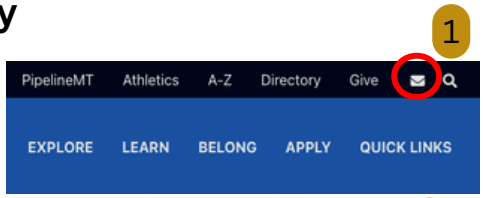
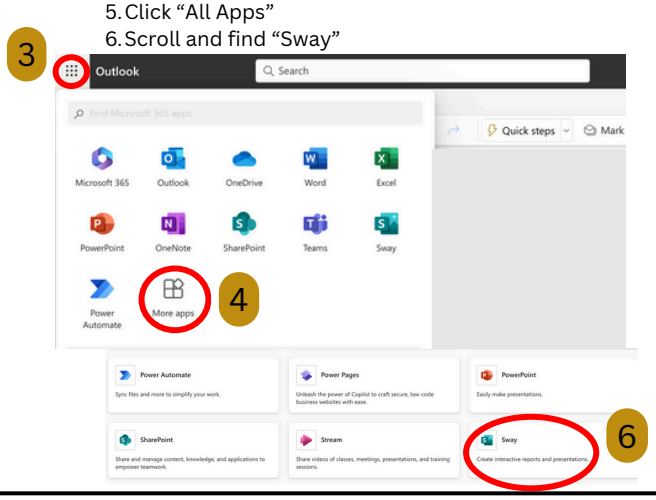
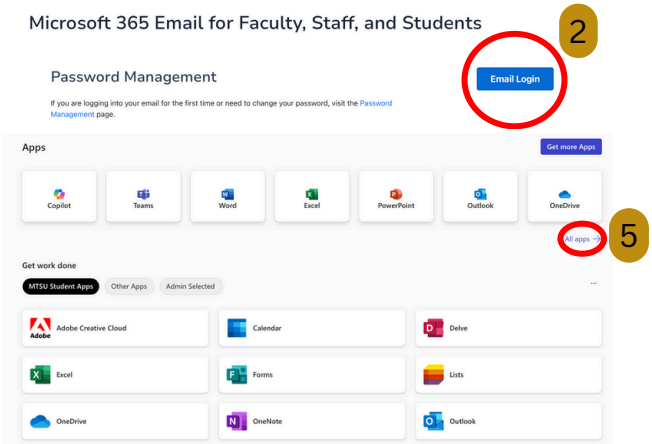
Microsoft Sway FAQs

Where to find Sway

1. On MTSU's webpage, find the email icon in the top-right
2. Next, login to your MTSU email using the blue "Email Login" button
3. Click the 3x3 grid in the top-left
4. Click on "More Apps"
5. Click "All Apps"
6. Scroll and find "Sway"

