

Use the captions editor in Content Hubs

Last Modified on 04/15/2026 2:56 pm IDT

 This article is designated for all users.

About

The captions editor lets you review and edit existing captions for your media. You can edit captions generated by [REACH](#), uploaded files, or captions created manually.

Use the editor to update caption text, adjust timing, and add speaker names. If the [transcript plugin](#) is enabled, your changes are reflected in the transcript automatically.

The editor also includes features such as auto-scroll, timestamp editing, and search and replace, helping you improve caption accuracy. This is especially useful for refining machine-generated captions (ASR).

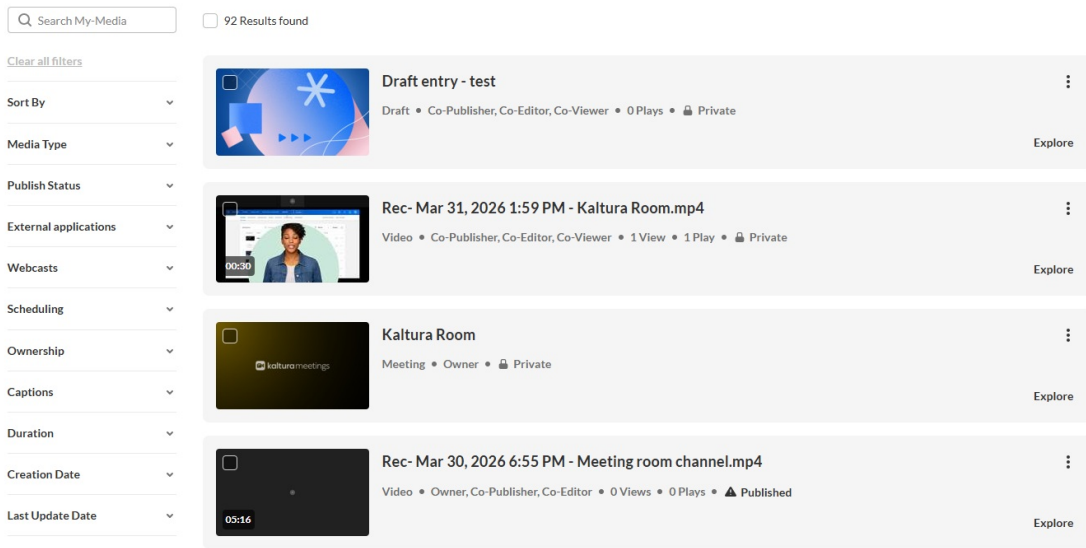


[REACH](#) must be enabled on your account, and you must have the required permissions to use these features.

Access the captions editor

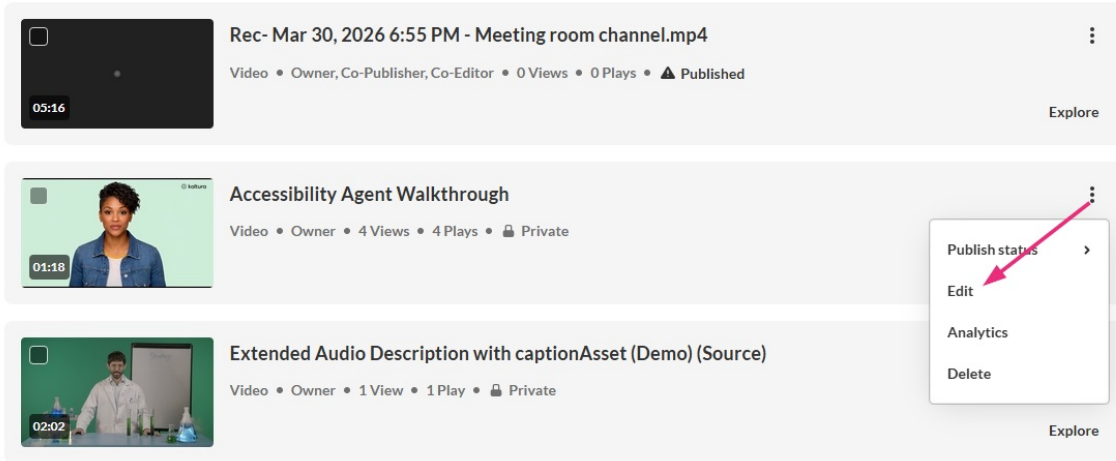
1. Go to your **My Media**.

