



Roxhill

USER GUIDES
READY MADE LISTS

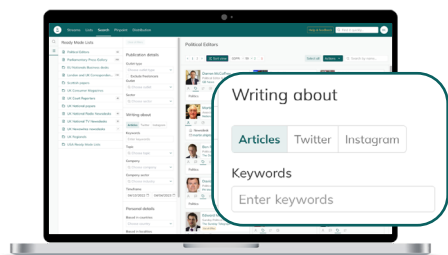


Find new journalists to contact and build new lists with 'Ready Made Lists'

Our **Ready-Made Lists** are built by our researchers, with feedback from PR professionals like you. Find the **most relevant** contacts without having to start your search from scratch, and quickly **discover new journalists writing in your industry**.

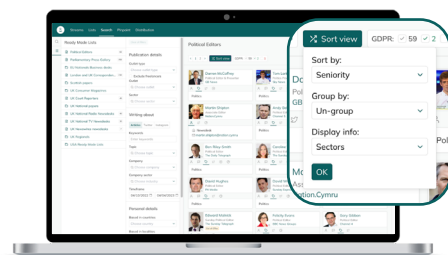
Using Ready Made Lists to build a new list...

Refine your search



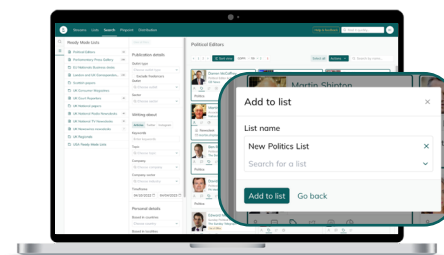
- Refine your search with all the usual tools, such as **Topics**, **Outlets** and **Keywords**.
- This will filter down the results within your chosen **Ready Made List**.

View your results



- The results of your search will appear as they normally would.
- You can use **'Group by'** and **'Sort by'** to group and sort your results by Country, Sector, Job Title and more.

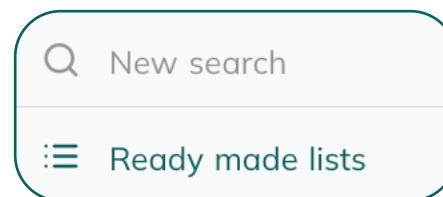
Build or add to your lists



- Add all contacts to your lists, or click to select the journalists you wish to add, then click 'Add X journalists to lists'.

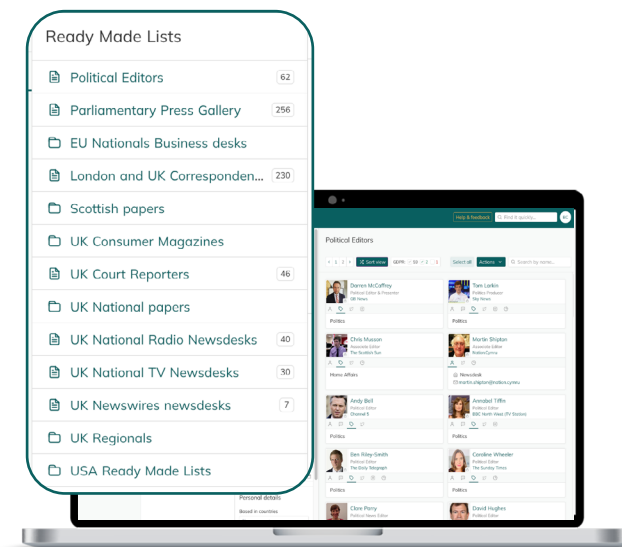
Visit the Roxhill Media database and navigate to the Search feature

Navigate to Search



- Click on the ☰ icon to bring up the 'Ready Made Lists' menu.
- The 📁 icon indicates a list. You can see the number of contacts in that list on the right-hand side of the list name
- The 📁 icon indicates folder, under which several lists sit. Click to see all the lists in the folder.

The 'Ready Made Lists' menu



Contact us for new Ready Made List suggestions, requests and feedback



Our team regularly updates these lists, so please contact your account manager with any feedback or requests that you may have.

Note: For further support on building and managing your lists, please see our User guide for How to Build Lists.