

# Creating Tab/Dot Leaders in a Word Document

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These instructions explain how to create a tab or dot leader in a Word document, using Microsoft Word on a PC or a Mac.

A tab leader connects text and page numbers in an index of authorities or table of contents. A dot leader is the most common form of tab leader, and has dots (“.....”):

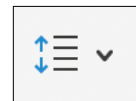
<i>People v A,</i>	
123 Mich App 456 (1999) .....	5, 7
<i>People v B,</i>	
321 Mich App 654 (2015) .....	9, 12, 18

## Basic instructions

1. Using the mouse, highlight the text where you want use dot leaders, e.g., highlight all the case entries in the index of authorities or all the entries in the table of contents.

2. Open the *Tab Settings* pop-up box:

- a. Go to *Home* on the ribbon at the top of the screen.
- b. Click on the down arrow on the *Line and Paragraph Spacing* icon:
- c. Click on *Line Spacing Options*.
- d. A pop-up will appear. Click on *Tabs* in the lower left-hand corner of the box.

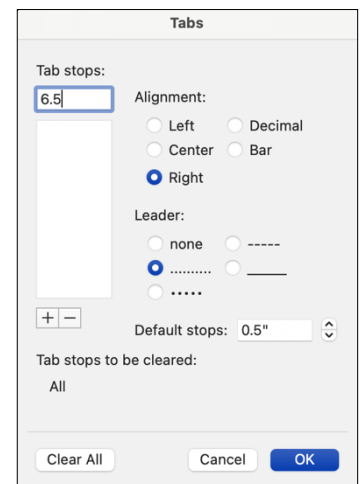


3. Change the settings in the *Tab Settings* pop-up box:

- a. Set the *Tab stop position* to 6.5 inches, and the *Alignment* to right. Assuming you are using 1-inch margins in your brief (Word’s default), this will put page numbers on the right-hand side of the page, at the margin.

If you are using different margin settings in your document, adjust the tab stop setting accordingly. For example, if you are using 1.25-inch margins, set the *Tab stop position* to 6 inches.

- b. Click on the type of leader you want to use. Most likely, you want 2, which will produce dots. Click on *Set* to set the tab stop, and then on *Okay* to close the pop-up box.



4. Put the cursor at the beginning of the area where you want to use dot leaders, e.g., at the end of the first citation in the Index of Authorities.

Hit the tab key on the keyboard. A row of evenly spaced dots will appear across the page, ending at where you set the tab stop position (6.5 inches, in our example). You can now add whatever page numbers you want at the end of the dot leader. Move the cursor to the next spot where you want to use dot leaders and hit the tab key again.

5. When you are done with the dot leaders, return the tab stops to their default settings by opening the *Tab Settings* pop-up box (see § 2, above) and then clicking on *Clear All*, followed by *Okay*.