

Informational Text Features

Informational text features help the reader more easily navigate and comprehend the content.

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 text
Preface	Set a purpose for reading, get an overview of the content
Pronunciation Guide	Say the words
Appendix	Offers additional information

Illustrations

Expand the meaning of the text

Feature	Helps the Reader . . .
Photos	Understand exactly what something looks like
Drawings	Understand what something could or might have looked like
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	Emphasizes key points or concepts
Titles	Locate different categories in the text
Headings	Identify topics throughout the book as they skim and scan
Subheadings	Navigate through sections of text
Captions	Understand a picture or photograph
Labels	Identify a picture or photograph and / or its parts
Sidebars	Gather additional or explanatory information

Graphic Aids

Represent information in some specific way

Feature	Helps the Reader . . .
Diagrams	Understand a more detailed or simplified view of the information
Flow Diagram	Understand a complex sequence of movements or actions
Sketches	Visualize an important concept
Comparisons	Understand the size of one thing by comparing it to the size of something familiar
Graphs	Understand relativity between elements
Figures	Combine text information with graphical aids
Maps	Understand where things are in the world
Charts / Tables	Summarize / compare information
Cross-sections	Understand something by looking at it from the inside
Overlays	Understand additional information
Time-lines	Understand the sequence of time.