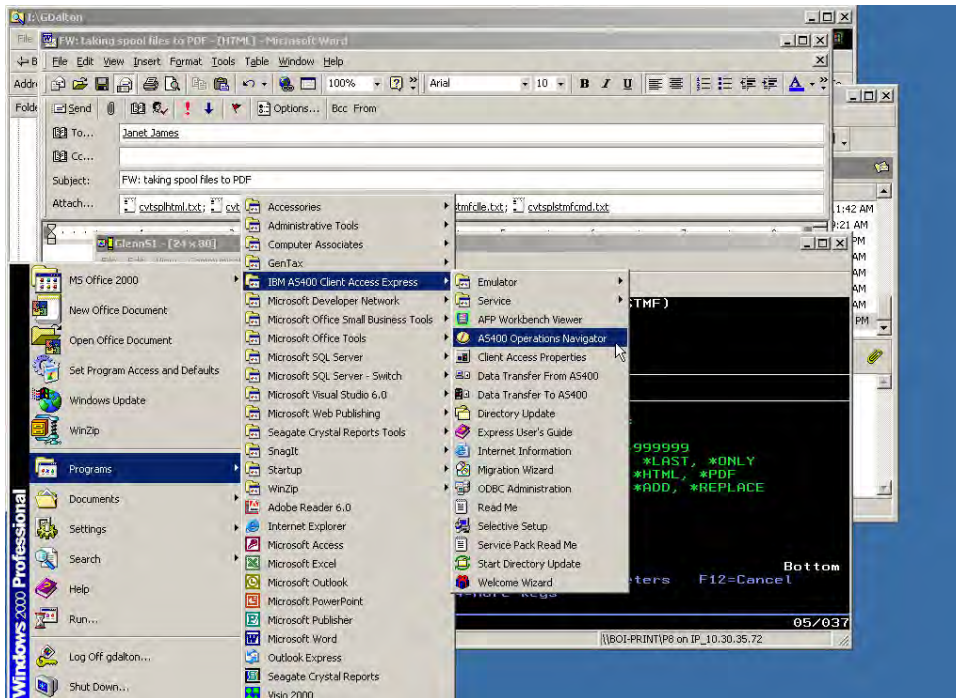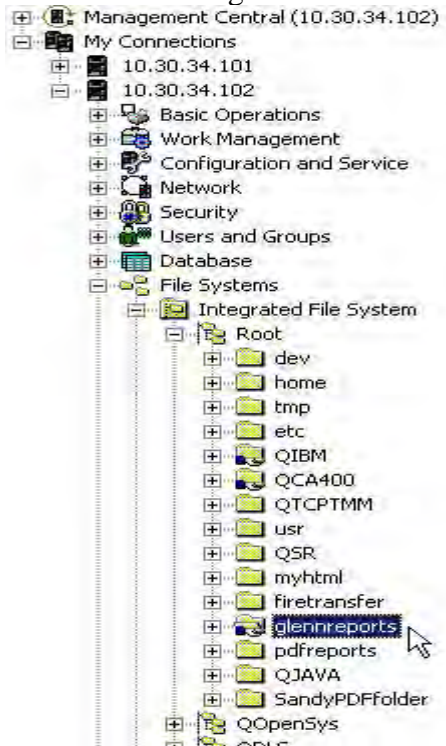# Convert AS400 spool file to PDF
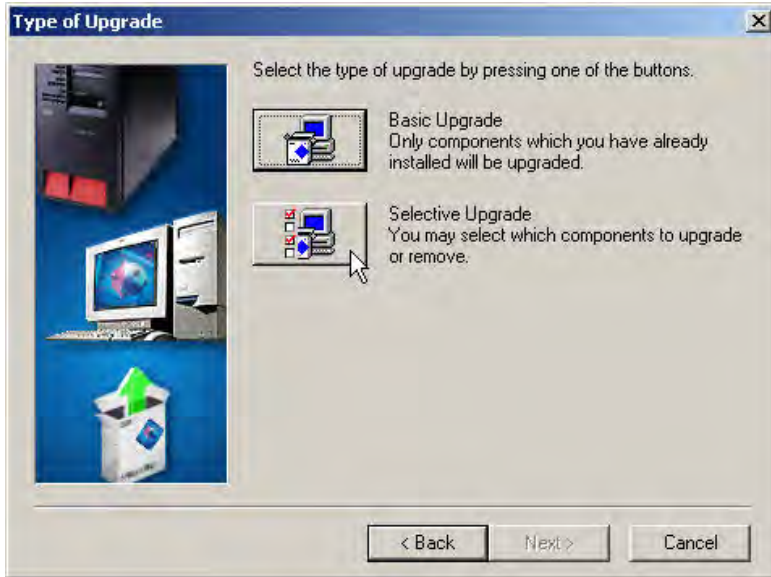
1. You most likely DO NOT have all the