

Quick guide to using Microsoft Sway on the UKRN website

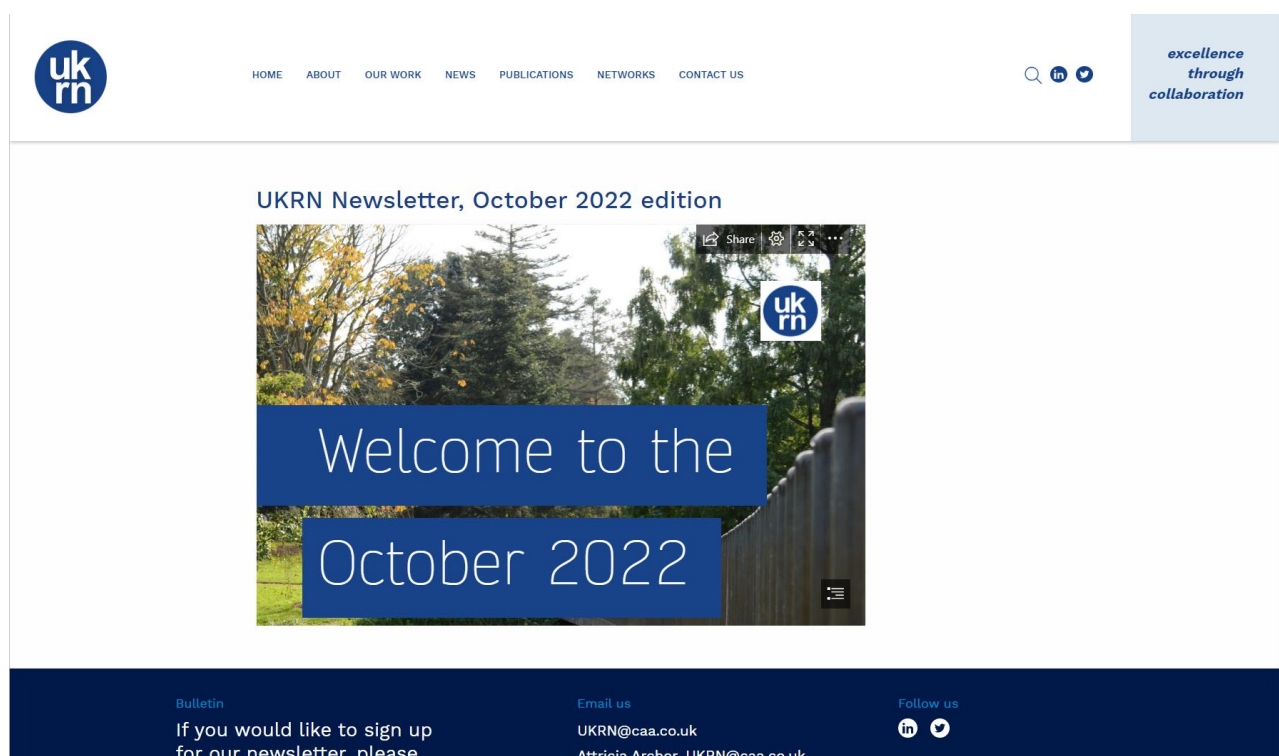
Introduction

UKRN use the Microsoft tool 'Sway' to publish some documents online and the following guidance aims to assist your access and view the documents.

