

SET TAB STOPS WITH LEADER CHARACTERS

MSWORD

1. Select the paragraph in which you want to insert leader characters before a tab stop.
2. On the **Format** menu, click **Tabs**.
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 **Set**.

To insert a leader character

WORD PERFECT

1. Click or select a paragraph.
2. Click Format, Line, Tab Set.
3. Choose one of the following from the Tab Type list box:
 - Dot Left inserts periods in the empty space to the left of the tab stop
 - Dot Center inserts periods in the empty space surrounding the centered text
 - Dot Right inserts periods in the empty space to the right of the tab stop
 - Dot Decimal inserts periods in the empty space surrounding the decimal-aligned text
4. Click the Set And Close button.

To change a leader character

1. Follow steps 1 and 2 from the previous procedure.
2. In the Dot Leader Character box, select the existing leader character.
3. Type the keyboard character you want to use as a leader character.

If you want to use a non-keyboard character or symbol as a leader character, press CTRL + W.

4. Click the Set And Close button.

To change the amount of space between leader characters

1. Follow steps 1 and 2 from the "To insert a leader character" procedure.
2. In the Dot Leader Tabs section, type a value in the Spaces Between Characters box.
3. Click the Set And Close button.