

Upload and manage captions in Rich Media CMS

Last Modified on 05/06/2026 8:41 pm IDT

 This article is designated for administrators.

About

You can upload, manage, and display caption files for your media in the [Rich Media CMS](#).

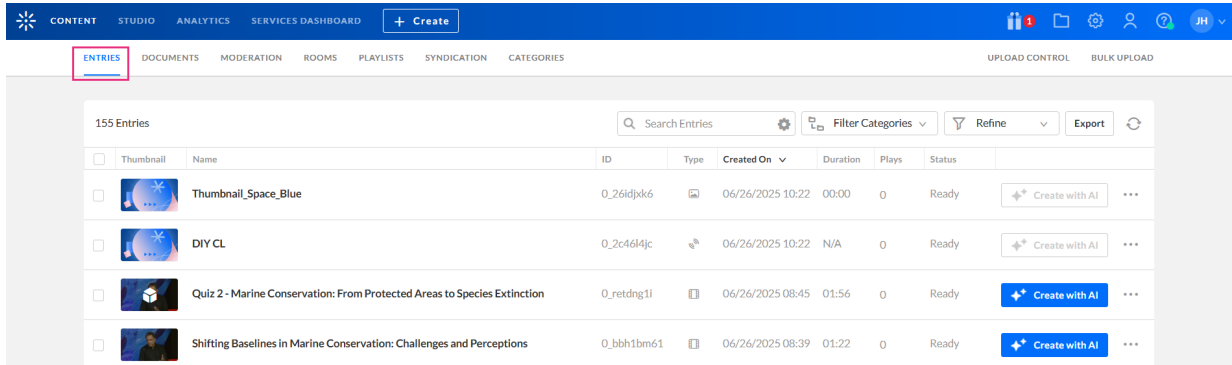










You can automate caption creation using Kaltura Reach services. Learn more in our article [Introduction to Reach](#).

Add a captions file to an entry

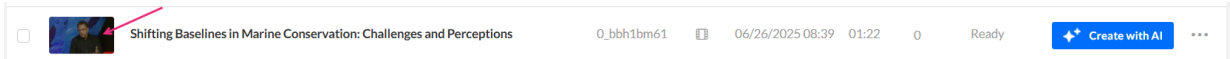
You can upload multiple caption files per entry, for example captions in different languages, and label each file accordingly.



1. Log into your [Rich Media CMS](#) account.
The **Entries** page displays by default.



Thumbnail	Name	ID	Type	Created On	Duration	Plays	Status	
	Thumbnail_Space_Blue	0_26idpk6		06/26/2025 10:22	00:00	0	Ready	+ Create with AI ...
	DIY CL	0_2c464jc		06/26/2025 10:22	N/A	0	Ready	+ Create with AI ...
	Quiz 2 - Marine Conservation: From Protected Areas to Species Extinction	0_retndg1l		06/26/2025 08:45	01:56	0	Ready	+ Create with AI ...
	Shifting Baselines in Marine Conservation: Challenges and Perceptions	0_bbh1bm61		06/26/2025 08:39	01:22	0	Ready	+ Create with AI ...

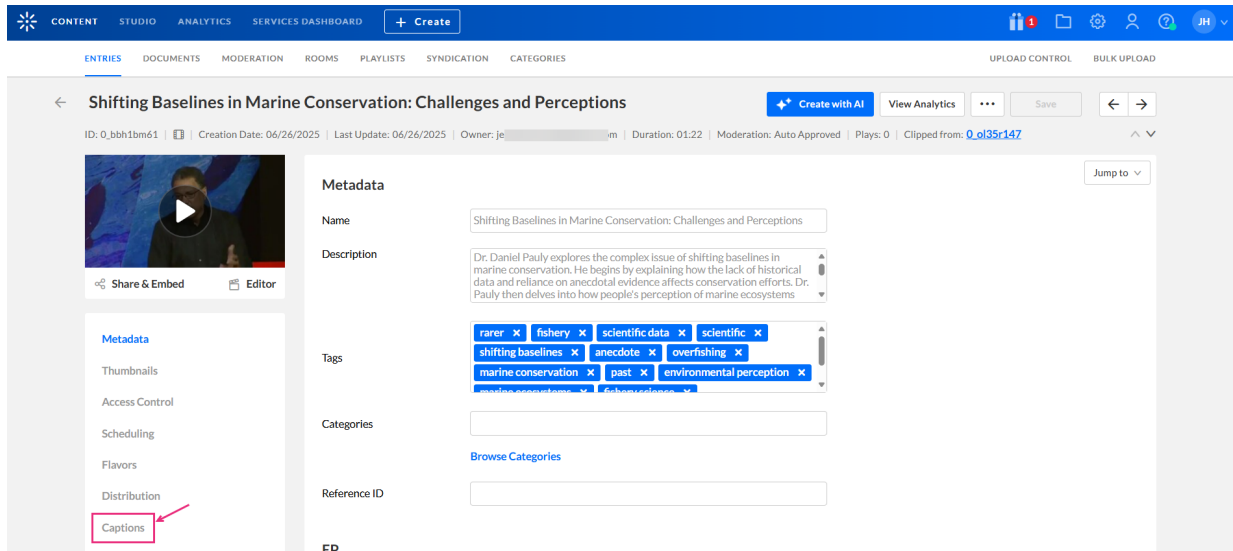
2. Click on the desired video.