My Media

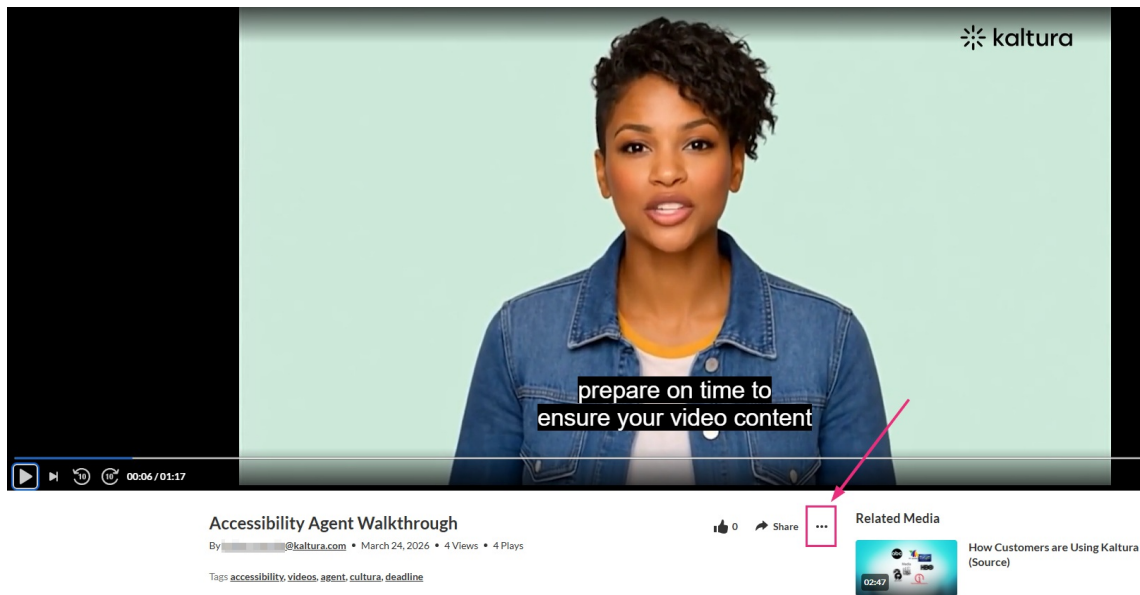


The screenshot shows the 'My Media' interface. At the top, there is a search bar labeled 'Search My-Media' and a result count of '92 Results found'. Below the search bar is a 'Clear all filters' link. A list of filters is shown on the left, including 'Sort By', 'Media Type', 'Publish Status', 'External applications', 'Webcasts', 'Scheduling', 'Ownership', 'Captions', 'Duration', 'Creation Date', and 'Last Update Date'. The main content area displays four media items, each with a thumbnail, title, metadata, and an 'Explore' link. The items are: 1. 'Draft entry - test' (Draft, Co-Publisher, Co-Editor, Co-Viewer, 0 Plays, Private). 2. 'Rec- Mar 31, 2026 1:59 PM - Kaltura Room.mp4' (Video, Co-Publisher, Co-Editor, Co-Viewer, 1 View, 1 Play, Private). 3. 'Kaltura Room' (Meeting, Owner, Private). 4. 'Rec- Mar 30, 2026 6:55 PM - Meeting room channel.mp4' (Video, Owner, Co-Publisher, Co-Editor, 0 Views, 0 Plays, Published).

2. Click the **three dots** to the right of the desired media and select **Edit**.



Alternatively, you can access the edit page from the **media page** by clicking the **three-dot menu** and selecting **Edit**.



The edit media page opens on the **Details** tab by default, with a left-hand navigation.

< Accessibility Agent Walkthrough

- Details**
- Theme & layout
- Schedule
- Thumbnail
- Privacy
- Assets
- Roles & permissions
- Accessibility

Details





Save

Edit basic details for your media.

Name *

Accessibility Agent Walkthrough

Description

B *i* U    

Tags

accessibility x videos x agent x cultura x deadline x

Choose department

Delete media

3. In the left navigation, click the **Accessibility** tab to display the 'Accessibility' page.

< Accessibility Agent Walkthrough

- Details
- Theme & layout
- Schedule
- Thumbnail
- Privacy
- Assets
- Roles & permissions
- Accessibility**
- Information

Accessibility

Manage accessibility and localization features for your media, including captions, multi-language audio tracks, and audio descriptions.

