How to Format Tab Leaders in Microsoft Word

1. Turn on your Formatting Marks by pressing Shift + F1 and selecting “Show all Formatting Marks.” Delete any tabs that you have entered. You will know they are tabs by the arrow symbol (→).

2. Select the Table of Contents. Go to Format, Tabs.

3. Select “Clear All” to clear away any tabs that have been previously set.

4. Add the following tab stops:
   a. Add a Tab Stop at 0.4” with Decimal Alignment and Leader 1. Press Set.
b. Add a Tab Stop at 0.5” with Left Alignment and Leader 1. Press Set.

c. Add a Tab Stop at 6.0” with Right Alignment and Leader 2. Press Set. Press OK.
5. Put your cursor at the beginning of the line where your first heading will go.

6. For chapter headings Press TAB once and type in the chapter number. Press TAB and type in the heading. Press TAB twice and type in the page number. Hit ENTER and repeat for next chapter.

7. To align subheadings: Press TAB twice and type in the heading title, press TAB twice and enter page number. Hit Enter and repeat as necessary. When all of your headings are typed in, select them and move the 0.5” tab to align them where you need them. It is easiest to type in all Chapter Headings first and then add your subheadings.