Figure 11.4   Common Text Features

Type of Element	Text Features
Elements That Organize	Chapters
	Titles
	Headings
	Subheadings
	List of figures
Elements for Locating Information	Table of contents
	Indexes
	Page numbers
Elements for Explanation and Elaboration	Diagrams
	Charts and tables
	Graphs
	Glossary
Elements That Illustrate	Photographs
	Illustrations
Elements That Notify	Bolded words
	Italics and other changes in font