Table 1.2: **Text Feature Definitions and Examples**

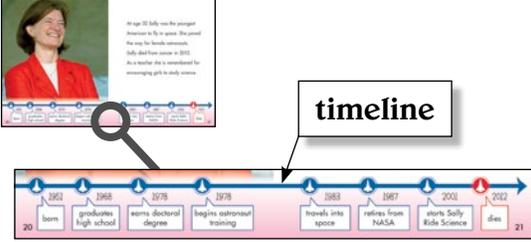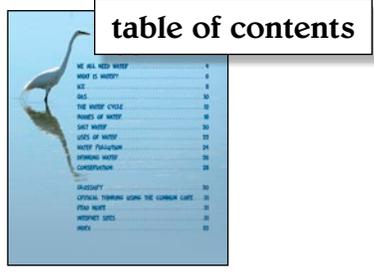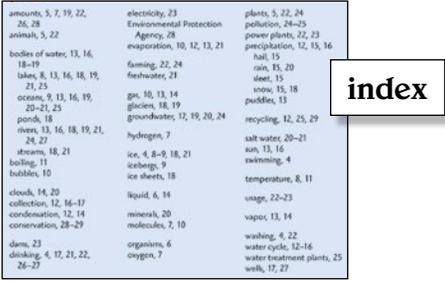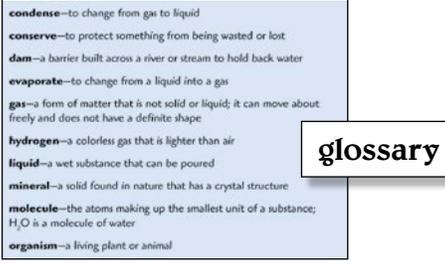| Type of text feature and definition	How this feature helps readers	Visual example of feature
Print Features		
Title The name of a text located on the front cover or at the beginning of a chapter	Indicates the topic and/or main idea of the entire text	title
Heading/Subheading A secondary heading that divides a section of text; sometimes differentiated from a title by font color	Indicates the main idea of a section of text	heading
Bold Print Words written in a dark and thick print within the main body of text; often, these words are also defined in the glossary	Signals important vocabulary and/or a phrase that is integral to understanding the content of the text	Now in AD 1000, the Viking leaders decide to send someone to explore the lands Bjarni saw. They might make good settlements. Leif Eriksson is chosen to lead 35 men on this exploration. He has experience as a warrior and explorer. Eriksson knows the trip will be dangerous. In fact, he and his crew may never see their families again. But Eriksson is too curious about what he will find to back out. Eriksson boards his **knorr** for the journey to unknown lands. bold
Italics Font slanted to the right within the main body of text	Indicates proper nouns and important vocabulary or that the reader should emphasize this word when reading	italics — On June 22, 1807, the USS *Chesapeake* set sail off the Virginia coast. Suddenly the crew noticed that a British ship was chasing the *Chesapeake*. The other ship, the HMS *Leopard*, forced the *Chesapeake* to stop. The *Leopard's* captain, Salisbury Humphreys, demanded to come aboard the *Chesapeake*. U.S. Commander James Barron refused. The British began firing at the *Chesapeake*. The American crew fired one gun and scrambled to get off the ship. Eighteen men were injured. Three were killed. The British took four men off the *Chesapeake* and forced them to work on the *Leopard*.
Caption Text located near a graphic feature (such as a picture, map, diagram, etc.) that explains what it is	Explains the graphic feature it is nearest to	caption
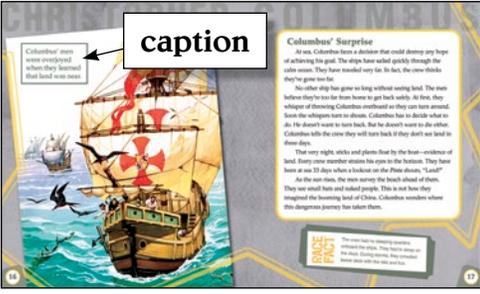
Type of text feature and definition	How this feature helps readers	Visual example of feature
Pronunciation Guide A phonetic representation of a word usually located in parentheses after the word has appeared in the text	Shows the reader how to pronounce a new or unusual word	When a leech sinks its teeth into a juicy blood vessel, its spit seeps into the wound. The leech's spit contains a chemical called hirudin (hi-ROO-din). Hirudin is the ingredient that prevents blood from clotting. — pronunciation guide
Bullets Listed text that is indented and aligned using a dot, symbol, or dash in front of each idea	Summarizes or lists information in a text	bullets — To make a handprint you will need: • some paint • a plate • paint brushes • paper
Sidebar Additional text (not the main body of text) within a box, often with a shaded background; located at the sides, top, or bottom of a page	Provides additional details, facts, or information related to the text	sidebar
Graphic Features		
Photograph (with or without caption) Picture taken by a camera; captions explain what is shown in photos	Helps the reader visualize real events, steps, or objects described in the text	photograph