Order captions & enrich

Order professional captioning, translation, and audio description services. Track your requests in Manage Orders; completed assets will automatically appear in the tables below









Reach captions & enrich

Captions & Extended Audio Description (EAD)

Manage text-based files for Closed Captions (CC) and Extended Audio Descriptions (EAD), aligned with the media timeline for accessibility.

+ Create Upload

Available captions & audio descriptions assets

	English SRT • English • 98% accuracy	 ...
	English SRT • English • 98% accuracy	 ...
	English SRT • English • 98% accuracy	 ...
	English SRT • English • 98% accuracy	Default CC  ...

Audio tracks

Upload audio files for dubbing or recorded Audio Descriptions (AD) that can be selected in the player.

Upload



Available features depend on your site configuration. Some features are shown only if enabled for your site.

- In the **Available captions & audio descriptions assets** section, locate the desired caption file.
- Click the **three dots** next to the caption and select **Launch editor**.

Accessibility

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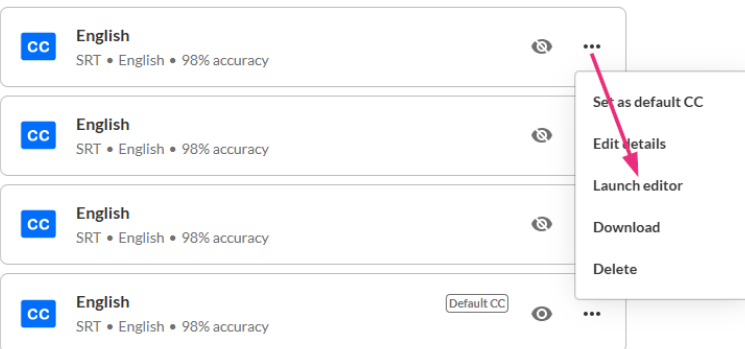
Reach captions & enrich

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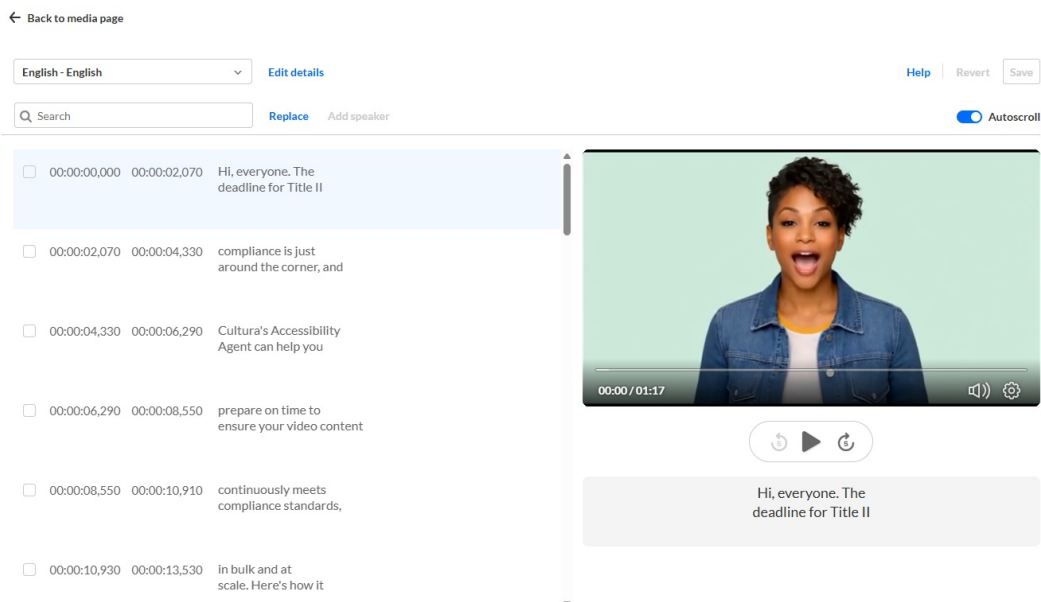
Available captions & audio descriptions assets



CC	English	SRT • English • 98% accuracy	...
CC	English	SRT • English • 98% accuracy	...
CC	English	SRT • English • 98% accuracy	...
CC	English	SRT • English • 98% accuracy	...
CC	English	SRT • English • 98% accuracy	...

