

## TEXT FEATURES

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.

<b>PURPOSES: TO DRAW THE READER'S ATTENTION TO THE TEXT AND EXPAND THE MEANING OF THE TEXT</b>	
<b>Feature</b>	<b>Helps the Reader...</b>
Bold Print	Identify important information and/or expand one's understanding of the text
Colored Print	Identify important information and/or expand one's understanding of the text
Italics	Identify important information and/or expand one's understanding of the text
Underline	Identify important information and/or expand one's understanding of the text
Changes in Font Size	Identify important information and/or expand one's understanding of the text
<b>PURPOSE: TO EXPAND THE MEANING OF THE TEXT</b>	
<b>Feature</b>	<b>Helps the Reader...</b>
Appendix	Understand ideas in more depth
Overlays	Understand additional information in relation to other information
Captions	Understand an illustration
Labels	Identify an illustration and/or its parts
Preface / Introduction	Set a purpose for reading; have an overview of the text
Sidebars/Textbox	Gather additional or explanatory information
Author's Note	Understand the author's perspective
Dedication	Understand for whom the text is written
Source Notes	Understand the resources the author used to write the text
Bibliography	Understand the resources the author used to write the text
<b>PURPOSE: TO UNDERSTAND WORDS AND VOCABULARY USE</b>	
<b>Feature</b>	<b>Helps the Reader...</b>
Glossary	Define words
Pronunciation Guide	Say the words
<b>PURPOSE: TO LOCATE KEY IDEAS</b>	
<b>Feature</b>	<b>Helps the Reader...</b>
Framed Text	Locate key ideas
Table of Contents	Locate topics in the book and the order they are presented
Index	Locate key ideas in the text with an alphabetical list with page numbers
Titles	Understand what the text is about
Headings	Identify topics within the text
Subheadings	Identify topics within a larger topic
Bullets	Identify key ideas
Textual Cues/Transition Words	Understand the development of the ideas

**PURPOSES: TO REPRESENT INFORMATION AND EXPAND THE MEANING OF THE TEXT**

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

**PURPOSE: TO REPRESENT INFORMATION WITH MEDIA**

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

**PURPOSE: TO LOCATE INFORMATION WITH ONLINE TEXTS**

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