How to make big brackets in MS Word

Easy way to insert

1. Copy this and paste it into your document:

```


+round
+hi
+nasal


```

Harder way to insert

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
```

Either way, here’s what you do next to edit it

1. Right-click on the thing you’ve now got, and select “Toggle field codes” from the menu that appears.
2. Now you’ll see what you typed, but it’s surrounded by {} and becomes highlighted in grey if you click it.
3. Make whatever changes you want, like changing the order of “+hi” and “+round”:

```
+hi
+round
+nasal
```
4. Repeat step 1 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)
- **`+round, +hi, +nasal`** means comma-separated list of items that should appear in the brackets
- **EQ** tells Word what kind of field it is (EQuation)
- **c** whether items in the list should be centered (c), left-aligned (l), or right-aligned (r)
More examples (bold red is to draw your attention—just type these normally)

- \textbackslash{bc}\{(\textbackslash{ac}(\texttt{+round,hi,+,nasal})) : \begin{cases} +\textit{hi} \\ +\texttt{round} \\ +\texttt{nasal} \end{cases}\}
- \textbackslash{bc}\{(\textbackslash{al}(\texttt{+round,hi,+,nasal})) : \begin{cases} +\textit{hi} \\ +\texttt{round} \\ +\texttt{nasal} \end{cases}\}
- Field-within-a-filed: insert a field \textbackslash{bc}\<(\textbackslash{ac}(\texttt{+nasal,–voice}))\), copy it, and replace the “+nasal” of \textbackslash{bc}\{(\textbackslash{ac}(\texttt{+round,hi,+,nasal})) with that new field:

\[
\begin{bmatrix}
+\textit{hi} \\
+\texttt{round} \\
<\texttt{+nasal}\rightarrow<\texttt{–voice}> \\
\end{bmatrix}
\]