

Text Features

Help the reader more easily navigate the text and often provide additional information to help students comprehend the text

Print Features guide readers through the patterns of organization	
Feature	helps the reader ...
table of contents	identify key topics in the book and the order they are presented
index	see everything in the text listed alphabetically, with page numbers
glossary	define words contained in the text
preface	set a purpose for reading, get an overview of the text
pronunciation guide	use coding to pronounce or say the words
appendix	find additional information in sections after the chapters

Pictures expand the meaning of the text	
Feature	helps the reader...
photographs	understand exactly what something looks like
drawing/ illustrations	understand what something could or might have looked like
sketches	visualize an important concept
magnification	see details in something small

Organizational Aids

help readers find important information

Feature	helps the reader...
bold print	by signaling the word is important and/or found in the glossary
colored print	understand the word is important
italics	understand the word is important
bullets	by signaling key points/ concepts
titles / headings	understand what the text is about
subheadings /subtitles	locate sections of the text
captions	understand a picture, photograph or graphic
labels	identify parts within a picture or photograph
sidebars	provide the reader with additional or explanatory information
underlined/ highlighted	by signaling the word is important and may be a vocabulary word

Graphic Aids

represent information in some specific way

Feature	helps the reader...
diagram	understand how something works or to clarify the relationship between the parts of a whole
key/legend	understand a list of the symbols appearing on a map or chart
comparisons	understand one thing by comparing it to another
graphs	understand connection or relationship between two or more things
figures	combine text information with graphics
maps	understand where places and things are located in the world
charts/tables	clarify, summarize, or compare information
cross-sections	understand information by allowing the reader to see the inside of an object that has been cut across to expose and explain its makeup, characteristics, or function
timelines	understand the sequence of events over time