How to Add Leaders (…s) to Your Document – Word 2016 for Mac

1. Select all text in your TOC and navigate Format > Tabs.

2. Stop tab at 6” and align right. Select …s as leaders.
3. Click to the right of your chapter title entries…

4. LEGAL PROTECTIONS

The Equal Employment Opportunity Commission and Title VII of the Civil Rights Act of 1964
The Scope of Title VII
Athletes and Title VII
Constitutional Considerations and the Fourteenth Amendment
The Equal Protection Clause
Substantive Due Process

4. …and hit Tab.

4. LEGAL PROTECTIONS

The Equal Employment Opportunity Commission and Title VII of the Civil Rights Act of 1964
The Scope of Title VII
Athletes and Title VII
Constitutional Considerations and the Fourteenth Amendment
The Equal Protection Clause
Substantive Due Process

5. Enter the appropriate page number and repeat for all entries!

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Pro Tip: Be sure not to include punctuation or spacing after your chapter titles, headings, or figure or table captions. This will result in spaces between your first few leaders!