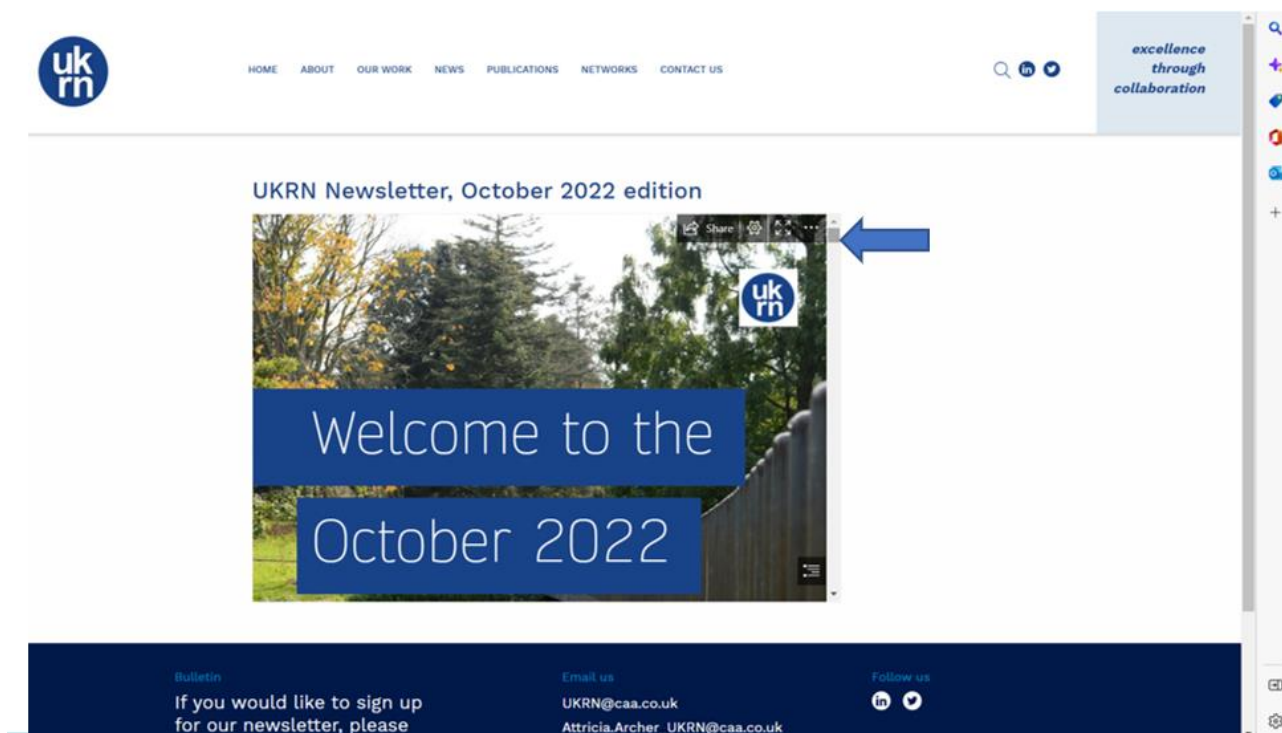
The publications will either be 'embedded' within the UKRN website or 'linked' to the Microsoft website, but you will not need a Microsoft account to view either method.

Embedded Sway

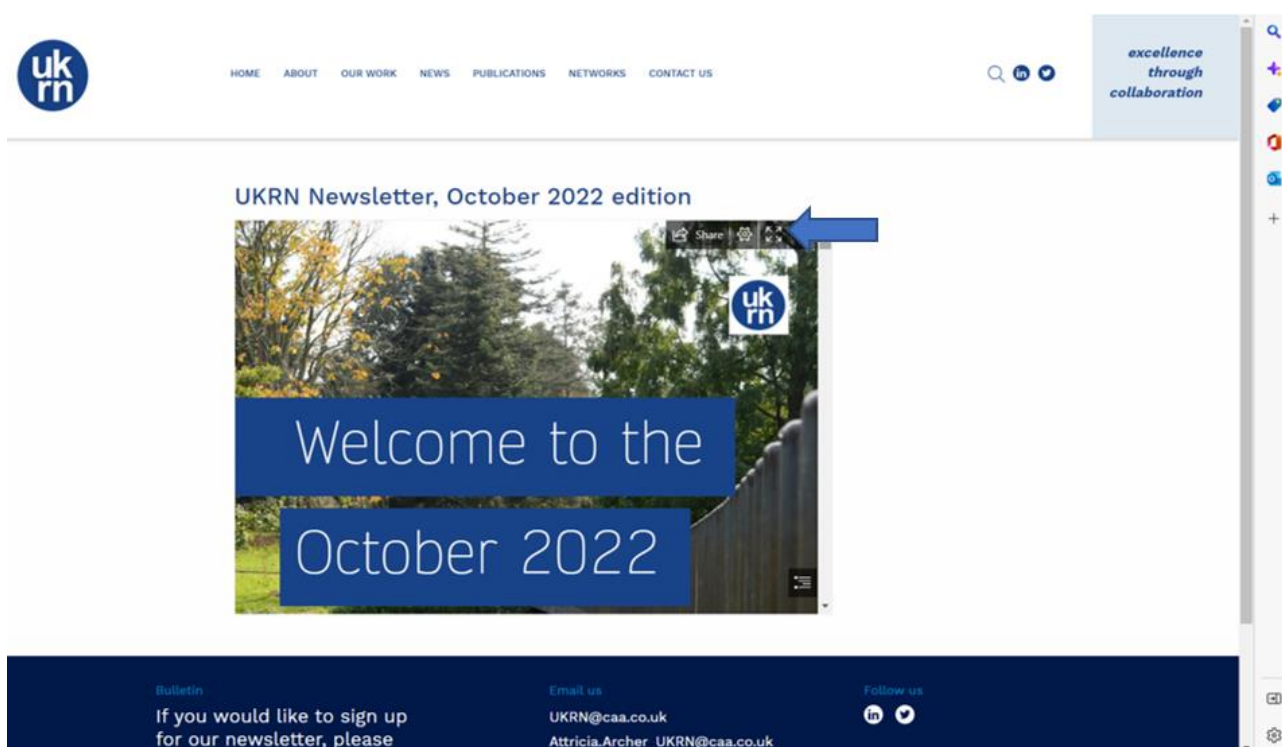
You will view the publication within the UKRN website, as shown below.



