

Upload and manage captions in KMC

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 This article is designated for administrators.

About

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



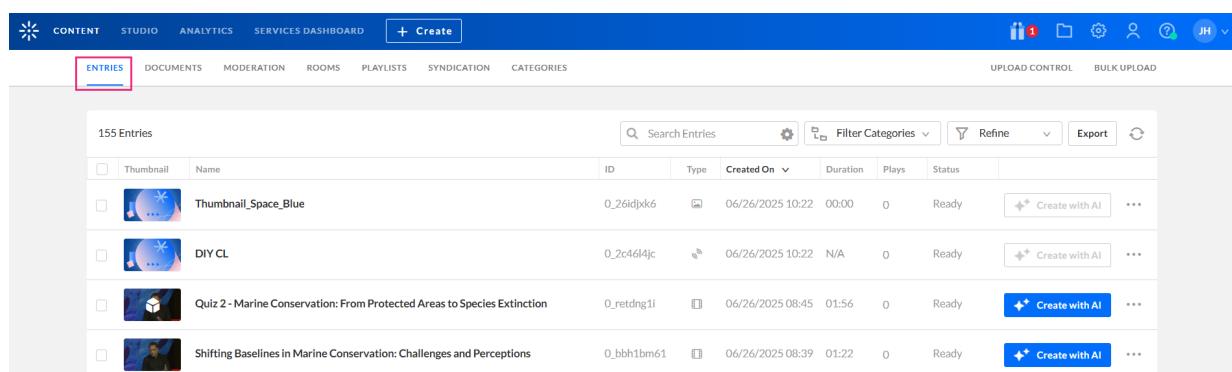
You can automate caption creation using Kaltura Reach services. Learn more in our article [Introduction to Reach](#).

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 [KMC](#) account.

The **Entries** page displays by default.



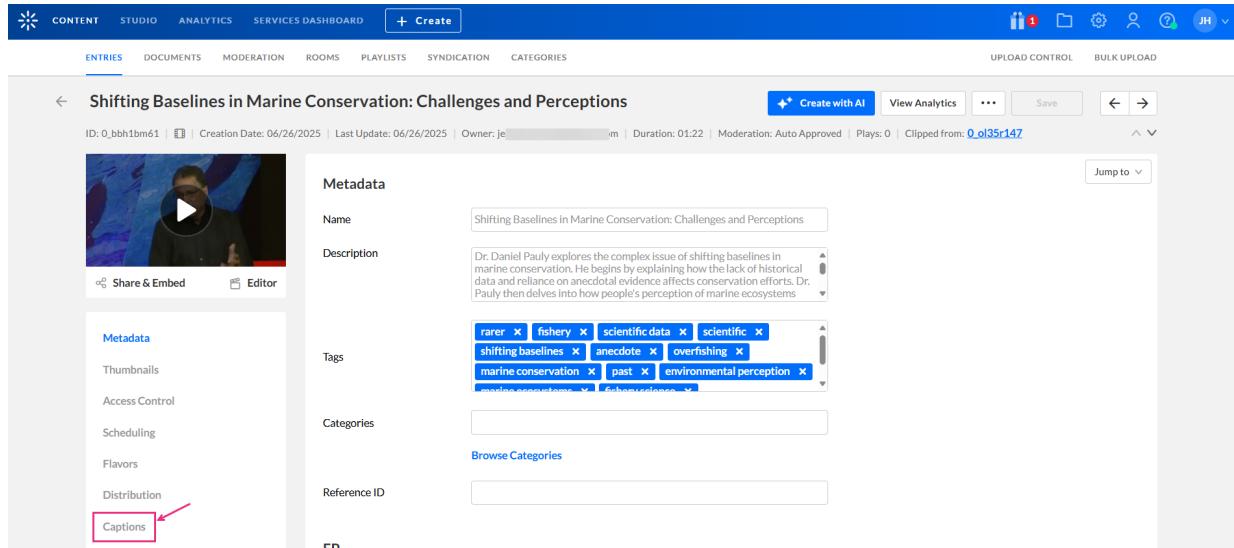
Thumbnail	Name	ID	Type	Created On	Duration	Plays	Status	Actions
	Thumbnail_Space_Blue	0_26idjxk6		06/26/2025 10:22	00:00	0	Ready	Create with AI ...
	DIY CL	0_2c46l4jc		06/26/2025 10:22	N/A	0	Ready	Create with AI ...
	Quiz 2 - Marine Conservation: From Protected Areas to Species Extinction	0_retdng1i		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.



