**How to make big brackets in MS Word**

**Easy way**

1. Copy this and paste it into your document:
2. Go to step 7 below.

**Harder way**

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:
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.
9. Make whatever changes you want, like changing the order of “+hi” and “+round”:
10. Repeat step 7 to return to the formatted view.

**What the parts mean**

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

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

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

tells Word what kind of field it is (**EQ**uation)

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 **l**eft bracket is a big dollar sign and the **r**ight bracket is a big percent sign.

**\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)) :
* EQ \b\bc\**(**(\a\a**l**(+round,+hi,+nasal)) :
* 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: