

Add and manage captions in KMC

Last Modified on 11/27/2025 4:29 pm IST

 This article is designated for administrators.

About

You can upload multiple subtitle and caption files and transcripts, Extended audio description files, or link to an external captions file in KMC. Viewers can easily switch between languages.

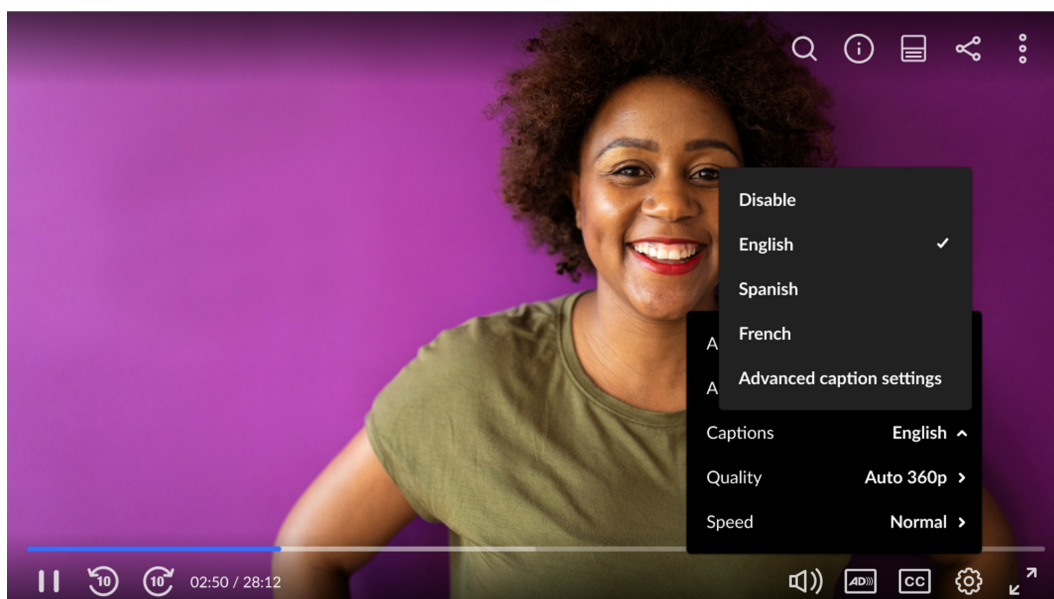
Our captions are fully searchable and compliant with 508 regulations, making them accessible via screen readers. Our 'In Video Search' API helps locate specific phrases within videos.



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



You can resubmit REACH orders in certain cases, such as for updated media content or new profile settings. For details on how and when to use the resubmissions feature, see our article [Resubmissions for REACH services](#).



Captions and subtitles explained

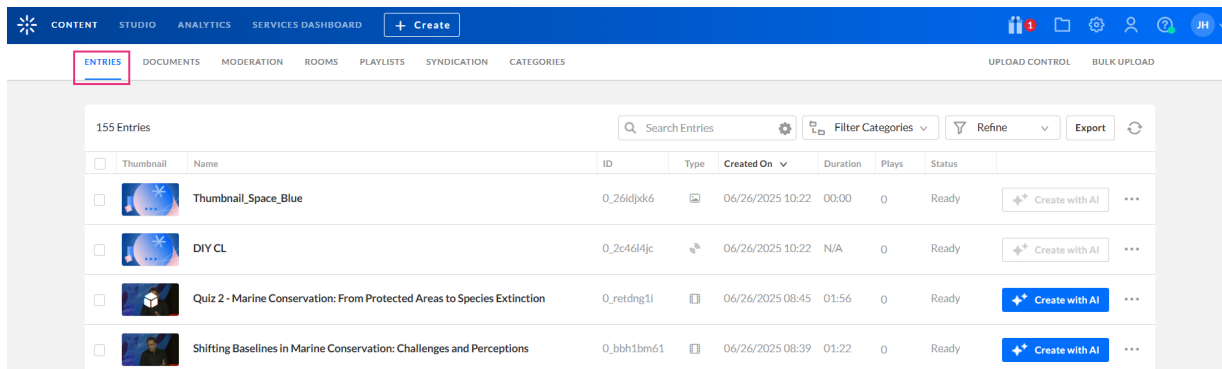
- Caption files contain both text and information about when each line of text should be displayed.
- Captions are synonymous with subtitles and usually appear at the bottom of the screen.
- Extended audio descriptions provide voice narration of the visuals and actions happening on screen.
- SRT, DXFP and VTT (Web Video Text Tracks) are caption file formats.
- If the caption includes non-dialog text, the file is considered a closed caption.
- Transcriptions contain the text of the video without time stamps.
- Captions can either be a form of written translation of a dialog in a foreign language or a written rendering of the dialog in the same language. Captions aid foreign language understanding and assist viewers with hearing impairments or accent recognition issues.

