Convert Spoolfile to PDF

You must have access to a folder in the Integrated File System before you can perform this task. Contact TSB or your Network Administrator if you need help verifying and/or setting this up. If you have two sessions, open both, to simplify the process by using copy-and-paste functionality. For this example, we are using two sessions, and we can differentiate between them because they have been set up with different colors. The black screen is the main session, and the blue screen is the second session.

1. In this example, we're working with the last 3 entries on the screen. Put a 2 in the OPT field for the report you want to convert, and then press Enter.

2. You should see a screen similar to the following screen shot. The items in the red box are the fields we need for the next step, so you may want to copy them to another location, particularly if you only have one session. If you have two sessions, you can copy and paste these fields from one session to the other.

3. In the second session, on a command line type the command CVTSPLSTMF (as shown), and then press F4:

```
 MAIN                              System i Main Menu
                                                             System:    TSBDE
   Select one of the following:

        1. User tasks
        2. Office tasks
        3. General system tasks
        4. Files, libraries, and folders
        5. Programming
        6. Communications
        7. Define or change the system
        8. Problem handling
        9. Display a menu
       10. Information Assistant options
       11. System i Access tasks

       90. Sign off


   Selection or command
   ===> cvtsplstmf_

   F3=Exit    F4=Prompt    F9=Retrieve    F12=Cancel    F13=Information Assistant
   F23=Set initial menu
```

4. We need to enter the correct information in the fields within the red box:

```
                       Convert Spooled File to STMF (CVTSPLSTMF)

   Type choices, press Enter.

   From spooled file name . . . . .   _____       Name
   To stream file name  . . . . . .  _____

   To directory . . . . . . . . . .  _____
   _____
   Job name . . . . . . . . . . . .   *_____      Name, *
      User . . . . . . . . . . . . .   _____      Name
      Number . . . . . . . . . . . .   _____         000000-999999
   Spooled file number  . . . . . .  *ONLY_          1-9999, *LAST, *ONLY
   Stream file format . . . . . . .  *TEXT           *TEXT, *HTML, *PDF
   Stream file option . . . . . . .  *NONE_____       *NONE, *ADD, *REPLACE




                                                                        Bottom
   F3=Exit    F4=Prompt    F5=Refresh    F10=Additional parameters    F12=Cancel
   F13=How to use this display    F24=More keys
```