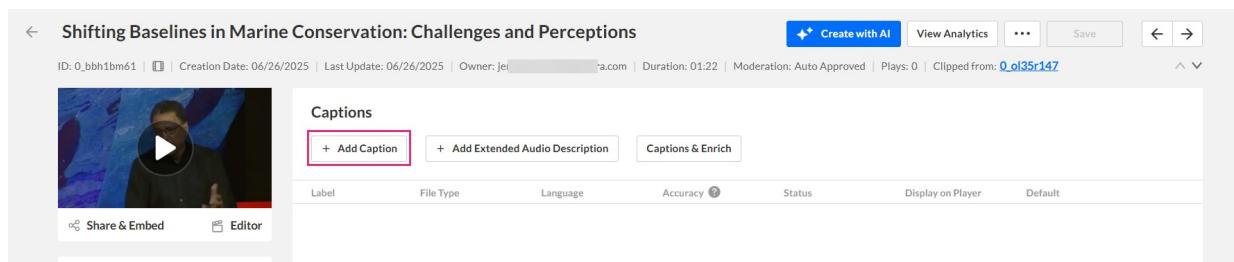
The edit details displays.

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



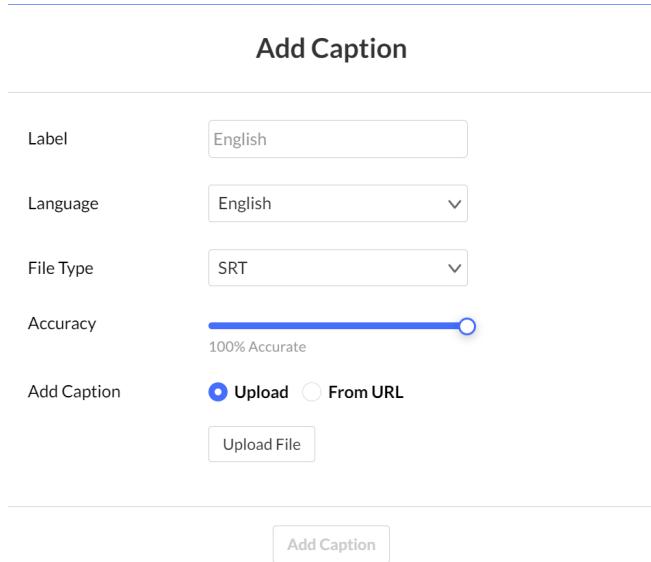
The screenshot shows the Kaltura interface for managing video entries. The main content area displays the entry details for 'Shifting Baselines in Marine Conservation: Challenges and Perceptions'. The left sidebar contains various sections: Metadata, Thumbnails, Access Control, Scheduling, Flavors, Distribution, and **Captions** (which is highlighted with a red box and an arrow). The main content area includes fields for Name, Description, Tags, Categories, Reference ID, and FP. The Tags field contains several tags related to marine conservation and fishing practices.

4. Click **+Add Caption**.



The screenshot shows the 'Caption' section within the Kaltura interface. The '+ Add Caption' button is highlighted with a red box. The interface includes a table with columns for Label, File Type, Language, Accuracy, Status, Display on Player, and Default. The Language dropdown is set to 'English'.

The 'Add Caption' box displays.



The screenshot shows the 'Add Caption' dialog box. It includes fields for Label (set to 'English'), Language (set to 'English'), File Type (set to 'SRT'), Accuracy (set to 100% Accurate), and options for Add Caption (Upload or From URL). The 'Upload' radio button is selected, and there is a 'Upload File' button. At the bottom is an 'Add Caption' button.

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](#)

[KMC](#) for more information.