Add captions file to an entry

You can add multiple caption files to each entry, for example, you can create subtitles in various languages and label each one accordingly.

1. Log into your KMC account.

The Content menu > Entries displays by default.



Thumbnail	Name	ID	Type	Created On	Duration	Plays	Status	Actions
	Thumbnail_Space_Blue	0_26idjpk6	Image	06/26/2025 10:22	00:00	0	Ready	+ Create with AI ...
	DIY CL	0_2c46l4jc	Image	06/26/2025 10:22	N/A	0	Ready	+ Create with AI ...
	Quiz 2 - Marine Conservation: From Protected Areas to Species Extinction	0_retgng1l	Image	06/26/2025 08:45	01:56	0	Ready	+ Create with AI ...
	Shifting Baselines in Marine Conservation: Challenges and Perceptions	0_bbh1bm61	Image	06/26/2025 08:39	01:22	0	Ready	+ Create with AI ...

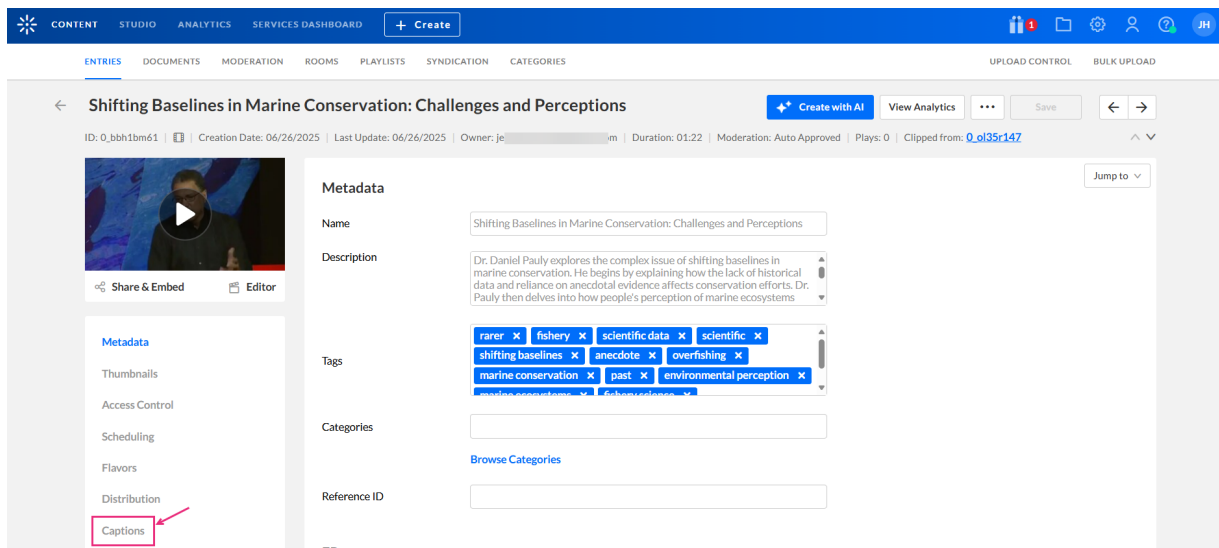
2. Click on the desired entry.



Thumbnail	Name	ID	Type	Created On	Duration	Plays	Status	Actions
	Shifting Baselines in Marine Conservation: Challenges and Perceptions	0_bbh1bm61	Image	06/26/2025 08:39	01:22	0	Ready	+ Create with AI ...

