

# Creating a basic image slideshow in Microsoft Sway

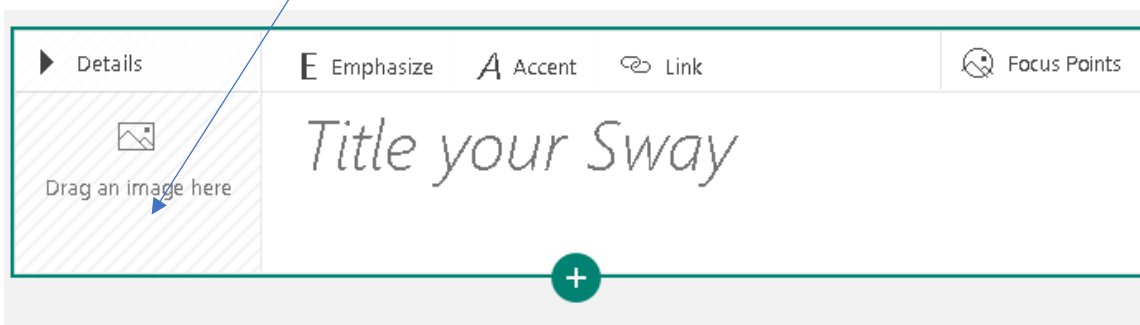
1. Visit: <https://sway.office.com/> and click the **Get Started** button.

If you don't have an office 365 account or a Microsoft account, you can create a free account by clicking the **Create one** link.

2. Click **Create New** in the upper right corner.
3. Click the **Design** link.
4. Click **Styles** button in the upper right corner and choose **Slides**.
5. Click the **Storyline** link on the left to begin editing your Sway.

Each slide in your Sway is made up of a card. The first card contains your title.