Client Access components installed. First start **AS/400 operations navigator**. **Or** it could say **IBM iSeries Access** then **iSeries Navigator**.
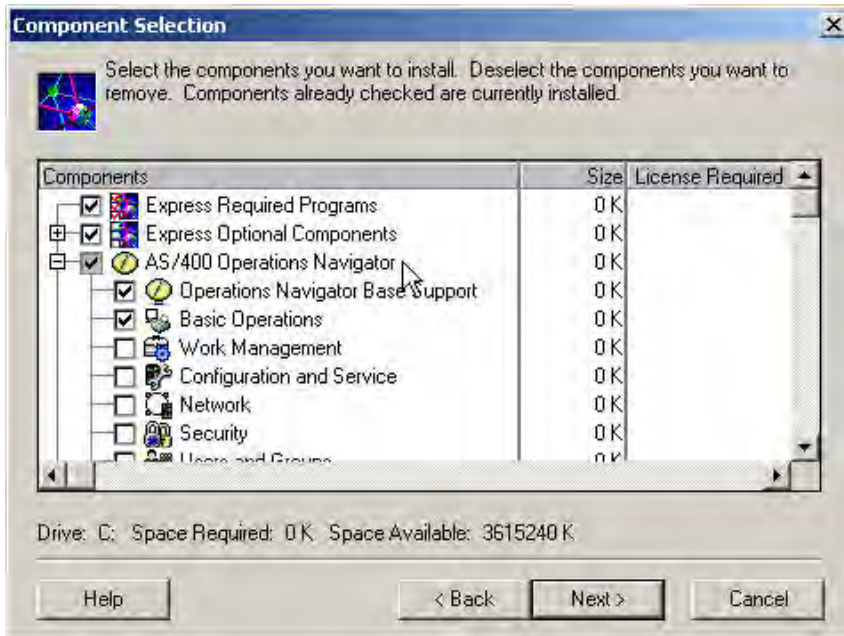

