

Layout Features

1. **Title / Heading** – shows the main topic or purpose of the text.
2. **Subheadings** – divide the text into smaller parts and guide the reader through different topics.
3. **Sections** – large divisions of a text, each dealing with a separate topic or stage. A section may include several paragraphs under one heading.
4. **Paragraphs** – blocks of sentences that present one main idea clearly.
5. **Paragraph Break** – a visible space or new line used to separate one paragraph from another. It signals a change in idea, topic, or stage in the text, helping the reader follow the structure more easily.
6. **Bullet Points / Lists** – organise key information in short, clear points.
7. **Numbered Lists** – show steps, sequence, or order of importance.
8. **Columns** – narrow blocks of text used in newspapers, leaflets, or magazines.
9. **Text Boxes** – highlight key information or important quotations.
10. **Bold Text** – emphasises significant words or phrases.
11. **Italics** – used for titles, emphasis, or foreign words.
12. **Underlining** – highlights words for emphasis (less common in print).
13. **Colour / Shading** – adds emphasis or separates different parts of the text.
14. **Font Style and Size** – create visual hierarchy and improve readability.
15. **Drop Cap** – a large decorative capital letter at the beginning of a section or paragraph to attract attention.
16. **Borders / Frames** – visually separate or enclose parts of the text.
17. **Alignment (left, right, centred, justified)** – affects how text is positioned on the page.
18. **Logos / Emblems** – represent an organisation, company, or brand identity.
19. **Images / Photographs** – provide visual support or examples related to the text.
20. **Captions** – short explanations or labels placed under or beside images.
21. **Charts / Graphs / Diagrams** – display information or data visually.
22. **Tables / Grids** – organise data clearly for comparison or analysis.
23. **Headers and Footers** – appear at the top or bottom of a page, usually showing the title, date, or page number.
24. **Page Numbers** – help readers navigate long documents.
25. **Footnotes** – short notes at the bottom of a page giving references or explanations.
26. **Endnotes** – notes placed together at the end of a chapter or document.

- 27. **Quotation Marks / Speech Bubbles / Thought bubbles** – indicate direct speech or quoted material.
- 28. **Pull Quotes** – highlighted quotations from the main text, often enlarged or boxed.
- 29. **Sidebars / Marginal Notes** – short pieces of text placed beside the main content for additional information.
- 30. **Icons / Symbols** – small visual elements that draw attention or represent ideas.
- 31. **Watermarks** – faint background images or text, often showing confidentiality or ownership.
- 32. **Line Spacing and Margins** – control the amount of white space for readability.
- 33. **Indentation** – a small space at the beginning of a paragraph signalling a new idea.
- 34. **Horizontal Rules / Dividing Lines** – lines used to separate sections or ideas.
- 35. **Title Page** – a front page showing the title, author, date, and institution or company.
- 36. **Contents Page** – lists the main sections with corresponding page numbers.
- 37. **Acknowledgements Page** – recognises contributors, supporters, or sources.
- 38. **Appendices** – additional documents or detailed information placed at the end.
- 39. **Hyperlinks** – clickable words or images in digital texts linking to other pages.
- 40. **QR Codes** – digital symbols that can be scanned to access online information.
- 41. **White Space** – the empty areas around or between elements on a page, such as margins, gaps between lines, or spaces around images and headings. It improves readability and creates a cleaner, more balanced layout.