I have: Bold Face Words	I have: Colored print
Who has: Graphic information that indicates location to help the reader understand locations of places, people or events.	**Who has:** Presents information with lines, pictures and symbols, such as numbers.
I have: Bullet	I have: Title
Who has: A statement or essay that introduces a book. It is usually written by the author to Give the reader insight into why the author wrote the book or other information the author wants the reader to have before reading the book.	**Who has:** A section in the back of the book that provides specialized information for the reader. May contain graphs, maps, or charts.
I have: Heading	I have: Subheading
Who has: Alphabetical list of topics, terms, people and places in the textbook. Gives the page number where they can be found in the book.	**Who has:** Alphabetical list of key people, places, events and terms with definitions.

I have: Italics

Who has:

A graphic that organizes events along a line to show sequence. Helps reader understand the order events occurred.

I have: Label

Who has:

Lists major chapters and parts of a book along with their page numbers in the order they appear in the book. Helps reader find chapters or sections of a book quickly.

I have: Caption

Who has:

Organizes important information with pictures, symbols (numbers) and words. Usually organized in columns and rows or other graphic way.

I have: Diagram

Who has:

A diagram that shows detail of something as if it were cut in half.

I have: Diagram

Who has:

Description of the contents of a photo, map, chart or other graphic

I have: Map

Who has:

A simplified drawing with labels to help the reader understand important information.

I have: Chart or Table **Who has:** *Slanted, lighter print* words that indicate importance. Reader should consider why the author italicized the words.	**I have: Cross-section** **Who has:** Words used to name graphic features of maps, graphs and illustrations.
I have: Timeline **Who has:** The larger, darker words that introduce a section of an article or chapter to organize the text and helps prepare the reader for the topic coming up.	**I have: Table of Contents** **Who has:** Larger, darker words than the regular text but smaller than the heading. Organizes ideas within a topic.
I have: Index **Who has:** Bold dot or other graphic that precedes an item on a list to make reading lists easier and faster and to identify important information.	**I have: Glossary** **Who has:** Label given to a book or article that provides clues about the content.
I have: Preface **Who has:** Words that appear in heavy, darker type to draw the readers attention and denotes importance	**I have: Appendix** **Who has:** Print that is a different color than the words around it and draws the reader's attention and denotes importance