Dot Leaders

- In this tutorial, you will learn about the DOT LEADERS you can create in your Microsoft Word 2010 document.

- DOT LEADERS add a visual link to separated words on one line and can be created using the TABS DIALOG BOX.

Example of text with DOT LEADERS:

Example of text without DOT LEADERS:
Locating the LEADER settings

The LEADER settings are located in the TABS DIALOG BOX and can be found by opening the PARAGRAPH DIALOG BOX and then clicking the TABS button.

Using the LEADER Settings

Step 1: Open your Microsoft Word document and locate the area in which you would like to add a LEADER. Position your cursor within the line of text by clicking anywhere in the sentence. In this example, we will assume you would like create a dotted LEADER in a sentence with separated text in your document.
Step 2: Click the PARAGRAPH DIALOG BOX LAUNCHER button on the HOME tab in the PARAGRAPH group to open the PARAGRAPH DIALOG BOX.

Step 3: Once the PARAGRAPH DIALOG BOX is open, click the TABS button to open the TABS DIALOG BOX.
Step 5: Select the dotted setting (second option) in the LEADER section of the TABS DIALOG BOX.

Step 7: Click the OK button in the TABS DIALOG BOX to apply the changes.
positively or negatively impact a student’s experience including:

- Language barriers and proficiency (Zhang & Kenny, 2010)
- Course design and instruction (Minjuan et al., 2010; Zhang & Kenny, 2010)
- Cultural differences (Liu et al., 2010; Tu, 2001)

**Finish:** By following the steps above, you can create a **DOT LEADER** between separated words on a line in your document.