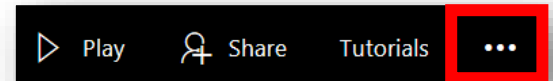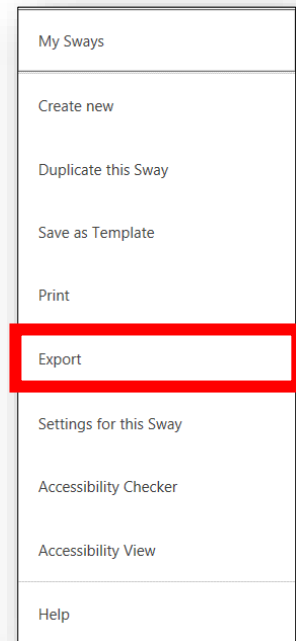# Exporting and Printing in Sway

These directions explain how to export and print a Sway presentation.
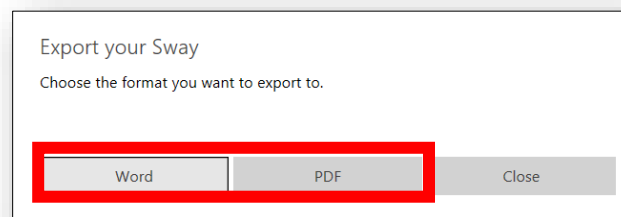
1. Open **Sway** via Office 365 or www.sway.com, and sign in.

2. Open the Sway presentation that you would like to export.

3. Click the **ellipsis** in the upper right corner.





4. Choose the **Export**.

5. Select how you want to export your Sway-**Word** or **PDF**.



6. After the document has been exported, open it to **Save** and/or **Print**.

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