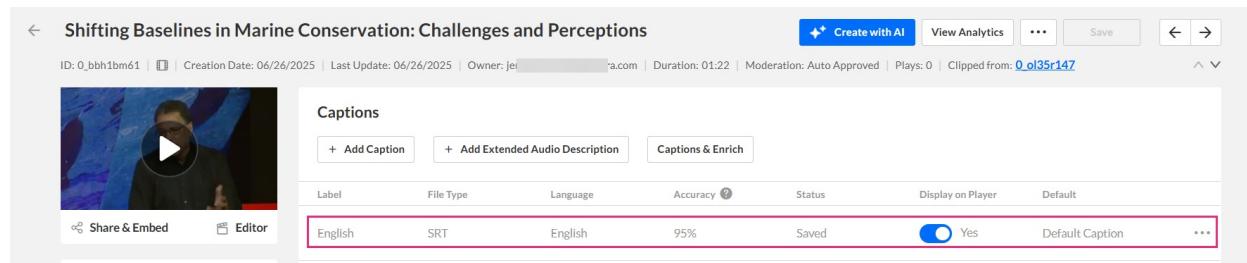
- **Language** - Select the language.
- **File type** - Select SRT, DFXP or VTT or SCC.
- **Accuracy** - The default value is 100%. If the entry has multiple captions for the same language, the player displays the file with the highest accuracy.
- **Add caption** - Choose **Upload** or **From URL**:
 - **Upload File** - Upload an SRT, DXP, 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	<input type="text" value="English"/>
Language	<input type="text" value="English"/> 
File Type	<input type="text" value="SRT"/> 
Accuracy	<div style="width: 100px; height: 10px; background-color: #ccc; border-radius: 15px; position: relative; overflow: hidden;"><div style="width: 100%; height: 100%; background-color: #0070C0; border-radius: 15px; position: absolute; left: 0; top: 0;"></div></div> <div style="display: flex; justify-content: space-between; width: 100%;">100% Accurate <input checked="" type="radio"/> Upload  <input type="radio"/> From URL</div>
Add Caption	<input type="button" value="Upload File"/> <small>1_b2myjj0p.srt</small>
<input style="background-color: #0070C0; color: white; border: 1px solid #0070C0; border-radius: 5px; padding: 5px; width: 150px; height: 30px; font-weight: bold; font-size: 10px; margin-top: 10px;" type="button" value="Add Caption"/>	

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



The screenshot shows a video player interface with a video thumbnail and play controls. At the top, there are buttons for 'Create with AI', 'View Analytics', and 'Save'. Below the video, a 'Captions' section is visible with a table. The table has columns: Label, File Type, Language, Accuracy, Status, Display on Player, and Default. One row is highlighted in red, showing 'English', 'SRT', 'English', '95%', 'Saved', 'Yes', and 'Default Caption'. A red arrow points to the 'Add Caption' button in the 'Captions' section.

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.

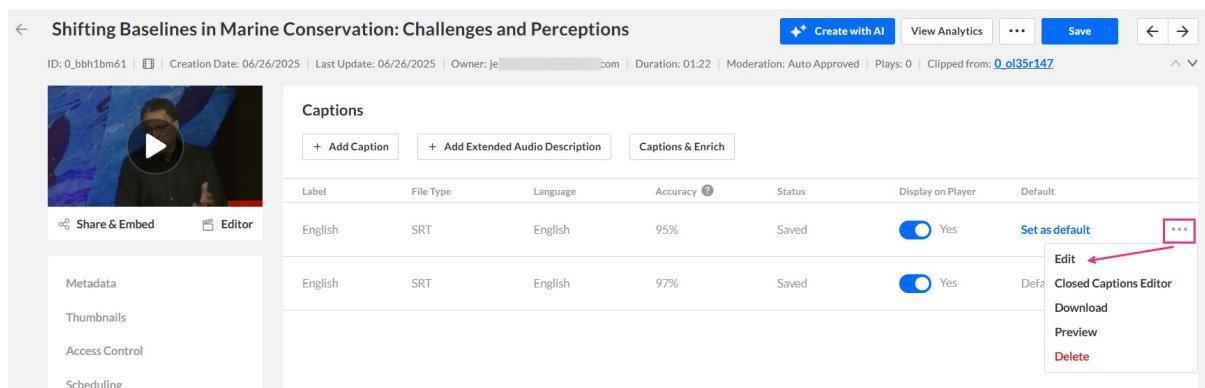
Label	File Type	Language	Accuracy	Status	Display on Player	Default
English	SRT	English	100%	Saved	<input checked="" type="checkbox"/> Yes	Set as default