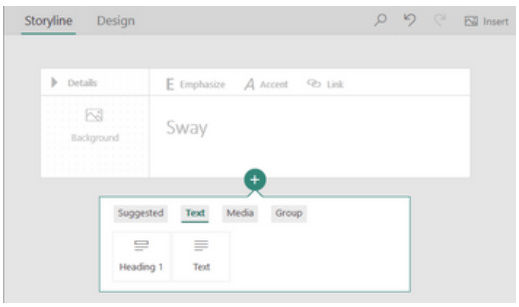


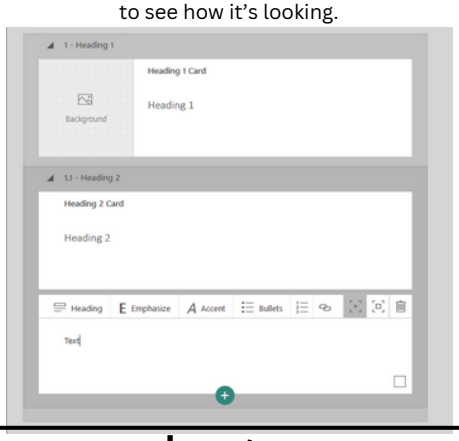


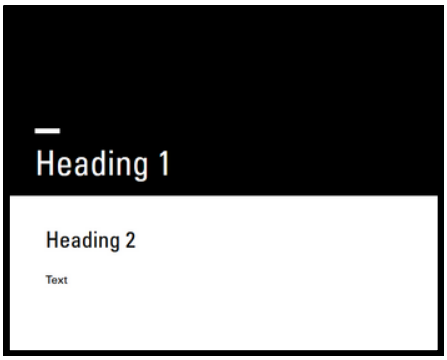


Text Boxes

Adding headings and text in Sway is as easy as clicking the "+" icon below a section, going to the "Text" tab, and selecting what kind of text card you'd like to add. After adding your sections, make sure to check the "Design" tab in the top left of the window to see how it's looking.

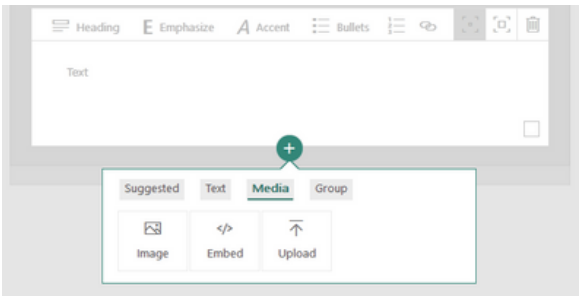


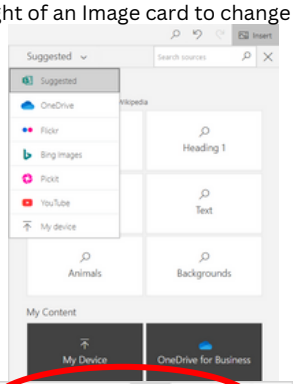


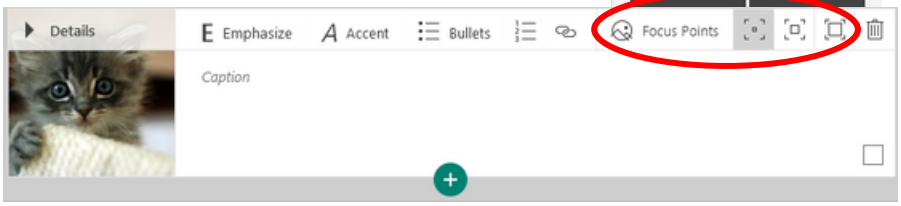


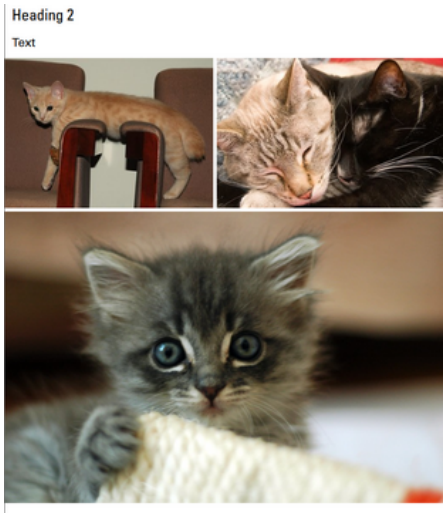
Images

Adding images is just as simple. By hitting the "+" icon, selecting the "Media" tab, and clicking on "Image," an "Insert" menu will open up, allowing you to select from stock images provided by Sway or files on your computer or OneDrive. Play around with the "Focus Points" and size options in the top right of an Image card to change how sway crops and sizes your images.