The closed captions editor opens.

Editing CC & EAD for Accessibility Agent Walkthrough



← Back to media page

English - English Edit details Help Revert Save

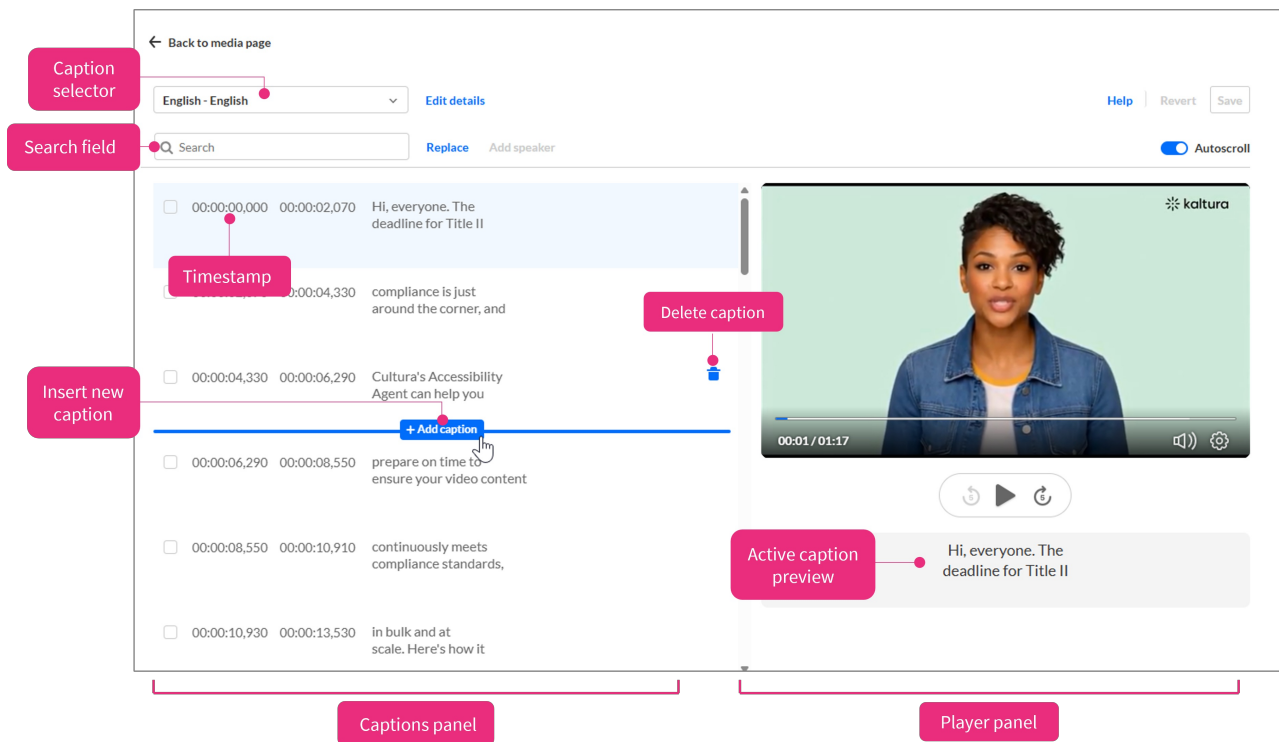
Q Search Replace Add speaker Autoscroll

<input type="checkbox"/>	00:00:00,000 00:00:02,070	Hi, everyone. The deadline for Title II
<input type="checkbox"/>	00:00:02,070 00:00:04,330	compliance is just around the corner, and
<input type="checkbox"/>	00:00:04,330 00:00:06,290	Cultura's Accessibility Agent can help you
<input type="checkbox"/>	00:00:06,290 00:00:08,550	prepare on time to ensure your video content
<input type="checkbox"/>	00:00:08,550 00:00:10,910	continuously meets compliance standards,
<input type="checkbox"/>	00:00:10,930 00:00:13,530	in bulk and at scale. Here's how it

00:00 / 01:17

Hi, everyone. The deadline for Title II

Editor layout



The editor includes two main areas:

- **Captions panel** – Displays caption lines and editing tools
- **Player panel** – Displays the video for real-time preview

When you select a caption line, the player jumps to the relevant point in the video. The selected caption is also displayed below the player, allowing you to preview it in context while editing.



