Dot Leaders and Manual Entry Table of Contents
(Word 2010, 2013 and 2016 for PC)

If you prefer to type your table of contents by hand (rather than using heading styles), you may run into some frustration in getting the dots to space evenly between the chapter name and the page number.

To resolve this issue and produce your own table of contents, you can either install dot leaders as a tab setting or use Word’s manual-entry table of contents template. Both solutions are explained in detail below. Please note that these approaches will not enable the table of contents to update automatically, so be sure to check that the page numbers listed are correct before finalizing your document.

Installing dot leaders as a tab setting

1. If you haven’t already, begin by typing in all the chapter headings and subheadings for your table of contents. Don’t worry just yet about dot leaders or page numbers.
2. Set up all the indentions for subheadings according to your preference.
3. Next, highlight the entire table of contents in its current state.
4. In the Paragraph section of Word’s Home tab, click the expand icon in the lower right-hand corner (shown above, it looks like a little arrow coming out of a box).
5. In the Paragraph pop-up box, click Tabs in the lower left-hand corner (not shown here).
6. In the Tabs pop-up box, type 6” in the Tab stop position box and set the Leader radio button to 2…… then click Set and finally, OK.
7. Now in your document place your cursor just after the first entry (Chapter 1, for example) and press the Tab key. This will move your cursor across the page and place the dot leaders for you.
8. Finally, type the page number then move your cursor to the end of the next line to set up the next page number.

Note: If you need to change the indentions on your table of contents, use the sliders on the Word ruler at the top of the page. You will not be able to change indentions using the Tab key.

1 Instructions based on information from the Indiana University of Pennsylvania School of Graduate Studies and Research website: http://www.iup.edu/graduatestudies/resources-for-current-students/research/thesis-dissertation-information/writing-your-thesis-or-dissertation/dot-leader-instructions/
Using Word’s manual-entry table of contents template

1. Place your cursor where you would like the table of contents to appear.
2. Click on the References tab in Word, then click the Table of Contents drop-down at the far left of the ribbon.
3. From the Table of Contents drop-down, click Manual Table.

4. Word will place a starter table of contents into your document. Type your chapter titles in place of the dummy text and replace the page numbers with the correct numbers.

5. Copy and paste fields to create additional spaces for headings. (When copying, start from the right rather than from the left. When the text you want to copy is highlighted, click Control+C then Enter, then Control+V to paste the item.)