# Roxhill

**Guardian** 

THE TIMES

Noble, Money Editor, The Tir

## USER GUIDES REGIONAL MAPPING



How to Search Regional Outlets and Journalists with regional mapping. Find regional outlets and journalists using our regional mapping search.



#### **Option 1: Entering a town**

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- Select the 'Address' button.
- Type in the name of the specific town or postcode.
- Your results will show all regional papers and/or regional radio outlets within the area you have selected.

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- To select your chosen outlet(s) click on the white space within their profile cards.
- Once you've selected your key outlets click Actions.
- From the drop-down menu, select 'Search X outlets journalists'

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- Your screen will refresh and switch over to the Journalists tab.
- A new set of results will appear with a list of all the journalists writing for the regional papers and/or regional radio outlets you selected.

## Group and sort Outlets and Journalist



- The 'Group by' button can group Outlets by Country, Outlet Type or Frequency, and it can group Journalists by Country, Sector, Job Title and Outlet Type, Frequency or desk..
- The 'Sort by' button can sort Outlets by Relevance and Outlet Circulation, and it can sort Journalists by Relevance, Name, Seniority and Outlet Circulation.

## Option 2: Entering a postcode



- Select the 'Address' button.
- Type a postcode into the 'Any town or postcode' box.
- Your results will show all regional papers and/or regional radio outlets within the area you have selected.

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- To select your chosen outlet(s) click on the white space within their profile cards.
- Once you've selected your key outlets click Actions.
- From the drop-down menu, select 'Search X outlets journalists'

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- Your screen will refresh and switch over to the Journalists tab.
- A new set of results will appear with a list of all the journalists writing for the regional papers and/or regional radio outlets you selected.

Select the journalists you want to add to your list by clicking their profile cards.

Click 'Add journalists to list'.

Enter list name to find or create a new list then click 'OK'.

### Option 3: Drawing an area on a map

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- Select the 'Map area' button and click 'Draw area on map'.
- A UK map will pop onto your screen.
- Select the 'Start again' button.



- Zoom in to your desired location using the buttons.
- Using the pointer draw a shape around your desired location.
- Once your shape is complete, click the first point again to close it.

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- Your results will now show all regional papers and/or regional radio outlets within the area you selected.
- To select your chosen outlet(s) click on their profile cards.
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