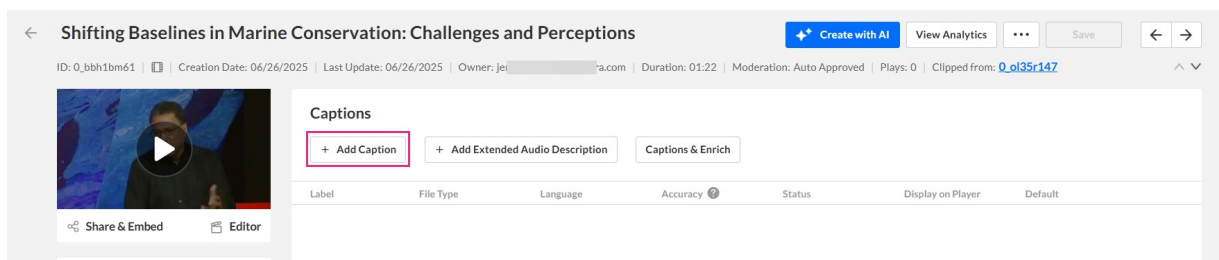
The edit details displays.

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



The screenshot shows the Kaltura interface for a video titled "Shifting Baselines in Marine Conservation: Challenges and Perceptions". The left sidebar contains a menu with options: Metadata, Thumbnails, Access Control, Scheduling, Flavors, Distribution, and Captions. The "Captions" option is highlighted with a red box and an arrow. The main content area shows the video player and various metadata fields like Name, Description, Tags, Categories, and Reference ID.

4. Click **+Add Caption**.



The screenshot shows the Kaltura interface for the same video, but now the "Captions" tab is selected. The "+ Add Caption" button is highlighted with a red box. Below the button, there are fields for Label, File Type, Language, Accuracy, Status, Display on Player, and Default.

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 [Reach Profiles and Services](#) for more information.
- **Language** - Select the Language.

- **File type** - Select the File Type. Choose from the drop-down menu SRT, DFXP or VTT or SCC.
- **Accuracy** - the default value is 100%. If the entry has multiple captions for the same language, the captions that will display on the player will be the captions with the highest accuracy.
- **Add caption** - Choose **Upload** or **From URL**:
 - **Upload File** - Upload an SRT, DXFP, VTT or SCC file from your computer.

Add Caption

☒ Upload ☐ From URL

Upload File

- **From URL** - Paste an external URL in the Enter Caption URL location.

Add Caption

☐ Upload ☒ From URL

Enter Caption URL

6. Click **Add Caption**.

Add Caption

Label

Language

File Type

Accuracy
100% Accurate

Add Caption ☒ Upload ☐ From URL

Upload File

1_b2myjj0p.srt


Add Caption

The caption file(s) display in the Captions window.

← Shifting Baselines in Marine Conservation: Challenges and Perceptions

[Create with AI](#)
[View Analytics](#)
...
[Save](#)

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



Share & Embed Editor

Captions

[+ Add Caption](#)
[+ Add Extended Audio Description](#)
[Captions & Enrich](#)

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

7. To add additional captions files repeat steps 4 to 8.

Set as default

To make captions the default display, simply click **Set as Default**. Once enabled, this captions file will automatically appear whenever you play the video

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

Display on player

To show captions on the player, toggle the switch under **Display on Player**. Once activated, the captions file will be accessible through the CC button on 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	...

Click **Save**.

←

Shifting Baselines in Marine Conservation: Challenges and Perceptions

Create with AI

View Analytics

...

Save

←

→

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

Share & Embed

Editor

Metadata

Thumbnails

Captions

+ Add Caption

+ Add Extended Audio Description

Captions & Enrich

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	Default Caption	...

Add Extended audio description file to an entry

You can add Extended audio description files (caption asset Web Video Text Tracks (VTT) format) that provide voice narration of the visuals and actions happening on screen.

1. Click + **Add Extended Audio Description**.

←

Shifting Baselines in Marine Conservation: Challenges and Perceptions

Create with AI

View Analytics

...

Save

←

→

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

Share & Embed

Editor

Metadata

Thumbnails

Captions

+ Add Caption

+ Add Extended Audio Description

Captions & Enrich

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	Default Caption	...

The 'Add Extended Audio Description' box displays.