2. When the screen appears, click on the + next to the AS/400 name, in this example our AS/400 is 10.30.34.102. Now, do you see the section called **File Systems**? If you do, proceed to STEP 10 where we talk about creating a folder and converting the file and transferring the PDF to the PC (step number 9).

3. If you do NOT see the **File Systems,** Client Access must be reinstalled on your PC. Get the Latest Client Access CD (ours is V5R1). Place it in your computer. It will go through a few screens, just click OK or Continue until you get to this screen:
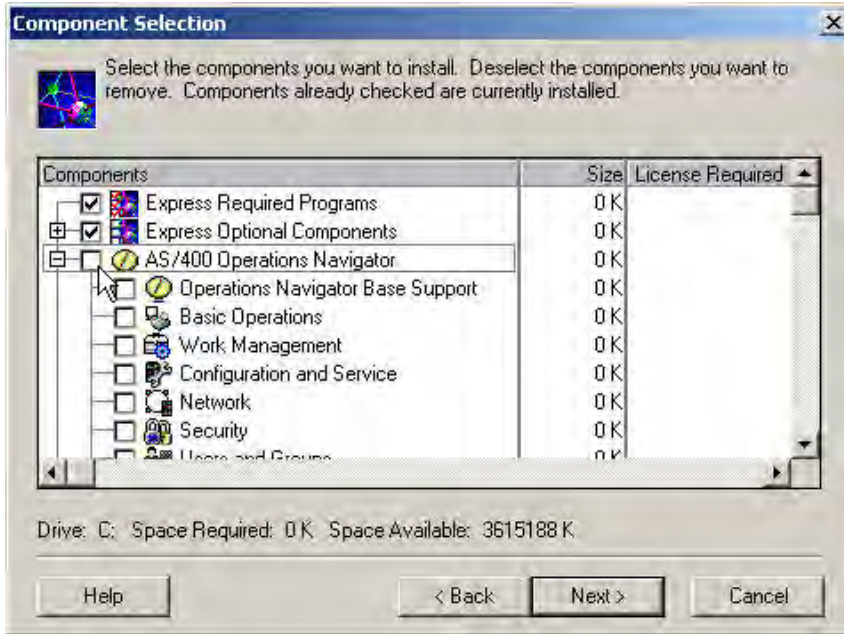

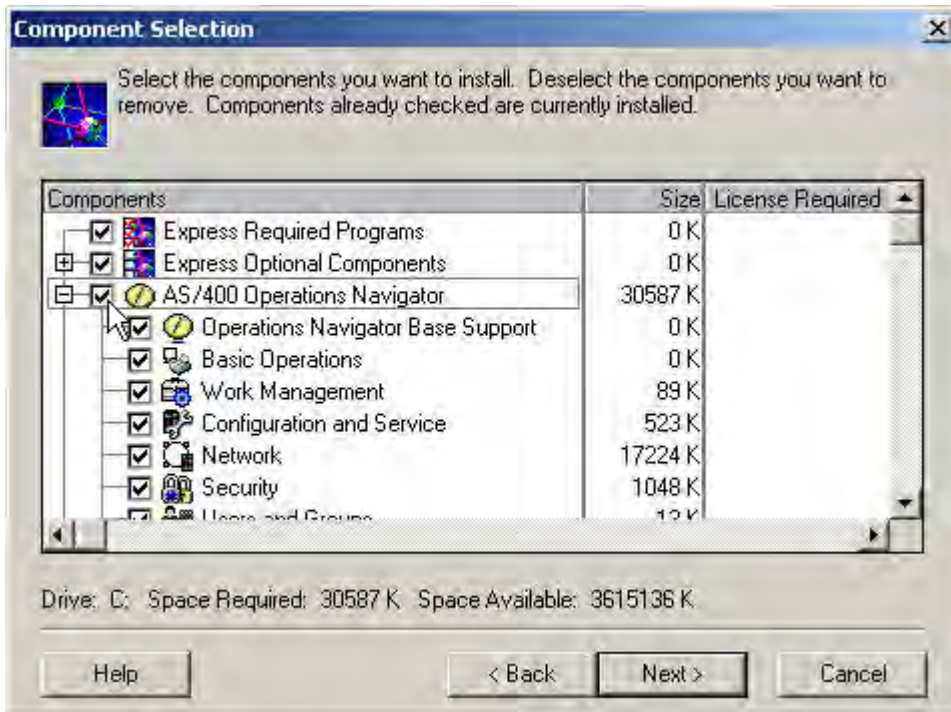4. Pick the **Selective Upgrade** button. The next screen will appear:

5. On the line that shows the **AS/400 Operations Navigator** you will see a gray box with a check mark.
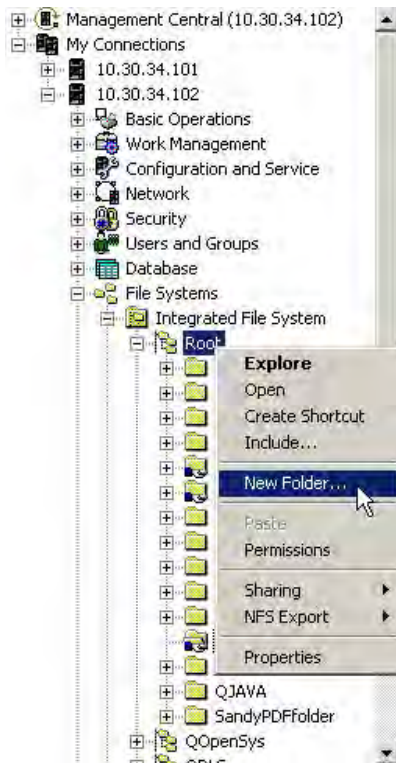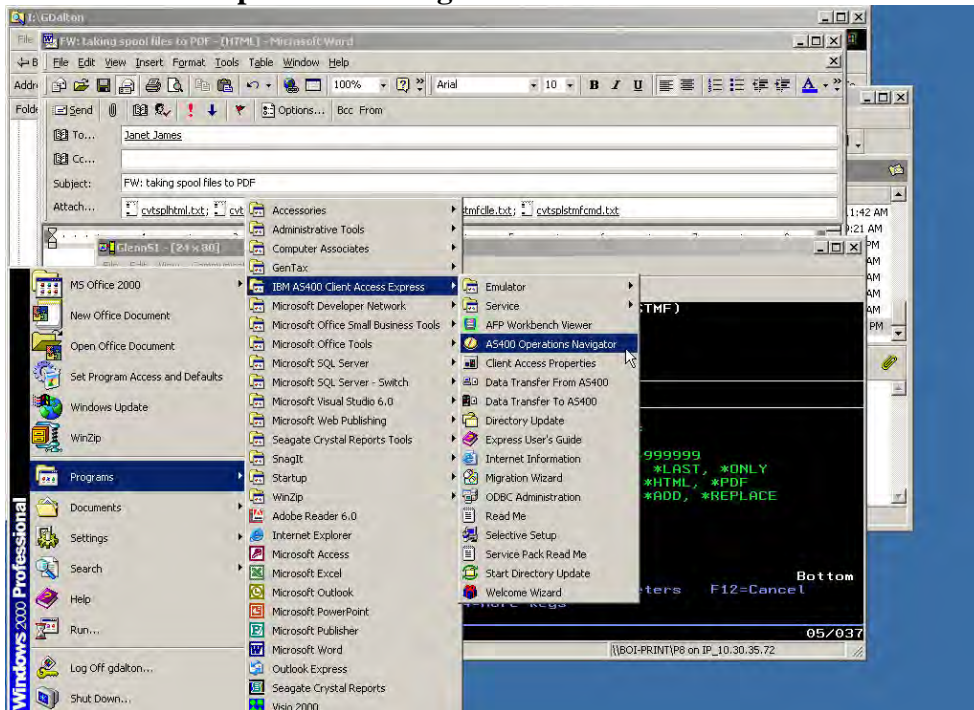
6. Remove the check mark so it looks like this:

7. Now, check the box again. It should be a white box with a check mark, signaling that all the options listed below will be installed:
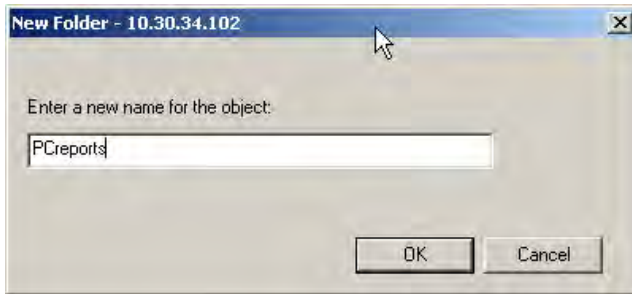
8. Then Click the **Next** button. The computer will install the software and ask you to reboot. Reboot your computer. This completes the installation (note: get the latest service pack from IBM installed). Now we have the means to create PDF files and transfer them to the PC for burning to CD, PC server storage, etc…

