How to make big brackets in MS Word

Easy way

- 1. Copy this and paste it into your document: \begin{bmatrix} +\text{round} \ +\text{hi} \ +\text{nasal} \end{bmatrix}
- 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 $\b \c (\alpha \c +round, +hi, +nasal)$
- 5. Click OK.
- 6. Something like this will appear: $\begin{bmatrix} +\text{round} \\ +\text{hi} \\ +\text{nasal} \end{bmatrix}$
- 7. Right-click on it and select "Toggle field codes" from the menu that appears.
- 8. Now you'll see what you typed, but 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":

+hi +round +nasal

10. 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 (**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 left bracket is a big dollar sign and the right bracket is a big percent sign.

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

\b\bc means create brackets with both characters being the thing that comes next (here, "[") \a\a means create an array that is aligned as instructed (here, centered)

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

- EQ \b\bc\(((\a\al(+round,+hi,+nasal)) : \begin{pmatrix} +hi +round +nasal \end{pmatrix}
- Insert a field EQ $\b\c\\(\ac(+nasal,-voice))$, copy it, and replace the "+nasal" of EQ

\b\bc\[(\a\ac(+round,+hi,+nasal))\) with that new field:
\begin{align*}
+hi \
+round \
+nasal \
-voice
\end{align*}