# How to Add Dot Leaders To a Table of Contents

Dot leaders should be used in the Table of Contents, List of Figures, and List of Tables to separate titles, figure captions, and table titles from page numbers. Below are instructions for how to insert dot leaders in Microsoft Word. Please note there may be slight variations to the steps based on the version of Word you are using.
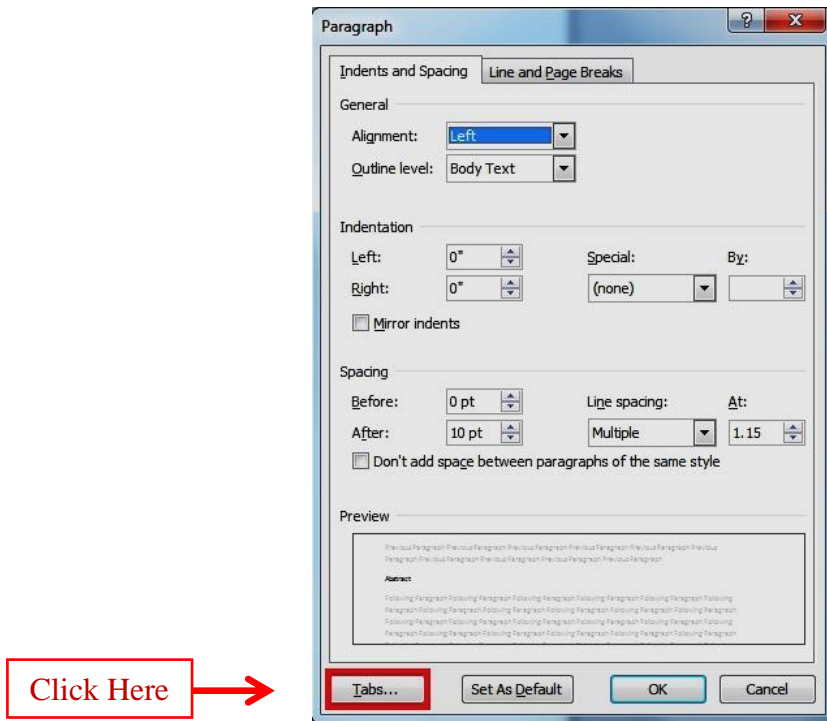
1. Begin by typing text.

