- ☑ Create a Microsoft Sway entitled **My Digital Portfolio**
- ☑ Create an **About Me** section
- ☑ Create a section called **My Work**
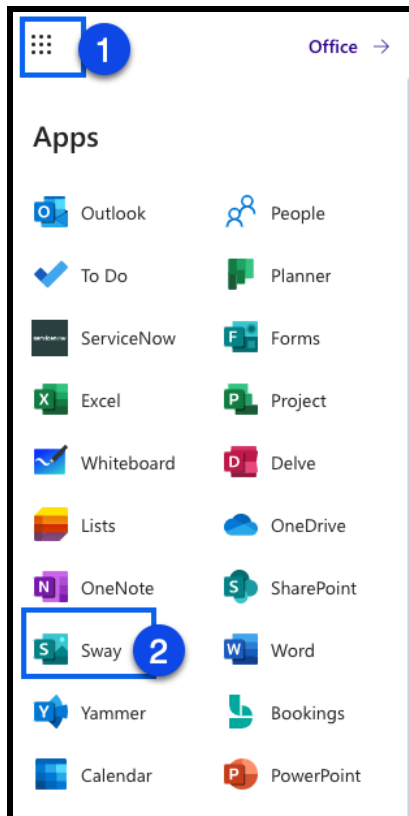- ☑ Create a section called **My Job Documents**
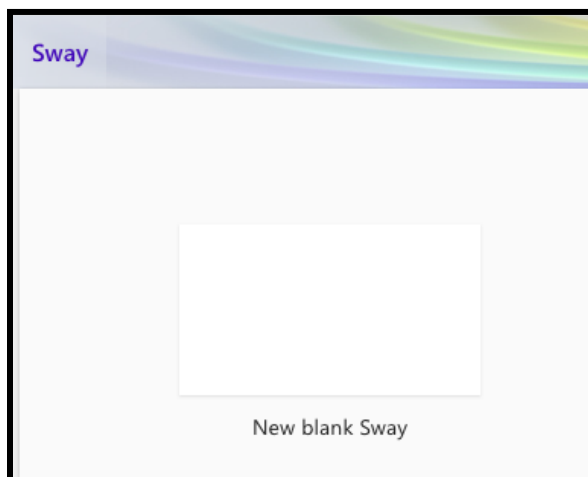- ☑ Design your Sway
- ☑ Preview and share your Sway

Step One:

1. Create a new Microsoft Sway by selecting **Sway** from the **Microsoft App Grid**.


2. Select New blank Sway.

3. Name your Sway by adding a title into the **Title your Sway** box. Be sure to include your first and last name and **My Digital Portfolio**. For example: **My Digital Portfolio - Samantha Smith.** You can make the title bold by selecting **Emphasize** and make it italic by selecting **Accent**. To add a picture, select **Background**. From there, you can search for and select an image from the right sidebar.
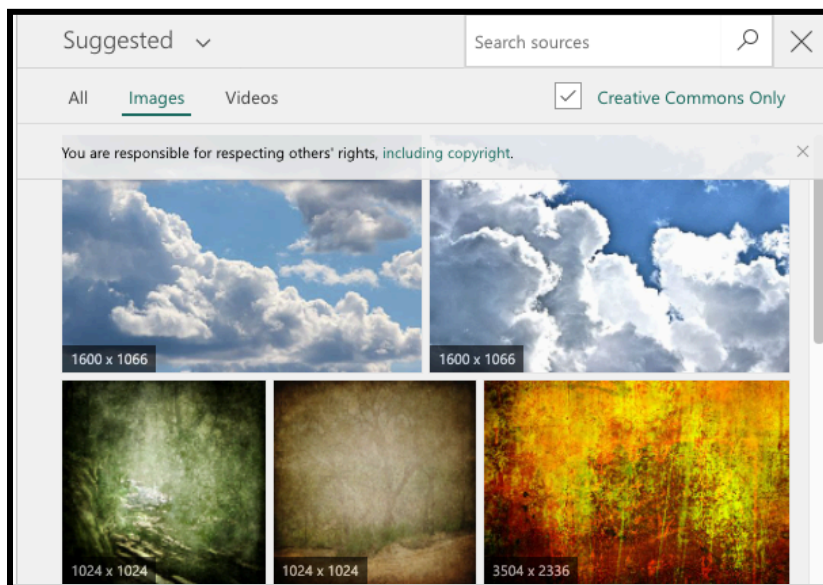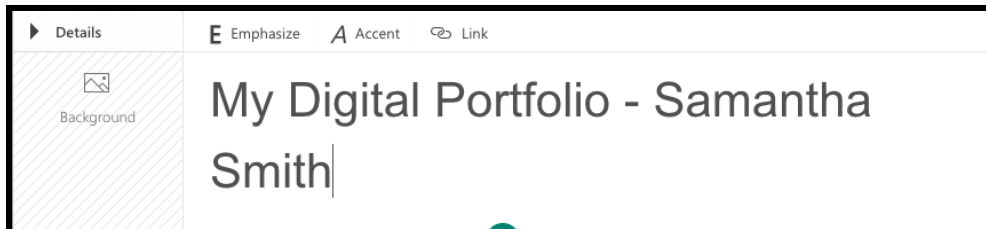
Step Two:
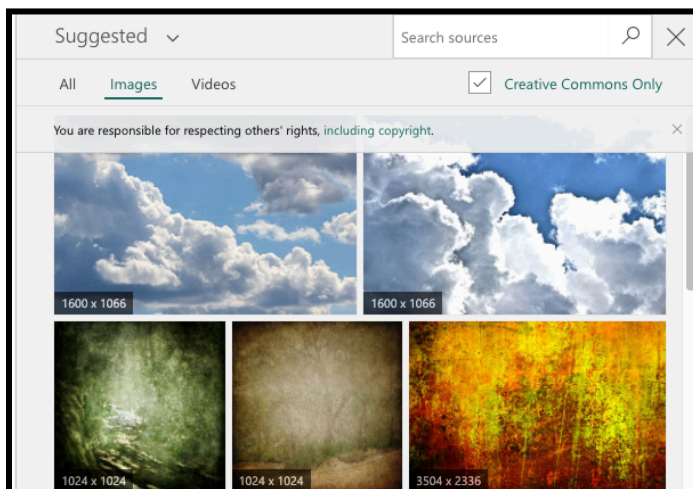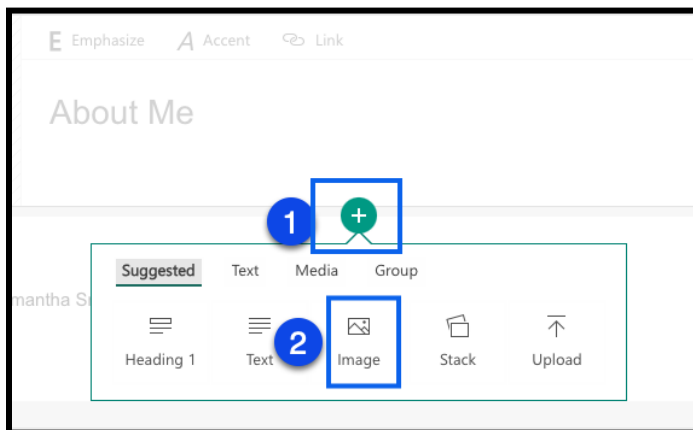
Adjust the **About Me** section of content.