6. Click the **Image** area of the card.



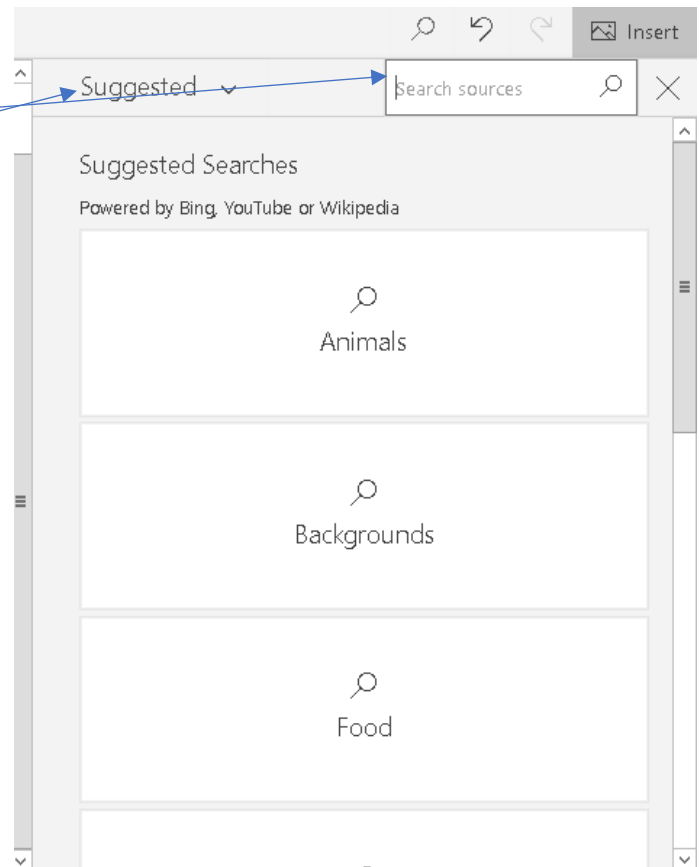
**Emphasize** = bold

**Accent** = Italics

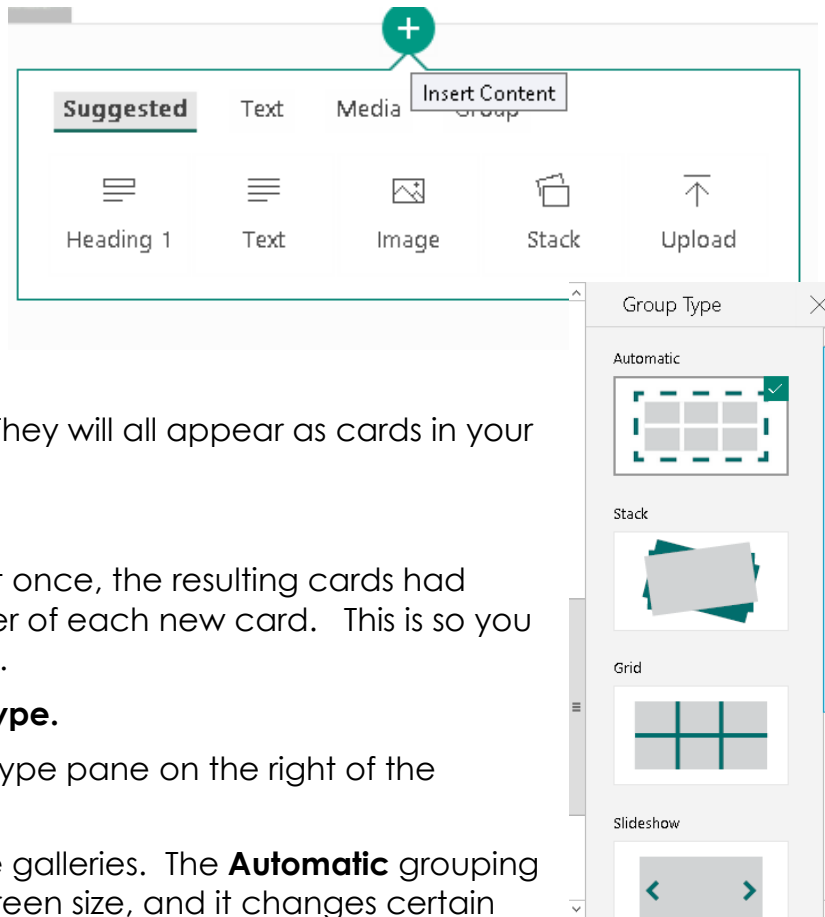
**Focus Points** covered later.

## Adding ONE image to your title slide/card.

7. Find an image
  - Enter a search term to find online images.
  - Click **Suggested** to search other sources. For example, choose **My Device** to choose from images on your computer or mobile device.
8. Click on **one** image to select it and then click **Add**.
9. Key in a **Title** to complete your title card.
10. (Optional) Click **Details** to add a caption/logo. Click **Heading** to return to card view.



11. Click the **Plus** button to add the next card. Cards can contain several components. Click on Text, Media and Group to discover options.
12. Since we are creating a basic image slideshow, click **Suggested** and choose **Image**.



### Adding several images

13. Select several images and click **Add**. They will all appear as cards in your Sway.

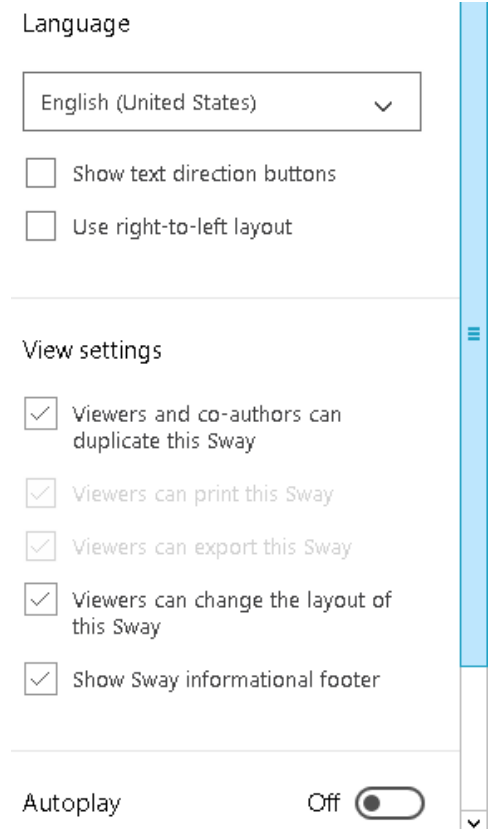
### Creating and Working with Groups

14. When you added several images at once, the resulting cards had check marks in the lower right corner of each new card. This is so you can Group these cards if you desire.
  15. Click **Group** and then click **Group Type**.
  16. Choose an option from the Group Type pane on the right of the screen.
- **Both Automatic** and Grid are image galleries. The **Automatic** grouping offers a dynamic layout to fit the screen size, and it changes certain image sizes to accommodate that. **Grid** grouping **is** optimized to show all the images **in the** same size, **for** cases where that **is** appropriate.
  - **Stack** will create a virtual stack of images people can flip through.
  - **Slideshow** will add a slideshow within your slide show.

