How to make big brackets in MS Word

Easy way to insert

1. Copy this and paste it into your document: $\begin{bmatrix} +\text{round} \\ +\text{hi} \\ +\text{nasal} \end{bmatrix}$

Harder way to insert

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.
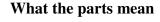6. Something like this will appear: $\begin{bmatrix} +\text{round} \\ +\text{hi} \\ +\text{nasal} \end{bmatrix}$

Either way, here's what you do next to edit it

1. Right-click on the thing you've now got, and select "Toggle field codes" from the menu that appears.
2. Now you'll see what you typed, but it's surrounded by { } and becomes highlighted in grey if you click it.
3. Make whatever changes you want, like changing the order of "+hi" and "+round": $\begin{bmatrix} +\text{hi} \\ +\text{round} \\ +\text{nasal} \end{bmatrix}$
4. Repeat step 1 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 **l**eft bracket is a big dollar sign and the **r**ight 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 **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 red is to draw your attention—just type these normally

- EQ \b\bc\\{(\a\a**c**(+round,+hi,+nasal)) : $\begin{Bmatrix} +hi \\ +round \\ +nasal \end{Bmatrix}$

- EQ \b\bc\\((\a\a**l**(+round,+hi,+nasal)) : $\begin{pmatrix} +hi \\ +round \\ +nasal \end{pmatrix}$

- Field-within-a-filed: 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:

$$\begin{bmatrix} +hi \\ +round \\ +nasal \\ \left\langle –voice \right\rangle \end{bmatrix}$$