1. Hit the **green plus** button to add a **Heading 1** titled **About Me**.
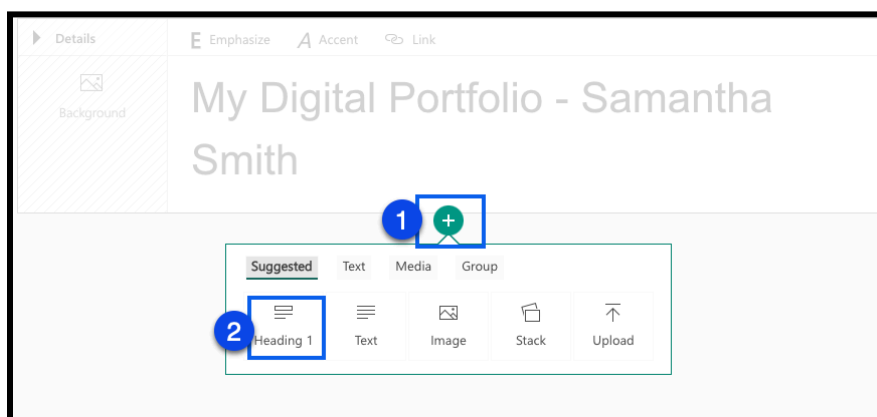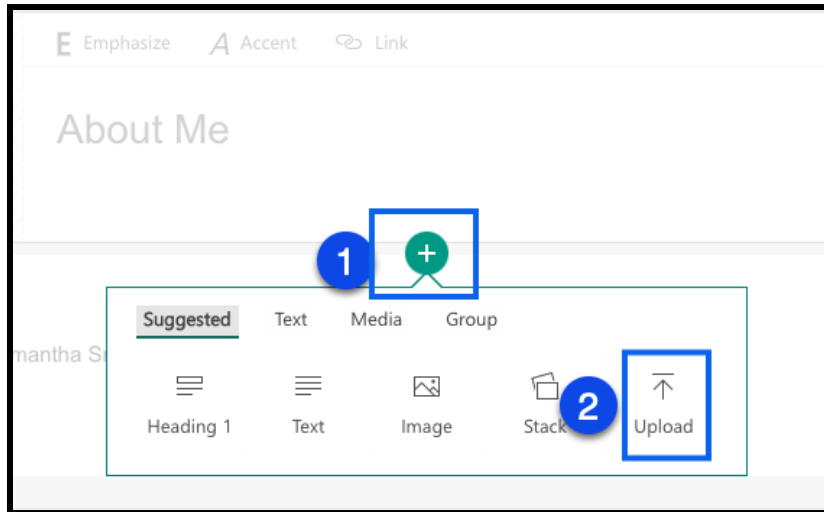
2. Hit the **green plus** button that appears underneath the **About Me Header** to add **Text** that includes your name, the purpose of your portfolio, and an introduction to you that DOES NOT include your age, birthdate, address, phone number or other personal information.
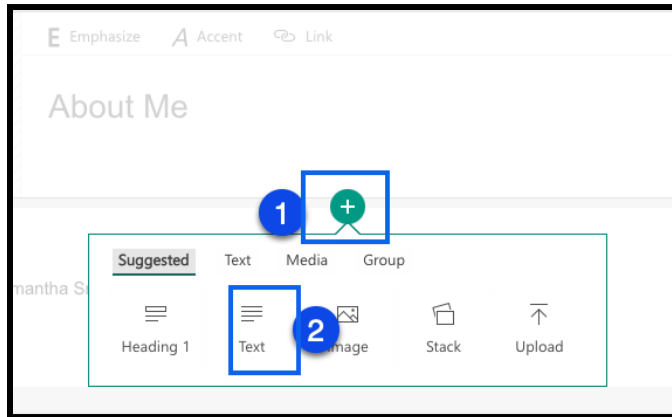
3. You may also want to include an image. To do this, hit the **green plus** button that appears underneath the **About Me Header** and select **Image**. From there, you can search for and select an image from the right sidebar.
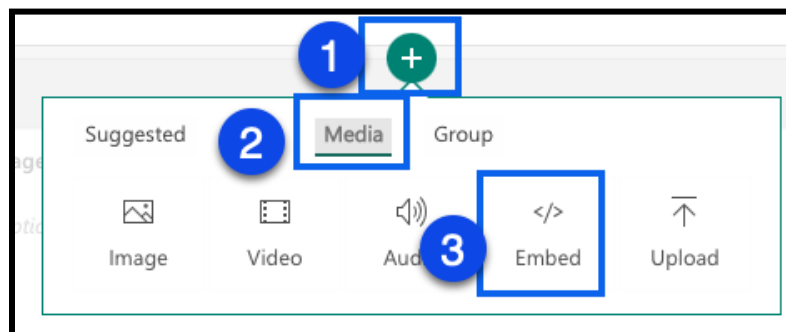
4. Be sure to include your About Me Slideshow. To do this, hit the **green plus** button that appears underneath the **About Me Header** and select **Upload**. Select your saved **About Me Slideshow** and hit **Open.**
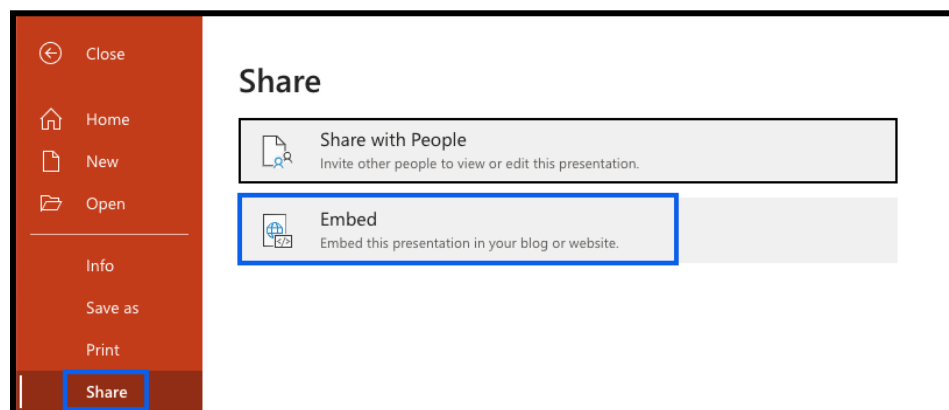

