How to make big brackets in MS Word

Easy way

1. Copy this and paste it into your document:
   \[
   +\text{round} \\
   +\text{hi} \\
   +\text{nasal}
   \]

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\{\l\a\a\c(+\text{round},+\text{hi},+\text{nasal})\}
5. Click OK.

6. Something like this will appear:
   \[
   +\text{round} \\
   +\text{hi} \\
   +\text{nasal}
   \]
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”:
   \[
   +\text{hi} \\
   +\text{round} \\
   +\text{nasal}
   \]
10. Repeat step 7 to return to the formatted view.

What the parts mean

EQ \b\bc\{\l\a\a\c(+\text{round},+\text{hi},+\text{nasal})\)

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

\bc means create brackets with both characters being the thing that comes next (here, “[“)
\l means create an array that is left-aligned (l), or right-aligned (r)
\c means create an array that is centered (c)
\a\c means create an array that is aligned as instructed (here, centered)

\text{list} means list should appear in the brackets

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

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\%r\c\%” (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)

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

- \( \text{EQ } \{\text{\texttt{+hi, +round, +nasal}}\} : \{\begin{cases} \text{+hi} \\ \text{+round} \\ \text{+nasal} \end{cases} \}

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

\[\begin{bmatrix} \text{+hi} \\ \text{+round} \\ \text{+nasal} \end{bmatrix} \]