Add Extended Audio Description

Label

Language

▼

File Type

VTT

Accuracy

100% Accurate

Add Caption

☒ Upload
 ☐ From URL

2. 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 [Reach Profiles and Services](#) for more information.
- **Language** - Select the Language.
- **File type** - VTT is the set file type.
- **Accuracy** - the default value is 100%. If the entry has multiple captions for the same language, the captions that will display on the player will be the captions with the highest accuracy.
- **Add caption** - Choose **Upload** or **From URL**:
 - **Upload File** - Upload a VTT file from your computer.

Add Caption

☒ Upload
 ☐ From URL

From URL - Paste an external URL in the Enter Caption URL location.

Add Caption

☐ Upload
 ☒ From URL

3. Click **Add File**.

Add Extended Audio Description

Label

Language

File Type

Accuracy 100% Accurate

Add Caption ☒ Upload ☐ From URL

1_b2myjjOp.vtt

[Add File](#)

The Extended audio description file displays on the **Captions** page.

←

Shifting Baselines in Marine Conservation: Challenges and Perceptions

✦ Initializing...

...

Save

←

→

ID: 0_8yoioxn | | Creation Date: 03/31/2025 | Last Update: 06/23/2025 | Owner: ar...a.com | Duration: 00:35 | Moderation: Auto Approved | Plays: 1

Share & Embed

Editor

Metadata

Thumbnails

Captions

+ Add Caption

+ Add Extended Audio Description

Captions & Enrich

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

Order captions

Click **Captions and Enrich** to order captions for this entry.

←

Shifting Baselines in Marine Conservation: Challenges and Perceptions

✦ Create with AI

View Analytics

...

Save

←

→

ID: 0_bbh1bm61 | | Creation Date: 06/26/2025 | Last Update: 06/26/2025 | Owner: je...a.com | Duration: 01:22 | Moderation: Auto Approved | Plays: 0 | Clipped from: 0.ol35r147

Share & Embed

Editor

Metadata

Thumbnails

Captions

+ Add Caption

+ Add Extended Audio Description






Captions & Enrich

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	Default Caption

This action can also be accomplished on the Entries page. Just click the **three-dot menu** to the right of the desired entry and select **Captions & Enrich**.

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<div> <div>CONTENT</div> <div>STUDIO</div> <div>ANALYTICS</div> <div>SERVICES DASHBOARD</div> <div>+ Create</div> </div> <div> <div>UPLOAD CONTROL</div> <div>BULK UPLOAD</div> </div>									
<div> <div>ENTRIES</div> <div>DOCUMENTS</div> <div>MODERATION</div> <div>ROOMS</div> <div>PLAYLISTS</div> <div>SYNDICATION</div> <div>CATEGORIES</div> </div>									
155 Entries		<input type="text" value="Search Entries"/>		<div>Filter Categories</div>	<div>Refine</div>	<div>Export</div>			
<input type="checkbox"/>	Thumbnail	Name	ID	Type	Created On	Duration	Plays	Status	
<input type="checkbox"/>		Thumbnail_Space_Blue	0_26ldjxk6		06/26/2025 10:22	00:00	0	Ready	<div> <div>Create with AI</div> <div>...</div> </div>
<input type="checkbox"/>		DIY CL	0_2c46l4jc		06/26/2025 10:22	N/A	0	Ready	<div> <div>Create with AI</div> <div>...</div> </div>
<input type="checkbox"/>		Quiz 2 - Marine Conservation: From Protected Areas to Species Extinction	0_retdng1i		06/26/2025 08:45	01:56	0	Ready	<div> <div>Create with AI</div> <div>...</div> </div>
<input type="checkbox"/>		Shifting Baselines in Marine Conservation: Challenges and Perceptions	0_bbh1bm61		06/26/2025 08:39	01:22	0	Ready	<div> <div>Share & Embed</div> <div>View Details</div> <div>Captions & Enrich</div> <div>Delete</div> </div>
<input type="checkbox"/>		The Role of Marine Protected Areas in Recreating the Past	0_87fapjck		06/26/2025 08:37	00:51	0	Ready	

See [Order captions via KMC](#) for complete details.

Editing actions

After you upload a captions file you can perform various actions from 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**.

Shifting Baselines in Marine Conservation: Challenges and Perceptions

Create with AI

View Analytics

...

