

# VERSION FRANCAISE

## Contents

I.	Introduction.....	1
II.	Converting an existing office file into a simple Webpage, using Sway .....	2
III.	Converting an 0365 Word document to a Webpage, using Sway .....	3
	A. Checking and Editing your Sway .....	5
	B. Practice.....	5
IV.	Embedding the Sway .....	7
	A. Embedding the Sway .....	8
	B. Embedding the Sway .....	9

## I. Introduction

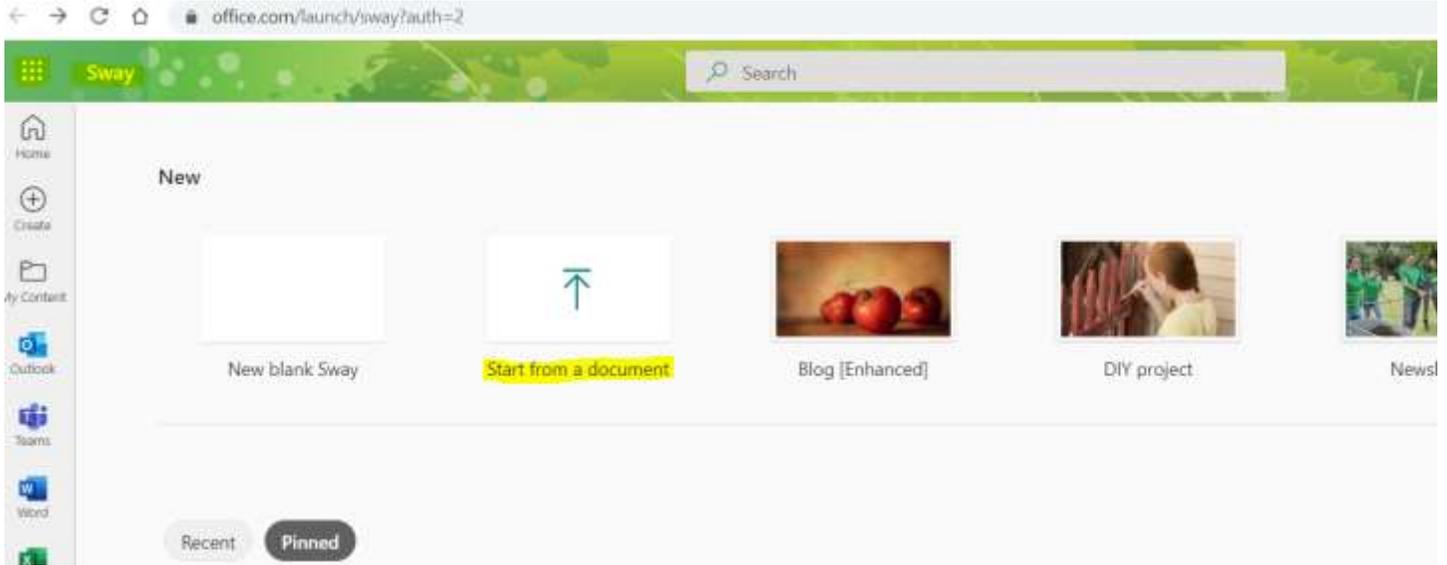
Sway can be useful if you already have some content that you would like to display as a simple Webpage. You can of course build from scratch in Sway ([see this useful tutorial on SWAY](#)). You can access Sway via your Office/0365 DMU account.

