**Informational Text Features**

*Informational text features help the reader navigate the text and often provide additional information to help the reader comprehend the context*

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| **Print Features*****Guide Readers through the Patterns of Organization*** | **Organizational Aids*****Help Readers find Important Information*** | **Graphic Aids*****Represent Information in Some Specific Way*** |
| **Feature** | **Helps the Reader...** | **Feature** | **Helps the Reader...** | **Feature** | **Helps the Reader...** |
| **Table of Contents** | Identify key topics in the book and the order they are represented in | **Bold Print** | By signaling the word is important and/or found in the glossary | **Diagrams** | Understand a more detailed or simplifies view of information |
| **Index** | See everything in the text listed alphabetically, with page numbers | **Coloured Print** | Understand the word is important (subject to symbolic meaning of the colour) | **Flow Diagram** | Understand a complex sequence of movements or actions |
| **Glossary** | Define words contained in the text | **Italics** | Understand the word is important | **Sketches** | Visualize an important concept |
| **Preface** | Set a purpose for reading, get an overview of the content | **Bullets** | Emphasize key points/ concepts | **Comparisons** | Understand the size of one thing by comparing it to the size of something familiar |
| **Pronunciation Guide** | Say the words | **Titles** | Locate different categories of the text | **Graphs** | Understand relativity between elements |
| **Appendix** | By offering additional information | **Headings** | Identify topics throughout the book as they skim and scan | **Figures** | Combine text information with graphic aids |
| **Illustrations*****Expand the meaning of the text*** | **Subheadings** | Navigate through sections of the text | **Maps** | Understand where things are in the world |
| **Feature** | **Helps the Reader...** | **Captions** | Understand a picture or photograph | **Charts/Tables** | Summarize/compare information |
| **Photos** | Understand exactly what something looks like | **Labels** | Identify a picture or photograph | **Cross-Sections** | Understand something by looking at it from the inside |
| **Drawings** | Understand what something could or might have looked like | **Sidebars** | Gather additional or explanatory information | **Overlays/ Insert** | Understand additional information |
| **Magnification** | See details in something small |  |  | **Timelines** | Understand the sequence of time |