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6. This pair of screens provides the fields that need to match the spooled report:
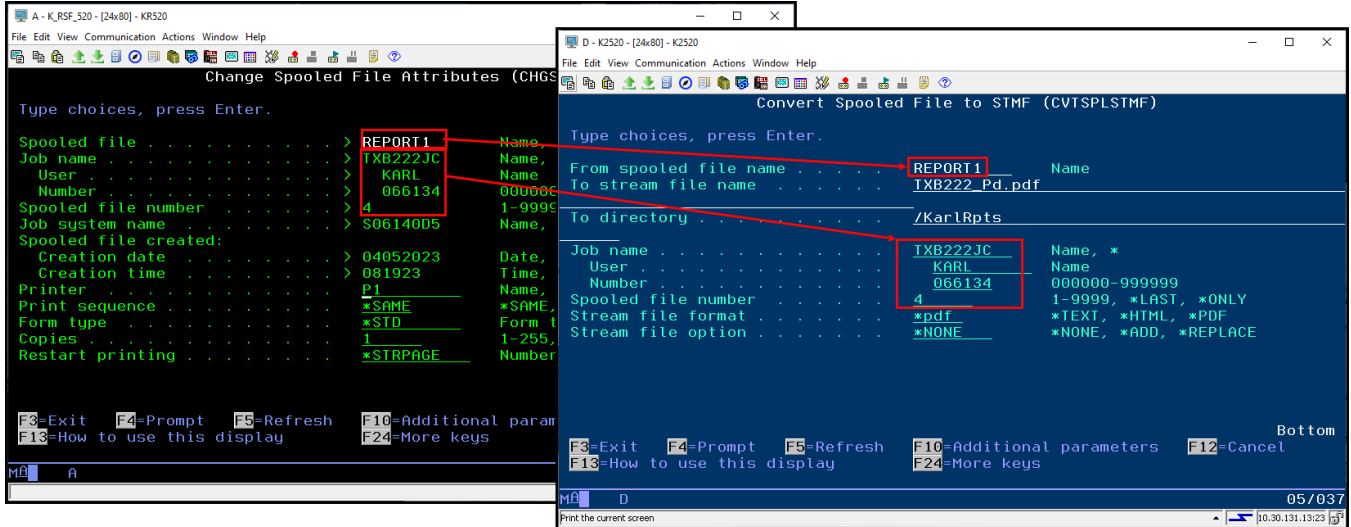
7. The remaining fields are shown in the screen shot:
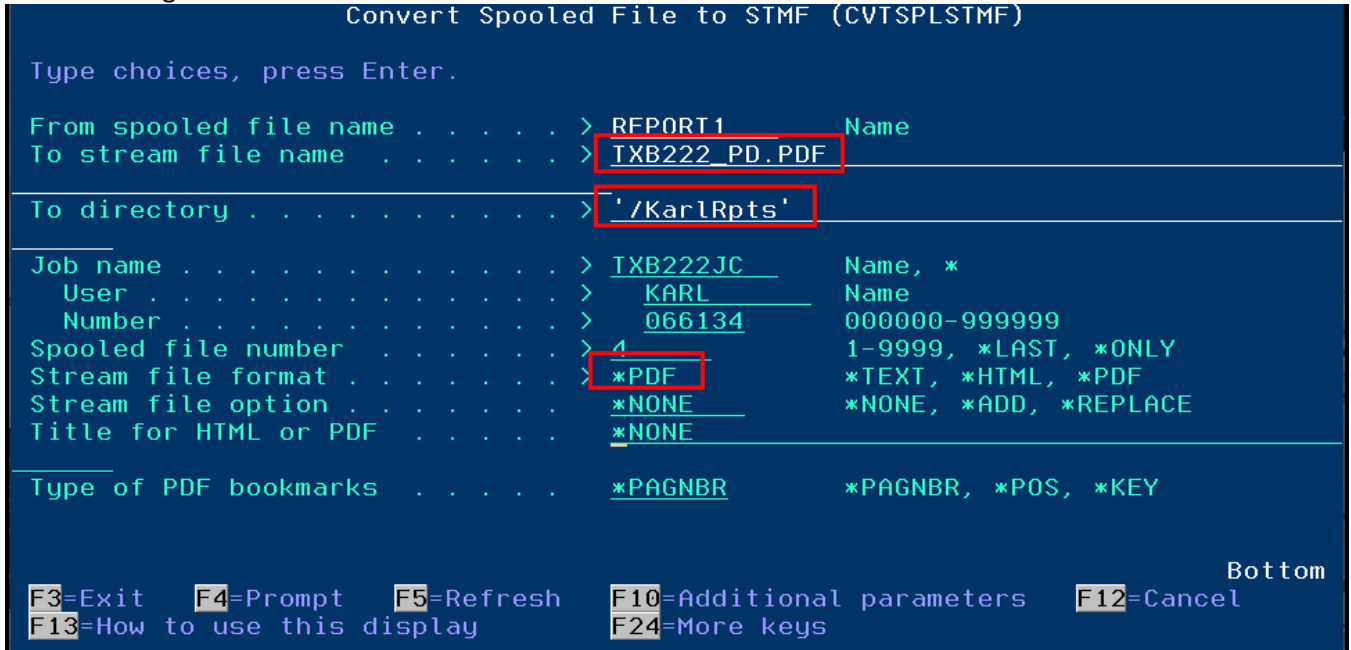
- To Stream File Name – enter the name you want for your PDF file. You must key the .PDF at the end.
- To Directory – this may be unique to a specific user, or it may be set up by your network administrator, based on the specific process.
- Stream File Format – you may use *Text, *HTML, or *PDF. Other file formats are not currently supported in this process.

8. When all fields are populated, press enter. You should see a message similar to this one:

```
MAIN                          System i Main Menu
                                                      System:    TSBDEV
  Select one of the following:

       1. User tasks
       2. Office tasks
       3. General system tasks
       4. Files, libraries, and folders
       5. Programming
       6. Communications
       7. Define or change the system
       8. Problem handling
       9. Display a menu
      10. Information Assistant options
      11. System i Access tasks

      90. Sign off

  Selection or command
  ===> _

 F3=Exit    F4=Prompt    F9=Retrieve    F12=Cancel    F13=Information Assistant
 F23=Set initial menu
 Spooled file REPORT1 copied to stream file TXB222_PD.PDF.

                                                                    20/007
```

9. When you see the confirmation message, you can retrieve your PDF file (skip to Step 13) or repeat this process for the next report you want to convert.

