

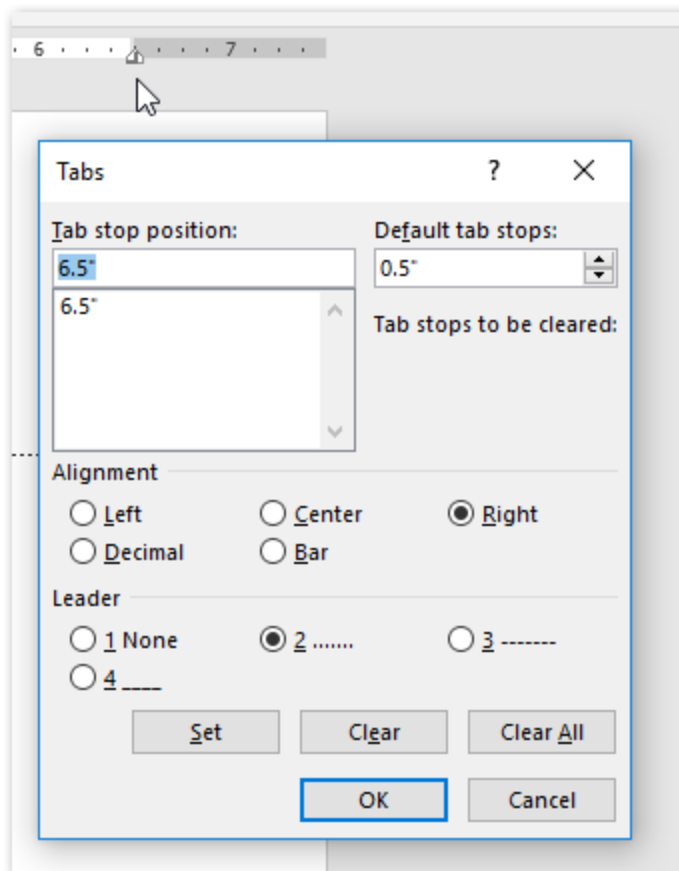
Table of Contents: Tab stops, leader dots, and alignment

Properly formatting your table of contents will require the use of tabs to right justify page numbers and to include leader dots. Below is a summary that will help explain how to accomplish this using Microsoft Word. You may also utilize Word help features or additional websites for more information: [Set, clear, or remove tab stops](#)

To begin, click on the ruler and set a tab stop with the following parameters:

Tab stop position 6.5"
Default tab stops: .5"
Alignment: Right
Leader: 2 dots

Be sure to click **Set** and then **OK**.



Note: The same process is used to right justify the word "Page" above the page numbers. The only difference is to select **1 None** under **Leader**.

Place your cursor in between the heading and the page number. Press the **Tab** key.

TABLE OF CONTENTS	
	Page
LIST OF TABLES	viii

The page number will then be right justified and all the leader dots will be filled in as seen below:

TABLE OF CONTENTS	
	Page
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