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

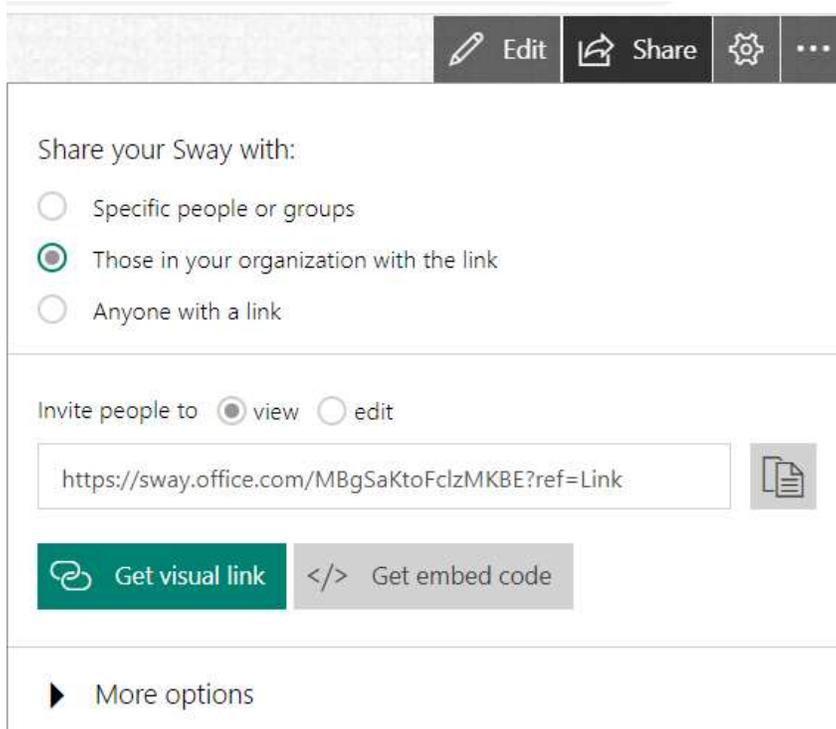
You might want to use Sway to present your materials in a different format or to use the templates. Always check you've set the viewing permissions before sharing. It's also important to note that if you're working from previously prepared content, it is likely that this will display differently from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

## II. 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,

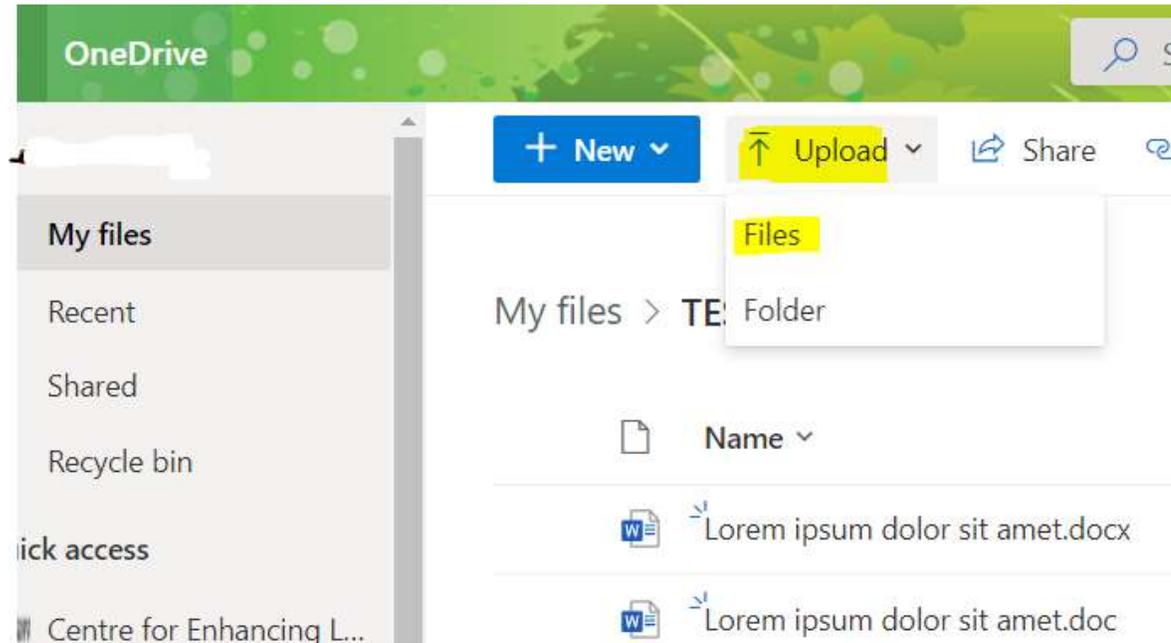
Once your Sway is created you can share it in a number of ways from the settings in top-right corner of the Sway.



