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).
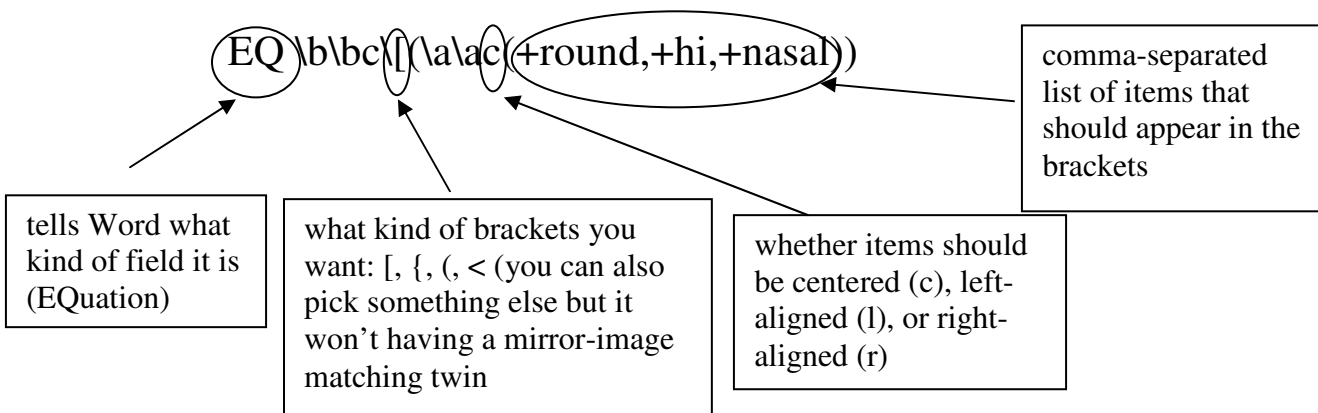4. Type the following: EQ \b\bc\[(\a\ac(+round,+hi,+nasal))
5. Click OK.
6. Something like this will appear: $\begin{bmatrix} +hi \\ +round \\ +nasal \end{bmatrix}$
7. Right-click on it and select "Toggle field codes" from the menu that appears.
8. Now you'll see what you typed, but surrounded by {} and becomes highlighted in grey if you click it: $\begin{bmatrix} +hi \\ +round \\ +nasal \end{bmatrix}$
9. Repeat step 7 to return to the formatted view.

What the parts mean

EQ \b\bc\[(\a\ac(+round,+hi,+nasal))

comma-separated list of items that should appear in the brackets

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 a mirror-image matching twin

whether items should be centered (c), left-aligned (l), or right-aligned (r)

\b\bc means create **b**rackets with **b**oth **c**haracters being the thing that comes next (here, "["); **\a\a** means create an **a**rray that is **a**ligned as instructed (here, **c**entered)

More examples (bold is to draw your attention—just type these normally

- EQ \b\bc\{(\a\ac(+round,+hi,+nasal)) : $\begin{Bmatrix} +hi \\ +round \\ +nasal \end{Bmatrix}$
- EQ \b\bc\((\a\a**l**(+round,+hi,+nasal)) : $\begin{pmatrix} +hi \\ +round \\ +nasal \end{pmatrix}$

- Insert a field EQ \b\bc\<(\a\ac(+nasal,−voice)), copy it, and replace the "+nasal"

  of EQ \b\bc\[(\a\ac(+round,+hi,+nasal)) with that new field: $\begin{bmatrix} +\text{hi} \\ +\text{round} \\ \langle \begin{matrix} +\text{nasal} \\ -\text{voice} \end{matrix} \rangle \end{bmatrix}$