# How to use Oxford CoverBank

CoverBank is a browser based database which allows you to download front cover images of Oxford ELT books ready for onscreen or print use. You can download the covers as high resolution or low resolution files in a variety of formats. All in-print covers, and all new covers are uploaded as soon as they are approved. There is no fee for using this database.



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- 2 Enter the 13-digit ISBN of the cover you need in the box on the top left. You can copy and paste lists of ISBNs from Word or Excel documents to find multiple covers.
- 3 Leave 'standard cover images' and 'show thumbnails' boxes as checked.
- 4 Click Submit Query.

Full help instructions are supplied on the site.

- <sup>5</sup> Thumbnail pictures of your search will be displayed. Either check **Select/Unselect All** or check the individual covers you want to select.
- <sup>6</sup> Click **Proceed** button.

## 7 Desired output

## JPEG format

Select **Use for Internet** to receive images in JPEG format, 40mm high (115 pixels) and a resolution of 72 dpi which are suitable for use on the Web.

### TIFF format

Select **Use for Print** to receive images in TIFF format, 76mm high (900 pixels) and a resolution of 300 dpi which are suitable for print.

Cover images can be downloaded to your computer via email or FTP. Email is fine for a small number of images.

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Output Options	
Desired Output:	Help with Output Options
Use for Internet	<ul> <li>Select "Use for interment" to receive images in JPEG format at height of 1.6 inches (115 pixels) and a proportional width ing average book cever would then translate to a width of approximately 1.1 inches or 79 pixels), and a resolution of 72 dpi – suitable for use on the Web.</li> </ul>
Image Size:	
Image(s) will be scaled using the dominant dimension you select, while preserving the original aspect ratio.	<ul> <li>Select "Use for Print" to receive images in TIFF format a height of 3 inches (900 pixels) and a proportional width</li> </ul>
	(an average book cover would translate to a width of of 2.05 inches or 616 pixels), and a resolution of 300 dpi -
Basaddaas	suitable for reproduction in print.
	<ul> <li>Select "Advanced Controls" to enable custom size, mode, format, and resolution controls.</li> </ul>
Image Mode: RGB Color \$	Help with Retrieval Options
	You have various options for retrieval.
Image Format:	You may choose to receive 10 or 13 Digit ISBNs in file
[jpeg ] \$	names.
	<ul> <li>File Name Suffix: If specified, the File Name Suffix will be appended to the file names of the images returned.</li> </ul>
Retrieval Options	For example, specifying "_cover" as the suffix will result in files amed like: 9780199094435,cover.jpg.
File Name Preferences:	Email: when processing is complete, an email containing
13-Digit ISBNs in filenames	a link to download a zip file of the images will be sent to
O 10-Digit ISBNs in filenames	the specified address.
Optional File Name Suffix:	<ul> <li>FTP: images will be sent using the File Transfer Protoco a high speed means of transfer (zip option</li> </ul>
	<ul> <li>Browser: when processing is complete, you will be</li> </ul>
Email Link     Email Address:     richard.morris@oup.com     8	through your browser (not recommended when processing more than a few files).
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## <sup>8</sup> Type your email address here

If you have the relevant software, and access to an FTP site, use this route for large numbers of pictures at higher resolutions.

## 9 Click **Proceed**

**10** You will receive an email by return with a link to your images. Click on the link and they will be dowloaded to your desktop.

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### **Advanced Controls**

Select **Advanced Controls** to enable custom size, mode, format, and resolution controls.

Advanced Controls	
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o enable, select "Advanced Controls" above.	
Image Size:	
Image(s) will be scaled using the dominant dimension you select, v	hile
preserving the original aspect ratio.	
Dimension: Height 🗧 138 millimeters	¢
Resolution: 300 pixels/inch	
Image Mode:	

Files can be saved with the following options:

- specify dimensions in millimetres, pixels or inches
- specify resolution (72dpi for onscreen use and 300dpi for commercial print is recommended)
- RGB colour for onscreen or cmyk for print, grey scale and black and white
- wide range of file formats including TIFF, PDF, JPEG, EPS or GIF

NOTE: all cover images have been saved in the database at 50% of the original size, so you should not specify dimension which are larger than half the original cover. For larger sizes, contact you Marketing Exectutive.