Kaltura supports **dual screen** inside the captions editor.

Captions panel

The captions panel includes:

- **Captions dropdown** – Select a different caption file if multiple files exist
- **Edit details** – Update caption language, accuracy, and label
- **Search** – Enter a term and press Enter to highlight matches
- **Replace** – Find and replace text across captions
- **Add speaker** – Add speaker names to selected rows
- **Autoscroll** – Automatically scroll captions during playback

- **Delete caption** – Delete a caption line (available on hover)
- **Add caption** – Add a new caption line (available on hover)
- **Timestamp** – Edit start and end times

✓
The editor uses SMPTE time format (**hh:mm:ss,mmm**) for precise timing.

- **Caption text** – Edit the caption content

Player panel

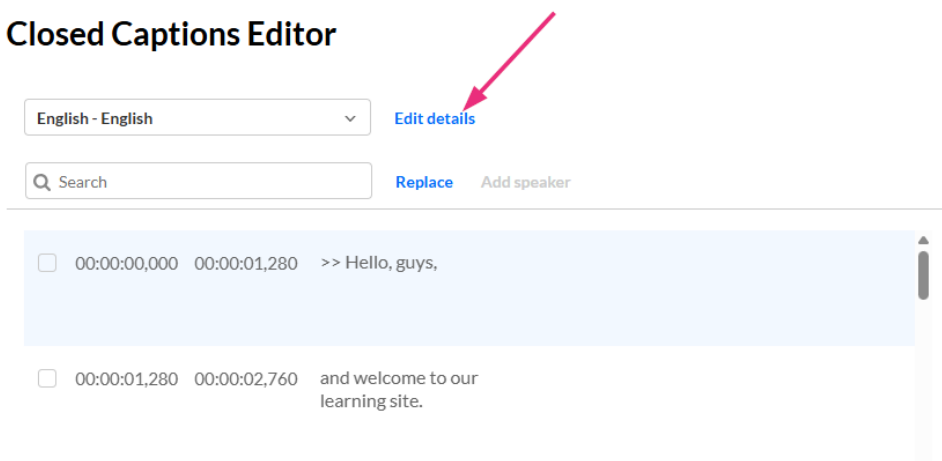
The player panel lets you preview captions alongside the video.

- Playback controls help you align captions with audio and visuals
- Selecting a caption line moves the player to the correct timestamp
- The active caption is displayed below the player for easy reference during editing

Edit caption details

1. Click **Edit details**.

Closed Captions Editor



The 'Edit caption details' window opens.

2. Update the caption's language, accuracy, and label.

Edit caption details

Language

Accuracy % 98%

Label
Appears in caption selector

[Cancel](#) [Save](#)

3. Click **Save**.
Changes are applied immediately.

Find and replace text

1. Click **Replace**.

Closed Captions Editor

English - English [Edit details](#)

[Replace](#) [Add speaker](#)

00:00:00,000 00:00:01,2

00:00:01,280 00:00:02,7

00:00:02,760 00:00:03,640 We're thrilled to have

2. Enter the search term in the **Find match** field.
3. Enter the replacement term in the **Replace with** field.

[Replace](#) [Add speaker](#)

Find match

Replace with

4. Click **Replace**.

- Click **Save**.

You are asked to confirm captions accuracy.

Confirm captions Accuracy

Please update the accuracy rating to the best of your knowledge. Human-reviewed descriptions are typically **96-99% accurate**.

Check that:

- Sound cues and speaker tags are included
- Names and acronyms are correct
- Timing and readability are accurate

Accuracy 90%

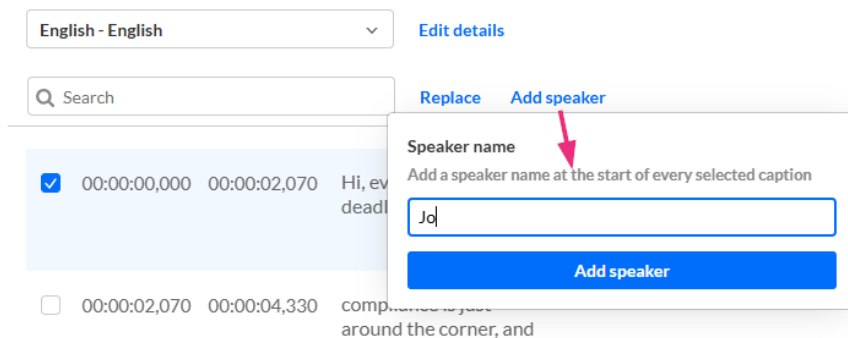
[Cancel](#) [Save](#)

- Move the slider accordingly, then click **Save**.

