

How to export your Sways



Follow the steps below to export your Microsoft Sway presentations.

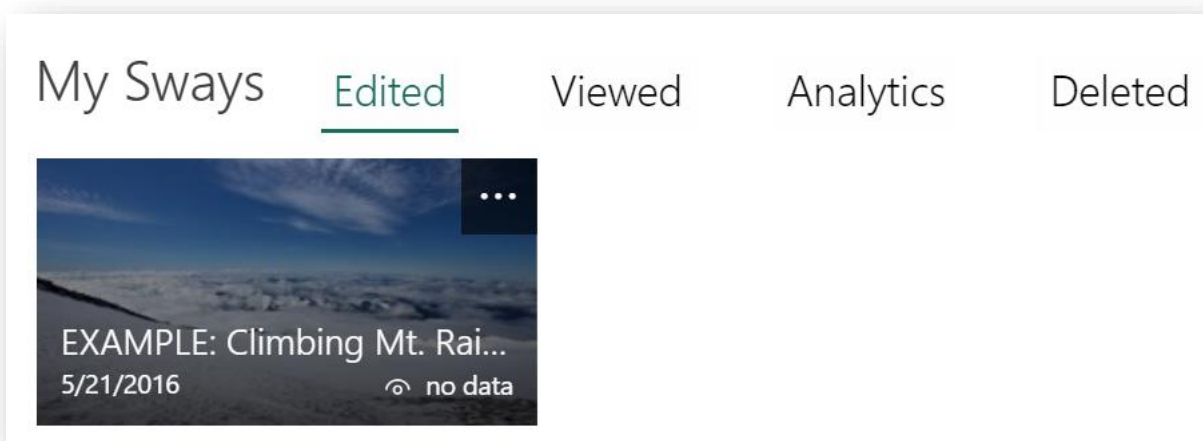
Export your Microsoft Sway

Save your presentations as Word or PDF files.

1. Go to Microsoft Sway by clicking the **Sway** button in the App Launcher.
2. Click on **All Sways** to go to your list of presentations.

All Sways →

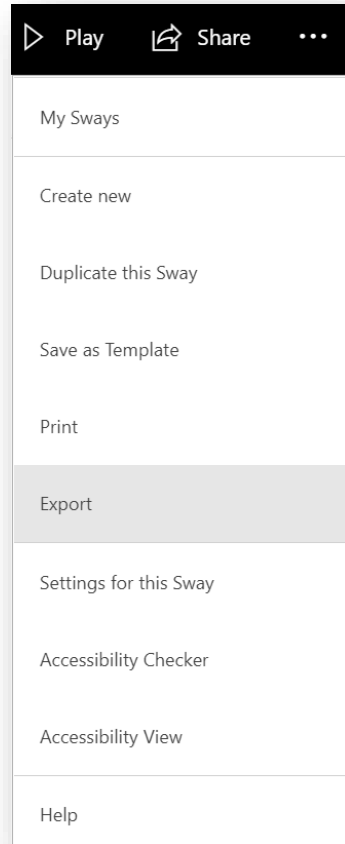
3. Open the Sway you want to export by clicking on the **thumbnail preview**.



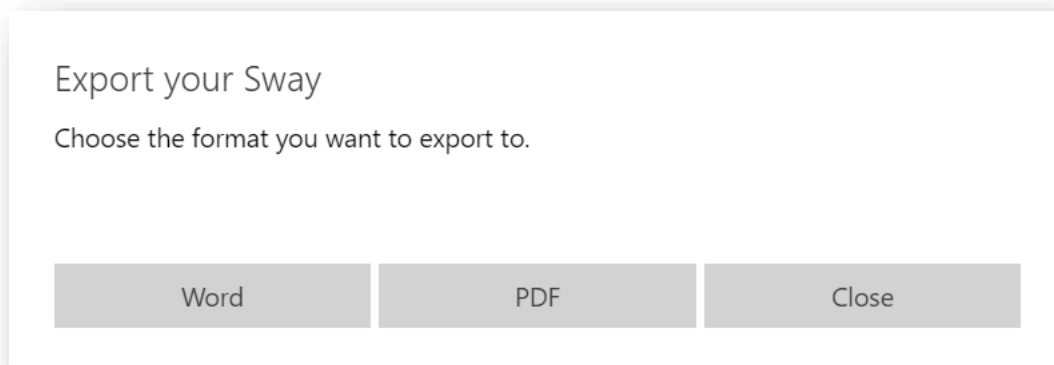
4. Click the **Sway options (...)** button in the top right corner of your screen.



5. Click **Export**.



6. Choose the format you want to export to: **Word** (editable) or **PDF** (read only).



7. Save the file to your local PC or OneDrive.

We recommend saving files to your OneDrive so presentations are automatically transferred to your new Microsoft 365 account.

Success! Your Sway will be exported as a Word or PDF file to your chosen location.