You can also embed your **About Me Slideshow**. To do so,
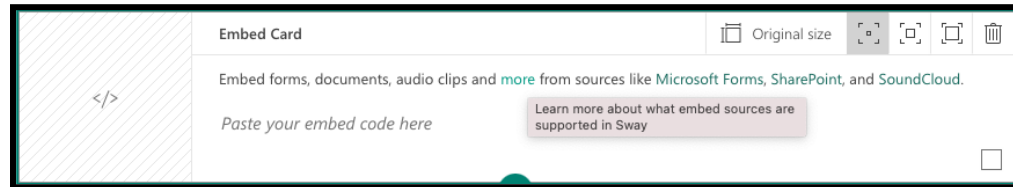1. Select the **green plus** button that appears underneath the **About Me Header** and select **Media>Embed**.

2. Copy your embed code from the PowerPoint by going to **File>Share>Embed**. Copy the embed code that appears on the **Embed** pop-up.

3. Paste the code into the Sway **Embed Card** box.

- [Add Content in Sway](#)

Step Three:

Following the same processes for adding content as discussed in step two, make a section called **My Work**. Here you will begin to embed and upload files of your best work samples. These could be classwork or work samples you have created during a job or internship.

- [Add Content in Sway](#)

Step Four:

Following the same processes for adding content as discussed in step two, make a section called **My Job Documents**. Here you will begin to embed and upload files of your [Resume](#), your [Cover Letter](#), and your [Job Research Sheet](#) from the previous missions.

- [Add Content in Sway](#)

Step Five:

Select a design for your Sway by clicking on the **Design** tab. From here, you can adjust the **Styles**, including layout, custom colors, typography, textures, and themes. You can also hit the **Remix!** button to have Microsoft automatically design your Sway. Your design should be professional and shouldn't be distracting.
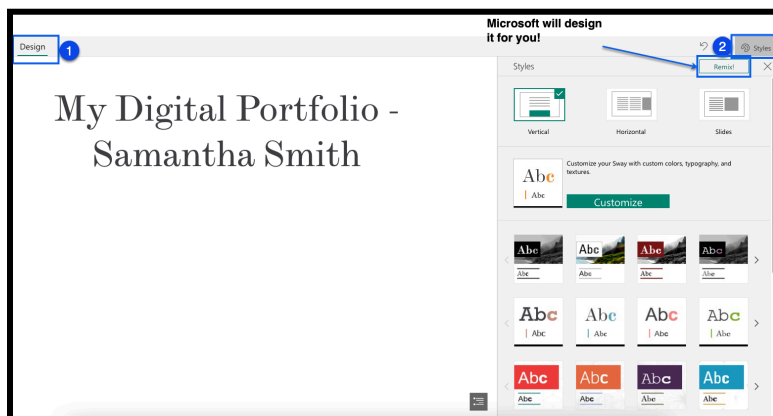
- [Design and Share in Sway](#)

Step Six:

- Preview and share your Sway.
  - [Design and Share in Sway](#)