



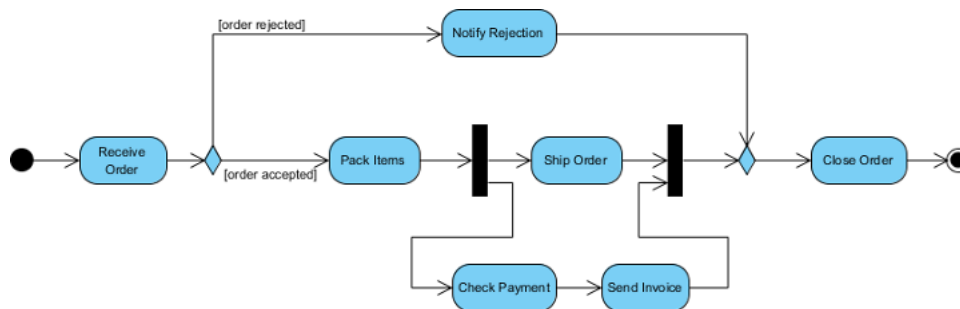
How to Annotate UML Shapes?

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Creating an Annotation Layer

In this tutorial, we will show you how to use the annotation layer to add and hide annotations in a UML activity diagram.

1. Download [Activity-Diagram-Example.vpp](#). You can also find this file at the bottom of this tutorial, under the **Resources** section.
2. Open the downloaded project file in [Visual Paradigm](#).
3. Open the [UML Activity Diagram](#) named *Place Order*. You should see the activity diagram below:

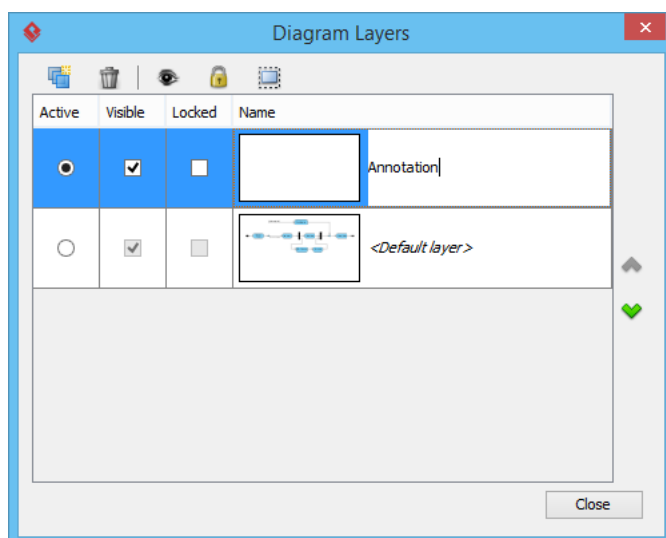


4. Select **View > Layers...** from the main toolbar.
- 5.



In the **Diagram Layers** window that appears, click the icon at the top of the window to create a new layer.

- Enter *Annotation* as the name for the new layer.



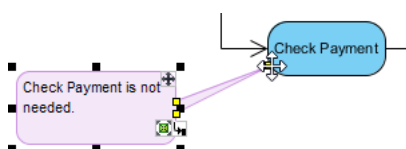
- Click **Close** to confirm your changes and return to the diagram.
- The new "Annotation" layer is now the active layer, meaning any new shapes you create will be placed on this layer. Let's create a callout. Select **Callout** from the diagram toolbar.



- Click anywhere on the diagram and enter *Check Payment is not needed* as the content for the callout.



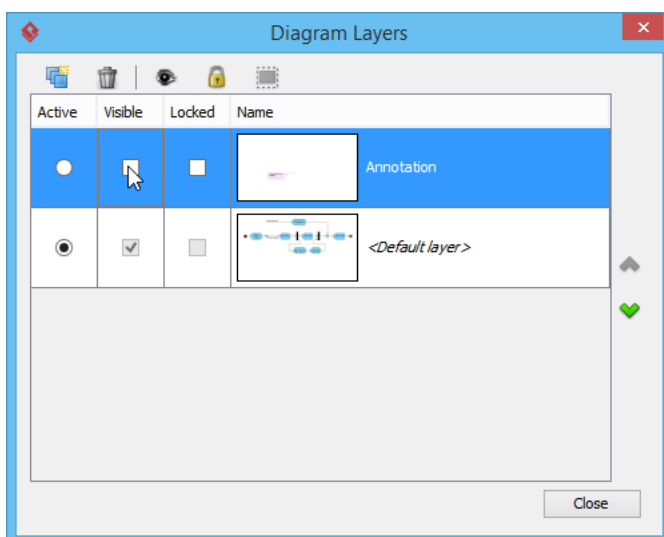
- Position the callout's pointer so that it points to the *Check Payment* action.



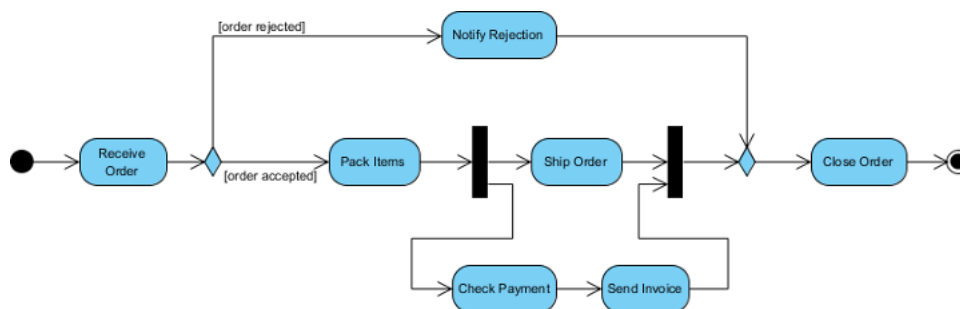
Hiding the Annotation Layer

By organizing shapes into layers, you can easily control their visibility. This is useful when you need to share a diagram with different audiences. For example, you can export a version of the diagram without annotations for external stakeholders, while keeping an internal version that includes your notes. To hide a layer:

1. Re-open the **Diagram Layers** window.
2. Uncheck the box in the **Visible** column for the *Annotation* layer.



The callout will now be hidden in the diagram.



Resources

1. [Activity-Diagram-Example.vpp](#)

Related Links

- [Tutorial - Presenting Business Process Model with Process Animation](#)
- [Full set of UML tools and UML diagrams](#)



Visual Paradigm home page
(<https://www.visual-paradigm.com/>)

Visual Paradigm tutorials
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