Inserting Leader Lines in Microsoft Word

Purpose   To insert a dotted line (or leader line) in Microsoft Word.

Process

STEP	ACTION	RESULT/RESOURCES
1	**Click** the expansion arrow on the Paragraph group in the *Home* tab.	
2	The Paragraph dialogue box will appear. **Click** the "Tabs…" button in the lower left hand corner.	
	CONTINUED ON NEXT PAGE	
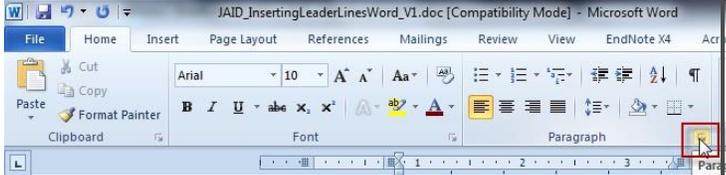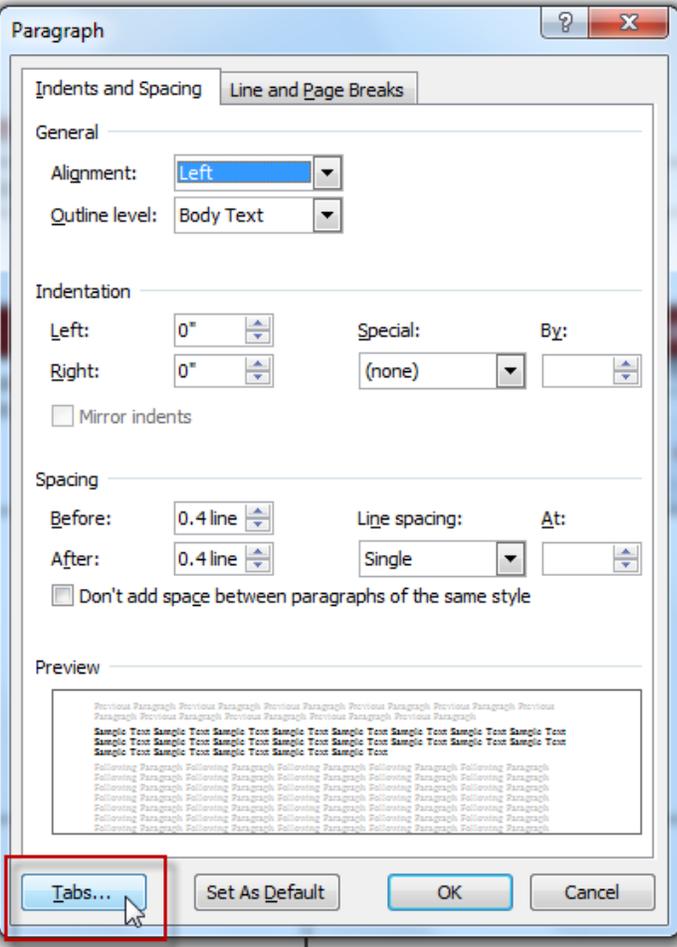
Process (cont.)

3	The Tabs dialogue box will appear. **Type** the position where you want the leader lines to end in the "Tab stop position:" box (we recommend 6"). **NOTE: You can also choose from the dropdown list of default tab stops.** To insert the leader lines, **click** "2….." **Click** "Set" **Click** "OK"	
4	In the document, place your cursor after the chapter or section title. **Click** "Tab" on the keyboard to produce the leader lines and then add the page number.	Chapter 1.. 2
5	If you already have the chapter and section titles typed in the Table of Contents, you can highlight all of the titles and set the dot leaders all at once, then repeat step 4 for each title.	
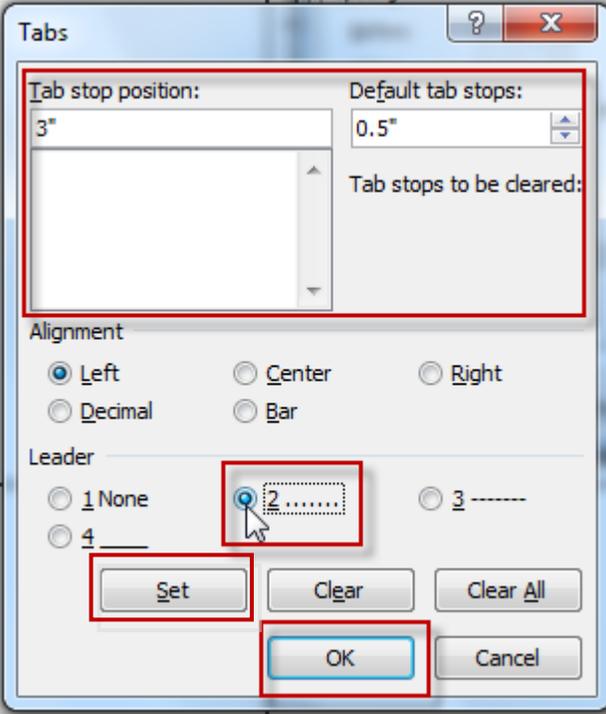
*Please Note: Because the creation of dot leaders relies on the "Tab" button, "Tab" should not be used to indent subheading levels on the Table of Contents. Instead use the ruler slide on the top toolbar.