

Annotation in Okular

Accessing the annotation toolbar

There are three ways to activate it:

- **Menu:** Tools → Annotations
- **Keyboard:** Press **F6** (toggles the toolbar on and off)
- **Quick Annotations:** Click the dropdown arrow next to the highlighter icon on the main toolbar to access favorite tools without opening the full toolbar

When the annotation toolbar appears, Okular **automatically switches to Browse Mode**. This is important because editing and deleting annotations also requires Browse Mode (accessible via **Ctrl+1** or Tools → Browse). The single most common source of confusion for new users — is trying to right-click annotations while in Text Selection mode, which does not work.

Typewriter, inline notes, and pop-up notes

To create an annotation:

1. Open the annotation toolbar (F6)
2. Click the desired tool — **Highlighter**, **Typewriter**, **Inline Note**, **Pop-up Note**, **Freehand Line** or any other you need — or press its corresponding number key (**1–9**, position-dependent)
3. Click and hold the left mouse button at the start of the text you want to mark
4. Drag across the text while holding the button
5. Release to complete the annotation

To edit properties: Switch to Browse mode (Ctrl+1), right-click the annotation, and select **Properties**. The dialog exposes **Type** (switchable between Highlight, Squiggle, Underline, and Strike Out even after creation), **Color**, and **Opacity**. You can also adjust color and opacity directly from the toolbar's inline configuration buttons before creating the annotation.

To delete: Right-click the annotation → **Delete**, or left-click to select it then press **Del**.

The toolbar itself provides **inline controls** for the active tool: a color picker (predefined swatches or custom color dialog), opacity slider (100% = fully opaque), and a line-width dropdown. These settings apply to the next annotation you create and can also be changed per-annotation via Properties after creation.

These three tools place text content onto the document, but each behaves differently.

Typewriter places editable text on a transparent background — ideal for filling non-interactive PDF forms. Click and drag to define a text box rectangle, type your text in the dialog that appears, and click OK. Configurable properties include **Font** and **Text color**. Typewriter annotations support **resizing** after creation via drag handles.

Inline Note creates a visible, colored text box directly on the page. The workflow is identical to Typewriter — click-drag to define the rectangle, enter text, click OK. However, Inline Notes expose richer properties:

Color, Opacity, Font, Text alignment, and Border width. The note covers whatever is beneath it on the page. Inline Notes also support post-creation resizing.

Pop-up Note creates a small icon on the page that expands into a text window on double-click. Unlike the other two, you **single-click** (no dragging) to place it. A pop-up window opens immediately for text entry; click the close button (×) to save. Properties include **Color, Opacity, and Icon** (the glyph displayed on the page). Pop-up Notes are the most space-efficient way to attach long comments. Any annotation type can also have a pop-up note added to it via right-click → **Open Pop-up Note**.

Editing, moving, resizing, and deleting annotations

All annotation editing requires **Browse mode** — press **Ctrl+1** or select Tools → Browse before attempting any of these operations.

Editing properties: Right-click any annotation and select **Properties**. The dialog shows general settings (Color, Opacity, Author) and type-specific settings (Font, Border width, Stamp symbol, Line styles, etc.). Every property change is undoable with Ctrl+Z.

Moving annotations: Hold **Ctrl**, hover over the annotation until the cursor changes, then left-click and drag to the new position. Alternatively, click to select the annotation and simply drag it.

Resizing annotations: Left-click an annotation to select it. Eight resize handles appear on corners and edges. Drag any handle to resize. **Resizing is only available for four annotation types: Inline Note, Typewriter, Stamp, and Ellipse.** Press Esc or click outside to deselect.

Deleting annotations: Two methods — right-click → **Delete**, or left-click to select then press the **Del** key. When an annotation is deleted, any associated pop-up window closes automatically.

Undo and redo cover all annotation actions — creation, deletion, property edits, text edits, and relocations. Use **Ctrl+Z** to undo and **Ctrl+Shift+Z** to redo. The undo stack persists for the current editing session.

Complete keyboard shortcut reference

Shortcut	Action
F6	Toggle annotation toolbar
1 through 9	Select annotation tool by toolbar position (toolbar must be visible)
Alt+1 through Alt+9	Activate Quick Annotation tools (works anytime, toolbar not required)
Ctrl+1	Switch to Browse mode (required for editing/deleting annotations)
Ctrl+Z	Undo last annotation action
Ctrl+Shift+Z	Redo last undone annotation action
Del	Delete selected annotation
Esc	Cancel current annotation or deselect
Ctrl+drag	Move an annotation

Shortcut	Action
Shift (held while drawing)	Constrain lines/polygons to 15° angles; constrain shapes to 1:1 ratio
F7	Toggle sidebar (contains Annotations panel)
Ctrl+S	Save (embeds annotations in PDF)
Ctrl+Shift+S	Save As (choose PDF or .okular archive)

The number keys 1–9 correspond to toolbar position, so reordering tools in the configuration dialog changes which key activates which tool. The **Annotations sidebar panel** (toggle with F7) lists all annotations in the document, organized by page, with a search bar for filtering — click any entry to jump to that annotation's location.

Links

- **Annotations chapter (latest):**
https://docs.kde.org/trunk_kf6/en/okular/okular/annotations.html
- **Annotations chapter (stable):**
https://docs.kde.org/stable_kf6/en/okular/okular/annotations.html
- **Annotations configuration:**
https://docs.kde.org/trunk_kf6/en/okular/okular/configannotations.html
- **Full handbook index:**
https://docs.kde.org/stable_kf6/en/okular/okular/index.html