

Microsoft Sway

Presentation Best Practices

Tip #1 – Keep it Simple

- Don't read off your slides
- Use full screen, high resolution images with limited text
- Limit your bullet points
- Follow CARP guidelines when designing slides

Tip #2 – Use the Right Graphics and Colors

- Use pictures of real people
- Warm colors on a cool background
- If using graphs, make sure to use ones that are appropriate for your data

Tip #3 – Chunk your Information

- Separate into 10-15 minute segments
- Separate each segment with an active learning activity or short student interaction activity (poll everywhere for example)

More Information on CARP: http://www.presentationzen.com/chapter6_spread.pdf

More Presentation Best Practices: <http://www.garreynolds.com/preso-tips/design/>

Microsoft Sway

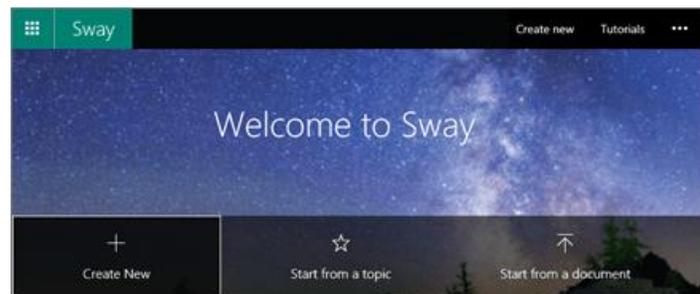
Accessing Sway

1. From the PA College My Portal, click on One Drive located in the right side My Dashboard menu.
2. Enter your PA College email address and password.
3. Once in your One Drive, click on the Microsoft 365 menu and choose Sway.

Creating in Sway

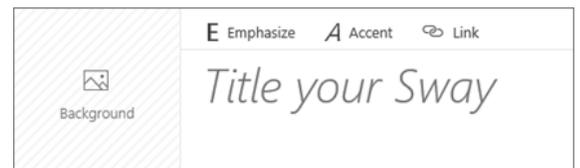
Starting with a blank Sway

1. Click on Create New in the webpage header.
2. Give your Sway a title by typing in the Title your Sway placeholder.



Starting from a created document

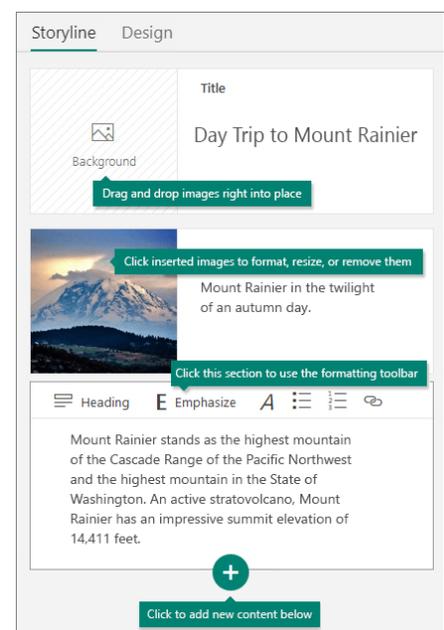
1. Click on Start from a document in the webpage header.
2. Choose the document from your computer and click open. Sway will automatically convert it.
3. Your Sway will automatically take a title from the document you upload. You can change this if you like.



Getting to know the Storyline

The Storyline is where you type, insert, edit, and format the content that tells your story. Here are some Storyline basics:

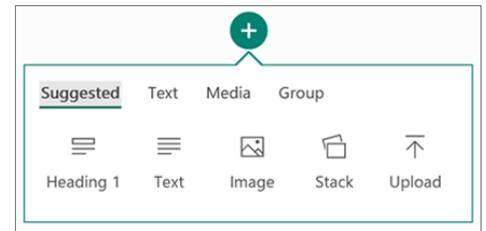
- Content is arranged in sequential order by adding “cards.”
- Each card holds the type of content you want—such as text, images, videos, and even Office documents.
- You can rearrange the cards at any time to suit your needs.



