A *Subject Bibliography* is an independent bibliography made up of smaller listings, each appearing under a separate and distinct heading. Typical subject bibliography headings are by Author, Keyword, Journal Name, Reference Type etc.

**Note:** To make a subject bibliography, show only the references you wish to use. In the gray status bar below you can see how many references are displayed ‘Showing n references’.

### Steps

1. Click on a Group name to display the references in a specific group.
2. Choose *Tools > Subject Bibliography*.
3. In the *Subject Fields* dialog, highlight a field (e.g. Year) whose content you wish to use as subject headings and click OK.
4. In the *Subject Terms* dialog, select the terms you wish to include as subject headings and click OK.

5. Once your subject bibliography is set up the way you want it, you can choose one of the following options:

a) Click *Layout* if you want to modify options that affect the subject headings.
b) Click *Terms* if you want to modify the term selections you just set.
c) Click *Print Preview* to see a formatted page view of the bibliography.
d) Click *Print* to print to a printer.
e) Click *Save* to print to a disk file: Text, RTF or HTML.
Click OK.