# Table of Contents with Dotted Leaders in PowerPoint

Creating a clean, professional Table of Contents in PowerPoint can be done in several ways, depending on your book's niche and style.



But some publishers prefer a classic layout where the chapter title is aligned on the left and the page number on the right, connected by dotted leader lines as shown…



5).

If you've tried using the period key on your keyboard to create dotted lines in your PowerPoint Table of Contents and noticed things just don't align quite right, this is the method to use. PowerPoint doesn't have a built-in dotted leader tab feature like Word does, but here's a simple workaround: create your Table of Contents in Word for precise formatting, then convert it into an image and insert it into PowerPoint. It's a quick and reliable way to get a polished, professional look.

## Precision Table of Contents with Leaders Method

**Step-by-Step Instructions:**

1. **Open Microsoft Word**
   Type your first chapter title. Press the Tab key *once*, then type the page number.

2. **Set Your Tab Stop**

   - Go to the Home tab

   - In the Paragraph section, click the small arrow in the bottom-right corner to open the Paragraph settings

   - Click the Tabs… button in the bottom-left corner of the dialog box

   - In the Tab stop position box, enter a value (e.g., 5) — you can adjust this later for better spacing

   - Under Alignment, choose Right

   - Under Leader, choose option 2 (dotted line)

   - Click OK

3. **Add More Entries**
   Press Enter, then type your next chapter title, press Tab, and type the page number. Repeat for each entry.

4. **Style It**
   Set your preferred font and text size.

5. **Adjust as Needed**
   To fine-tune tab placement, either:

   - Reopen the Tabs… menu through the Paragraph settings, or

   - Drag the tab marker directly on Word's top ruler bar

6. **Save as PDF**
   Once your Table of Contents looks exactly how you want it, save your file as a pdf file.

   - Use a free converter like pdf2jpg.net to turn the page into a high-quality image

   - Insert the image into your PowerPoint slide

## Why Make an Image Instead of Copy/Paste?

At the time of these instructions, PowerPoint does not preserve formatting when you copy and paste tabbed text directly from Word. It strips out the tabs and loses the dotted leader formatting completely. That's why this pdf to jpg method is necessary—it ensures your layout looks exactly the way you designed it, with perfect alignment.

## Why Not Just Screenshot It?

While taking a screenshot might seem like a quick fix, most computers capture images at a resolution that's too low for print-quality book publishing. Screenshots often result in blurry or pixelated images when printed, which won't meet the DPI (dots per inch) standards required by platforms like KDP. Creating a high-resolution image from a PDF ensures your formatting stays crisp, clear, and professional.


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