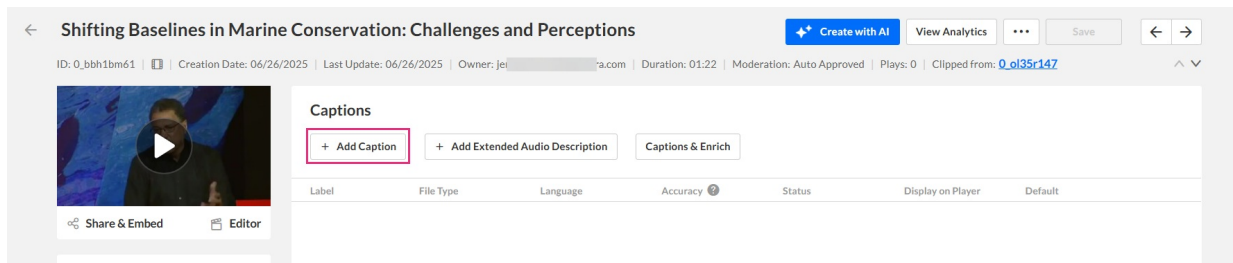
<input type="checkbox"/>	 Shifting Baselines in Marine Conservation: Challenges and Perceptions	0_bbh1bm61		06/26/2025 08:39	01:22	0	Ready	+ Create with AI ...
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The edit details displays.

3. In the left panel, click the **Captions** tab.



4. Click **+Add Caption**.



The 'Add Caption' box displays.

Add Caption

Label

Language

File Type

Accuracy

100% Accurate

Add Caption Upload From URL

5. Complete the following:

- **Label** - Enter a Label that will appear in the player's captions drop-down menu (for example, *Japanese*). If configured on your account you can also add a suffix to the label for easier identification. See [Captioning & enrichment profiles & services in](#)

[Rich Media CMS](#) for more information.

- **Language** - Select the language.
- **File type** - Select SRT, DFXP or VTT or SCC.
- **Accuracy** - The default value is 100%. If the entry has multiple captions for the same language, the player displays the file with the highest accuracy.
- **Add caption** - Choose **Upload** or **From URL**:
 - **Upload File** - Upload an SRT, DXFP, VTT or SCC file from your computer.
 - **From URL** - Paste an external URL in the Enter Caption URL location.

6. Click **Add Caption**.

Add Caption

Label

Language

File Type

Accuracy

100% Accurate

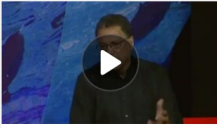
Add Caption Upload From URL

1_b2myjj0p.srt

The caption file(s) display in the captions table.

← Shifting Baselines in Marine Conservation: Challenges and Perceptions

ID: 0_bbh1bm61 | Creation Date: 06/26/2025 | Last Update: 06/26/2025 | Owner: je... | Duration: 01:22 | Moderation: Auto Approved | Plays: 0 | Clipped from: [0.ol35r147](#)



Captions

Label	File Type	Language	Accuracy	Status	Display on Player	Default
English	SRT	English	95%	Saved	<input checked="" type="checkbox"/> Yes	Default Caption

To add additional captions files repeat these steps.

Set captions as default

To make captions the default display, simply click **Set as Default**. When enabled, this caption file automatically displays when the video plays.

English	SRT	English	100%	Saved	<input checked="" type="checkbox"/> Yes	Set as default	...
French	SRT	French	100%	Saved	<input checked="" type="checkbox"/> Yes	Set as default	...

Display captions on player

To show captions on the player, toggle the switch under **Display on Player**. Once enabled, the caption file is available through the CC button in the player.

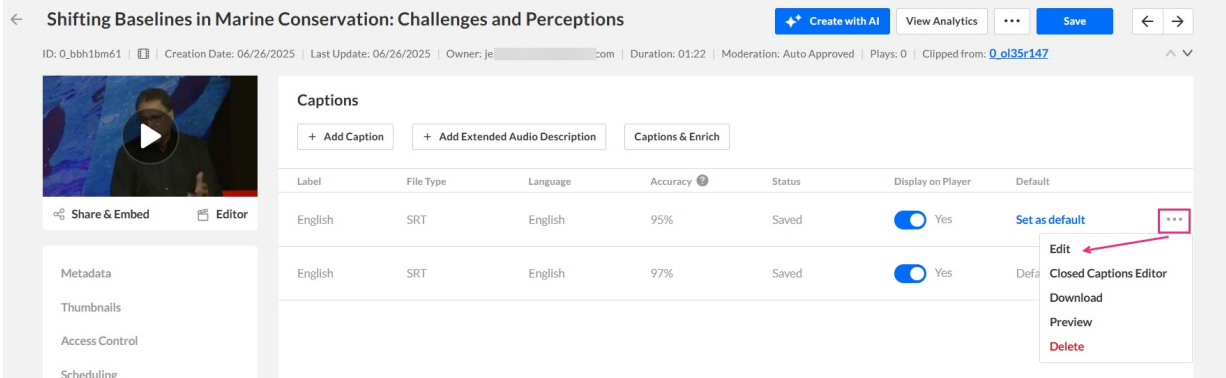
Label	File Type	Language	Accuracy ?	Status	Display on Player	Default	
English	SRT	English	100%	Saved	<input checked="" type="checkbox"/> Yes	Set as default	...

