




How to Annotate UML Shapes?

Written Date : August 26, 2015

Callouts are a useful way to provide additional information about a shape or shapes on a diagram. They are specifically designed for annotation purposes and allow you to add viewable notes to your diagram. However, this can also create problems if certain parties are not supposed to view these notes. For example, if you add a callout to a business process diagram to request a renaming of a business task, you may want to hide this callout from stakeholders who do not need to see it. In this tutorial, we will share a tip on how to easily hide callout shapes on a diagram so that they are not visible in your printouts or when viewed by certain parties.

Creating an Annotation Layer

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](#) *Place Order*. You should see the Activity Diagram below:
4. Select **View > Layers...** from the toolbar.
5. This popup a **Diagram Layers** window. At the top of the window, click  to create a new layer.
6. Enter *Annotation* as the name of the new layer.
7. Click **Close** to confirm and return to the diagram.
8. The newly added layer is automatically set as the active layer. Shapes to be created will be put in this layer. Now, start creating the callout. Select **Callout** from the diagram toolbar.
9. Click on the diagram and enter *Check Payment is not needed* as the content of callout.

10. Make the pointer points to the *Check Payment* action.

Hiding an Annotation Layer

By separating shapes into layers, you can show or hide particular kinds of shapes by showing or hiding the layer that own the shapes, which helps in delivering works to different types of users. With this example, you can export diagrams without annotations, and send user the result, while the internal copy can have the annotation existing. To hide a layer:

1. Open the **Diagram Layers** window again.
2. Uncheck the checkbox in **Visible** column for the *Annotation* layer.

You will find the callout hidden in 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/>)

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