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

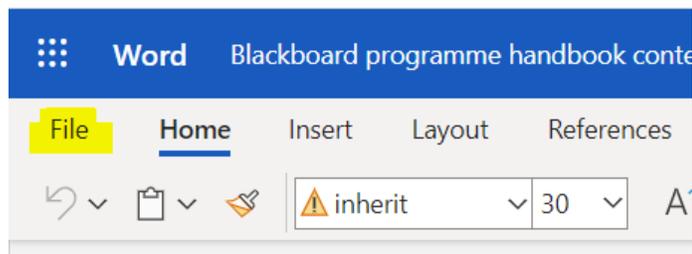
This is an alternative method that starts from your Word file.

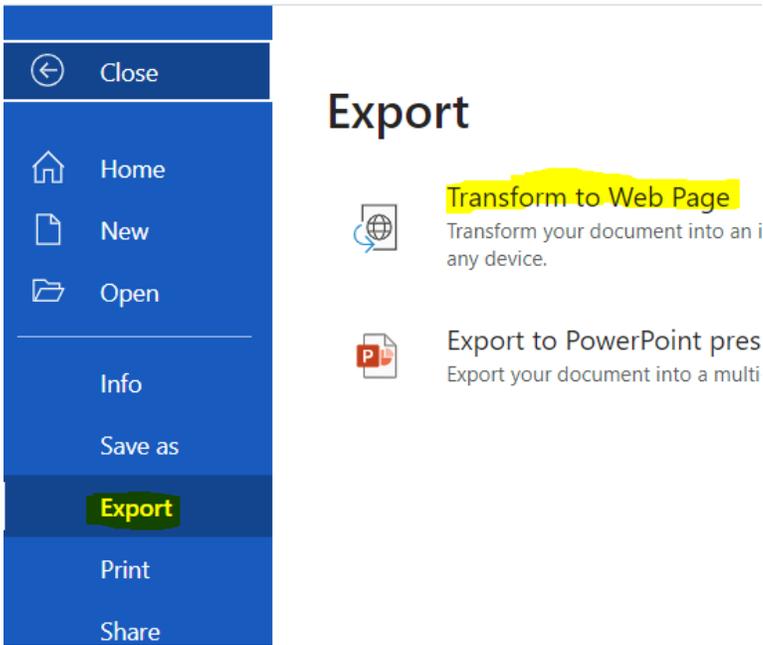
- 4) If your Word document is not already in 1Drive: login to your 0365 account and upload your document into your 1Drive



