How to export/ print a Sway
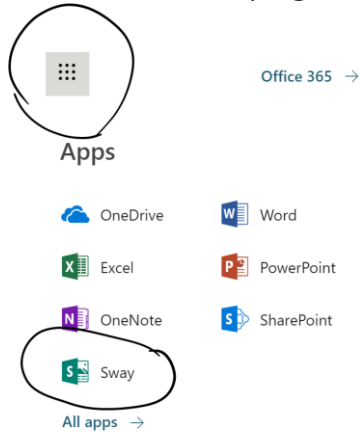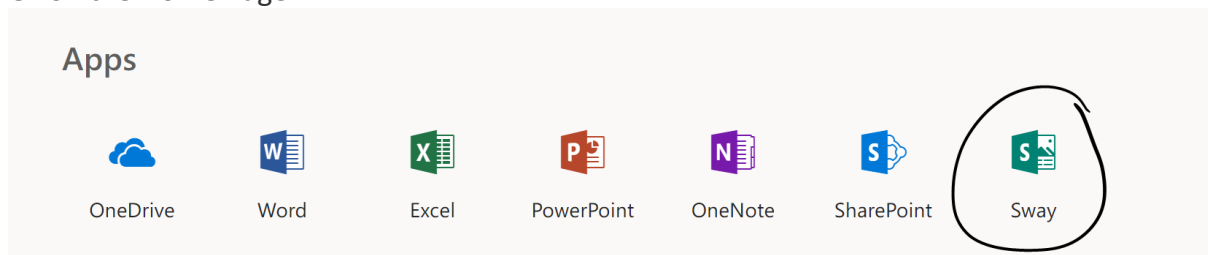
Easily print a Sway or export it as a Word or PDF document.

1. Log in to Microsoft 365 online here

2. Click on the Sway Icon either:

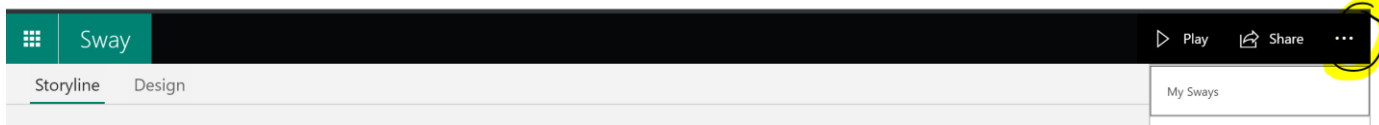   On the Waffle – top right hand corner

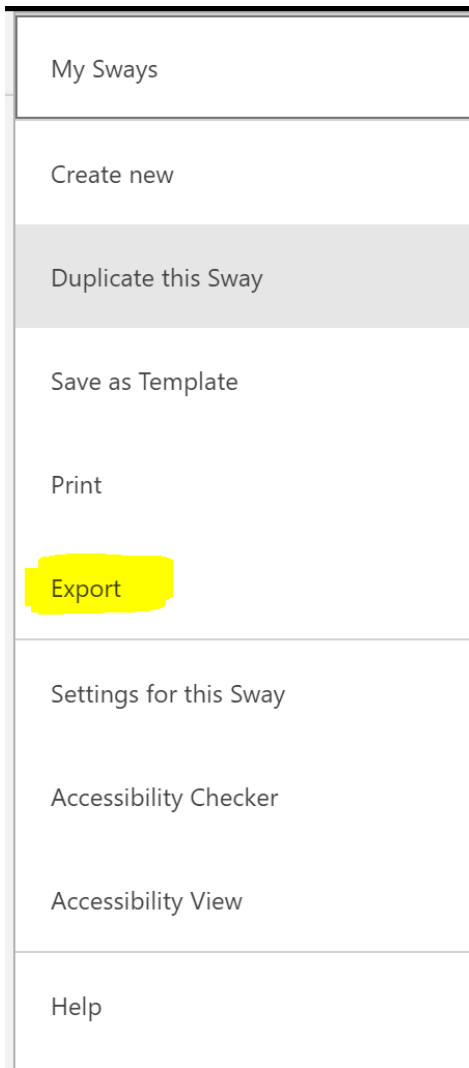

   Or on the Home Page
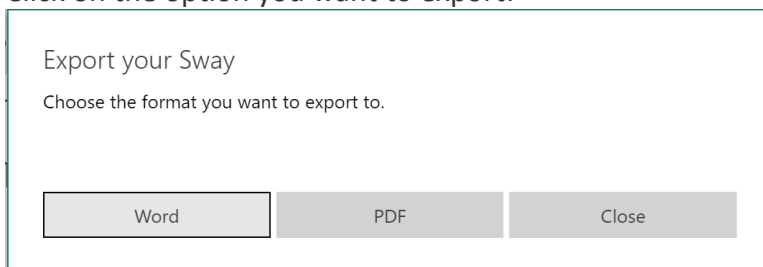

3. Choose the Sway you want to export – open it

4. Click on the 3 dots in the top right-hand corner

5. Click on export

6. Click on the option you want to export:

7. **Sway** will download into Downloads folder.

8. **Open** your document in Word or a PDF and save.

Note: If the Sway has a lot of embeds or links to other documents in your OneDrive then they do not download.