In this lesson, you will learn more about text features and how they can help you locate information and identify the main idea and supporting details in functional text. Functional text is a form of informational text that you will encounter in real-world situations. Functional materials include websites, how-to articles, brochures, fliers, consumer documents, and workplace documents. Along with features such as bold or italic print, common text features in functional text include the following:

- **Maps, graphs, diagrams, and charts** are common graphic elements of functional text. They add specialized information to the text or help to explain main ideas in the text.

- A map, graph, diagram, or chart in functional text usually has a **title**. The title tells you at a glance what the subject of the graphic element is.

- A **caption** is the writing under a map, graph, diagram, or chart. Captions help you understand how the graphic element relates to the main ideas in a text.

Look at the following table to review these text features and how they aid readers' understanding of functional text.

<table>
<thead>
<tr>
<th>Text Feature</th>
<th>How It Helps Readers</th>
</tr>
</thead>
<tbody>
<tr>
<td>bold and italic print</td>
<td>emphasize important words and phrases</td>
</tr>
<tr>
<td>map, graph, diagram, or chart</td>
<td>adds information to the text or helps explain main ideas</td>
</tr>
<tr>
<td>title</td>
<td>tells what the subject of the graphic element is</td>
</tr>
<tr>
<td>captions</td>
<td>give information about the graphic elements in a text</td>
</tr>
</tbody>
</table>
Read this article about how to sign up at a fictional social networking site.

Joining MyPlace

1. Are you interested in connecting with friends (and making new ones), sharing photos, and creating your own profile? Signing up for MyPlace couldn't be easier.

2. The first step is navigating to the MyPlace website. There, you'll fill in some information about yourself, choose your secret password, and answer a security question. The next screen will show names and photos of people you might want to become friends with, and the one after that will invite you to search your e-mail addresses for more potential friends. The next screens prompt you to create your profile and upload a photo of yourself. After that, you're done. It's time to start meeting people!

What kind of graphic text feature would be most helpful to readers of this passage?

- What are some types of graphic text features? Charts, maps, illustrations, graphs, diagrams
- Which of these would prove most helpful for someone signing up for a MyPlace account? Illustrations or screen shots of the website's pages
- Is there information in the passage that could be presented in a map, chart, graph, or diagram? The screens described could be shown in the article.

ANSWER: Illustrations or screen shots of the various screens that appear when signing up for MyPlace would be most helpful to readers of the article.

Reread the article to answer this question.

Why do authors include graphic text features?
The Key to Raising a Winning Lamb

A winning market lamb, whether a Dorset, Suffolk, Southdown, or other breed, will show an ideal balance between muscle, length of body, and correct structure. Keep these things in mind when choosing a lamb to raise:

- The lamb should have firm muscling in the rear flank, rump, loin, and legs, as well as the knee to the shoulder. From the front, a good indication of proper muscling is the cannon bone.
- The lamb should have strong muscling just above the stifle joint.

Which of the following would probably be most useful in helping to explain the main idea of the text?

A  an illustration of a lamb with the parts named in the text labeled
B  a map showing where the different breeds of sheep come from
C  a graph showing average weight gains for lambs
D  a diagram of an easy-to-build pen for raising a market lamb

Answer choice A is correct.

The main idea of the text is that market lambs need correct muscling to do well at fairs. Knowing which parts of the lamb should have muscle is key to understanding this idea, and it is easier to see these parts on an illustration.

INCORRECT ANSWERS

B  is not correct because the article is not about different lamb breeds and information about where they come from is irrelevant.
C  is not correct because this excerpt is not about average weight gains for lambs. It is about what parts of the lamb should contain muscling.
D  is not correct because this excerpt is not about what type of pen to use to raise lambs.
Read this excerpt from an instruction booklet for an MP3 player. Use each Think About It to guide your reading.

### Loading Music into Your Music Player

To add songs to your new music player, you must first place the songs on your computer. Placing songs on your computer for later loading into your music player is called **importing**.

#### How to Import Songs onto Your Computer

There are three ways to **import** songs and other audio onto your computer. You can buy songs, podcasts, audio books, and other audio at our online music store. Log on to the website, make your selections, pay with a credit card, and download your purchases directly to the music folders in your home computer. You can import music from your audio CDs using the simple tools of our **YourSource Music File System**. You can load music and other audio already on your computer directly into your music player.

#### Managing Music on Your Computer

After you have imported music onto your computer, you can **organize** it in several different ways. You can arrange songs in alphabetical order by song name, artist name, or album name. You can also order songs by length, year recorded, or number of times played (popularity). You can create playlists, or theme-related groupings of songs. You can also have the YourSource Music File System make playlists for you, based on your preferences.