9. Start **AS/400 Operations Navigator**. We need to create a folder on the AS/400 to store the PDF files in.
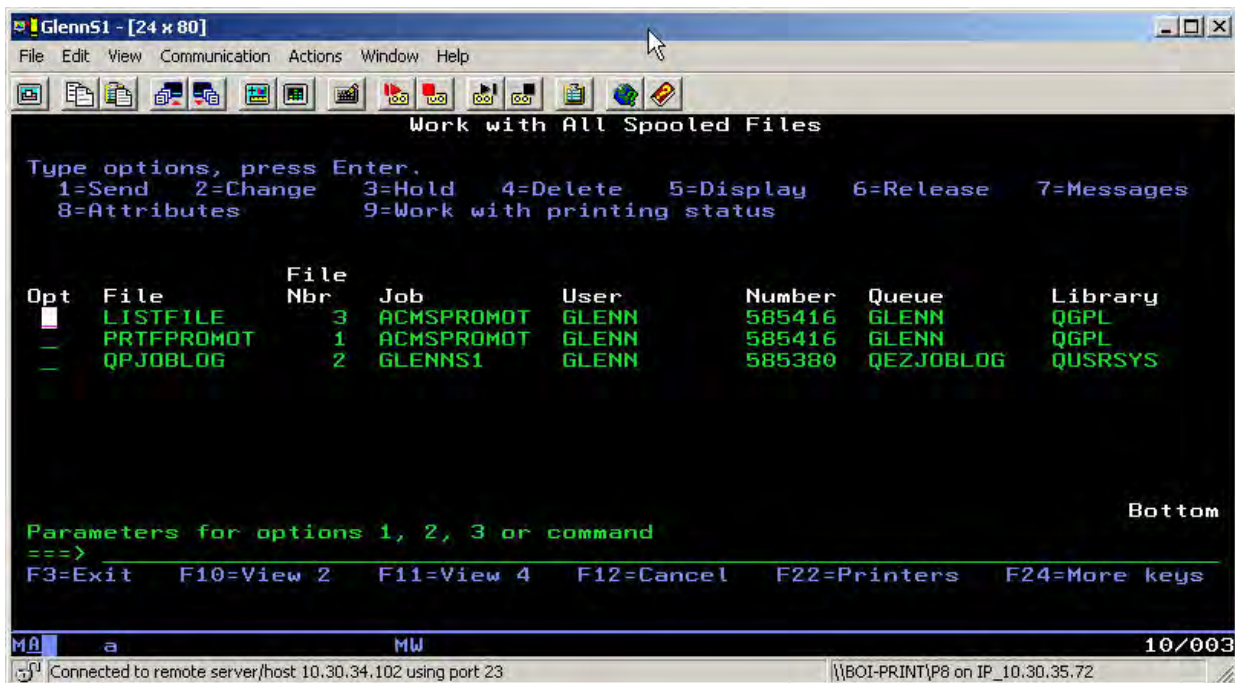
10. Click on the Plus signs until you get to here. AS400 name the file systems. When you