessibility view, 161 Vimeo, embedding video, 80-82

# W-X

websites embedding Sways on, 183-185 that support Sways, 72 viewing Sways, 185 Windows 10, Sway for Windows 10 app, 190-191 Word Documents, adding from OneDrive, 126-128 workbooks (Excel), adding from OneDrive, 131-133 worksheets, 93 modifying, 103

# Y-Z

YouTube, adding content from, 122-123