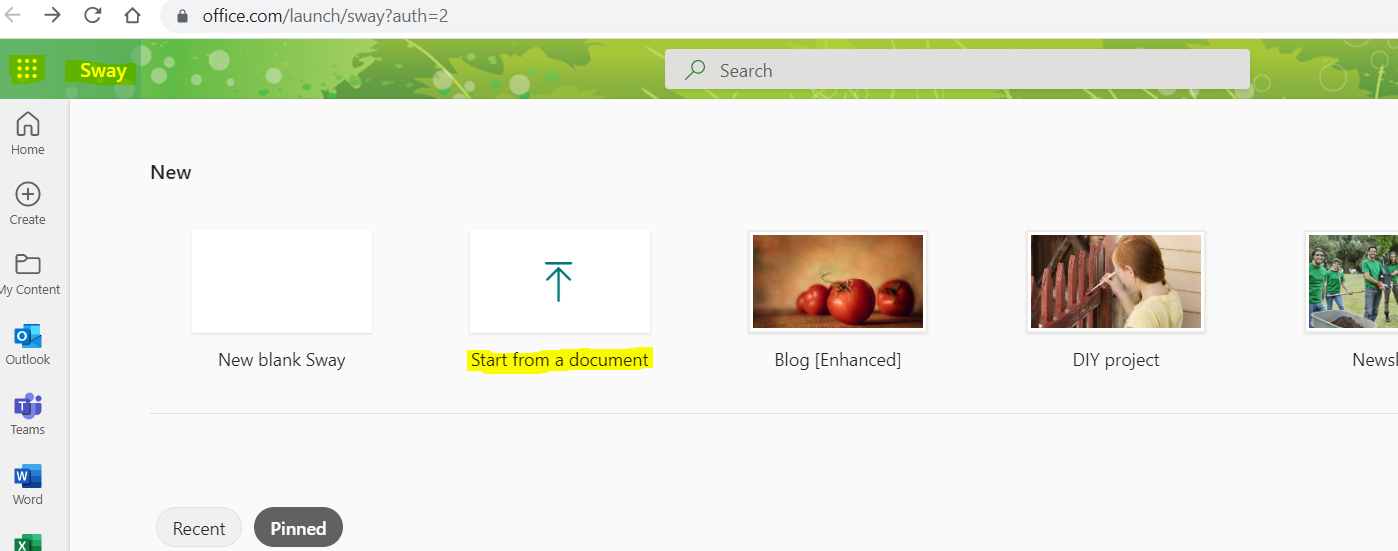
Sway can be useful if you already have some content that you would like to display as a simple Webpage. You can of course build from scratch in Sway ([see this useful tutorial on SWAY](https://sway.office.com/howtosway_en-GB) ). You can access Sway via your Office/0365 DMU account.

The guide below provides an overview for

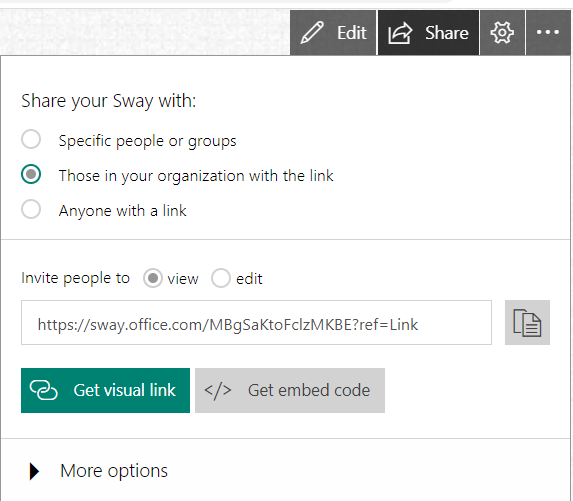
1. Converting an existent file into a Sway (pdf, word or powerpoint)
2. Alternative method for converting an 0365 document into a simple webpage
3. Embedding a Sway in the VLE

You might want to use Sway to present your materials in a different format or to use the templates. Always check you’ve set the viewing permissions before sharing. It’s also important to note that if you’re working from previously prepared content, it is likely that this will display differently from your original format: so do check and edit the Sway, if needed.