#### How to Load Your Music Player

Once you have arranged music on your computer, **downloading** it to your music player is simple. Just connect your player to the computer using the USB port. Then drag songs from the computer files to the player. Make sure your player is charged up, and you're ready to go!
Hints

Where in the passage can you read about buying audio at the online store?

Which words are in bold print? What information do they communicate?

What could you learn from a diagram that is not as clear in the text alone?

Use the Hints to answer the questions below. Circle the letter for each correct answer. Provide supporting details from the passage.

1 Under which subheading can you find information about buying songs in the online music store?
A Loading Music onto Your Music Player
B How to Import Songs onto Your Computer
C Managing Music on Your Computer
D How to Load Your Music Player
Supporting Details: ________________________

2 What is the most likely reason some text appears in bold print?
A to sell more songs at the online music store
B to discourage the copying of CDs
C to emphasize important terms
D to warn that loading music is difficult
Supporting Details: ________________________

3 How would a diagram aid the reader's understanding of the passage?
A by showing how to connect your player to a computer
B by explaining how to download songs from the online music store
C by warning the user about potential problems with the music player
D by advising users to use laptops, not desk computers
Supporting Details: ________________________
Germs are tiny organisms that can cause disease. They are so small you cannot see them with the naked eye. Germs can cause illnesses such as diarrhea, flu, and colds. However, they can also cause much more serious diseases.

WHEN TO WASH YOUR HANDS
Keeping your hands clean is one of the most important steps you can take to avoid getting sick and spreading germs to others. Follow these guidelines for when to wash your hands.

Wash your hands before
- preparing or eating food
- taking care of someone who is sick
- inserting or removing contact lenses
- treating a cut or wound

Wash your hands after
- going to the bathroom
- changing diapers
- taking care of someone who is sick
- blowing your nose, coughing, or sneezing
- handling an animal or animal waste
- handling garbage
- treating a cut or wound
HOW TO WASH YOUR HANDS

If possible, wash your hands with soap and clean, warm running water for 20 seconds. However, if soap and clean water are not available, use an alcohol-based sanitizer to clean your hands. Alcohol-based hand sanitizers reduce the number of germs on skin and are fast-acting.

When washing hands with soap and water:
• Wet your hands with clean running water and apply soap. Use warm water if it is available.
• Rub your hands together to make a lather. Scrub all surfaces including palms, back of hands, wrists, fingers, and under your fingernails.
• Continue washing your hands for 20 seconds. How long is 20 seconds? Imagine singing “Happy Birthday” twice through!
• Rinse your hands well under running water.
• Dry your hands using a paper towel or air dryer. If possible, use your paper towel to turn off the faucet.

If soap and water are not available:
Use alcohol-based gel hand sanitizer to clean your hands.
When using an alcohol-based hand sanitizer:
• Apply product to the palm of one hand.
• Rub hands together.
• Rub the product over all surfaces of hands and fingers until hands are dry.

LEARN MORE ABOUT FIGHTING GERMS

Healthy habits can protect everyone from getting germs or spreading germs at home, school, or work. Simple actions, like covering your mouth and nose and washing your hands often, can stop germs and prevent illnesses. An excellent resource for tips, tools, and facts to stop the spread of germs is hosted by the U.S. government’s disease-fighting agency, the Centers for Disease Control. You can visit the CDC’s website about fighting germs at www.cdc.gov/germstopper.
The illustrations in the passage aid the reader’s understanding by
A. making the text descriptions clearer.
B. correcting mistakes in the text descriptions.
C. reminding readers that germs can cause serious diseases.
D. convincing readers that using sanitizer is better than using soap and water.

Which statement best describes the difference between the two illustrations?
F. The first one shows the correct way to wash hands, while the second one shows the wrong way.
G. The first one shows how to wash hands with warm water, while the second one shows how to use cold water.
H. The first one shows how to wash hands with soap and water, while the second one shows how to use hand sanitizer.
I. The first one shows how to wash hands according to the Centers for Disease Control, while the second one shows the method of the Department of Health.

Which of the following would be most helpful to readers of the brochure?
A. a picture of the leader of the United States Centers for Disease Control
B. a map of the United States showing where disease outbreaks have occurred
C. a line graph showing how many germs are killed after each hand washing
D. a bar chart showing the price of regular soap, antibacterial soap, and alcohol-based hand sanitizer per ounce

Which of the following would make the best title for the illustrations?
F. Preventing the Spread of Germs
G. Washing Your Hands with Hand Sanitizer
H. Washing Your Hands with Soap and Warm Water
I. CDC Recommendations for Fighting Disease