

Set Tab Stops with Leader Characters

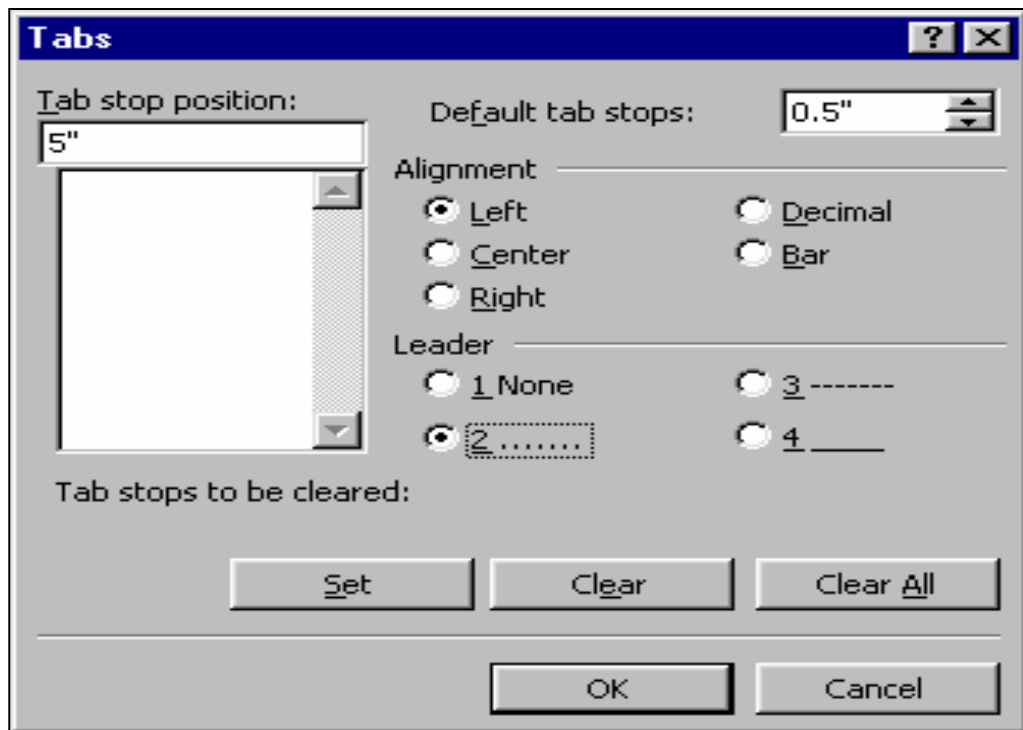
A leader character is a solid, dotted, or dashed line that fills the space used by a tab character. For example, leader characters are often used in a table of contents to draw the reader's eye across the space between a chapter name and the page on which the chapter begins.

Example:

Chapter 1..... Page 5

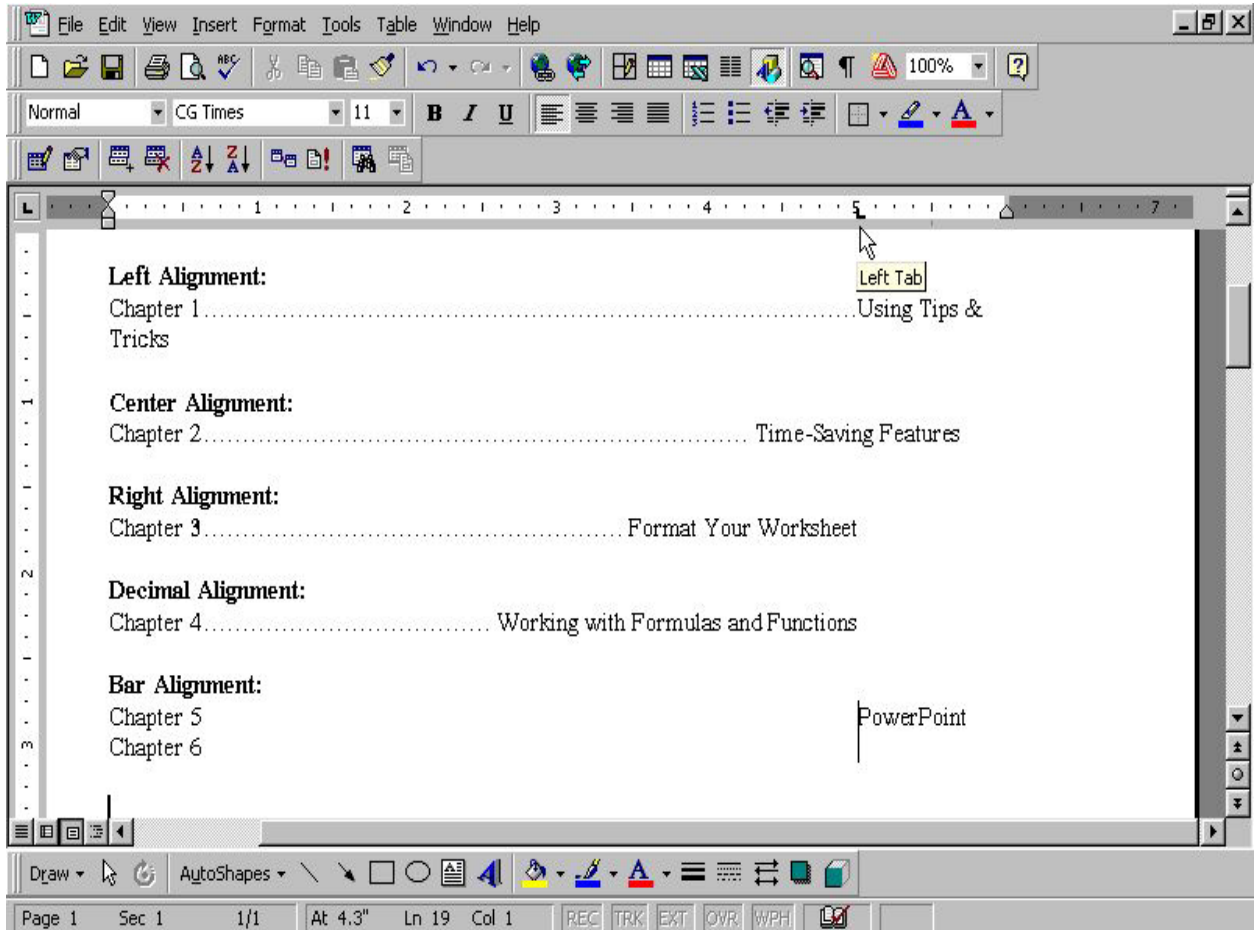
1. Open a new or existing document, and select the position where you wish to insert leader characters before a tab stop
2. On the **Format** menu, click **Tabs**
3. In the **Tab Stop Position** box, type the position for a new tab, or select an existing tab from the list

(a 5" tab stop position works well with a 1" left and right page margin)



Note: The "Default Tab Stops" sets the default spacing between each tab stop when you use more than one leader character horizontally across a page.

4. Under **Alignment**, place a · next to the type of alignment for text typed at the tab stop



5. Under **Leader**, click the leader option you want, and then click **Set**
6. Begin typing your text, tabbing between each heading. Word automatically inserts the appropriate character leaders between the headings and numbers