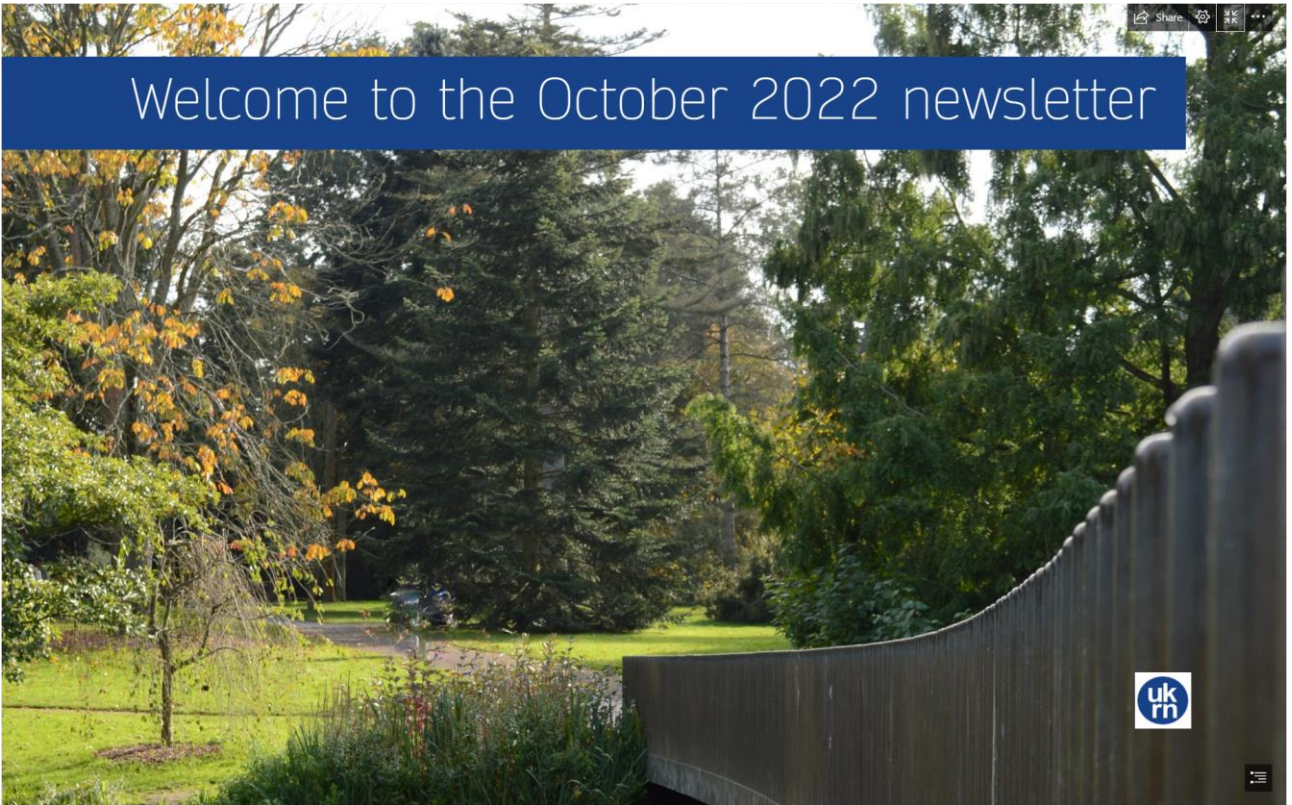
There are two ways to navigate. You can either move through the document using the scroll bar on the side of the Sway article.