# Converting an existing office file into a simple Webpage, using Sway

The first way to convert your content is to start from my Sways. Select ***Start from a document***, browse to find your file, then click open. This currently works for pdf, word or powerpoint, although there is a file limit of 20MB.

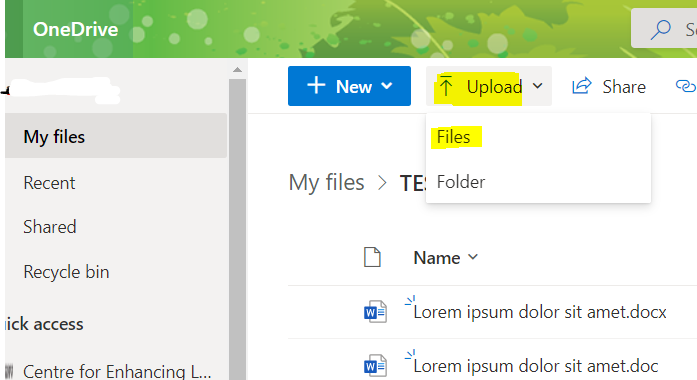
Once your Sway is created you can share it in a number of ways from the settings in top-right corner of the Sway.



# Converting an 0365 Word document to a Webpage, using Sway

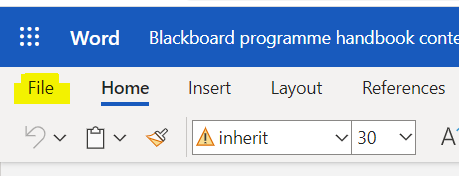
This is an alternative method that starts from your Word file.

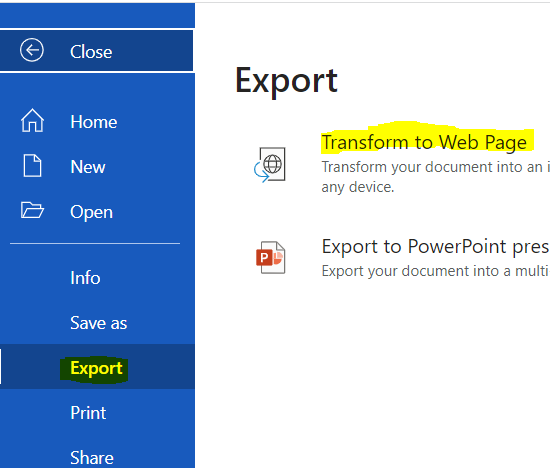
1. If your Word document is not already in 1Drive: login to your 0365 account and upload your document into your 1Drive



