

Nonfiction  
authors use  
specific features  
not used in fiction.  
These features  
serve different  
purposes.

## 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.*

<b>Print Features</b> <i>Guide readers through the patterns of organization</i>	
Feature	Helps the Reader...
Table of Contents	Identify key topics in the book and 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	Set a purpose for reading, get an overview of the content
Pronunciation Guide	Say the words
Appendix	By offering additional information

<b>Illustrations</b> <i>Expand the meaning of the text</i>	
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

<b>Organizational Aids</b> <i>Help readers find important information</i>	
Feature	Helps the Reader...
Bold Print	By signaling the word is important and/or found in the glossary
Colored Print	Understand the word is important
Italics	Understand the word is important
Bullets	Emphasize key points/concepts
Titles	Locate different categories in the text
Headings	Identify topics throughout the book as they skim and scan
Subheadings	Navigate through sections of text
Captions	Understand a picture or photograph
Labels	Identify a picture or photograph and/or its parts
Sidebars	Gather additional or explanatory information.

<b>Graphic Aids</b> <i>Represent information in some specific way</i>	
Feature	Helps the Reader...
Diagrams	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 things are in the world
Charts/Tables	Summarize/Compare information
Cross-Sections	Understand something by looking at it from the inside
Overlays	Understand additional information
Time-lines	Understand the sequence of time

These features GUIDE you by helping you locate information or access quick facts.

<b>Print Features</b> <i>Guide readers through the patterns of organization</i>	
<b>Feature</b>	<b>Helps the Reader...</b>
Table of Contents	Identify key topics in the book and 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	Set a purpose for reading, get an overview of the content
Pronunciation Guide	Say the words
Appendix	By offering additional information

These features  
EXPAND and  
ENRICH the  
information, giving  
you a chance to see  
things normally  
difficult to see.

<b>Illustrations</b> <i>Expand the meaning of the text</i>	
<b>Feature</b>	<b>Helps the Reader...</b>
Photos	Understand exactly what something looks like
Drawings	Understand what something could or might have looked like
Magnification	See details in something small

These features ORGANIZE information into digestible and manageable bits, and

<b>Organizational Aids</b> <i>Help readers find important information</i>	
<b>Feature</b>	<b>Helps the Reader...</b>
Bold Print	By signaling the word is important and/or found in the glossary
Colored Print	Understand the word is important
Italics	Understand the word is important
Bullets	Emphasize key points/concepts
Titles	Locate different categories in the text

Headings	Identify topics throughout the book as they skim and scan
Subheadings	Navigate through sections of text
Captions	Understand a picture or photograph
Labels	Identify a picture or photograph and/or its parts
Sidebars	Gather additional or explanatory information.

EMPHASIZE

These features PRESENT information in alternative ways to increase

<b>Graphic Aids</b> <i>Represent information in some specific way</i>	
<b>Feature</b>	<b>Helps the Reader...</b>
Diagrams	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 things are in the world
Charts/Tables	Summarize/Compare information
Cross-Sections	Understand something by looking at it from the inside
Overlays	Understand additional information
Time-lines	Understand the sequence of time

UNDERSTANDING