Alternatively, you can use the full screen button (this is the best way to view the Sway publication)



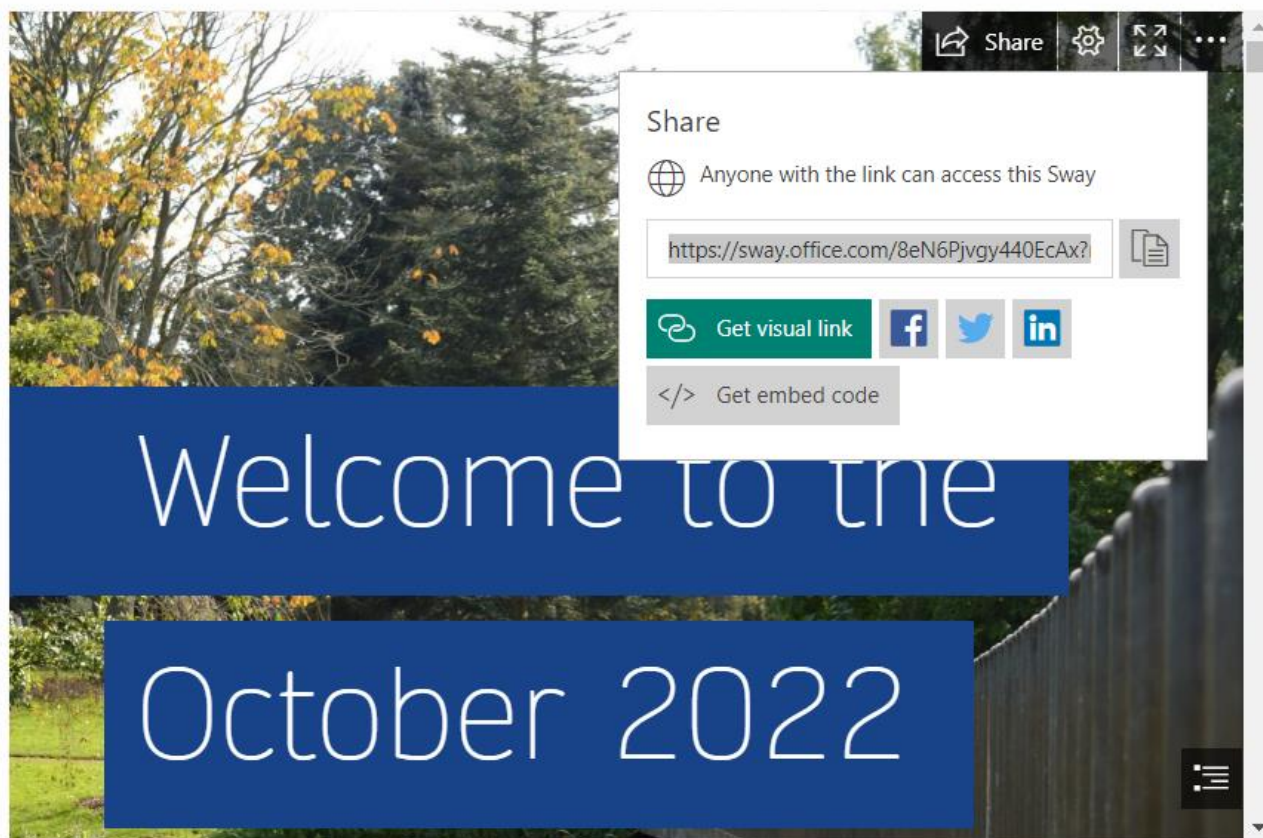
Welcome to the October 2022 newsletter