Adding Content

Add content in Sway

1. Select the + icon at the bottom of the card you want to add content after.
2. Select text, image, video, or other content types.

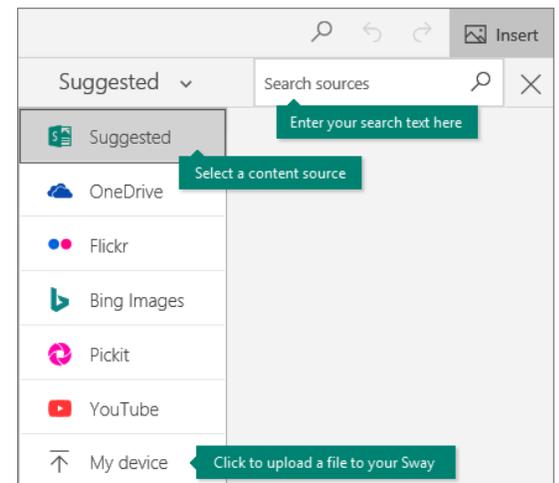


Find content to add to your Sway

You can search for and add additional content to your Sway, such as an image that is stored on your computer or mobile device.

Sway can also search the web for relevant content, such as videos, and add it to your Sway.

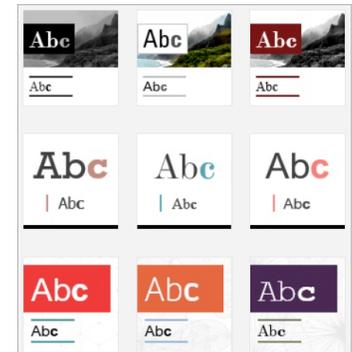
1. Select **Insert** on the menu bar.
2. Select the content source menu, and then select the content source you want to search.
3. Type any search keyword or phrase into the **Search sources** box.
4. Select **Search** .



Design and Share in Sway

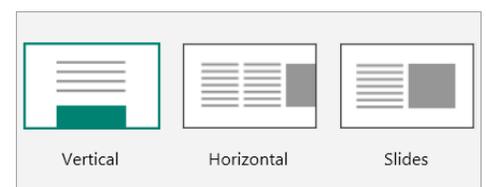
Change the design

1. In the **Design** tab on the menu bar, select **Styles**.
2. Select the theme you want.
3. Select **Customize** in the **Styles** pane to adjust a specific part of the currently applied theme, such as color, font choices, and the emphasis of animation.



Change the layout

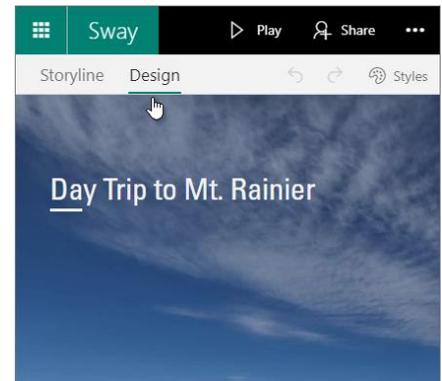
1. Select the **Design** tab on the menu bar.
2. In the **Styles** pane, select whether your content should scroll vertically, scroll horizontally, or appear like a presentation.



Preview your Sway

When you preview your Sway, you can see how it will appear to others when you share it.

- Preview your work in progress at any time by clicking the **Design** tab.
- Select **Play** on the top menu bar to fully experience your Sway (including any interactivity options that you've added).



Share your Sway

It's easy to share your finished Sways. Family, friends, classmates, and coworkers can see your creations on the web without signing up, signing in, or downloading anything.

1. Select **Share** on the top menu bar.
2. Select an option for sharing your Sway.

Note: Your choices on this menu depend on the type of account that you used to sign in to Sway. You can change the privacy settings for any Sway whenever you want more control over what you share.

