

Informational Text Features

Informational text features help the reader more easily navigate the text and often provide additional information to help students comprehend the content.

Print Features Guide readers through the pattern of organization	
Feature	Helps the Reader...
Table of Contents	Identify key topics in the book and in the order they are presented in
Index	See everything in the text listed alphabetically, with page numbers
Glossary	Define words contained in the text
Preface	Define words contained in the text
Appendix	Offers additional information

Illustrations Expands 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	Identify that the word is important or defined
Italics	Identify that the word is important or defined
Bullets	Emphasized key words and concepts
Titles	Located different categories in the text
Headings	Identify topics throughout the book as they skim and scan
Subheadings	Navigate through sections of the text
Captions	Lend details or description of a picture or photograph
Labels	Identify a picture or photographs and its parts
Sidebars	Gather additional or explanatory information

Graphic Aids Represent information in some specific way	
Feature	Helps the Reader...
Diagram	Understand a more detailed or simplified view of 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 places are in the world
Charts/Tables	Summarize/Compare Information
Cross-Sections	Understand something by looking it at from the inside
Overlays	Understand additional information
Timelines	Understand the sequence of time