### Prepare your Sway for viewing

17. Click the **Discover more available options** button in the black bar at the top right of your sway. It is the **Ellipse** button shown as a stack of 3 dots.
18. Click Settings for this Sway.
19. Choose language and collaboration options for your Sway. For our tutorial purposes, uncheck everything.
20. Click the **Play** button in the top black bar to preview your Sway. Click **Edit** to turn off the preview.

**A note about Images:** Sway utilizes auto cropping technology. If you don't like the cropping, click the **Focus Point** button on a card. Tap areas of your photo to indicate important portions of the image or check the box to mark the entire photo as important. Learn more about Focus Points here: <https://support.office.com/en-us/article/add-focus-points-to-images-in-sway-6f1ff7b7-0743-40c5-9b66-4e09fb9d328a>



## Decide who can view your slideshow.

21. Click **Share**.

- To limit viewing of your Sway, choose **Specific people or groups**. If you want to share this sway with the public on your website, choose **Anyone with a link**.
- To assign a password, click the **More Options** button and then click the **Require a password to view or edit this Sway** link.
- Leave **Viewers can see Share buttons** checked if you want people to help you promote your Sway.

22. For this tutorial, choose **Anyone with a Link**.

23. Click the **Copy** button next to the URL for your Sway. If you choose **Get visual link**, it will create a thumbnail using the image from your title card that you can post in your email.

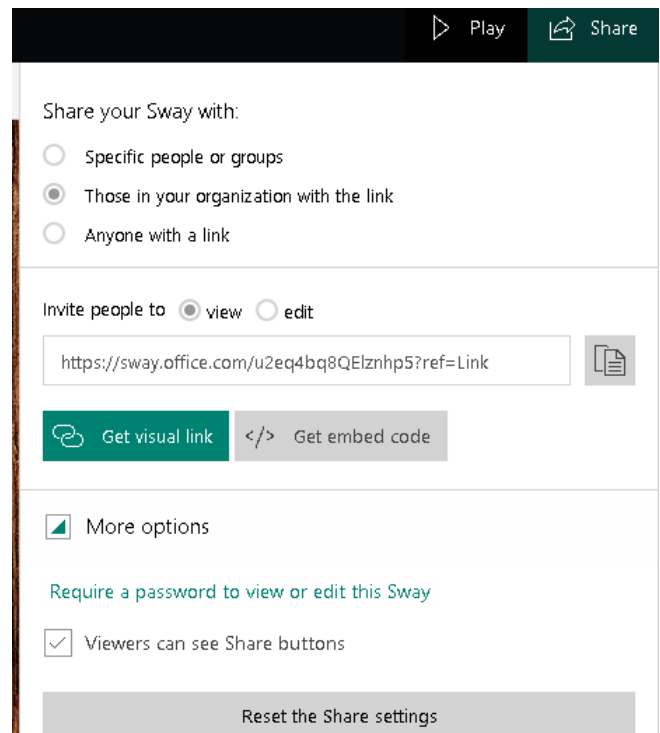
24. Click the **Share** button again.

### Share your Sway

- You can send the link you just copied via email or as a social media post.
- Or, if you click **Get embed code**, you can insert your sway on a web page.

**Limitations:** As with other products in the Office 365 family, Sway is an ever-evolving tool. As the community suggests and votes for features, the product will become more sophisticated. For now, here are some limitations:

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- You do not have font choices
- You can not add audio behind your slideshow.
- If you choose a Group Stack and then choose to automate your sway, the stack will not animate. Your viewers will have to flip through the photo stack.



The screenshot shows the 'Share' dialog box in Microsoft Sway. At the top, there are 'Play' and 'Share' buttons. The main section is titled 'Share your Sway with:' and contains three radio button options: 'Specific people or groups', 'Those in your organization with the link' (which is selected), and 'Anyone with a link'. Below this, there is a section 'Invite people to' with 'view' (selected) and 'edit' radio buttons. A text box displays a URL: 'https://sway.office.com/u2eq4bq8QElnhp5?ref=Link'. To the right of the URL is a copy icon. Below the URL are two buttons: 'Get visual link' (highlighted in green) and 'Get embed code'. At the bottom, there is a 'More options' link with a square icon. Below that, there is a link 'Require a password to view or edit this Sway'. A checkbox labeled 'Viewers can see Share buttons' is checked. At the very bottom is a 'Reset the Share settings' button.