Text features assist readers. Knowing the purpose of the text feature helps readers decide at which text feature to look when they want to understand the text better. Organized by purpose, the chart identifies text features and how they help the reader.

### Purposes: To Draw the Reader’s Attention to the Text and Expand the Meaning of the Text

<table>
<thead>
<tr>
<th>Feature</th>
<th>Helps the Reader…</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bold Print</td>
<td>Identify important information and/or expand one’s understanding of the text</td>
</tr>
<tr>
<td>Colored Print</td>
<td>Identify important information and/or expand one’s understanding of the text</td>
</tr>
<tr>
<td>Italics</td>
<td>Identify important information and/or expand one’s understanding of the text</td>
</tr>
<tr>
<td>Underline</td>
<td>Identify important information and/or expand one’s understanding of the text</td>
</tr>
<tr>
<td>Changes in Font Size</td>
<td>Identify important information and/or expand one’s understanding of the text</td>
</tr>
</tbody>
</table>

### Purpose: To Expand the Meaning of the Text

<table>
<thead>
<tr>
<th>Feature</th>
<th>Helps the Reader…</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appendix</td>
<td>Understand ideas in more depth</td>
</tr>
<tr>
<td>Overlays</td>
<td>Understand additional information in relation to other information</td>
</tr>
<tr>
<td>Captions</td>
<td>Understand an illustration</td>
</tr>
<tr>
<td>Labels</td>
<td>Identify an illustration and/or its parts</td>
</tr>
<tr>
<td>Preface / Introduction</td>
<td>Set a purpose for reading; have an overview of the text</td>
</tr>
<tr>
<td>Sidebars/Textbox</td>
<td>Gather additional or explanatory information</td>
</tr>
<tr>
<td>Author’s Note</td>
<td>Understand the author’s perspective</td>
</tr>
<tr>
<td>Dedication</td>
<td>Understand for whom the text is written</td>
</tr>
<tr>
<td>Source Notes</td>
<td>Understand the resources the author used to write the text</td>
</tr>
<tr>
<td>Bibliography</td>
<td>Understand the resources the author used to write the text</td>
</tr>
</tbody>
</table>

### Purposes: To Understand Words and Vocabulary Use

<table>
<thead>
<tr>
<th>Feature</th>
<th>Helps the Reader…</th>
</tr>
</thead>
<tbody>
<tr>
<td>Glossary</td>
<td>Define words</td>
</tr>
<tr>
<td>Pronunciation Guide</td>
<td>Say the words</td>
</tr>
</tbody>
</table>

### Purposes: To Locate Key Ideas

<table>
<thead>
<tr>
<th>Feature</th>
<th>Helps the Reader…</th>
</tr>
</thead>
<tbody>
<tr>
<td>Framed Text</td>
<td>Locate key ideas</td>
</tr>
<tr>
<td>Table of Contents</td>
<td>Locate topics in the book and the order they are presented</td>
</tr>
<tr>
<td>Index</td>
<td>Locate key ideas in the text with an alphabetical list with page numbers</td>
</tr>
<tr>
<td>Titles</td>
<td>Understand what the text is about</td>
</tr>
<tr>
<td>Headings</td>
<td>Identify topics within the text</td>
</tr>
<tr>
<td>Subheadings</td>
<td>Identify topics within a larger topic</td>
</tr>
<tr>
<td>Bullets</td>
<td>Identify key ideas</td>
</tr>
<tr>
<td>Textual Cues/Transition</td>
<td>Understand the development of the ideas</td>
</tr>
<tr>
<td>Words</td>
<td></td>
</tr>
</tbody>
</table>
## PURPOSE: TO REPRESENT INFORMATION AND EXPAND THE MEANING OF THE TEXT

<table>
<thead>
<tr>
<th>Feature</th>
<th>Helps the Reader...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Photographs</td>
<td>Understand exactly what something looks like</td>
</tr>
<tr>
<td>Drawings</td>
<td>Understand what something could or might have looked like or see a simpler version of something more complex</td>
</tr>
<tr>
<td>Graphs / Charts / Diagrams / Tables</td>
<td>Understand information in relation to other information</td>
</tr>
<tr>
<td>Maps</td>
<td>Understand geographical, political, or historical features</td>
</tr>
<tr>
<td>Timelines</td>
<td>Understand the chronological order of events</td>
</tr>
<tr>
<td>Magnification</td>
<td>See detail in an illustration</td>
</tr>
<tr>
<td>Cutaways / Cross Sections</td>
<td>Understand layers of meaning</td>
</tr>
<tr>
<td>Illustrations</td>
<td>Visualize information</td>
</tr>
</tbody>
</table>

## PURPOSE: TO REPRESENT INFORMATION WITH MEDIA

<table>
<thead>
<tr>
<th>Feature</th>
<th>Helps the Reader...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Images</td>
<td>Understand what the text is about, where it is set, who/what is involved, etc.</td>
</tr>
<tr>
<td>Dialogue</td>
<td>Understand what the text is about, where it is set, who/what is involved, etc.</td>
</tr>
<tr>
<td>Color</td>
<td>Understand the mood, tone, setting, characters, etc</td>
</tr>
<tr>
<td>Foreground/Background</td>
<td>Understand what is important</td>
</tr>
<tr>
<td>Written Text/Voice Over</td>
<td>Understand what is important</td>
</tr>
<tr>
<td>Music</td>
<td>Understand the mood, tone, plot, etc</td>
</tr>
</tbody>
</table>

## PURPOSE: TO LOCATE INFORMATION WITH ONLINE TEXTS

<table>
<thead>
<tr>
<th>Feature</th>
<th>Helps the Reader...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Underlined/Color/Bold</td>
<td>Locate hyperlinks, which will take the reader to additional information</td>
</tr>
<tr>
<td>Search Box</td>
<td>Search for specific information</td>
</tr>
<tr>
<td>Tabs Across Top</td>
<td>Locate information; similar to a table of contents</td>
</tr>
<tr>
<td>Navigation Bars</td>
<td>Locate information; similar to a table of contents</td>
</tr>
<tr>
<td>Buttons</td>
<td>Locate hyperlinked information, which will provide additional information</td>
</tr>
<tr>
<td>Icons</td>
<td>Understand information through representative text</td>
</tr>
<tr>
<td>Footer</td>
<td>Locate related sources and navigate within the site</td>
</tr>
<tr>
<td>Domain</td>
<td>Understand what type of organization published the website to determine bias; e.g., .gov, .org, .com, .net</td>
</tr>
</tbody>
</table>