If you use Microsoft Word to format your thesis and do not automatically generate your Table of Contents (or List of Tables or List of Figures), use tabs with dot leaders to line up your entries and page numbers. The tabs ensure that your page numbers line up correctly on the right.

**To Add Tabs and Dot Leaders:**
1. Type your Table of Contents entries as shown below. Press `<Tab>` once between each entry and the page number.

   ![Tabbed Text Example]

   Note: If the arrows and paragraph marks do not appear on your page, click ![Paragraph Marks] to view them.

2. Select all of the text in your Table of Contents.
3. Find the tab tool (ليل) in the upper left-hand corner of your screen. Click the tab tool until it changes to a right-justified tab (ليل).
4. Click on the ruler at the top of your page to add a right-justified tab stop (just before the 6-inch mark on the ruler). The page numbers line up on the new tab stop as shown below.

![Tabbed Text Example with Ruler]
5. Keep your text selected. From the menu bar, click Format…Tabs… The Tabs box appears as shown below.

6. Under “Tab Stop Position,” click the right tab stop (it should be between 5.75” and 6”) to select it.
7. Under “Leader,” click the 2….. radio button.
8. Click Set.
9. Click OK. Your entries appear with dot leaders as shown below.

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