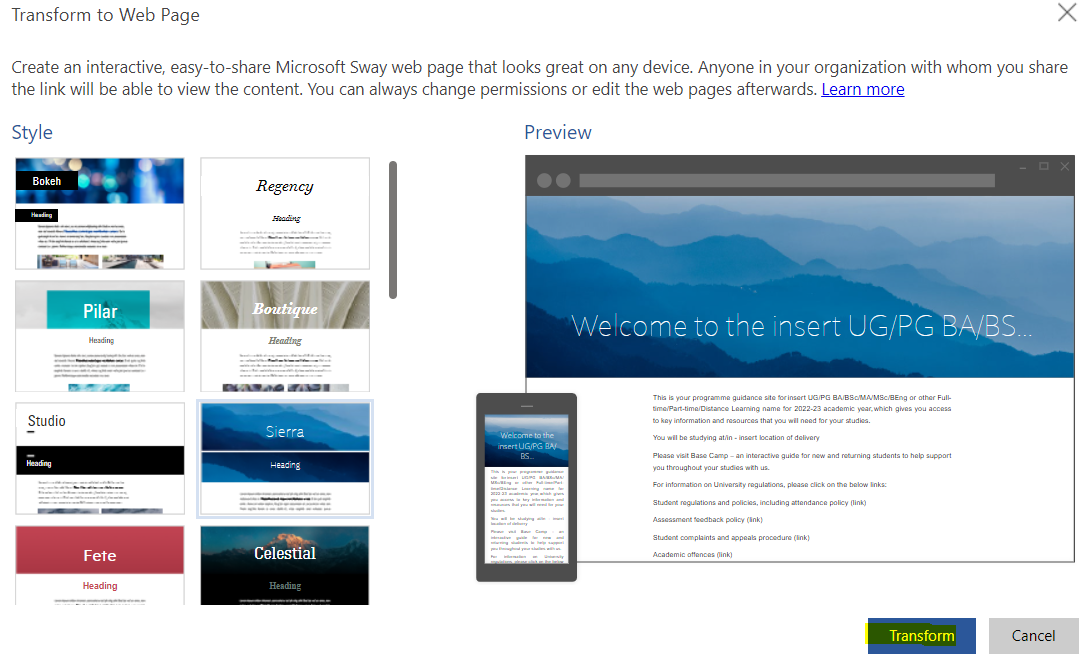
1. *In 1Drive*, open your handbook

To save your handbook as a Sway page: click **File>Export>Transform to Webpage**



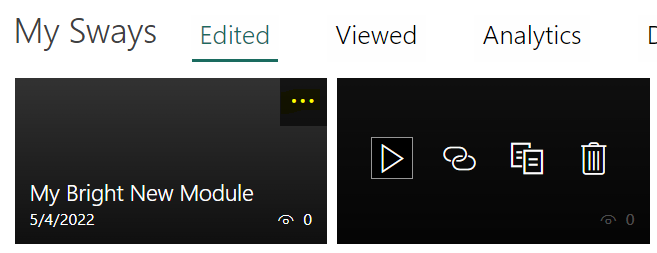


On the next screen you just need to follow through by clicking the Transform button.

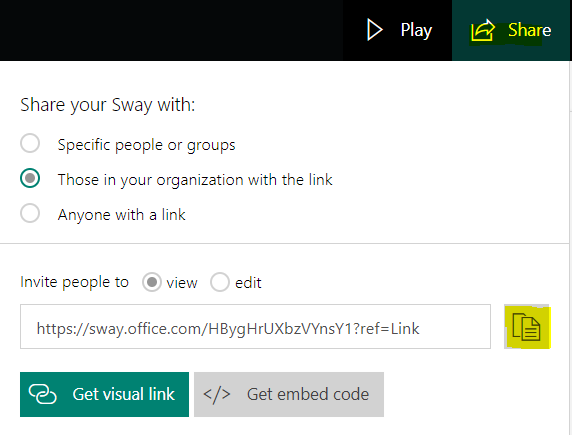


The Sway will now be generated. It may take a minute, then offer the option to Edit.

Note if you are in ***My Sways*** you can get the link from there also: click on the 3 dots at the top-right of the Sway. You can either click to copy the link or to play the Sway.