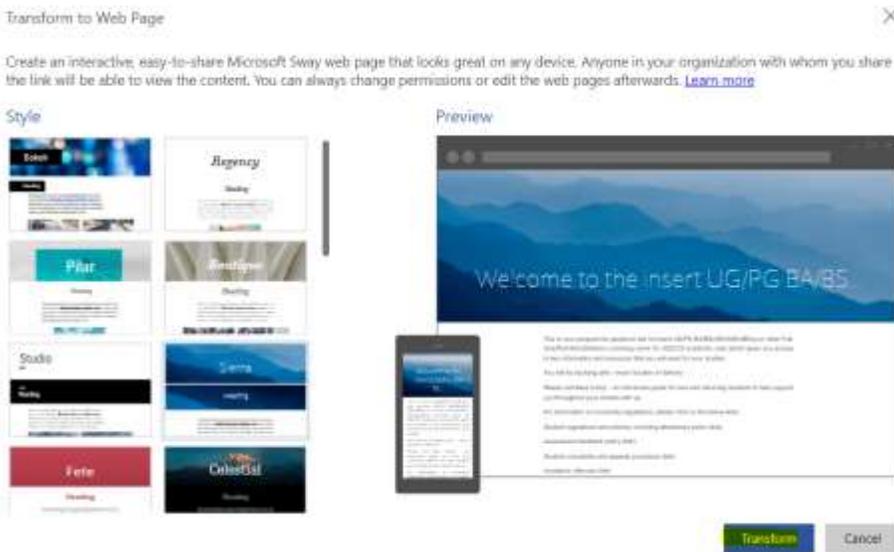
- 5) In 1Drive, open your handbook

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



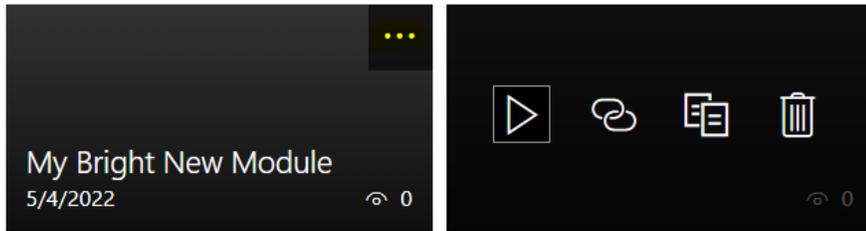


On the next screen you just need to follow through by clicking the **Transform** button.



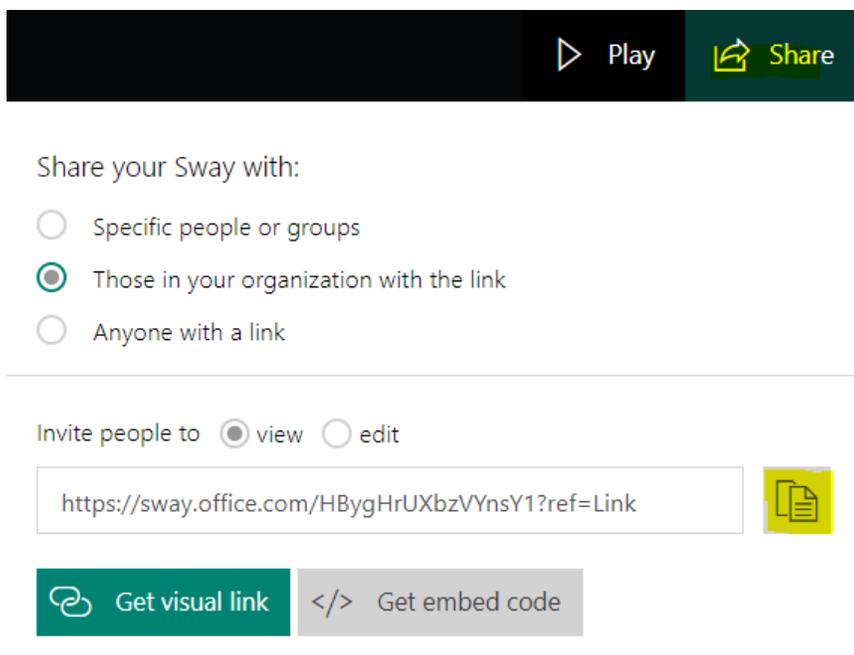
The Sway will now be generated. It may take a minute, then offer the option to Edit.

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

7)



### 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 [SWAY](#) tutorial

Details E Emphasize A Accent link

Background

# Newsletter Title



Image Card: stock-photo-owner-of-coffee-shop-serving-couple-with-takeaway-drinks-195417221\_3000.jpg