Sharing the article

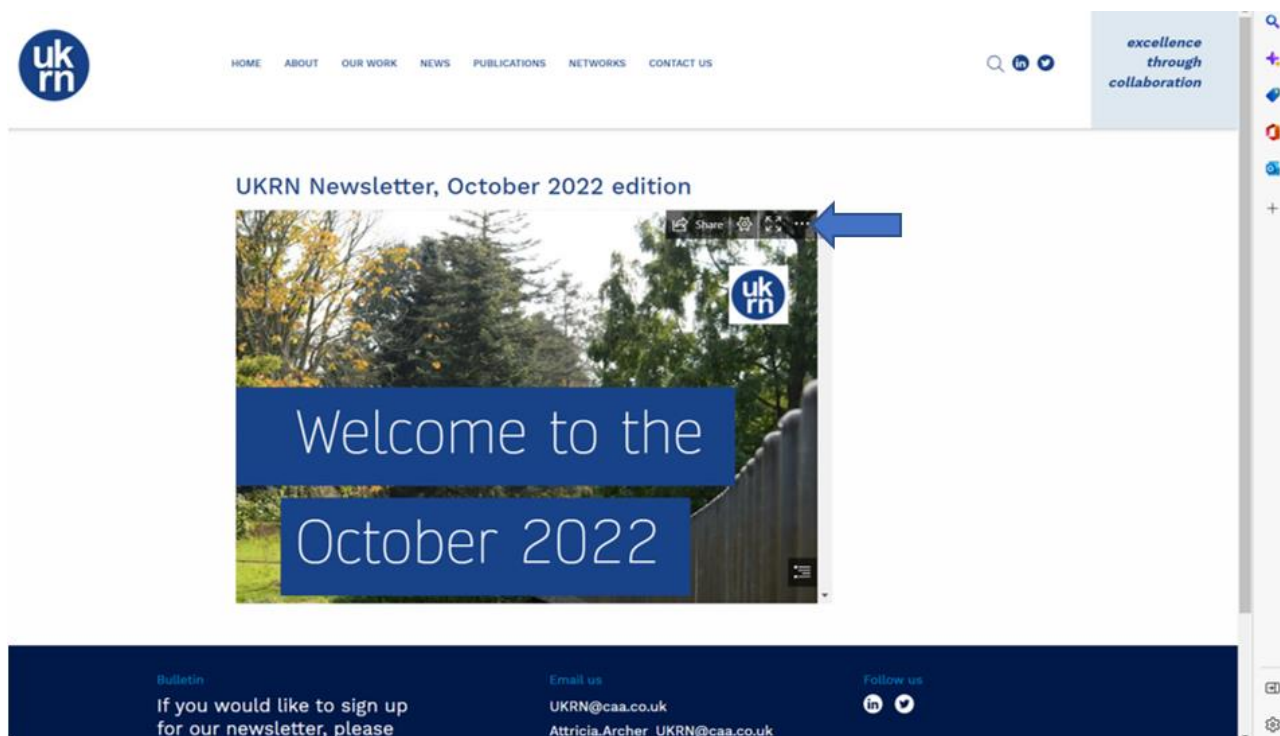
All UKRN Sway publications can be shared, this is achieved by using the Share button and then choosing how you would like to share it.

