# Setting Tab Stops with Leader Characters in Word

Tab stops (A location on the horizontal ruler that indicates how far to indent text or where to begin a column of text.) enable you to line up text to the left, right, center, or to a decimal character or bar character. You can also automatically insert specific characters before the tabs known as Leader (A solid, dotted, or dashed line that is used in a table of contents and that fills the space used by a tab character.).
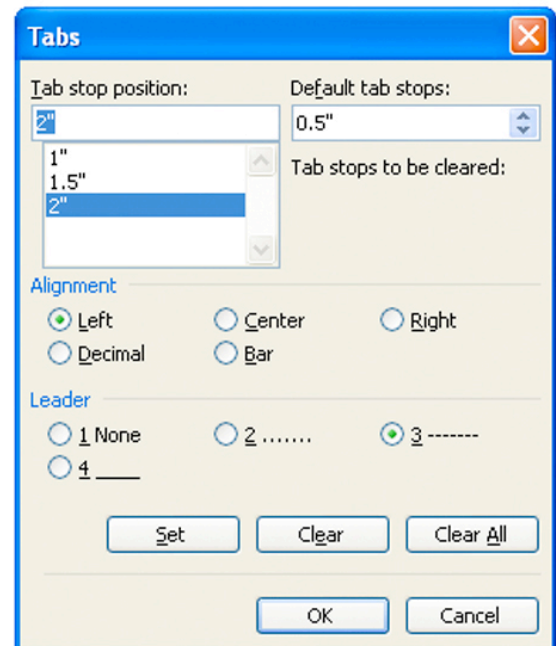
Mac (Word 2004) or Windows (Word 2003)

To set a tab stop with leader characters:
1. Select the paragraph in which you want to insert leader characters before a tab stop.
2. On the **Format** menu, click *Tabs* to display the **Tabs** dialog box.
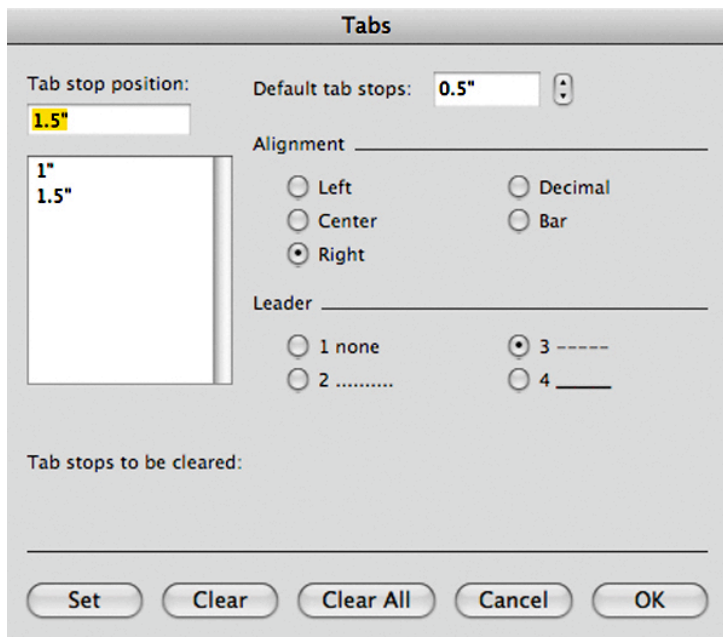
Word 2004

Word 2003

3. In the **Tab stop position** box, type the position for a new tab, or select an existing tab stop to which you want to add leader characters.
4. Under **Alignment**, select the alignment for text typed at the tab stop.
5. Under **Leader**, click the leader option you want, and then click the **Set** button.
6. Click the **OK** button to close the **Tabs** dialog box.