How to make big brackets in MS Word

Easy way

1. Copy this and paste it into your document:

   
   +round
   +hi
   +nasal

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:

   
   +round
   +hi
   +nasal

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))**

- **\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)
- **comma-separated list of items that should appear in the brackets**
- **whether items in the list should be centered (c), left-aligned (l), or right-aligned (r)**
- **tells Word what kind of field it is (EQuation)**
- **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.**
More examples (bold is to draw your attention—just type these normally)

- \( \textsc{eq} \{ +\text{round}, +\text{hi}, +\text{nasal} \} : \begin{cases} +\text{hi} \\ +\text{round} \\ +\text{nasal} \end{cases} \)

- \( \textsc{eq} \{ +\text{round}, +\text{hi}, +\text{nasal} \} : \begin{cases} +\text{hi} \\ +\text{round} \\ +\text{nasal} \end{cases} \)

- Insert a field \( \textsc{eq} \{ +\text{nasal}, –\text{voice} \} \), copy it, and replace the “+nasal” of \( \textsc{eq} \{ +\text{round}, +\text{hi}, +\text{nasal} \} \) with that new field:

\[
\begin{cases} +\text{hi} \\ +\text{round} \\ +\text{nasal} \end{cases} –\text{voice}
\]