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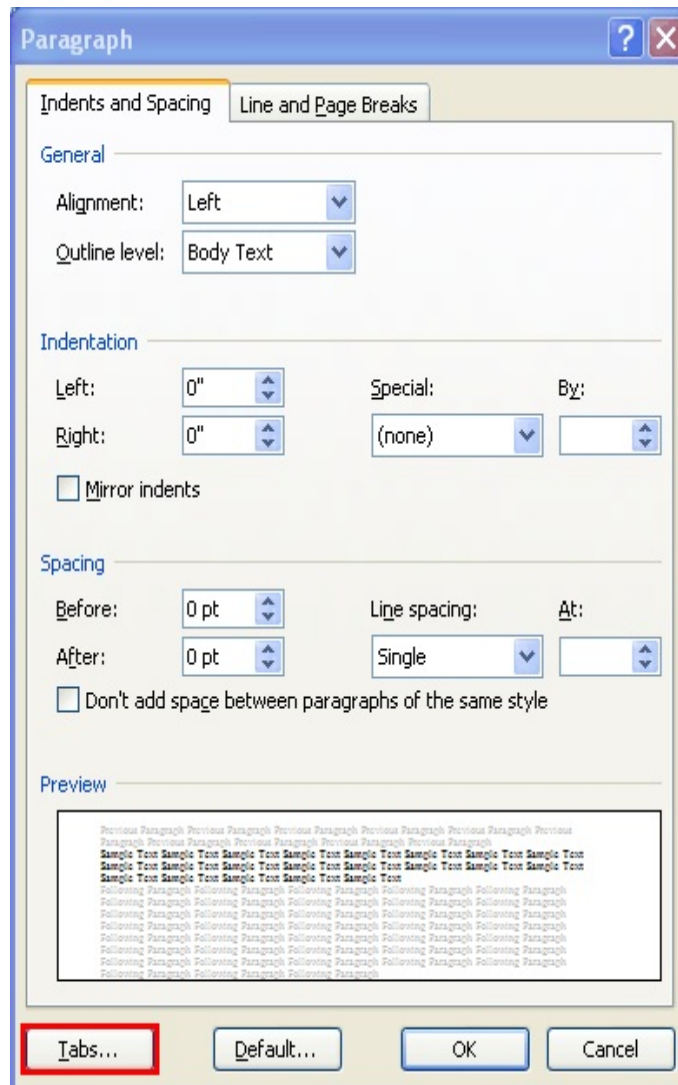
Inserting Dot Leaders (Word 2007)

If you are trying to create a Table of Contents or a Table of Authorities, and you want it to look PROFESSIONAL, don't create your dot leaders by hand (dot space dot space dot space and so on). Follow the simple rules below and let Word create them for you.

Note: If you have already typed the text, simply highlight all information to be included in the body of the Table(s), and then follow the steps below. If you have not yet created a page for your Table of Contents or Table of Authorities, do that before you continue with the next steps.

To create dot leaders, go to the HOME tab, find the PARAGRAPH group (3rd from the left), and click the arrow located at the bottom right corner of the PARAGRAPH group. The PARAGRAPH box should appear.

On the PARAGRAPH box, click the TABS button located in the lower left corner (see the red rectangle below).



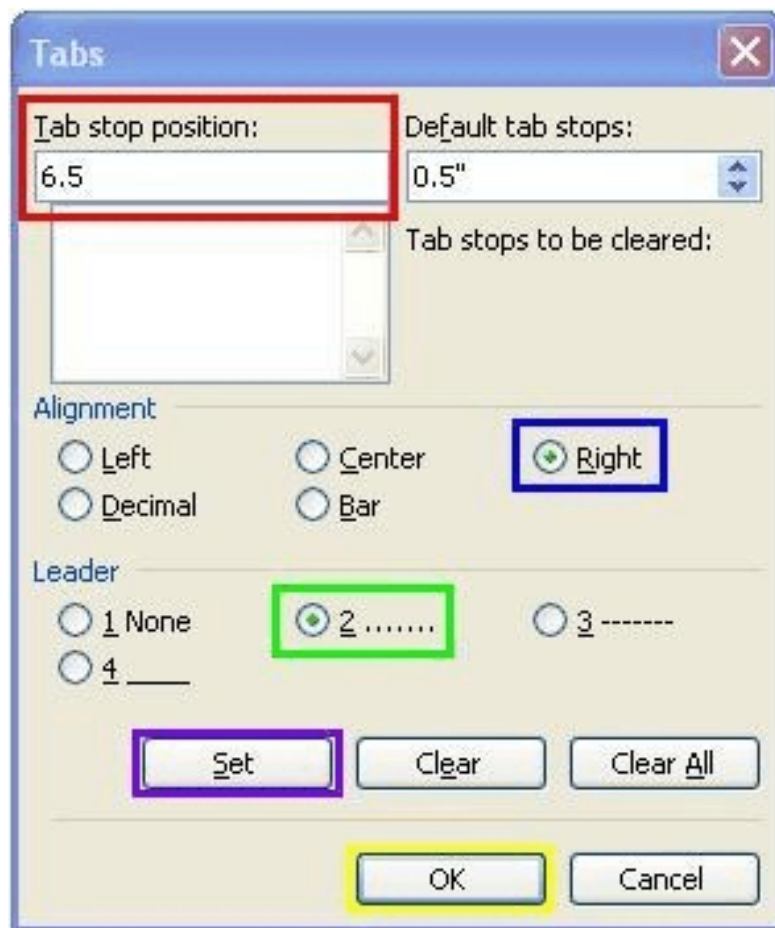
On the TABS box, click in the TAB STOP POSITION box (see the red rectangle below) and type 6.5 (this is the number I use as a general rule).

Select the radio button to set the ALIGNMENT to RIGHT (see the blue rectangle below).

Select the radio button to set the LEADER to 2 (see the green rectangle below).

Click the SET button (see the purple rectangle below). (You MUST click the Set button or the settings do not apply.)

Click the OK button (see the yellow rectangle below).



Then when you press the TAB key on your keyboard, the dot leaders will appear from the point where you cursor was located to the 6.5 position on the right.

You can then type in the page number or numbers as needed.

This process provides you with consistent alignment and makes for a professional look for your Table of Contents and/or you Table of Authorities.

If you have any questions, please contact Susan Wolford at susan.wolford@mail.wvu.edu or 304-293-6830.