

## How to make big brackets in MS Word

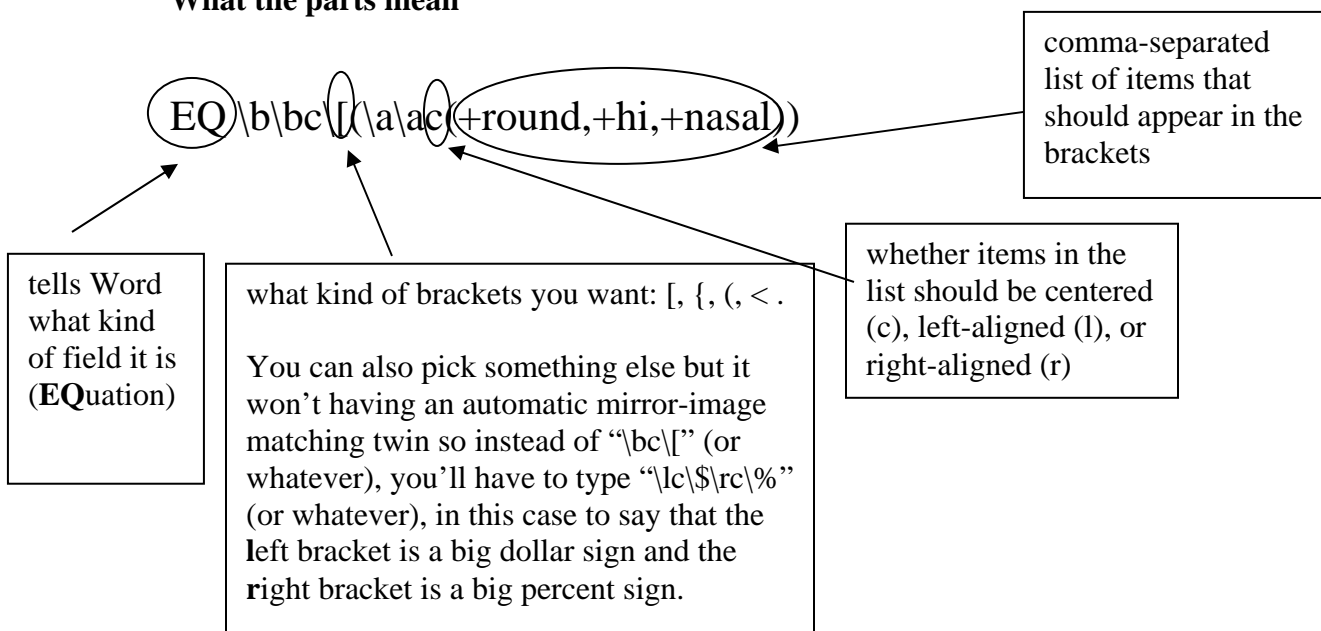
### Easy way

1. Copy this and paste it into your document: 
$$\left[ \begin{array}{c} +\text{round} \\ +\text{hi} \\ +\text{nasal} \end{array} \right]$$
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: 
$$\left[ \begin{array}{c} +\text{round} \\ +\text{hi} \\ +\text{nasal} \end{array} \right]$$
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”:  
$$\left[ \begin{array}{c} +\text{hi} \\ +\text{round} \\ +\text{nasal} \end{array} \right]$$
10. Repeat step 7 to return to the formatted view.

### What the parts mean



**\b\bc** means create **br**ackets with **both** characters being the thing that comes next (here, “[“)  
**\a\ac** means create an **ar**ray that is **al**igned as instructed (here, centered)

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

- EQ  $\backslash\text{bc}\{\backslash\text{a}\text{ac}(+\text{round},+\text{hi},+\text{nasal})\} : \begin{cases} +\text{hi} \\ +\text{round} \\ +\text{nasal} \end{cases}$

- EQ  $\backslash\text{bc}(\backslash\text{a}\text{al}(+\text{round},+\text{hi},+\text{nasal})) : \begin{pmatrix} +\text{hi} \\ +\text{round} \\ +\text{nasal} \end{pmatrix}$

- Insert a field EQ  $\backslash\text{bc}\langle\backslash\text{a}\text{ac}(+\text{nasal},-\text{voice})\rangle$ , copy it, and replace the “+nasal” of EQ

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