

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.



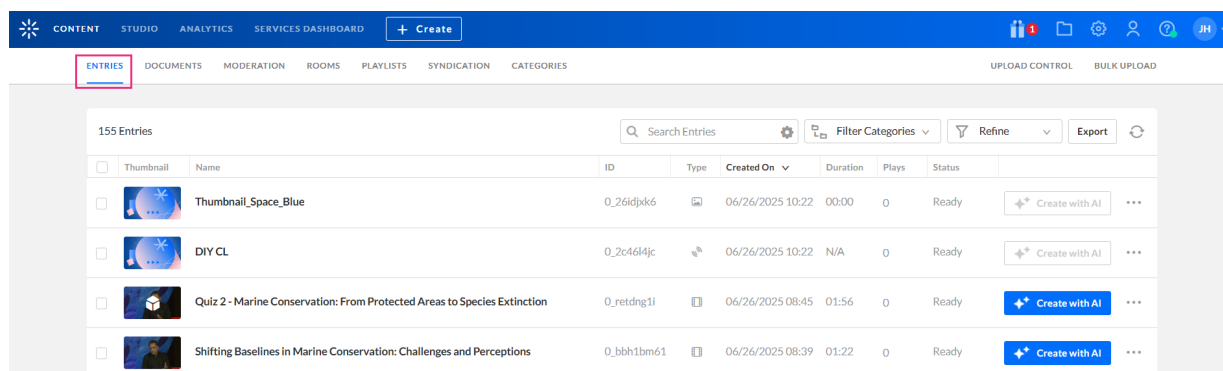
You can automate caption creation using Kaltura Reach services. Learn more in our article [Introduction to Reach](#).

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.

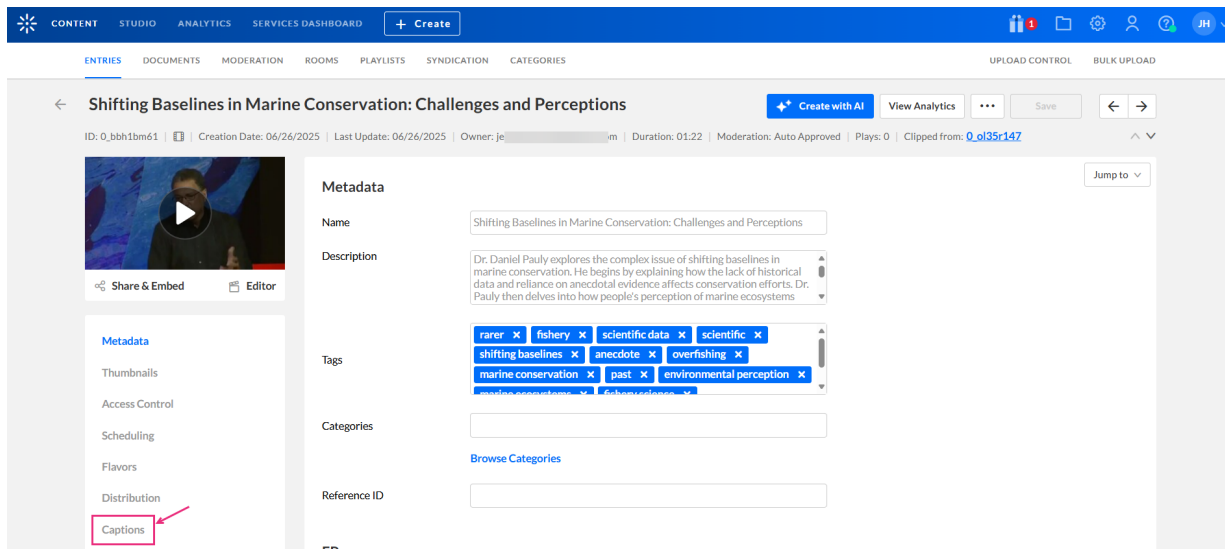


2. Click on the desired video.



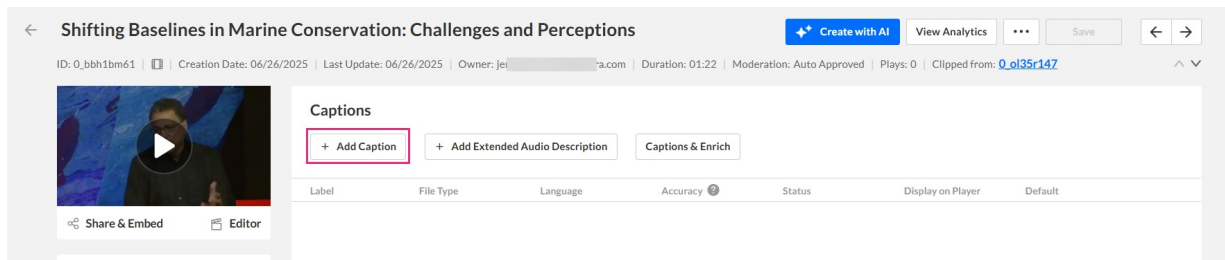
The edit details displays.

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



The screenshot shows the Kaltura interface for 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 a red arrow. The main content area shows the video player and various metadata fields.

4. Click **+Add Caption**.



The screenshot shows the Kaltura interface for the same video, but now the "Captions" tab is selected in the left sidebar. The main content area shows the "Captions" section with a table of existing captions. The "+ Add Caption" button is highlighted with a red box.