The search term is replaced immediately.

Add speaker names

- Select the row(s) where you want to add the speakers, then click **Add speaker**.
- In the 'Speaker name' field, type the name.



English - English [Edit details](#)

[Replace](#) [Add speaker](#)

<input checked="" type="checkbox"/>	00:00:00,000	00:00:02,070	Hi, ev deadl
<input type="checkbox"/>	00:00:02,070	00:00:04,330	comp... around the corner, and

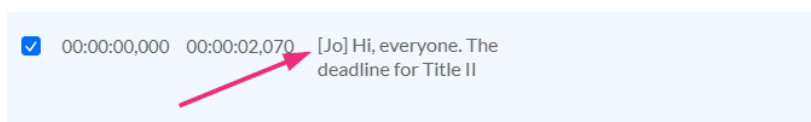
Speaker name

Add a speaker name at the start of every selected caption

[Add speaker](#)

- Click **Add Speaker**.

The name is added to the selected captions.



<input checked="" type="checkbox"/>	00:00:00,000	00:00:02,070	[Jo] Hi, everyone. The deadline for Title II
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- Click **Save**.


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Accuracy  90%

[Cancel](#) [Save](#)

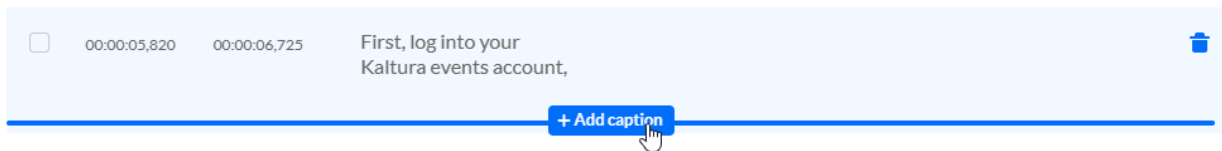
5. Move the slider accordingly, then click **Save**.
The information is immediately updated.



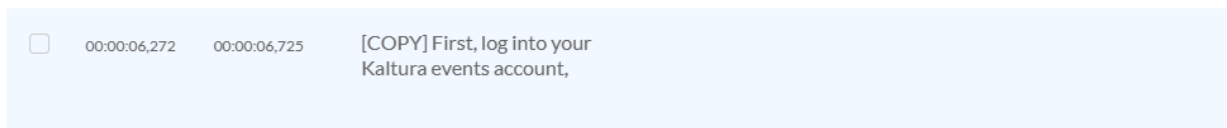
For general information about Kaltura's player, check out our article [Introduction to the Kaltura Player](#).

Add a caption line

1. Hover over a caption row and click **+ Add caption**.



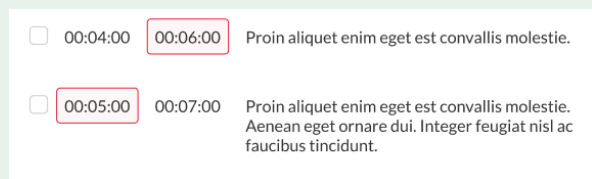
The caption is duplicated.



2. Click the text field and enter the new caption.



Adjust timing as needed. Overlapping timestamps are highlighted for correction.



3. Click **Save**.

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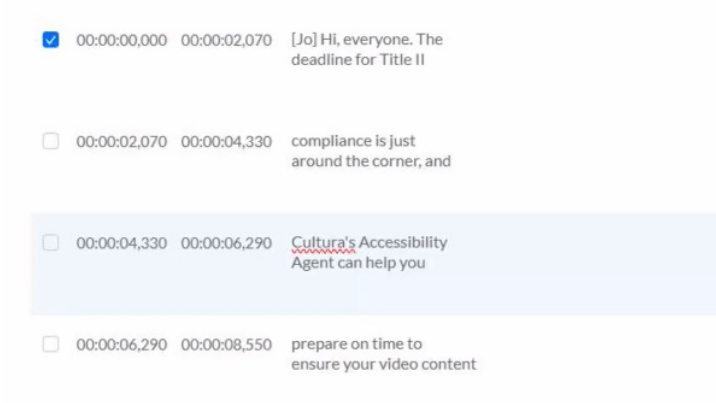
[Cancel](#) [Save](#)

4. Move the slider accordingly, then click **Save**.

The information is immediately updated.