Save

ID: 0_bbh1bm61 | Creation Date: 06/26/2025 | Last Update: 06/26/2025 | Owner: je...com | Duration: 01:22 | Moderation: Auto Approved | Plays: 0 | Clipped from: 0_ol35r147

Share & Embed

Editor

Metadata

Thumbnails

Access Control

Scheduling

Captions

+ Add Caption

+ Add Extended Audio Description

Captions & Enrich

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

Edit

Closed Captions Editor

Download

Preview

Delete

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

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Edit Caption

Label

Language
English
▼

Accuracy
100% Accurate

Done

Edit captions

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

English	SRT	English	100%	Saved	<input checked="" type="checkbox"/>	Yes	Set as default	...
French	SRT	French	100%	Saved	<input checked="" type="checkbox"/>	Yes		Edit Closed Captions Editor Download Preview Delete

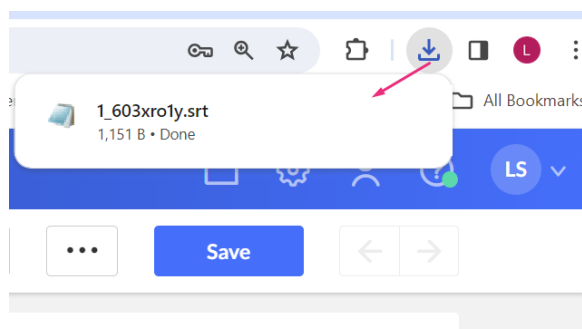
The Closed Captions Editor displays. See [Editing Captions - REACH v2](#) for more information.

Download and edit captions file (SRT, DXFP and VTT)

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

English	SRT	English	100%	Saved	<input checked="" type="checkbox"/>	Yes	Set as default	...
French	SRT	French	100%	Saved	<input checked="" type="checkbox"/>	Yes		Edit Closed Captions Editor Download Preview Delete

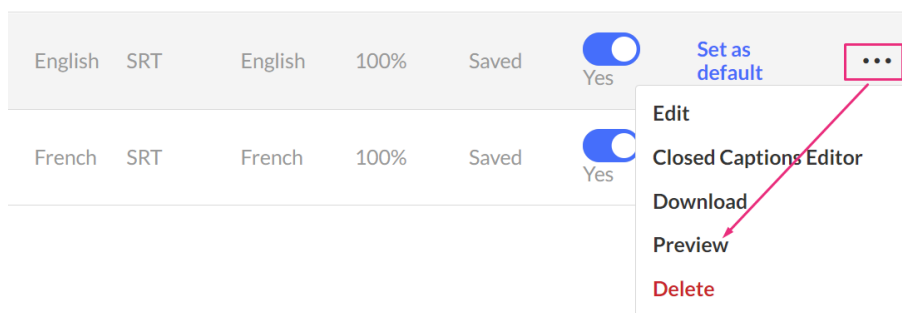
The file downloads.



2. Edit the file.
3. Upload the file again as described in [Adding Captions to an entry](#).

Preview file

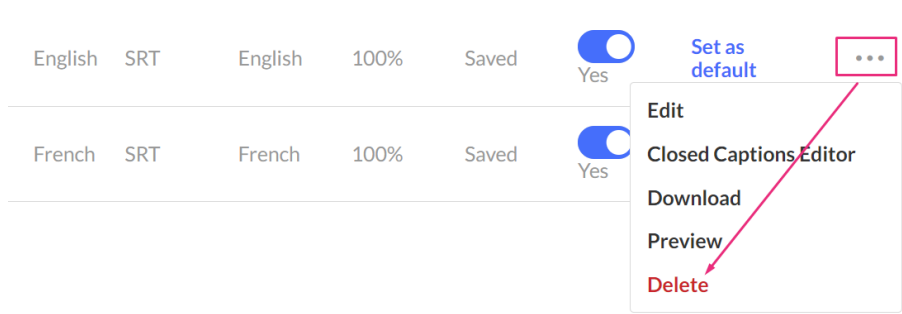
Click the **three-dot menu** at the far right of the desired entry, and select **Preview**.



The caption file displays.

Delete captions

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



The captions file is deleted.

Set up captions for display

You will need to enable captions in your player or choose a player with captions already enabled. Then you can easily toggle captions on or off for each video. Visit our article [Settings tab](#) for instructions.