10. If you are working with multiple reports, use the F9 key to retrieve prior commands, and modify the required fields as necessary.

11. Press F9 to retrieve the command:

```
MAIN                          System i Main Menu
                                                      System:    TSBDEV
  Select one of the following:

       1. User tasks
       2. Office tasks
       3. General system tasks
       4. Files, libraries, and folders
       5. Programming
       6. Communications
       7. Define or change the system
       8. Problem handling
       9. Display a menu
      10. Information Assistant options
      11. System i Access tasks

      90. Sign off

  Selection or command
  ===> CVTSPLSTMF FROMFILE(REPORT1) TOSTMF(TXB222_PD.PDF) TODIR('/KarlRpts') JOB(
 066134/KARL/TXB222JC) SPLNBR(4) TOFMT(*PDF)
 F3=Exit    F4=Prompt    F9=Retrieve    F12=Cancel    F13=Information Assistant
 F23=Set initial menu
```
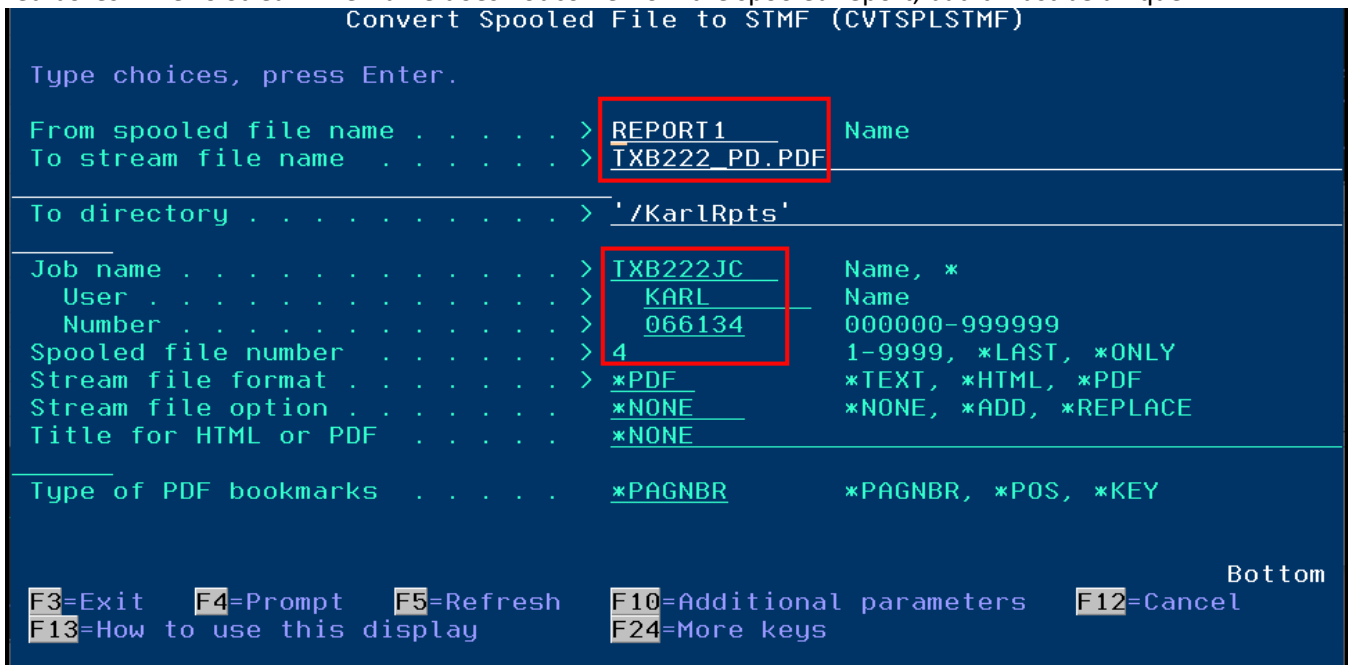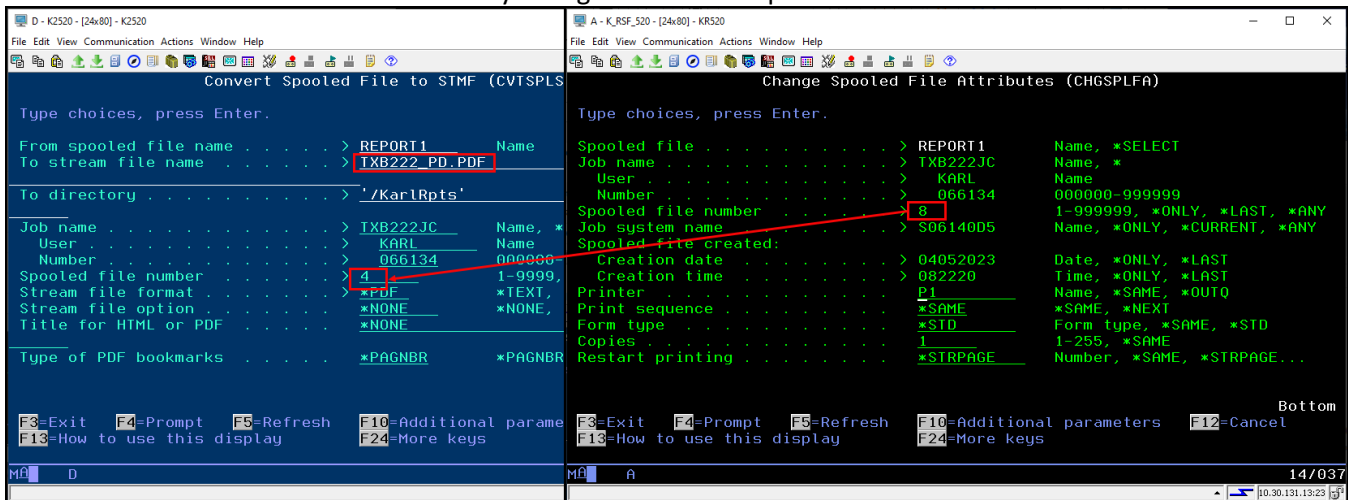
12. Press F4 to display the same information in the format we've been using. Fields that may require changes are in the red boxes. The To Stream File Name does not come from the spooled report, but it must be unique.
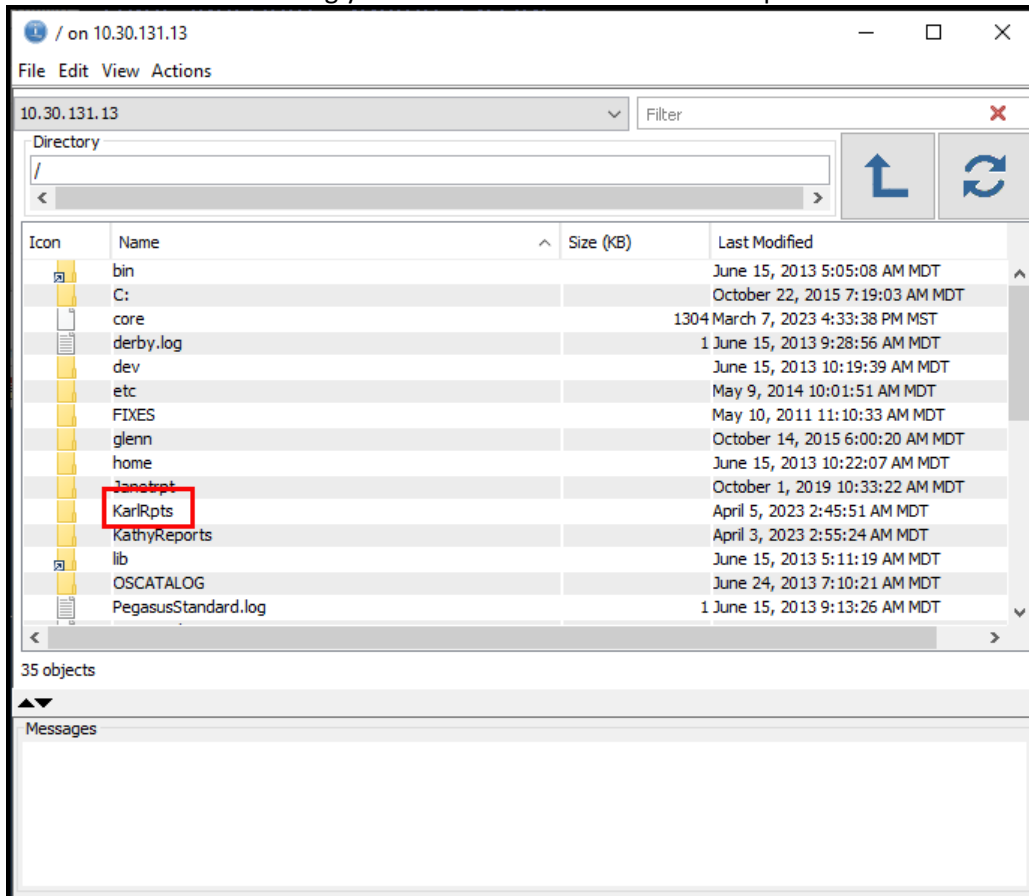

