


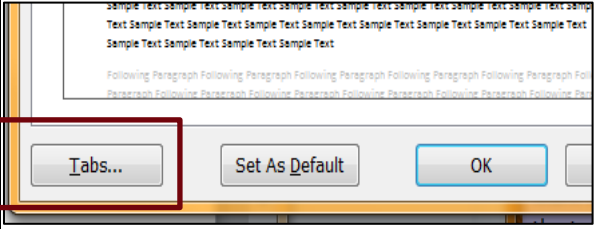
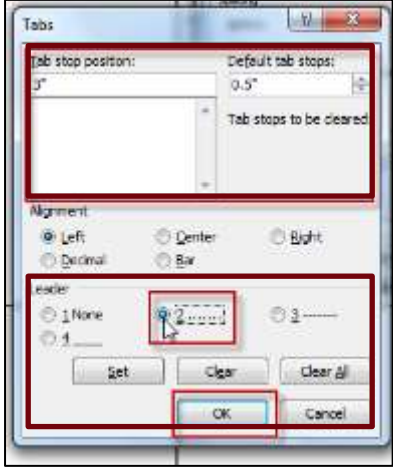


Dear Diane,

Is there an easy way to add Leader Lines in a Word document, (for example, the dotted lines in a Table of Contents)? I am tired to trying to count periods and making it look good. **Seeing Dots**

Dear Dotty,

There is an easier way to do this. Here is a table with the steps... (No pun intended!☺)

| STEP | ACTION | RESULT/RESOURCES |
|------|--|--|
| 1 | Click the expansion arrow on the Paragraph group in the Home tab. |  |
| 2 | The Paragraph dialog box will appear. Click the "Tabs..." button in the lower left hand corner. |  |
| 3 | <p>The Tabs dialog box will appear.</p> <p>Type the position where you want the leader lines to end in the "Tab stop position." Box (usually 6".)</p> <p>To insert the leader lines, click "2..."</p> <p>Click "Set"</p> <p>Click "OK"</p> |  |
| 4 | <p>In the document, place your cursor after the chapter or section title.</p> <p>Click "Tab" on the keyboard to produce the leader lines and then add the page number.</p> | <p>Chapter 1..... 2</p> |
| 5 | <p>If you already have the chapter and section titles typed in the Table of Contents, you can highlight all of the titles and set the dot leaders all at once, then repeat step 4 for each title.</p> | |