Caption

1 - Announcement

Heading 1 Card

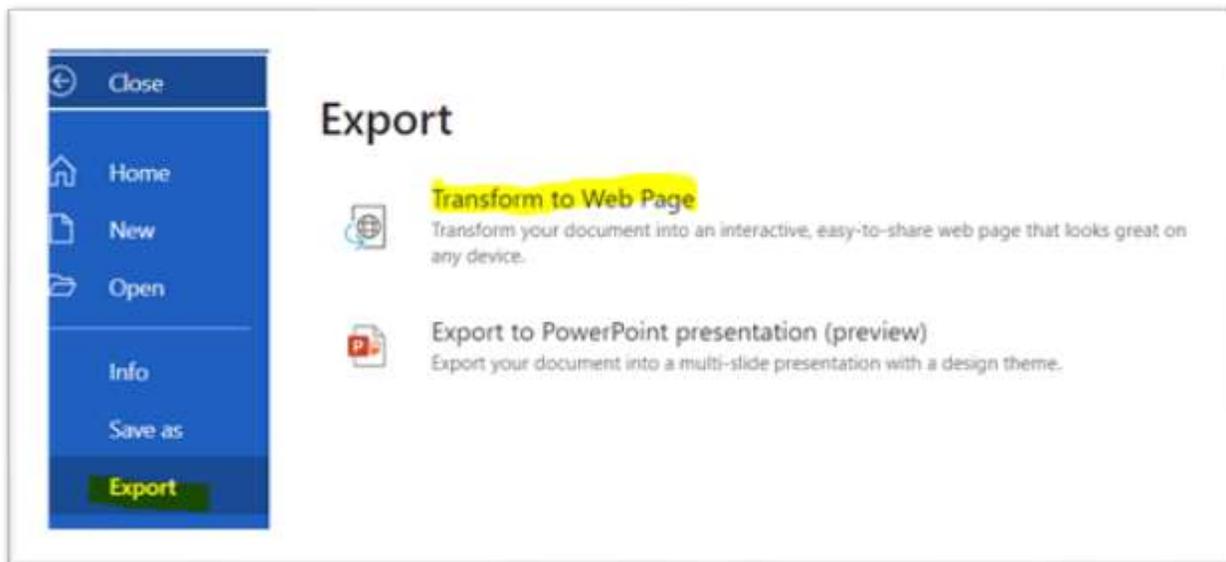
## Announcement

## IV. Embedding the Sway

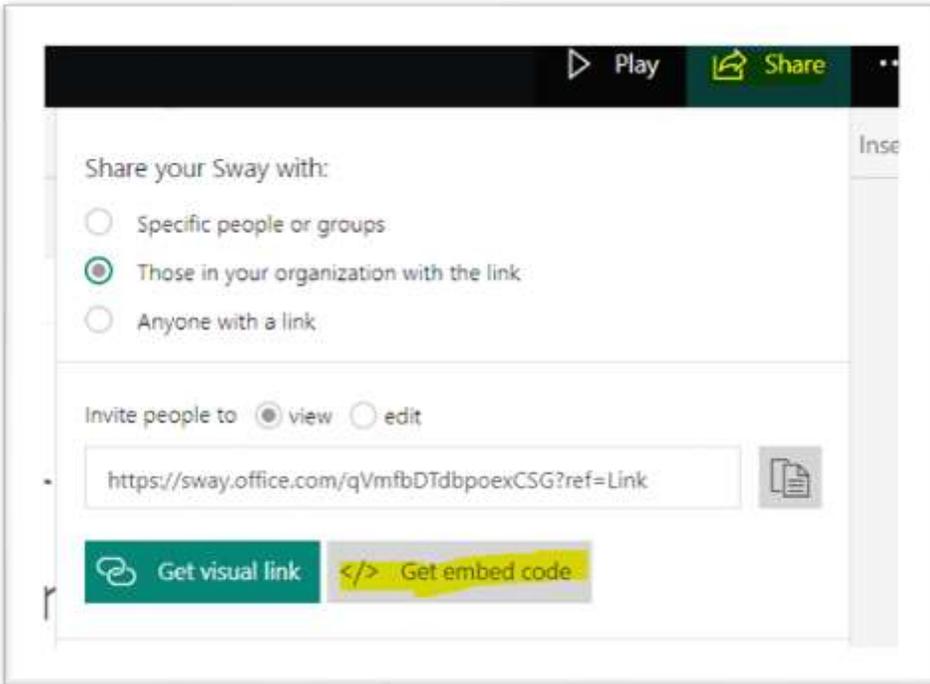
### Embedding a Sway

1) Access the embed code for your Sway.

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), then Share).

