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| **Features** | **Purpose** |
| * diagram
* graphs/charts/tables
* maps
* illustration
* captions
* labels
* Table of Contents
* Glossaries
* Index/Indices
* Key/Guide words
* Timeline
* Bold Print
* Italics
* Titles
* Headings
* Subheadings
* Sidebars
 | * to understand a more detailed view; understand steps, how things are made, or info in the text
* organize large amounts of info in a small space; show relationships
* understand places
* show drawn picture of something
* understand what is shown in a photo
* name parts
* see major parts of the book along with page numbers, locate information or main topics
* quickly find a key term from an alphabetical list
* find pages that contain information you’re looking for
* define key terms to find out their meaning
* understand events in chronological/time order
* shows words found in the glossary/vocabulary
* understand the word is important
* identify the topic of the text/main idea
* identify topics throughout the text to skim, divides the text
* navigate through sections of the text under the heading
* interesting facts or important information the author wants the reader to know
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