

## How to Save a Document on Your Computer

### [Section 1: Save a Document on Your Device](#)

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It is important before uploading a document into TrueFiling, that it is saved on your device (computer, laptop, etc.). This step helps ensure your submission goes smoothly and is filed with the Alaska Court System without delay.

These instructions will help you save your document on your device and when necessary, combine documents into one filing.

Examples of document types that can be uploaded are:

- Microsoft Word
- Google Docs
- Adobe Acrobat
- Scanning App
- Web-based form that lets you download a file

Helpful Links:

- [How to create a TrueFiling Account](#) (Video of how to create a TrueFiling account)
- [TrueFiling Registration](#) (This link is specific for the State of Alaska)
- [TrueFiling Login](#) (If you already have a TrueFiling account)
- [How to File a New Case Using TrueFiling](#)
- [How to File a Subsequent Filing Using TrueFiling](#)
- [Service Through TrueFiling](#)

**Note:** If uploading pictures, these can be large files. Saving them as a PDF helps keep the file small enough to upload.

Here are more free online tools of tutorials for reducing the size of PDF's:

- [PDFgear](#)
- [Sejda](#)
- [PDF24](#)

## Section 1: Save a Document on Your Computer

Complete the form or document to the best of your ability.

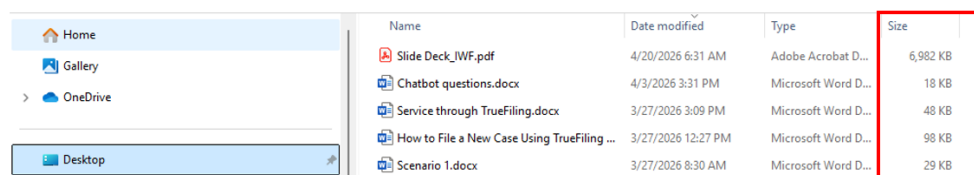
1. If the document is a PDF:
  - a. Court form from website: After completing the document, click the download icon. A window will open where you can choose the location to save the document. Save the document in a location you can easily find.
    - 1) Type in a Filing Name for your document. Use the document's title so it can be easily identified. Then click **Save**.
  - b. If filling out a PDF document saved on your device: After completing the document, on the top left corner, click Menu and select Save as.
    - 1) Choose a location you can easily find the document.
    - 2) Type in a Filing Name for your document. Use the document's title (court form) or choose an appropriate title that makes the file easy to identify when uploading into TrueFiling. Then click **Save**.
2. If the court form is a Word format:

TrueFiling supports a limited set of fonts. Review the list below to ensure your document uses an acceptable font.

- Bookman Old Style
- Palatino Linotype
- CG Times
- New Century Schoolbook
- Helvetica
- Univers
- Times New Roman
- Century
- Garamon

You can use these steps when making your own Word document. Take a moment to review it so everything is complete and free of typos.

- a. After completing the form or document, on the top left corner, click on the **File** tab and select 'Save As'.
  - b. Click **Browse** and select a location you can easily find the document.
  - c. Type in a Filing Name for your document. Use the document's title (court form) or choose an appropriate title that makes the file easy to identify when uploading into TrueFiling. Then click **Save**.
3. If necessary, add your signature to the document. An electronic signature is acceptable. See [TrueFiling User Guide](#) for Signatures. Don't forget to save if any changes are made.
  4. TrueFiling has a size limit of 10.0 megabytes (mb) for each document that is uploaded. To check the size of your document, find the folder where your document is saved. Click the folder icon or Desktop icon.
    - a. Find the **Size** column. This column tells you how large your document is.



Name	Date modified	Type	Size
Slide Deck_IWF.pdf	4/20/2026 6:31 AM	Adobe Acrobat D...	6,982 KB
Chatbot questions.docx	4/3/2026 3:31 PM	Microsoft Word D...	18 KB
Service through TrueFiling.docx	3/27/2026 3:09 PM	Microsoft Word D...	48 KB
How to File a New Case Using TrueFiling ...	3/27/2026 12:27 PM	Microsoft Word D...	98 KB
Scenario 1.docx	3/27/2026 8:30 AM	Microsoft Word D...	29 KB

## Section 2: Combining Documents

In some cases, you may need to combine multiple filings into one document prior to uploading them to TrueFiling. This is appropriate when:

- The filings are closely related and must be reviewed together.
- You are submitting multiple supporting attachments as one combined PDF.
- The court requires a single, continuous document instead of separate uploads.
- You want to streamline your filings by reducing the number of uploaded filings.

**Important:** An Order for the judge to sign needs to be saved as an individual document.

Here is a list of Free PDF-Merging Website where no installation is needed.

Website:	Document Types that can be combined:	YouTube Tutorial Videos:
<a href="#">Adobe Acrobat</a>	PDF	<a href="#">Adobe Acrobat</a>
<a href="#">Smallpdf</a>	PDF, Images	<a href="#">Smallpdf</a>
<a href="#">Aspose Merger</a>	PDF, Word, Excel, PPT, Images	<a href="#">Aspose</a>
<a href="#">Canva</a>	PDF, Word, Excel, Images	<a href="#">Canva</a>

1. Click on one the free version above to open the web browser.
2. Go to the tool's "Merge" or "Combine" page.
3. Click **Upload, Choose Files** or **Select Documents**.
4. Browse to locate the documents you want to combine.
5. Select all the documents you want to merge.  
*Tip:* When selecting a website, make sure it allows the type of document you have saved on your device.
6. After uploading, you'll see thumbnails of each document. Drag and drop the files into the order you want, with the first page at the top of the sequence.
7. Look for a button called **Merge, Combine** or **Join Files**.
8. Click to start the combining process. This tool will merge all documents into one single document.
9. Once the process is complete, click **Download**.
10. A window will open where you can choose the location to save the document. Save the document in a location you can easily find.
11. Type in a Filing Name for your document. Use the document's title so it can be easily identified. Then click **Save**.
12. Open the document to verify everything was saved appropriately, including all pages, the text is clear and easy to read, and signature is applied where required.
13. After verifying all the information is accurate, proceed with submitting your documents to the court. [Sign in](#) to your TrueFiling account or [create](#) a new one if you do not already have an account, to start the submission.