

How to make big brackets in MS Word

You have to insert a “field” (you can also copy them from this document and then edit them to suit your needs)

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:
$$\left[\begin{array}{c} +round \\ +hi \\ +nasal \end{array} \right]$$
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:
$$\left[\begin{array}{c} +hi \\ +round \\ +nasal \end{array} \right]$$
9. Repeat step 7 to return to the formatted view.

What the parts mean

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

tells Word what kind of field it is (Equation)

what kind of brackets you want: [, {, (, < .

You can also pick something else but it won't have 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 should be centered (c), left-aligned (l), or right-aligned (r)

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

\b\bc means create **b**rackets with **b**oth characters being the thing that comes next (here, “[“)

\a\ac 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)) : $\begin{Bmatrix} +hi \\ +round \\ +nasal \end{Bmatrix}$
- EQ \b\bc\((\a\al(+round,+hi,+nasal)) : $\begin{pmatrix} +hi \\ +round \\ +nasal \end{pmatrix}$
- 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: $\begin{bmatrix} +hi \\ +round \\ \langle +nasal \rangle \\ \langle -voice \rangle \end{bmatrix}$