Text Features

Tools that help you find information

Feature	How it helps
Title & headings	Tell what the page or section is about
Table of contents	Shows where each chapter starts
Photos & captions	Show what it looks like and explain the picture
Bold words	Mark important words to know
Glossary	Gives the meaning of bold words
Diagrams & maps	Show parts or places with labels
Index	Lists topics A to Z with page numbers