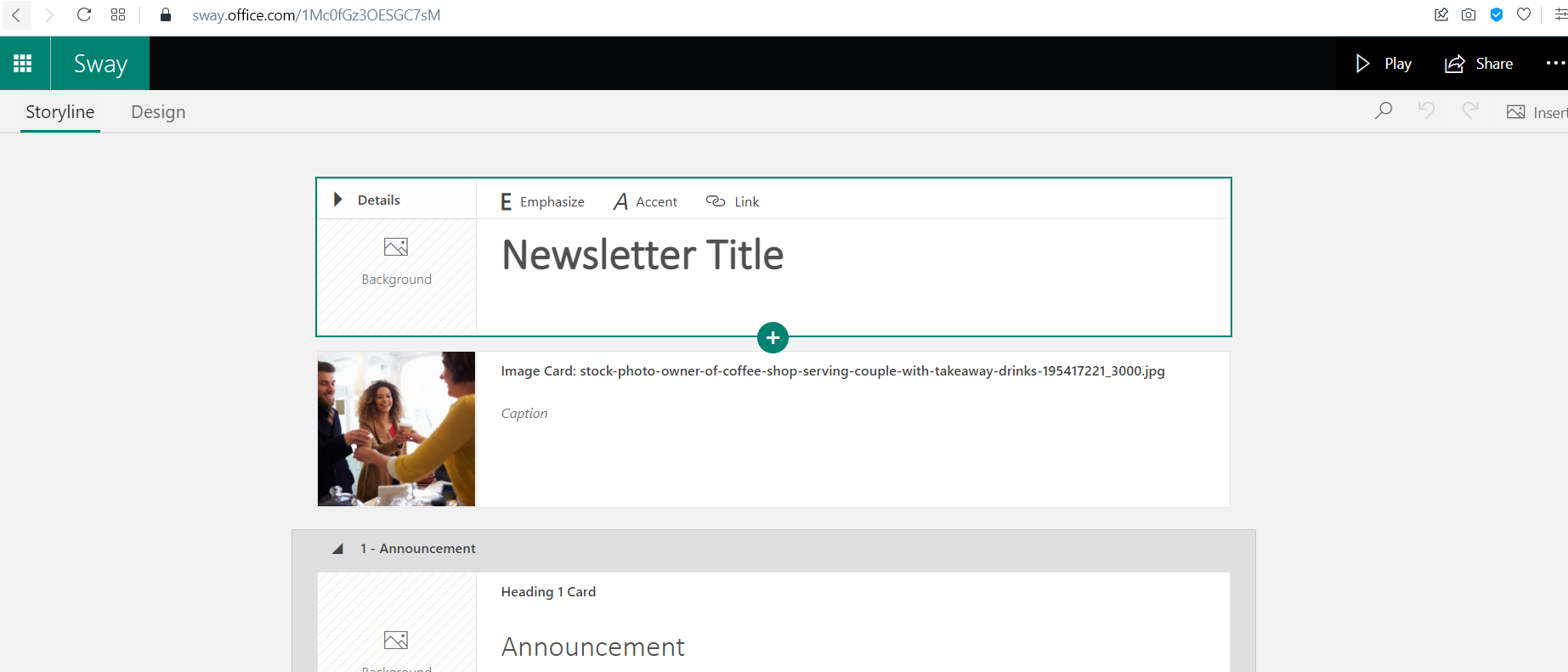
* Sway has accessibility checks built in and available in the settings.
* Ensure you have set the permissions first, to specify who is able to view the Sway before you circulating the link



## Checking and Editing your Sway

Note: Although Sway will automatically try to convert your document, it may not necessarily create it exactly how you want it. Ensure to have a look through to check and edit the Sway if needed.

If you are unfamiliar with SWAY, a great place to learn is through this [SWAY](https://sway.office.com/howtosway_en-GB) tutorial