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 the 'Captions' section of a video's metadata. It lists two caption entries: one for 'English' (SRT, 95% accuracy, saved, display on player enabled, set as default) and another for 'English' (SRT, 97% accuracy, saved, display on player enabled). A three-dot menu is open for the first entry, showing options: 'Edit' (highlighted with a red arrow and box), 'Closed Captions Editor', 'Download', 'Preview', and 'Delete'.

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

Edit Caption

Label

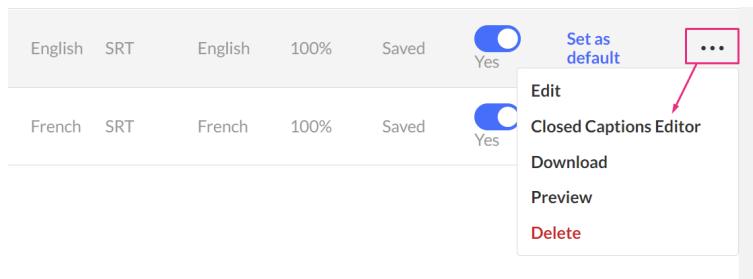
Language ▼

Accuracy ○
100% Accurate

Done

Edit captions

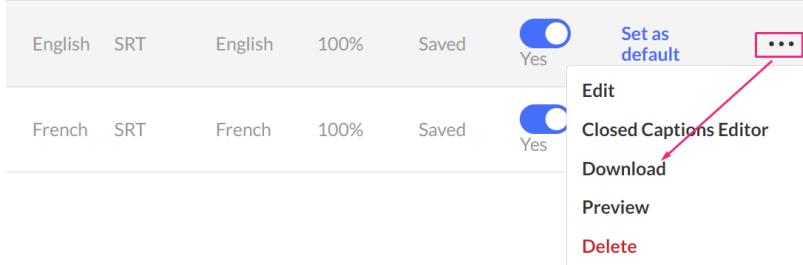
Click the **three-dot menu** at the far right of the desired entry, and select **Closed Captions Editor**.



See [Edit captions in KMC](#) 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**.

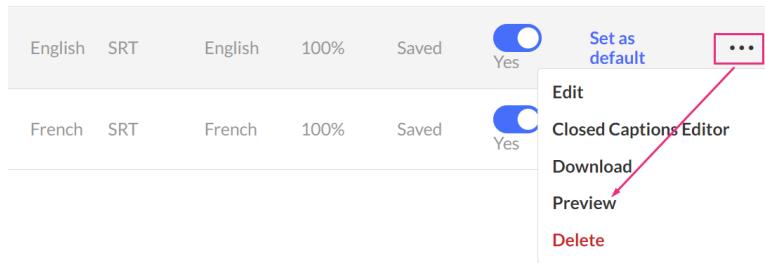


The file downloads.

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

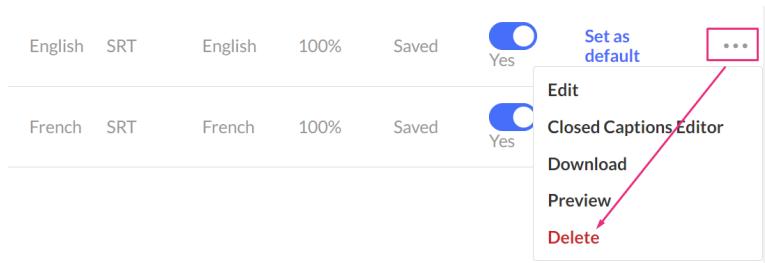
Preview file

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](#).

