

Titles

Help the reader
locate different
categories in the text.

Captions

Help the reader
understand a picture
or photograph.

Sub titles

Help the reader
navigate through
sections of text.

Bold print

Helps the reader by
signaling the word is
important and/or
found in the glossary.

Bullets

Help the reader
emphasize key points
and concepts.

Italics

Help the reader
understand the word
is important.

Table of Contents

Helps the reader identify key topics in the book and the order they are presented in.

Sidebars

Help the reader gather additional information or help explain something.

Glossary

Helps the reader define words contained in the text.

Index

Helps the reader see everything in the text listed alphabetically, with page numbers.

Headings

Help the reader identify topics throughout the book as they skim and scan.

Maps

Help the reader understand where things are in the world.

Illustrations/photos

Help the reader
understand exactly
what something looks
like.

Charts and Graphs

Help the reader
summarize and
compare information.

Guide Words

Help the reader
navigate through the
dictionary.