The 'Add Caption' box displays.

Add Caption

Label

Language

English ▼

File Type

SRT ▼

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

[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, 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

English

Language

English

▼

File Type

SRT

▼

Accuracy

100% Accurate

Add Caption

☒ Upload
 ☐ From URL

Upload File

1_b2myjj0p.srt

Add Caption

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

←

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

Play

Video thumbnail

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

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.

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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.

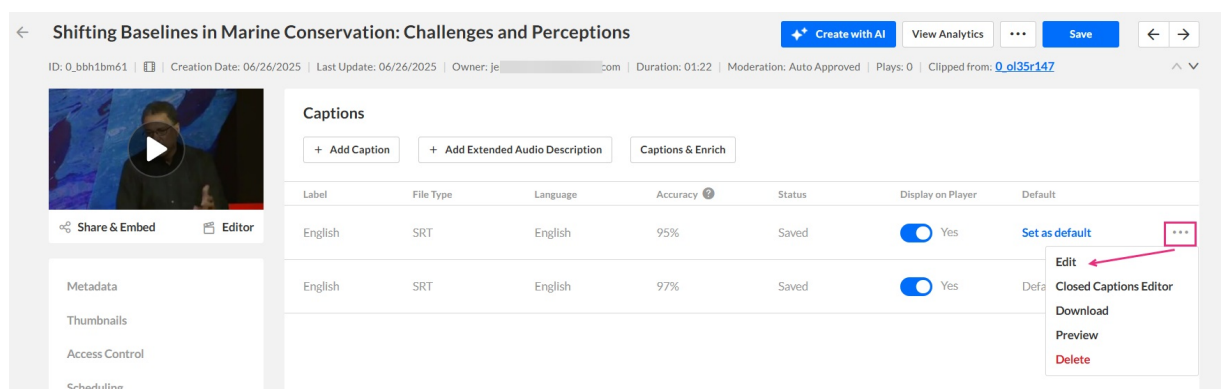
Label	File Type	Language	Accuracy ?	Status	Display on Player	Default	
English	SRT	English	100%	Saved	<input checked="" type="checkbox"/> Yes	Set as default	...

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**.



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

Edit Caption

Label

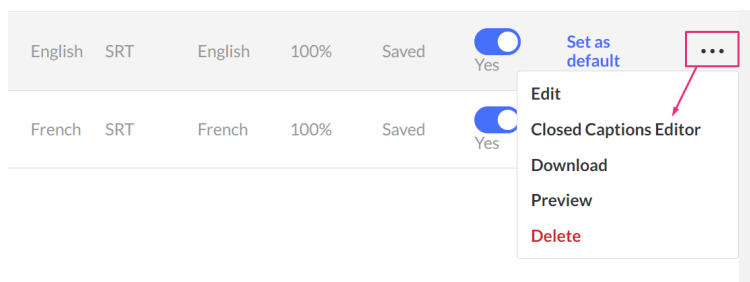
Language
English
▼

Accuracy
100% Accurate

Done

Edit captions

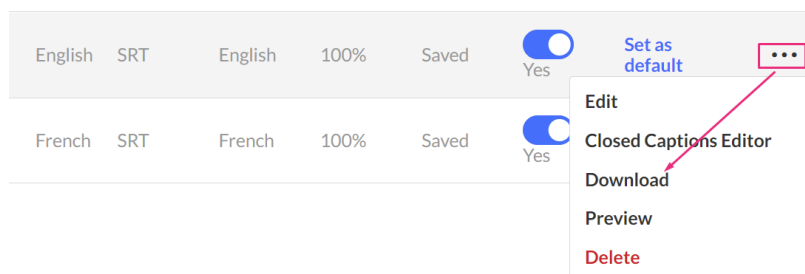
Click the **three-dot menu** at the far right of the desired entry, and select **Closed Captions Editor**.



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**.

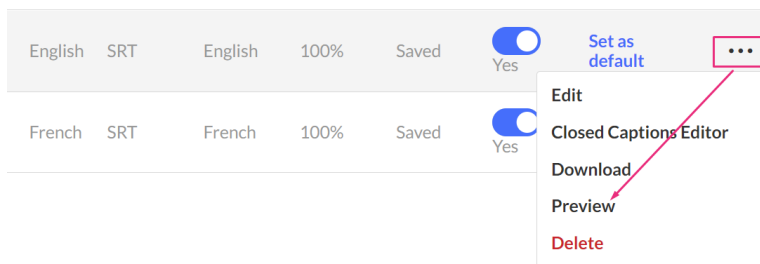


The file downloads.

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

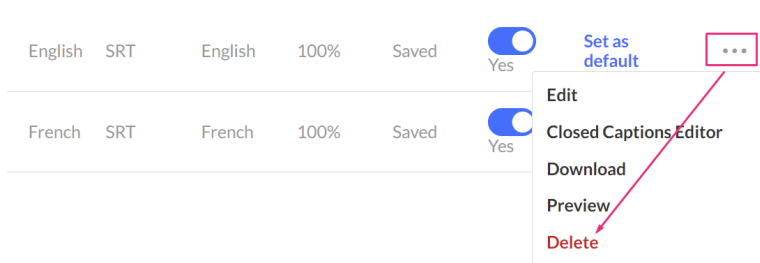
Preview file

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](#).

