Taking individual Microsoft (MS) documents and creating one PDF document to link to via a webpage.

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1. Open each MS document and save it as a .pdf format. If this is a document that will be viewed online, click the option to minimize it to make it load faster on your webpage.
2. Open the first .pdf formatted document.
3. Click Document on the Tool bar at the top.
4. Click Pages, click Insert.
5. Locate the .pdf document that you want to insert and click on it. Click Select.
6. Tell the program if you want this new document *before* or *after* the First, Last or what specific page of the document. Click OK.
7. You can save after each addition or wait until you are done.
8. Once your .pdf document has been completed and saved you can add it to the Resource Manager in preparation for linking it to your teacher webpage.
9. Login to the editing portion of your teacher webpage.
10. Under Advanced Features, click Resource Manager.
11. Within Resource Manager, open the "tree" at the + signs until you reach the level where you want to add the document.
12. Click on that level.
13. On the Resource Gallery page, click Add New.
14. Browse to locate the document you want to add.
15. Select the file type from the drop down list, in this case PDF document.
16. Give the Document a name that it will be listed as and click OK.
17. Close the Resource Manager window.
18. In Edit mode on your teacher webpage, position the cursor where you want to set up the link to this document.
19. Click the Insert Document icon on the Tool Bar of that section.
20. Locate the document in the frame at the left and click the Insert button.
21. On the webpage itself, right click on the link that was setup for this document and Set Link Properties.
22. Type the link text that you want displayed on your webpage.
23. Select Type as File.
24. Click OK.
25. Save the changes and Preview the page to make sure that it looks and works as you expect before you submit it. (In some cases you may have to submit the page before you can see the changes and the link.)