Drawing (with or without caption) A hand-created sketch; captions explain what is in the drawing	Helps the reader visualize and better understand something from the text	drawing
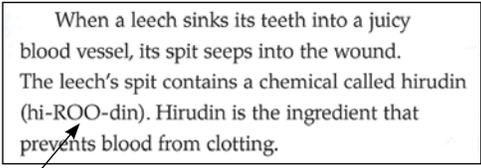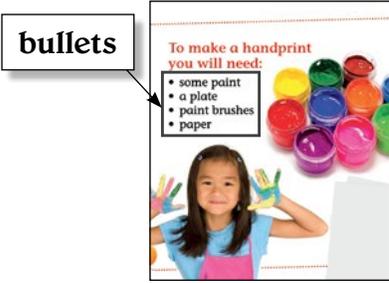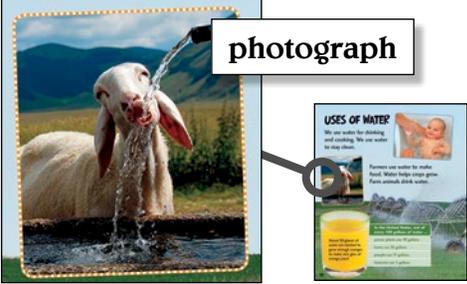
Type of text feature and definition	How this feature helps readers	Visual example of feature
Inset A small photo, picture, or map inside or next to a larger picture; insets magnify a part of the larger picture	Helps the reader visualize something in the text in both large and small scale, in combination with the larger picture	inset
Cross section A picture of a person, place, or thing that has been cut completely in half, with the open half facing forward so the entire inside is revealed	Allows the reader to visualize all the layers of a person, place, or thing in the text	cross section
Cutaway A picture of an object with part of the side dissolved, partially revealing the inside	Allows the reader to visualize both the interior and exterior of a person, place, or thing in the text	cutaway
Diagram A series of pictures with captions showing steps, stages, or the progression of events	Explains steps in a process or how something is made	diagram
Labeled Diagram A picture with labels on lines pointing to various parts	Shows the different components of something in the text	labeled diagram
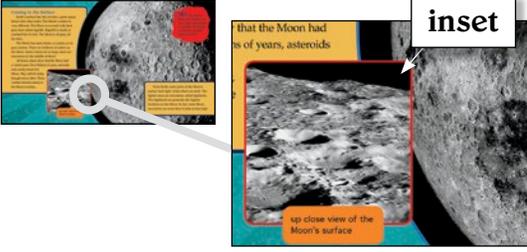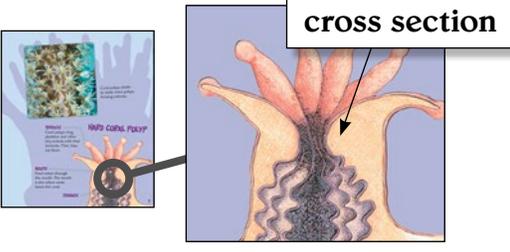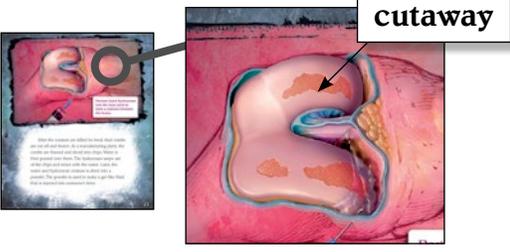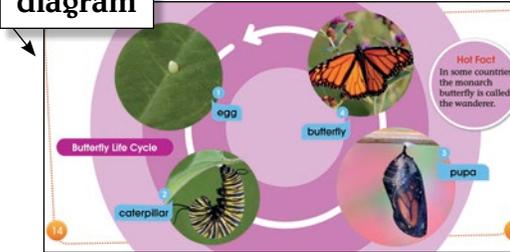
Type of text feature and definition	How this feature helps readers	Visual example of feature
Map An aerial-view picture showing the geographic location of something or someone	Shows where something or someone is located, as well as trends for a geographic area, like population; helps readers quickly understand the relative location or impact of something in the text	
Graph Data in diagram form, such as a bar graph, line graph, or pie graph	Condenses data and/ or displays numeric information important to the text; can be used to compare amounts or show changes over time	
Chart/Table Large amounts of information or data organized and condensed into columns and rows with headings	Allows the reader to easily read and compare data related to the text	
Timeline Events listed in linear format in the order that they occur	Allows the reader to understand when events in the main body of text occurred relative to other events	
Organizational Features		
Table of Contents Located at the beginning of the text and lists key topics in the book with the page number in the order they are presented	Helps the reader quickly find the topic he/she is seeking	
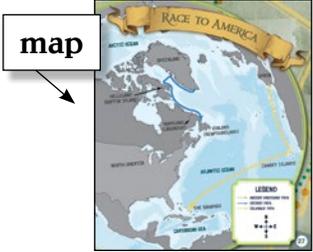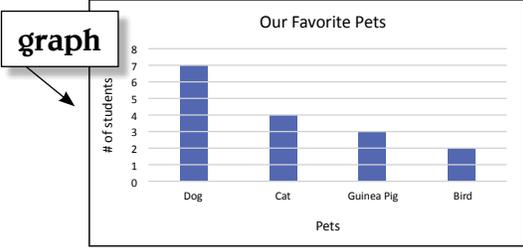
Type of text feature and definition	How this feature helps readers	Visual example of feature
Index Located at the back of the book; specific topics, events, names, and terms listed in alphabetical order with page numbers; more specific than the table of contents	Helps the reader quickly find where the specific information he/she is seeking is located	
Glossary Located at the back of the book, an alphabetical listing of text-important words with definitions and sometimes a pronunciation guide; usually, the words in the glossary are bolded in the main body of the text	Helps readers understand new or text-critical words; definitions can be easily found	