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| **Text feature** | **Purpose of text feature** |
| Title | Quickly tells the reader what information they will learn about |
| Table of contents | identifies the different chapter or section titles and where they are located |
| Index | identifies where to go in the text to find specific information on a topic, word, or person |
| Glossary | Identifies important vocabulary words for students and gives their definitions |
| Headings or subtitles | Help the reader identify the main idea for that section of text |
| Sidebars | Are set apart from the main text, (usually located on the side or bottom of the page) and elaborate on a detail mentioned in the text |
| Pictures and captions | Show an important object or idea from the text |
| Labeled diagrams | Allow readers to see detailed depictions of an object from the text with labels that teach the important components |
| Charts and graphs | Represent and show data related to, or elaborate on, something in the main body of text |
| Maps | Help a reader locate a place in the world that is related to text |
| Cutaways and cross sections | Allow readers to see inside something by dissolving part of a wall or to see all the layers of an object by bisecting it for viewing |
| Inset photos | Can show either a faraway view of something or a close-up shot of minute detail |

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