VERSION FRANCAISE

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I. Introduction

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 (<u>see this useful tutorial on SWAY</u>). 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.

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,

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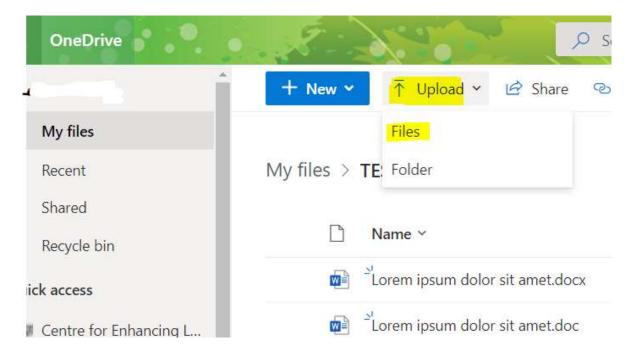
Once your Sway is created you can share it in a number of ways from the settings in top-right corner of the Sway.

🖉 Edit 🖻 Share	짫 …
Share your Sway with:	
 Specific people or groups Those in your organization with the link Anyone with a link 	
Invite people to 💿 view 🔿 edit	
https://sway.office.com/MBgSaKtoFclzMKBE?ref=Link	
Get visual link > Get embed code	
More options	

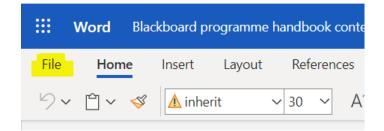
III.Converting an 0365 Word document to a Webpage, using Sway

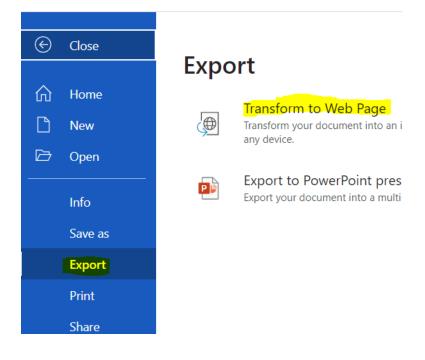
This is an alternative method that starts from your Word file.

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

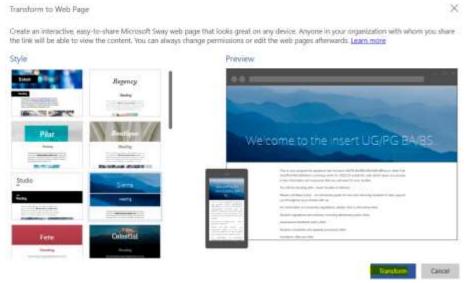


- 5) <u>Open your word file</u>
- 6) To save it as a Sway page: click File>Export>Transform to Webpage



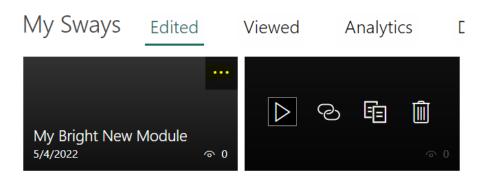


On the next screen you just need to follow through by clicking the Transform button.



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 topright 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

7)

	Play	🖄 Share
 Share your Sway with: Specific people or groups Those in your organization with the link Anyone with a link 		
Invite people to view edit https://sway.office.com/HBygHrUXbzVYnsY Get visual link Get embed co		

A. 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.

B. Practice

If you are unfamiliar with SWAY, a great place to learn is through this <u>SWAY</u> tutorial

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		Image Card: stock-photo-owner-of-coffee-shop-serving-couple-with-takeaway-drinks-196417221_3000.jpg	
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	<u>E3</u>	Announcement	

Embedding a Sway

1) Access the embed code for your Sway.

Click File>Export>Transform to Web Page>Transform. .

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	Home	Lype	
JU	- Contraction of the second seco		Transform to Web Page
D	New	Ð	Transform your document into an interactive, easy-to-share web page that looks great on any device.
3	Open		
	Info		Export to PowerPoint presentation (preview) Export your document into a multi-slide presentation with a design theme.
	Save as		
	Export		

This time select Embed code

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0	Specific people or groups			
۲	Those in your organization with the link			
0	Anyone with a link			
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	4			
Q	Get visual link Get 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), then Share).

Embed this Sway



A. Embedding the Sway

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

- 1. Click Build Content>create Item
- 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.

```
Source code
```

```
1 <iframe width="960px" height="1500px" src="https://sway.of
marginwidth="0" max-width="100%" sandbox="allow-forms allo
scripts" scrolling="no" style="border: none; max-width: 10
msallowfullscreen webkitallowfullscreen></iframe>
```

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

B. Embedding the Sway

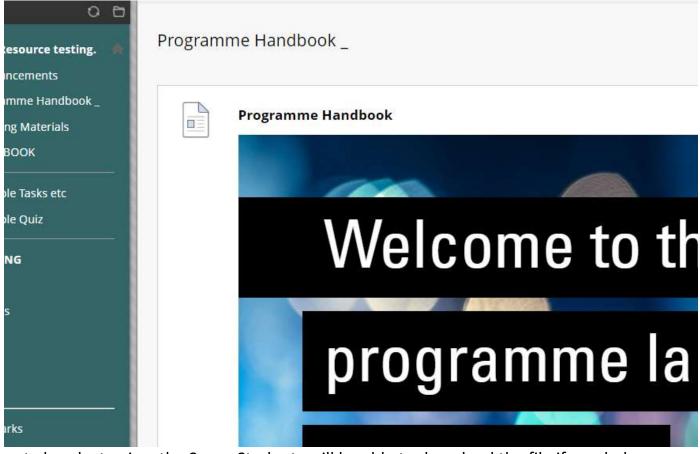
How would you display your interactive presentation at:

http://oldtown.glendon.yorku.ca/~lastname/2023/itec2915fr/presentation/

and your Resulting PDF file as an Iframe embed at:

http://oldtown.glendon.yorku.ca/~lastname/2023/itec2915fr/presentation/pdf.html

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.