UKRN Newsletter, October 2022 edition

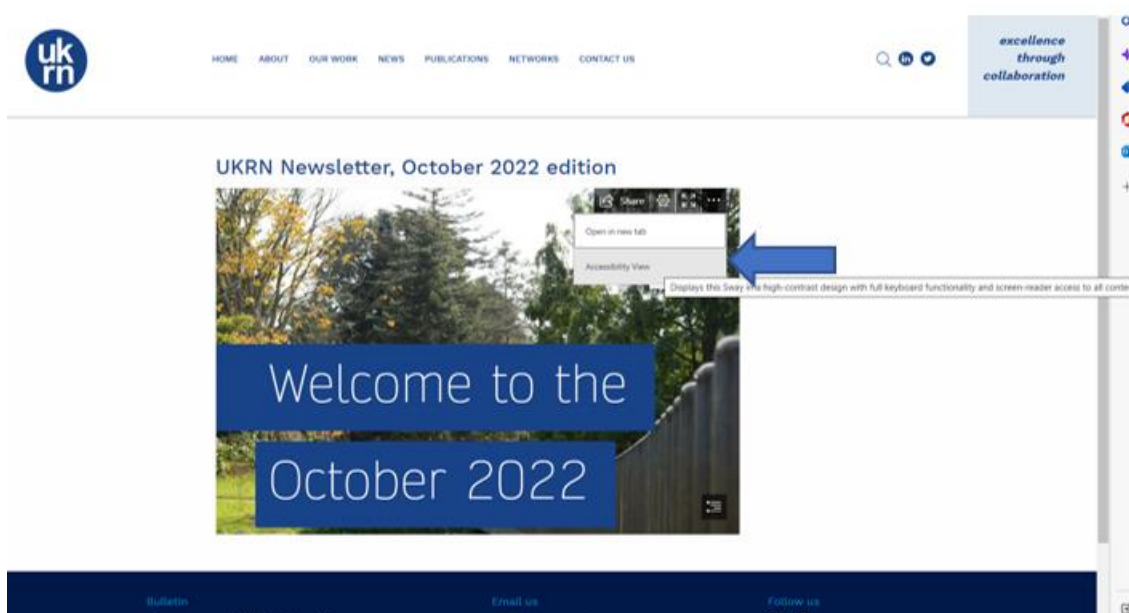


Accessibility view

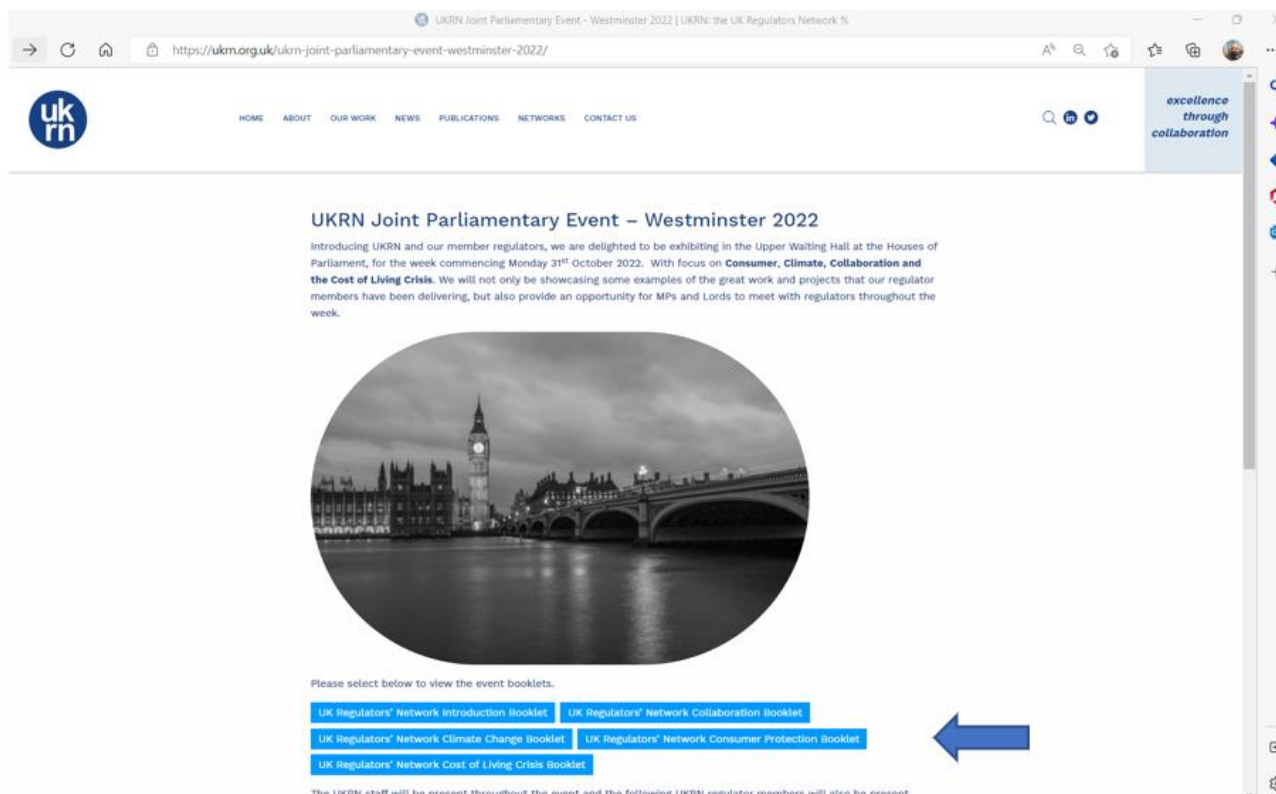
Sway has an accessibility view this can be found on the '3 dot' button  on the top left hand side of the Sway.