Editing actions

After you upload a caption file, you can manage it using the **three-dot menu**.

Edit label or language

1. Click the **three-dot menu** at the far right of the desired entry, and select **Edit**.



The screenshot shows a video player interface for the video "Shifting Baselines in Marine Conservation: Challenges and Perceptions". Below the player is a "Captions" section with a table of caption files. The first entry is highlighted, and its three-dot menu is open, showing options like "Edit", "Closed Captions Editor", "Download", "Preview", and "Delete".

Label	File Type	Language	Accuracy ?	Status	Display on Player	Default	
English	SRT	English	95%	Saved	<input checked="" type="checkbox"/> Yes	Set as default	...
English	SRT	English	97%	Saved	<input checked="" type="checkbox"/> Yes	Defa	...

2. Edit the file label or language and click **Done**.

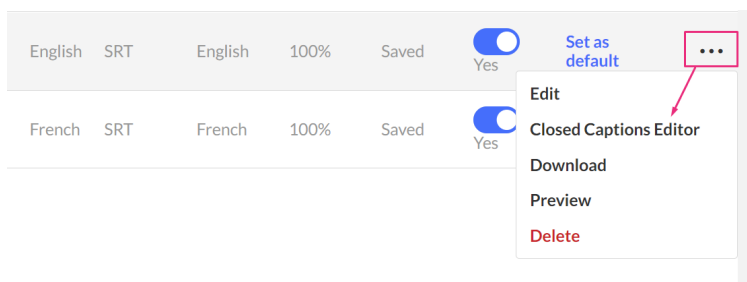
Edit Caption

Label	<input type="text" value="English"/>
Language	<input type="text" value="English"/> ▼
Accuracy	<input type="range" value="100%"/> 100% Accurate

[Done](#)

Edit captions

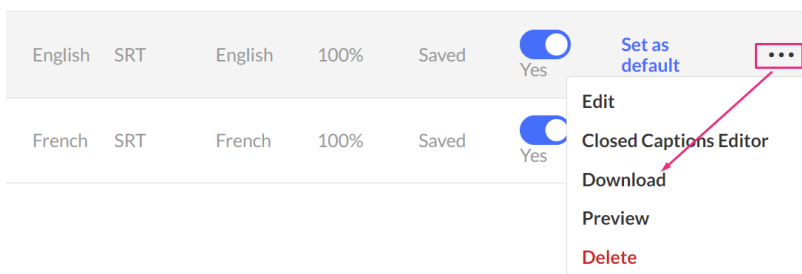
Click the **three-dot menu** at the far right of the desired entry, and select **Closed Captions Editor**.



See [Edit captions in Rich Media CMS](#) for more information.

Download and edit captions file

1. Click the **three-dot menu** at the far right of the desired entry, and select **Download**.

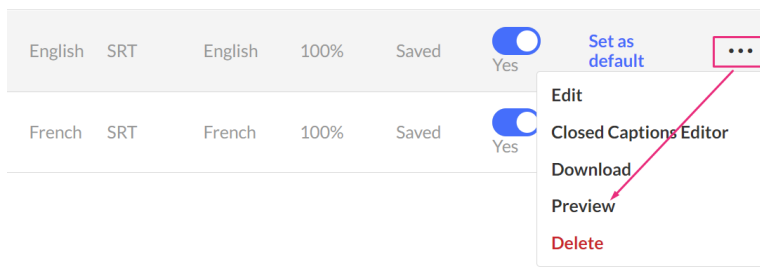


The file downloads.

2. Edit the file.
3. Upload the file again as described in [Add a captions file](#) above.

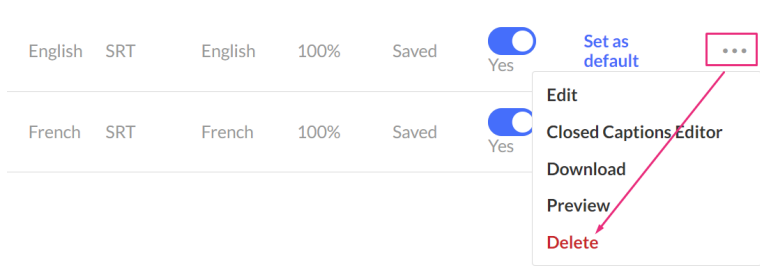
Preview file

Click the **three-dot menu** at the far right of the desired entry, and select **Preview**.



Delete captions

Click the **three-dot menu** at the far right of the desired entry, and select **Delete**.



The caption file is removed from the entry.



To display captions during playback, captions must be enabled in your player or you must use a player configuration that already supports captions. For setup instructions, see [Set captions to display by default in the player](#).

