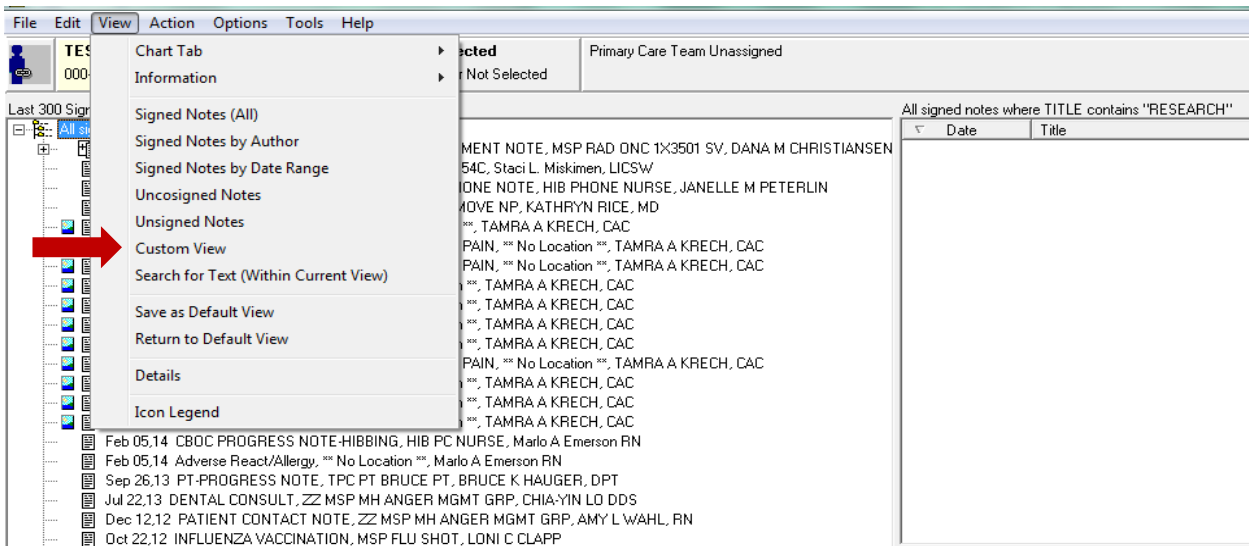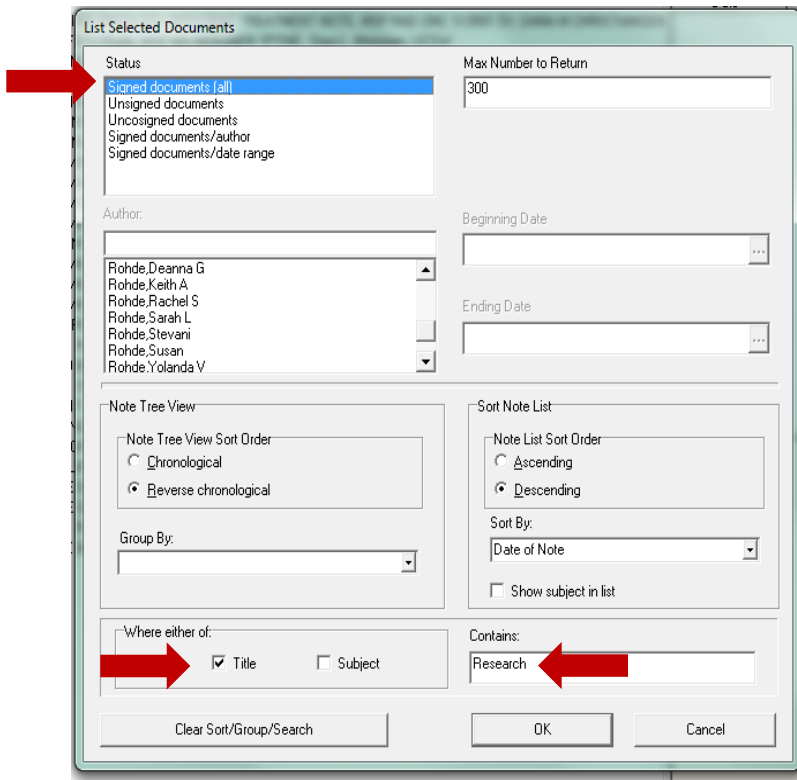# Customizing Your View of CPRS Notes

When you are in the "Notes" tab, open **"View"** from the task bar and select **"Custom View".**

This window appears when "Custom View" is selected:

To have specific notes highlighted in your view, select **"Signed documents (all)"** and **"Title".**

Enter the key word in the **"Contains"** field. In this example, all notes with the word *Research* in the title will be listed in bold type.

Go back to **"View"** on the task bar and select **"Save as Default View"** if desired.

All notes with the word *Research* are now displayed in bold.