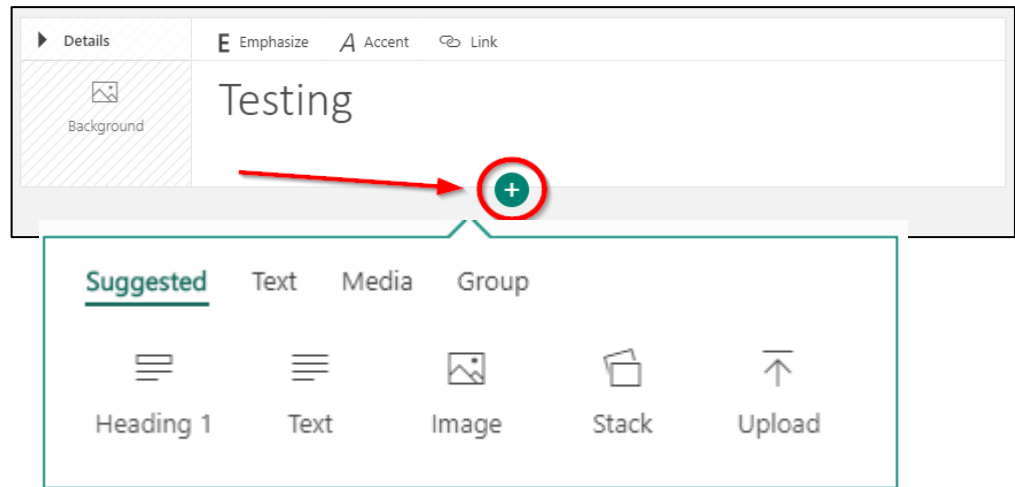


# Adding Content in Sway

1

You use “Cards” to add content to your Sway presentation.

To access the **Cards**, click on the + that appears at the bottom of the current card that you are working on.



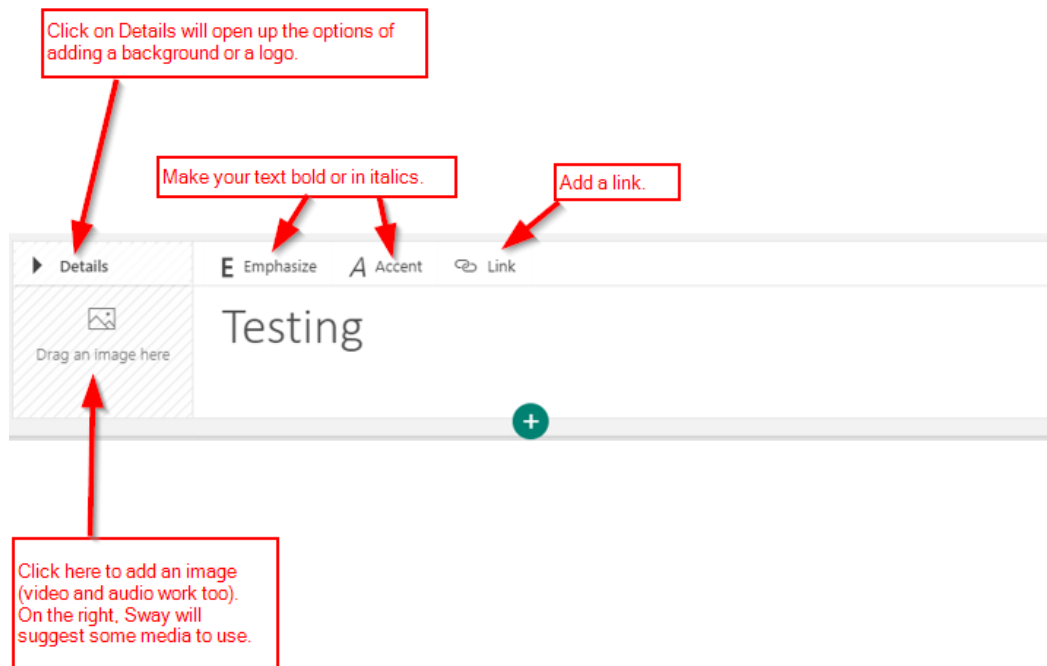
2

The program suggests some options:

- Heading 1 and text are the two types of text cards. Select Heading 1 for titles and text for all other writing. You can also access these cards by clicking on Text just above them.
- Image – selecting this will lead you to creating an image card. Search options will open on the right of the screen to help you find your image. Clicking on Media above will allow you to select video and audio as well.
- Stack will enable you to create some cards that are grouped together in an interesting way. Please see the page on grouping cards for more information about this.
- Upload will allow you upload information from your computer.

Following are explanations of the different cards:

## Heading Card:



## Text Card:

The screenshot shows a text card interface with a toolbar at the top. The toolbar includes icons for 'Heading', 'Emphasize' (E), 'Accent' (A), 'Bullets', 'Numbers', and 'Link'. On the right side of the toolbar, there are three icons for card size (regular, larger, and largest) and a trash icon for deleting the card. The main area of the card contains the text 'Add some text' and a placeholder 'Type here'. A green plus sign is located at the bottom center of the card, and a small square icon is at the bottom right. Red arrows point from text boxes to these elements: 'Add large text as a heading.' points to the 'Heading' icon; 'Bold or italics' points to the 'Emphasize' and 'Accent' icons; 'Create a link to a website' points to the 'Link' icon; 'Delete Card' points to the trash icon; 'Type here' points to the text input area; 'Add a bulleted or numbered list.' points to the 'Bullets' and 'Numbers' icons; 'Make your card show as regular or larger size in your presentation.' points to the three size icons; 'Add another card' points to the green plus sign; and 'Select card for grouping' points to the small square icon at the bottom right.

## Image, Video and Audio Cards (basically the same):

These cards are basically the same as the heading card with text options for the captions of your image.

The screenshot shows an image card interface. On the left, there is a placeholder box with a diagonal hatched pattern, an image icon, and the text 'Drag an image here'. The toolbar at the top is identical to the text card, including 'Emphasize', 'Accent', 'Bullets', 'Numbers', and 'Link'. On the right side of the toolbar, there are three icons for image size (regular, larger, and largest) and a trash icon. The main area of the card contains the text 'Caption'. A green plus sign is at the bottom center, and a small square icon is at the bottom right. Red arrows point from a text box to the three size icons, with the text 'There are three choices of size for your pictures.'

There are also options to embed code under Media. To do this, find the code you wish to embed and paste it in the space provided.