

# Exceptional File Handling (Skip Processing)

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To assist the management of extraordinarily large files (400MB to 2GB) or specialty PDF files which either themselves contain embedded files and/or contain authorized digital signatures/stamps, users may choose to forego all processing on an uploaded file (otherwise known as "exceptional handling").

Flattening is a standard process for DocBoss which ensures that all files become records, that the PDFs are fully self contained, and that any layers are not stripped during further processing (cover pages, compilations etc) manipulating the files. This process can only be consistently and accurately performed on files up to about 400MB (the upload limit).

A warning will be provided for large files, with anything over 400MB needing to be uploaded as an exceptional file. DocBoss will remind the user that the file will be excluded from DocBoss processing.

Please note that, at this time, no warning will be provided for PDFs with embedded files - these files must be identified manually by the user. It is rarely used, but the PDF protocol allows for files to be embedded inside the PDF document.

The screenshot displays the DocBoss interface. On the left, the 'File Staging Area' shows a list of 'Unassigned Files' with columns for 'File Name', 'Pages', and 'Tools'. The file '147569-M13-0001-001.pdf' is highlighted. A red arrow points from this file to the 'Assign to:' section in the center, which shows a table of document cards. The 'Force exceptional handling' checkbox is checked in the right-hand pane, which also displays document information such as 'Document Sub-Supplier Override' (Wolfe PA) and 'Document Title' (Fabrication / Production Schedule).

With exceptional handling enabled, please keep in mind the following:

1. If you need a cover sheet, headers/footers, etc. for these files, this must be done prior to uploading. You can [download a fully populated cover sheet from the card history screen](#), and attach prior to upload, if required.
2. Exceptionally handled files cannot be automatically included in compilations. These files will be listed in the table of contents with a note that reads *\* [cannot be embedded in PDF]* added next to them, warning users that the files were not added to the book during the generation. If these documents need to be included, you can download the compilation, add the files manually, and then upload again to the completed book by assigning it to the compilation card.

