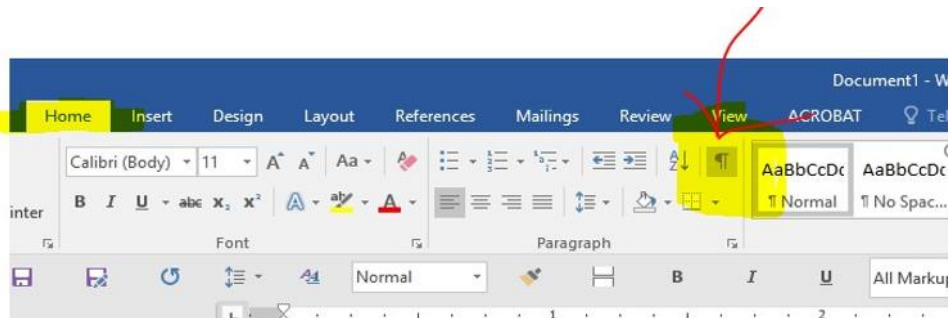
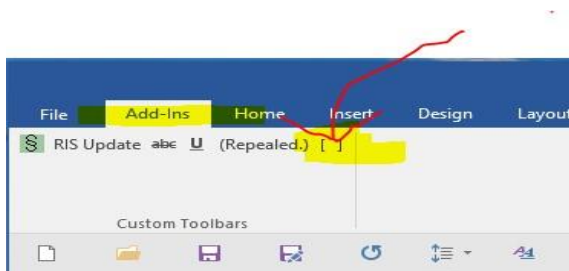


## Inserting Brackets

Step 1: Show Formatting. Go to Home tab, and toggle Show Formatting button.



Step 2: Use the brackets on the RIS Toolbar.



Step 3: Highlight the space adjacent to the word you want to bracket, then click the bracket.

"Exchange" means the transaction in which a person buys acquired released nutrient credits produced by a nutrient.

"Exchange" means the transaction in which a person [ buys acquired released nutrient credits produced by a nutrient. ¶

"Exchange" means the transaction in which a person [buys acquires] released nutrient credits produced by a nutrient.

"Exchange" means the transaction in which a person [buys acquires] released nutrient credits produced by a nutrient.

Step 4: Here's what they need to look like (The highlighting is so they stand out. Brackets do not need to be highlighted.):

~~[<sup>o</sup>"Agricultural lands" means cropland, hayland, or pastures.].~~

"Exchange" means the transaction in which a person [buys acquires] released nutrient credits produced by a nutrient [credit-generating entity credit-generating project].