13. These screens show the fields that actually changed in our example:
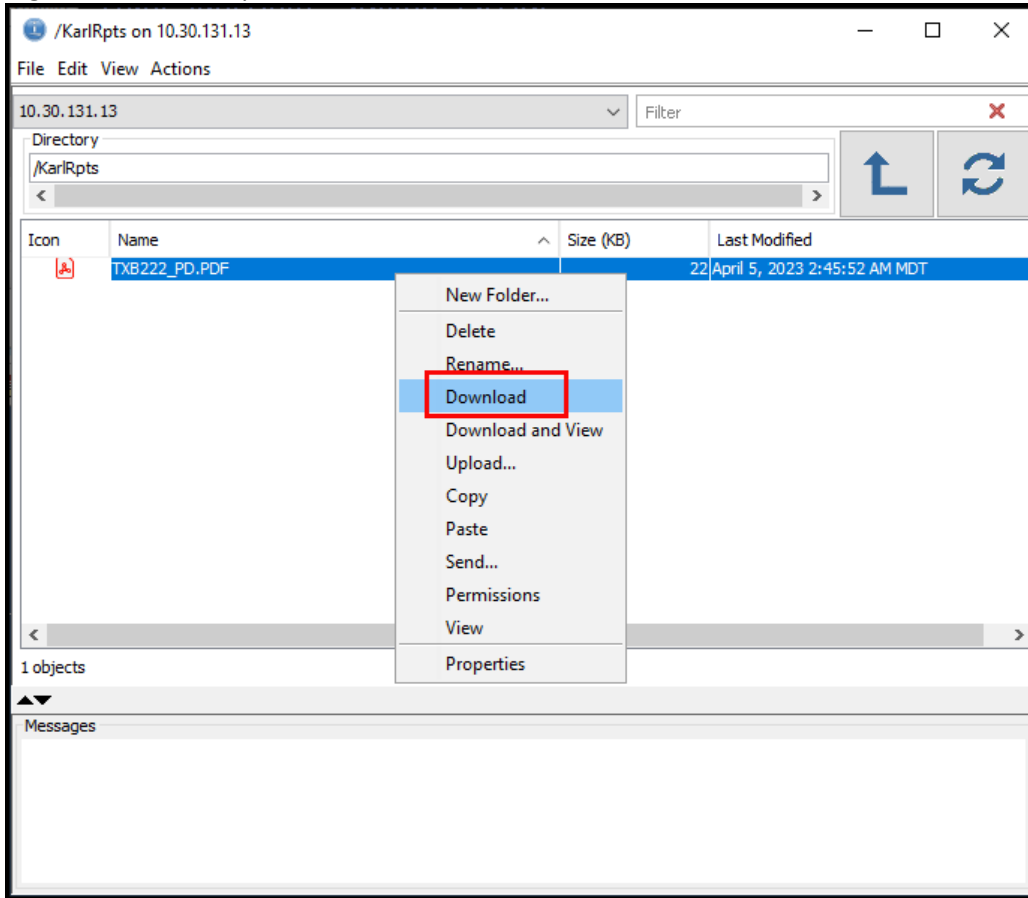
14. When you've copied all the reports, you retrieve them from Integrated File System. Navigate using the menu in either session by clicking Actions, then Integrated File System.
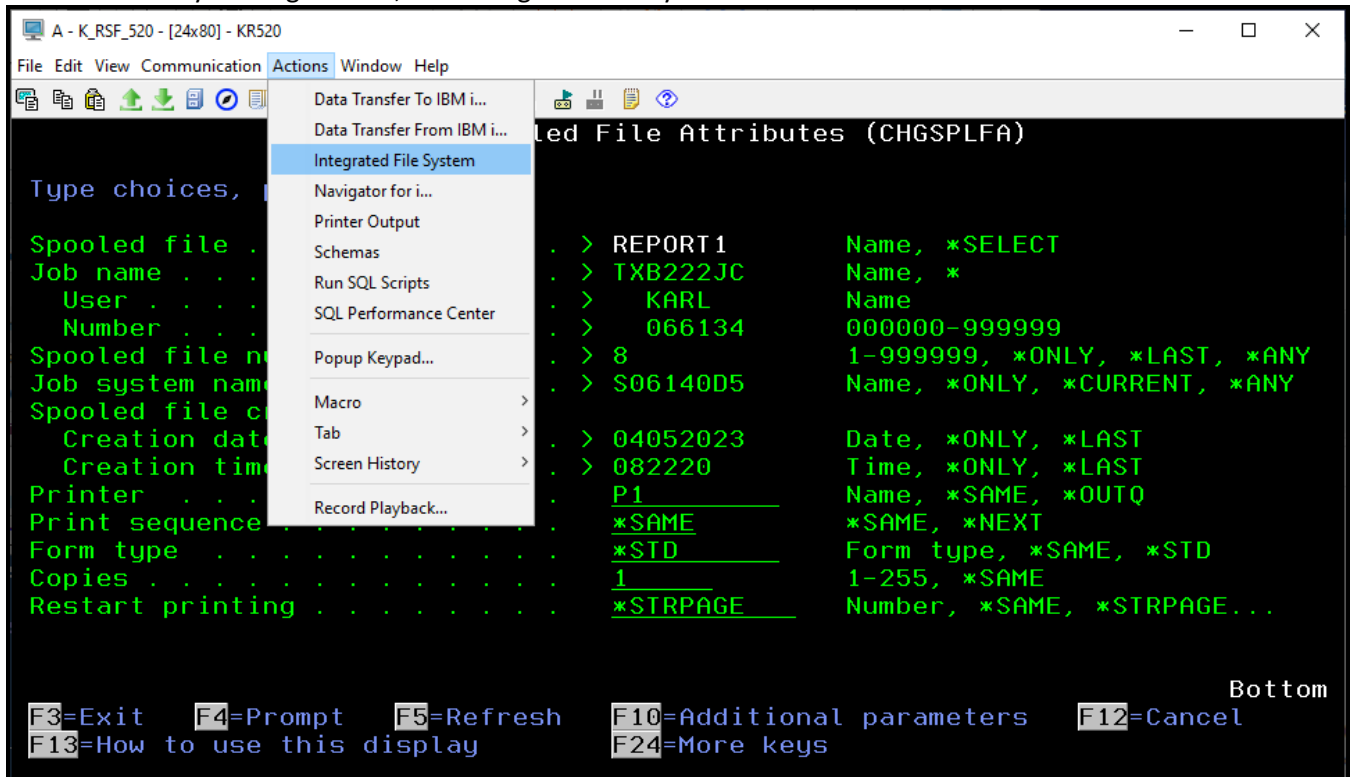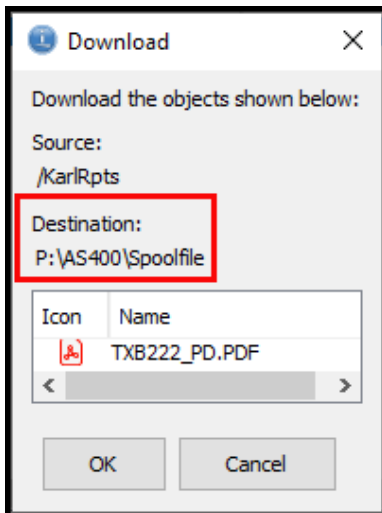

15. Locate the folder containing your PDF files and double-click to open it.

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16. Right-click on the report and select Download from the list:

17. Note the location where the file will be saved, so you can find it later. Click Ok to copy the report to that location.

18. Use Windows Explorer to navigate to the Destination identified in the previous step. Within that folder, you should see your PDF file.