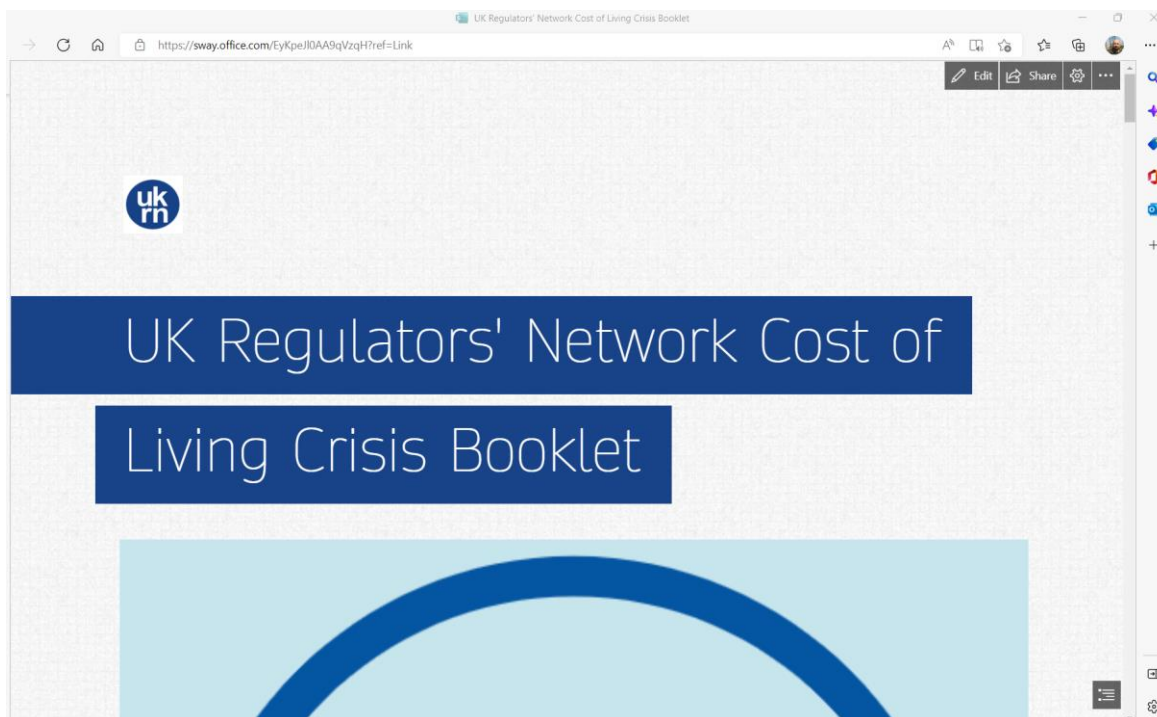
Then selected from the drop-down box.



Sways as an attached Link



Selecting this will take you to Sway publication via your internet browser.



Note: the edit button will not be available.

More information on Microsoft Sway can be found at: [Getting Started with Sway \(microsoft.com\)](https://www.microsoft.com/en-gb/sway)

If you have any further questions, please contact: mark.austin.ukrn@caa.co.uk