HOW TO: Align Page Numbers in the Table of Contents

You should set up all your tabs for your Table of Contents at one time by setting them in the Format→Tabs dialogue box.

Select all the text in your Table of Contents

Go to Format→Tabs and click Clear All (this gets rid of old tabs that may be messing you up)

Set tabs:

0.5 (first tab that you go to when you're doing the Chapter number)
1.0 (the tab for the chapter title and first-level subheading)
1.3 (the tab position for the second-level subheading)
1.7 (the tab position for the next level subheading - OPTIONAL)
5.5 (the tab position for the page number)

1. Set Alignment to Right for the tabs at 0.5 (chapter number) 5.5 (page number)
2. Click Set after entering each tab setting.
3. If you’d like dots going from your title to the page number, set the Leader setting to the dots when you are setting the 5.5 (page number) tab.
4. Click "OK"
5. Go back to your Table of Contents content and replace any spaces with these tabs.

Example:

ABSTRACT
LIST OF FIGURES
CHAPTER
I. TITLE OF CHAPTER Pg#
(0.5 tab) (1.0 tab) (5.5 tab)
First-level subheading Pg#
(0.5 tab) (1.0 tab) (5.5 tab)
2nd-level subheading Pg#
(0.5 tab) (1.0 tab) (1.3 tab) (5.5 tab)

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