Dot Leaders
Walden University Academic Skills Center

Dot leaders are used between tab stops in tables of contents to help make this portion of your paper easier for the reader to follow. Essentially, dot leaders are the ellipses placed between the title of a section and the page number where the section begins. When auto-generating a table of contents, MS Word will insert these for you.

Here is an example of a dot leader:

![Table of Contents]

To manually insert dot leaders:

1. Place your cursor where you would like the dot leader to appear

2. Right-click, choosing “Paragraph...” OR choose the arrow in the bottom right-hand corner of the “Paragraph” menu under “Page Layout”

3. Choose “Tabs...” option

4. Type in the “Tab stop position,” which is generally 6” or 6.5”

5. Choose “Right” under “Alignment”

6. Select the type of leader you would like; most students use option 2
7. Next, choose “Set” before selecting “OK”

- NOTE: Your settings will not be saved unless you choose this option

8. With your cursor still placed where you would like to insert the dot leader, hit the “Tab” key, which will insert your dot leader