How to make big brackets in MS Word

You have to insert a “field” (you can also copy them from this document and then edit them to suit your needs)

1. **INSERT > FIELD...**
2. Click the “field codes” button and a box will appear for you to type in.
3. Erase anything that’s already in the box (e.g., an = sign).
4. Type the following: `EQ \b\bc\{\a\ac(+round,+hi,+nasal))`
5. Click OK.
6. Something like this will appear: 
   
   
   
   
   
    
    
    
   +round
   +hi
   +nasal
7. Right-click on it and select “Toggle field codes” from the menu that appears.
8. Now you’ll see what you typed, but it’s surrounded by {} and becomes highlighted in grey if you click it:
   
   
   
   
   
    
    
    
   +hi
   +round
   +nasal
9. Repeat step 7 to return to the formatted view.

What the parts mean

- `\b\bc` means create brackets with both characters being the thing that comes next (here, “[“)
- `\a\ac` means create an array that is aligned as instructed (here, centered)
- `\`, `{`, `(`, `<` comma-separated list of items that should appear in the brackets
- `+round`, `+hi`, `+nasal` whether items should be centered (c), left-aligned (l), or right-aligned (r)
- `EQ` tells Word what kind of field it is (Equation)
- `\{` what kind of brackets you want: [, {, (, < .

You can also pick something else but it won’t having an automatic mirror-image matching twin so instead of “\bc\}” (or whatever), you’ll have to type “\lc\$\rc\%” (or whatever), in this case to say that the left bracket is a big dollar sign and the right bracket is a big percent sign.
More examples (bold is to draw your attention—just type these normally)

- \( \text{EQ } \{+\text{round}, +\text{hi}, +\text{nasal}\} : \begin{cases} +\text{hi} \\ +\text{round} \\ +\text{nasal} \end{cases} \)

- \( \text{EQ } \{+\text{round}, +\text{hi}, +\text{nasal}\} : \begin{pmatrix} +\text{hi} \\ +\text{round} \\ +\text{nasal} \end{pmatrix} \)

- Insert a field \( \text{EQ } \{+\text{nasal}, -\text{voice}\} \), copy it, and replace the “+nasal” of \( \text{EQ } \{+\text{round}, +\text{hi}, +\text{nasal}\} \) with that new field:

  \[ \begin{pmatrix} +\text{hi} \\ +\text{round} \\ +\text{nasal} \end{pmatrix} \begin{pmatrix} +\text{nasal} \\ -\text{voice} \end{pmatrix} \]