Embed this Sway

```
<iframe width="760px" height="500px" src="https://sway.office.com/s/qVmfbDTd
```

[Copy to Clipboard](#) [Close](#)

### A. 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.

#### 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

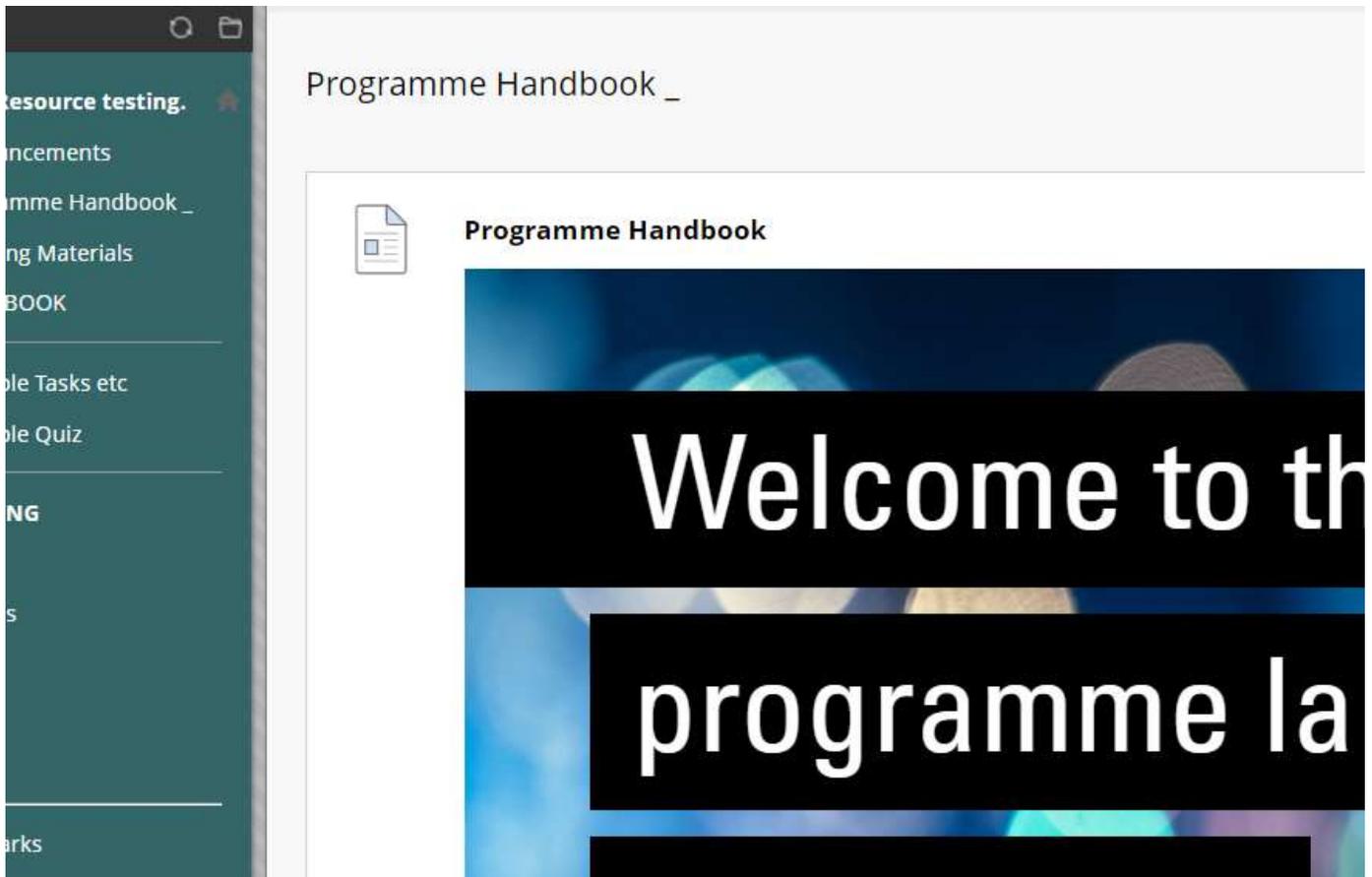
How would you display your interactive presentation at:

<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.