see the **Root** folder, **Right Click** on it and select **New Folder…**
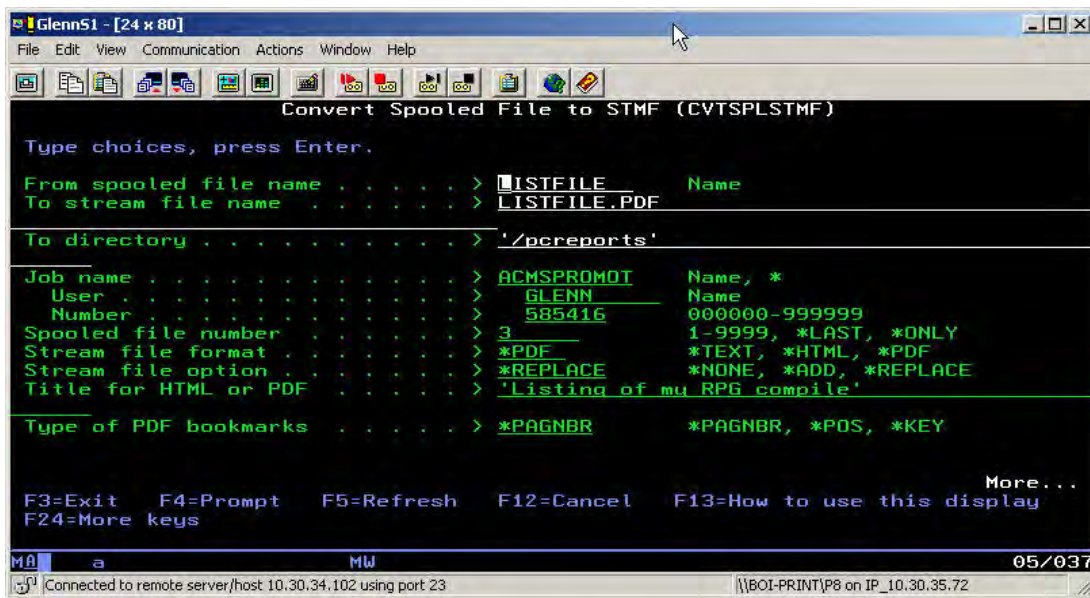
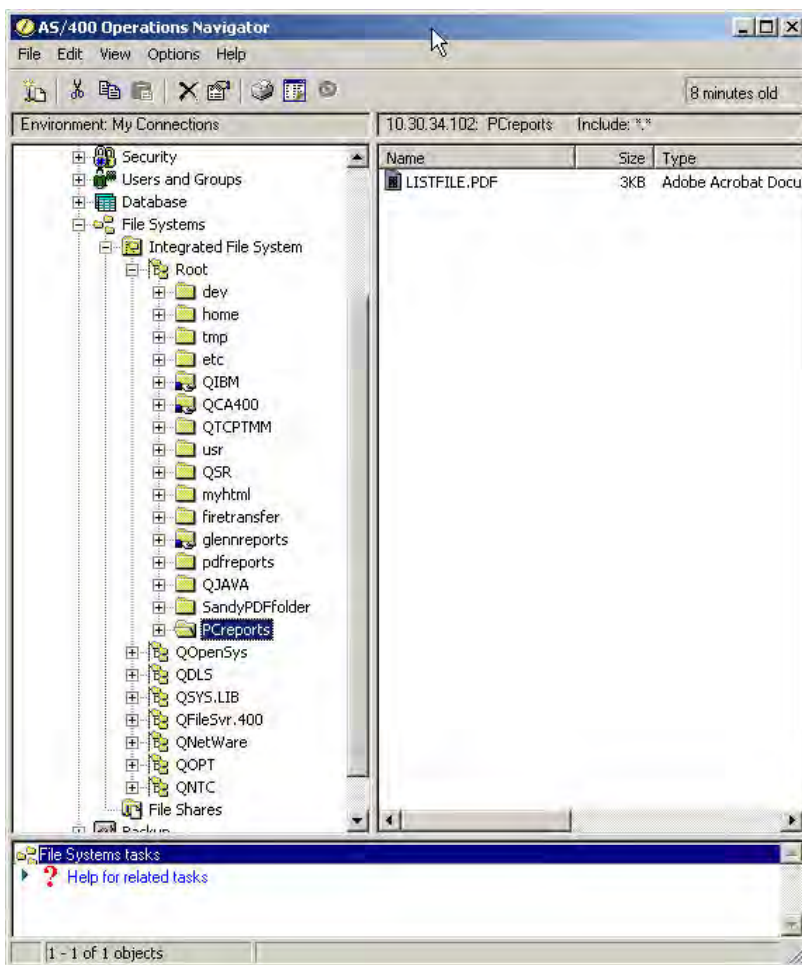11. Enter the name of the Folder: Use a name you can remember, no spaces. Click OK.