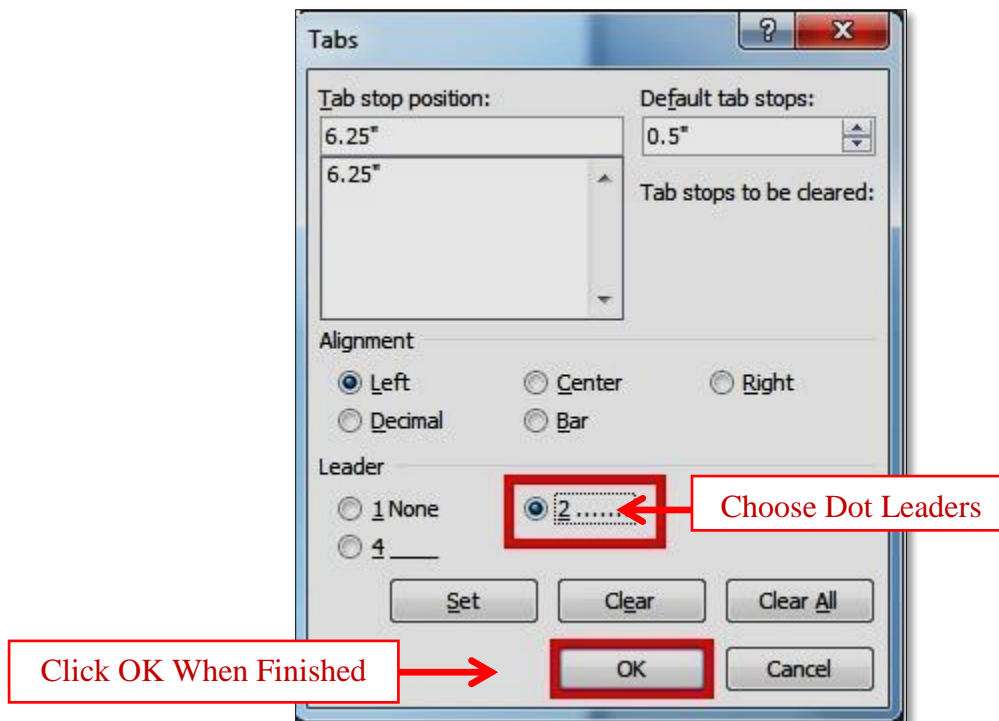2. Set the **Tab Stop** at the desired location by clicking on the horizontal ruler at the top of the page.
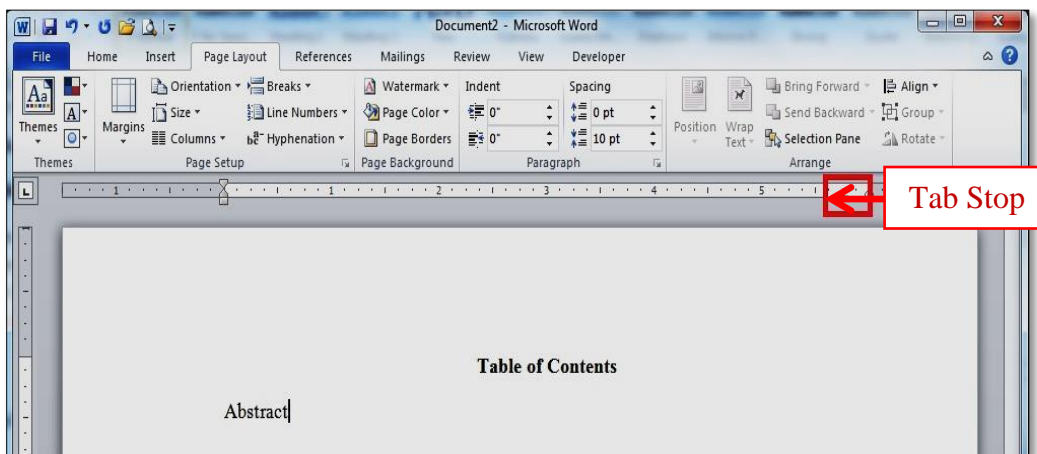
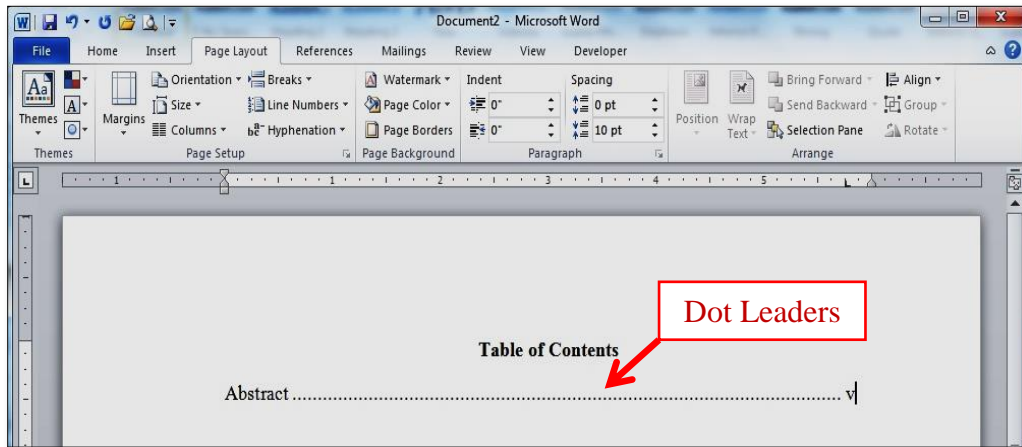3. Open the **Paragraph Dialogue Box**.
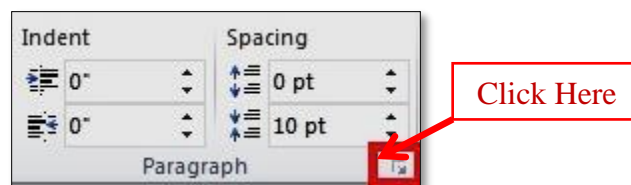
4. Click on **Tabs** in the **Paragraph Dialogue Box**.

Click Here →

5. Choose the option for dot leaders in the **Tabs Dialogue Box** and then click **OK**.

Choose Dot Leaders

Click OK When Finished →

6. Pressing the **Tab Key** after the text will insert the dot leaders.

When you press **Enter** to start a new line, the formatted tab stop will be available on the new line.

More information can be found at: https://support.office.com/