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·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:

"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.