

Text Features

What Are They Good For?

Name of feature	What does it look like?	Where do I find it?	How does it help me?
Bold Face Words	Words that appear in heavy, darker type.	Titles, headings and within paragraphs	<ul style="list-style-type: none"> • Draws reader's attention • Denotes importance • Reader slow down- this is important
Colored print	Print that is a different color than the words around it	Paragraph headings and words within paragraphs	<ul style="list-style-type: none"> • Draws reader's attention • Denotes importance
Bullet	Bold dot or other graphic that precedes an item on a list	Within text	<ul style="list-style-type: none"> • Makes reading lists easier and faster • Identifies most important information
Title	Label given to a book or article that provides clues about the content.	At the beginning of a book, article or chapter.	Stopping to think about what a title means helps the reader's brain get ready to understand what it is about to read.
Heading	Usually the larger, darker words that introduce a section of an article or chapter	At the beginning of paragraphs or sections of chapters in book or article.	<ul style="list-style-type: none"> • Organizes the text and helps prepare the reader for the topic coming up.

Subheading	Larger, darker words than the regular text but smaller than the heading.	At the beginning of paragraphs or sections of chapters in book or article.	<ul style="list-style-type: none"> Organizes ideas within a topic. Helps reader understand which topics are the big ideas and which are smaller. (titles-headings-subheadings)
Italics	<i>Slanted, lighter print words</i>	Within text	<ul style="list-style-type: none"> Indicates importance. Reader should consider why author italicized the words.
Label	Words used to name graphic features of maps, graphs and illustrations.	Maps, graphs and illustrations	<p>Gives reader specific terms and names for what they see on:</p> <ul style="list-style-type: none"> Maps Graphs Diagrams Other graphics
Caption	Description of the contents of a photo, map, chart or other graphic	Usually located below or to the side of the graphic.	Provides reader with valuable information about the significance of the graphic.
Diagram	A simplified drawing with labels.	Within text	<ul style="list-style-type: none"> Helps reader understand concepts in reading because the drawing is simple. It shows and labels only the most important details.
Graph	Presents information with lines, pictures and symbols.	Within text	<ul style="list-style-type: none"> Helps reader understand information. Readers should read the labels and figure out what the graph is saying. It would not be there

			if it didn't have something to say.
Map	Visual information that indicates location (See Reader's Handbook pg 163 for detail of how to read a map)	Usually within the pages of the book that present the information related to the map. Some books will have a collection of maps together in one place.	<ul style="list-style-type: none"> Helps the reader understand locations of important places, people or events
Chart or Table	Organizes important information using pictures, symbols (numbers) and words. Usually organized in columns and rows or other graphic way.	Usually within the pages of the book that present the information related to the chart	<ul style="list-style-type: none"> Organizes information for quick reference
Cross-section	A diagram that shows detail of something as if that object was cut in half.	Within text	<ul style="list-style-type: none"> Helps the reader understand what is inside something or how something might look from the side.
Timeline	A graphic that organizes events along a line to show chronological sequence	Within text, sometimes found at the end of book in an appendix.	<ul style="list-style-type: none"> Helps reader understand the order events occurred
Table of Contents	Lists major chapters and parts of a book along with their page numbers in the order they appear in the book.	Located in the beginning of the book	<ul style="list-style-type: none"> Helps reader find chapters or sections of a book quickly. Can cross-reference with the index

Index	Alphabetical list of topics, terms, people and places in the textbook. Gives the page number where they can be found in the book	At the end of the book	<ul style="list-style-type: none"> • Helps the reader find important topics in a book quickly without having to read the whole book • Can cross-reference with the table of contents
Glossary	Alphabetical list of key people, places, events and terms with definitions.	Usually at the end of the book. Sometimes a glossary of vocabulary words is listed at the beginning of a chapter to help the reader learn new words before they bump into them.	<ul style="list-style-type: none"> • Helps reader understand the language of the subject and the meaning of important or difficult words.
Preface	A statement or essay that introduces a book. It is usually written by the author.	At the beginning of the book	<ul style="list-style-type: none"> • Gives the reader insight into why the author wrote the book or other information the author wants you to have before you read the book
Appendix	A section that provides specialized information	Back of the book	<ul style="list-style-type: none"> • Provides specialized information to help the reader understand concepts • Sometimes the author will cue the reader to look in an appendix for graphs, maps, charts or other specialized information