1. the SoftPay home screen, press **6** on the keypad. (The SoftPay home screen displays the **Sale**, **Refund**, and **Void** options.)
2. Press **F3** (Terminal).
3. Press **F2** (View).
4. Press **F2** (Next) to cycle through the receipt lines. For example, press **F3** (Next) three times to display **Header Line 1**.

 Note: If you pass the line you want to change, press **F1** (Previous) to cycle to the previous line.

1. To edit the current line, press **F3** (Edit).
2. Press the **Backspace** key to delete the existing text.
3. Use the keypad and **Alpha** key to enter new text as follows:
    1. Press the key which displays the letter that you want to insert.
    2. Press the **Alpha** key to cycle through the letters until you reach the letter you want to insert.
        *   For example, to enter the letter "**C**" press **2** on the keypad, then press the **Alpha** key three times.
    3. Repeat steps a and b until your text is complete.
    4. When you have finished your changes, press **Enter**.
5. Repeat steps 4-8 to change the text in any other lines.
6. Press the **Cancel** key three times to return to the SoftPay home screen.