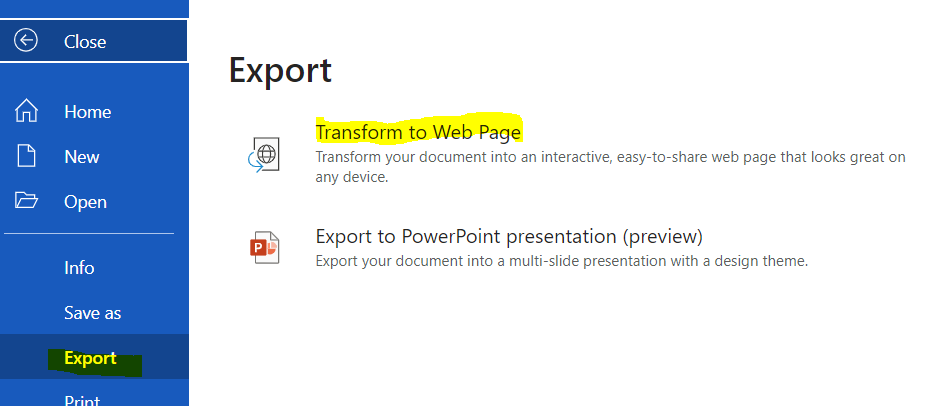


# Embedding the Sway

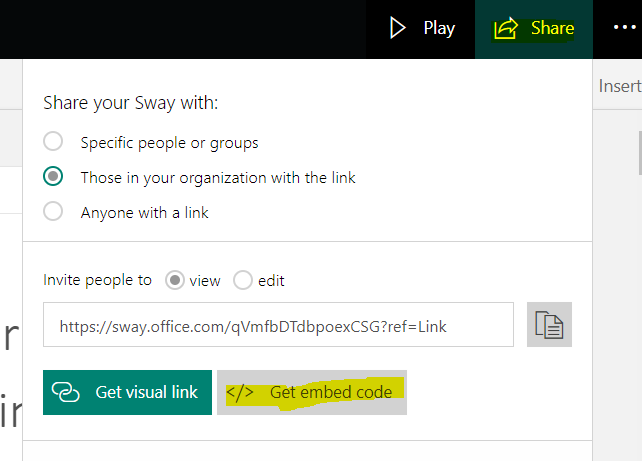
**Embedding a Sway**

If you decide to use the Embed code to embed the Sway into the content item in Blackboard, pay particular attention that the Sway is displayed as you intended. The process is similar to the above, but this time you select the Embed code in Sway. You then need to ensure you copy the embed code into the source code editor in the Blackboard item text box.  The process is described below.

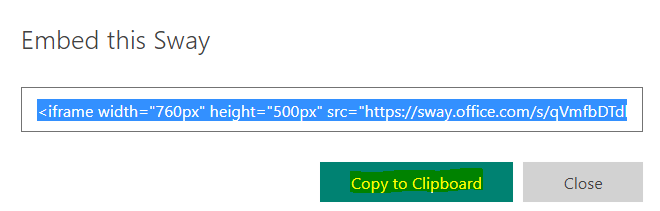
1. **Access the embed code for your Sway**.

In 1 Drive, click File>Export>Transform to Web Page>Transform. .

This time select Embed code

.

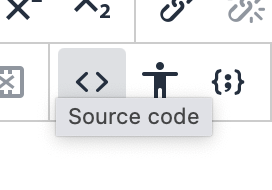
Click to copy the Sway embed code. (Note if you do not see the embed code option, click on **Edit** (top-right of your Sway in 1Drive) then, then Share).



## Embedding the Sway

**Now, go to the content area where you want to display the Sway.**

1. Click Build Content>create Item
2. Type in a name for the content Item, and then in the text editor switch to the **Source code view** (you'll find the ***<>*** icon on the bottom row in the formatting textbox **).**

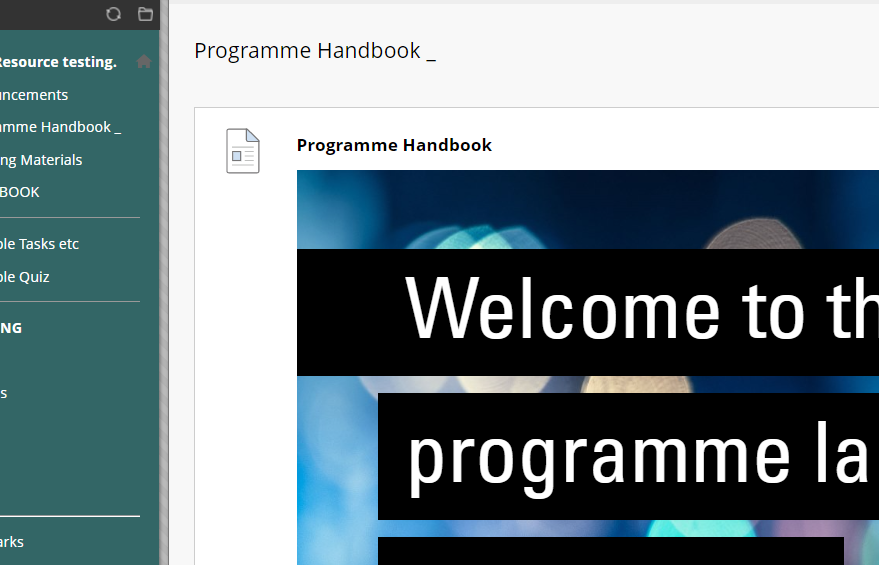


Paste the embed code you previously copied into here and then **Save**, then **Submit**.

To improve the appearance of your Sway, you may need to amend the dimensions of the Sway. You can do this by going back to edit the item. Select the Source code icon in the formatting tool bar:  check the height and width in particular.



(you may need to edit and save a couple of times to get it to display as you want)

 Depending on your settings, note that users may have to login to their Office 365 account, if not already, to view the Sway. Students will be able to download the file if needed.