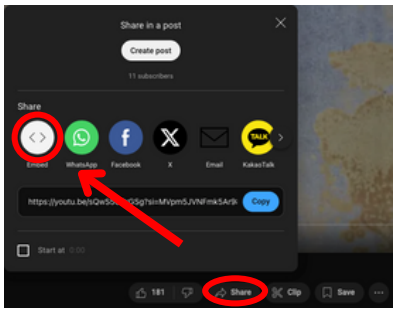


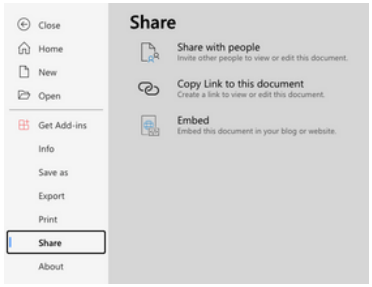


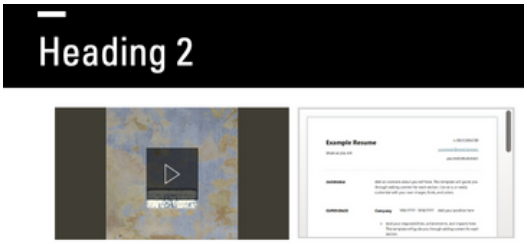


Embedding Content

Through embedding, you can display content from sites like YouTube and SoundCloud or files from your OneDrive or Google Drive. Under the “Share” feature of most compatible sites, look for the “Embed” option, and copy the code into an “Embed” card in your Sway (created through the “Media” tab, just as with images). Just double-check that any content you share has “Anyone can view” permissions.

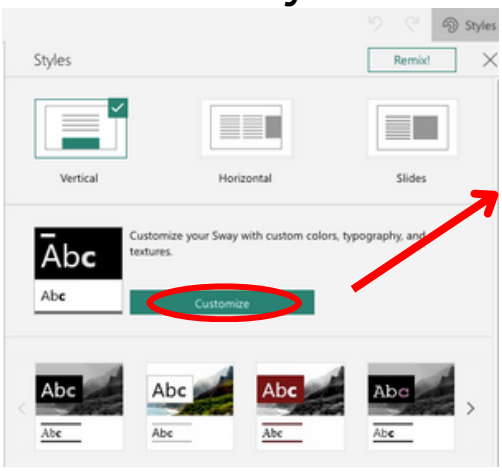


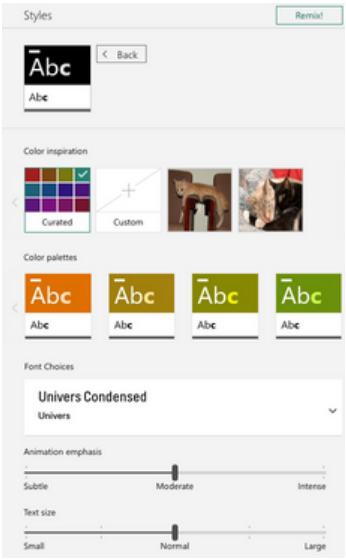




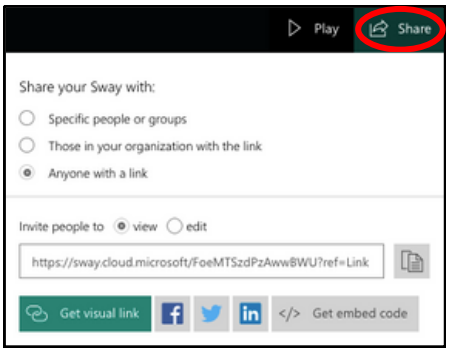
Styles

“Styles” are how you control the color palette, font, and layout of your Sway. From the “Design” tab in the top-left, find the “Styles” tab in the top-right. From here you can select from a list of preset Styles, go into the customize menu to create your own, or hit the “Remix!” button to have Sway randomly select one based on the content within your Sway.





How to share your Sway



In the top-right, click the “Share” button to get a link to your Sway. Make sure the options “Anyone with a link” and “View” are both selected.

How to duplicate a template

When viewing or editing a Sway, click on the 3-dots icon to duplicate the Sway. This can be useful to see how others’ Sways have been formatted and styled to use design elements in your own presentations.

Here’s a QR code to a tutorial created in Sway! Feel free to duplicate it to see how different features are used and how Sways can be structured.

Other Resources

If you need more help with creating your Sway, no problem! There are a multitude of YouTube tutorials and online guides that can be found with a quick search. Additionally, Engage offers online resources as well as 1-on-1 training for students in our office, so don't be afraid to reach out!

https://www.mtsu.edu/engage

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