12. Leave the Navigator Window open and start an AS/400 Session. Do a **wrksplf** command and find your report. Once you find it, press **F11** until your screen looks like below. We need to write down the report (file) name, the spool file number, and the Job name/user/number:

13. In this example we are going to transfer the LISTFILE report. Execute command **CVTSPLSTMF then F4.** Follow the screen below for an example. You can experiment with the **type of PDF bookmarks** to see if they will work for you.

14. When the command completes there will be a PDF in the folder we created. Go back to the **AS/400 operations Navigator** window(or start it now). Click on the on the Folder you created. Press **F5** to refresh the display.
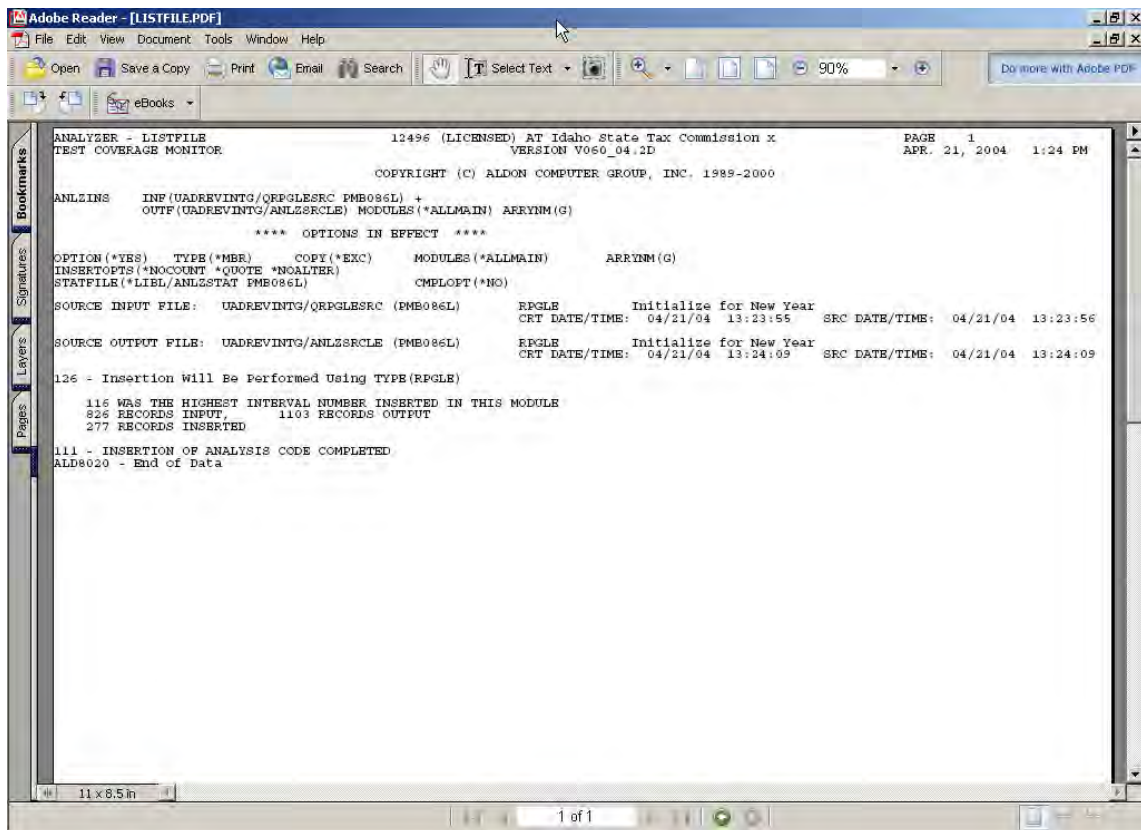

15. Open Windows Explorer and open the folder where you wish to copy the file to, this could be your PC or a server location:

16. Now, with both windows open, hold down the **CTRL** key, Click on the file in the AS/400 folder and drag it to the Folder in Windows Explorer. In the example above I am copying the file to the **My Documents** folder.

17. Ok, double click the file on the PC and Adobe Acrobat should be opened up. You can search the report for information by Clicking on the Binoculars:

18. From this point on you do not need to create any more folders on the AS/400. You can just use the one you created above (start with step 12). After you verify that the report does open on the PC, be sure to Delete the PDF file from the AS/400 (you can right click and select delete, or you can highlight the file and press the delete key).