Edit a caption line

1. Click a caption line.
2. Update the text as needed.



The screenshot shows a list of caption lines with checkboxes and a highlighted line for editing. The first line is checked and highlighted in light blue. The second line is unchecked. The third line is unchecked and highlighted in light blue. The fourth line is unchecked.

Check	Start Time	End Time	Text
<input checked="" type="checkbox"/>	00:00:00,000	00:00:02,070	[Jo] Hi, everyone. The deadline for Title II
<input type="checkbox"/>	00:00:02,070	00:00:04,330	compliance is just around the corner, and
<input type="checkbox"/>	00:00:04,330	00:00:06,290	Cultura's Accessibility Agent can help you
<input type="checkbox"/>	00:00:06,290	00:00:08,550	prepare on time to ensure your video content

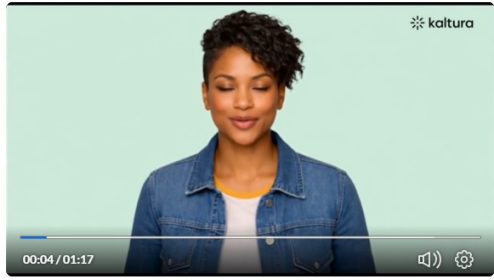
3. Click **Save**.

← Back to media page

English - English Edit details Help Revert Save

Q Search Replace Add speaker Autoscroll

<input type="checkbox"/>	00:00:00,000	00:00:02,070	[Jo] Hi, everyone. The deadline for Title II
<input type="checkbox"/>	00:00:02,070	00:00:04,330	compliance is just around the corner, and
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Accuracy

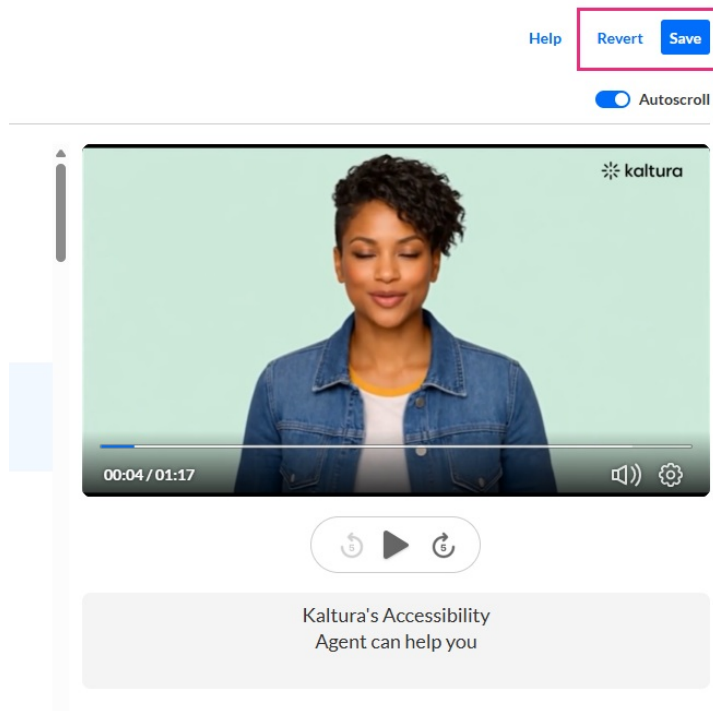
90%

Cancel Save

4. Move the slider accordingly, then click **Save**. The information is immediately updated.

Revert or save changes

- **Revert** restores the last saved version
- **Save** applies your changes



Keyboard shortcuts

- Player seek 5S backwards = Ctrl <-
- Player seek 2S backwards = <-
- Player seek to 0 = Home and in Mac Command <-
- Player pause-play toggle = space
- Player seek 5S forward = Ctrl ->
- Player seek 2S forward = ->