

## Use the captions editor in Video Portal

Last Modified on 01/18/2026 5:36 pm IST

 This article is designated for all users.

### About

Kaltura's captions editor allows you to review and edit captions for your videos, whether they're generated by REACH or uploaded manually. With an intuitive interface, you can easily adjust caption text, timing, and speaker names, and if you have enabled Kaltura's [transcript widget](#), any changes you make are reflected in the transcript.

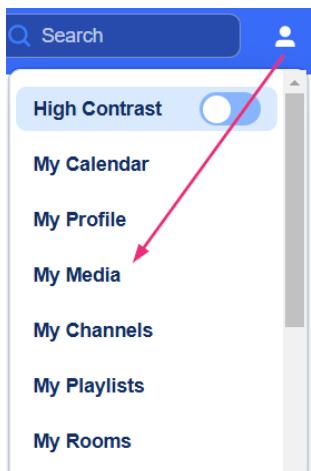
The editor also includes features like auto-scroll, timestamp adjustment, and search and replace, giving you full control to fine-tune captions and enhance the viewing experience for your audience. This tool is particularly useful for improving the accuracy of machine-generated captions (ASR).



To use the features described here, Kaltura REACH needs to be enabled with the right user permissions.

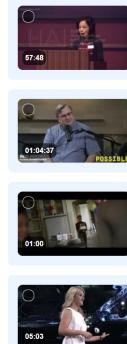
### Access the editor

1. From the user menu, select **My Media**.



The My Media page displays.

## My Media

179 Results found
[Clear all filters](#)
[Sort By](#)
[Media Type](#)
[Publish Status](#)
[Webcasts](#)
[Scheduling](#)
[Ownership](#)
[Captions](#)
[Duration](#)
[Creation Date](#)
[Last Update Date](#)
[Free Text](#)

**Keynote with Bill Gates**

VOD • Owner • 6 Plays

⋮
[Explore](#)

**Bill Gates on possibility, AI, and humanity**

VOD • Owner • 15 Plays

⋮
[Explore](#)

**Wishes**

This is a description.

VOD • Owner • 23 Plays

⋮
[Explore](#)

**Mel Robbins\_ 5 Second Rule**

VOD • Owner • 7 Plays

⋮
[Explore](#)

2. Locate the desired media and click the **three dots** at the far right, and select **Edit**.

## My Media

179 Results found
[Clear all filters](#)
[Sort By](#)
[Media Type](#)
[Publish Status](#)
[Webcasts](#)
[Scheduling](#)
[Ownership](#)
[Captions](#)
[Duration](#)
[Creation Date](#)
[Last Update Date](#)

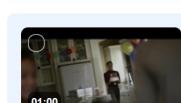
**Keynote with Bill Gates**

VOD • Owner • 6 Plays

⋮
[Explore](#)

**Bill Gates on possibility, AI, and humanity**

VOD • Owner • 15 Plays

⋮
[Explore](#)

**Wishes**

This is a description.

VOD • Owner • 23 Plays

⋮
[Edit](#)
[Analytics](#)
[Delete](#)

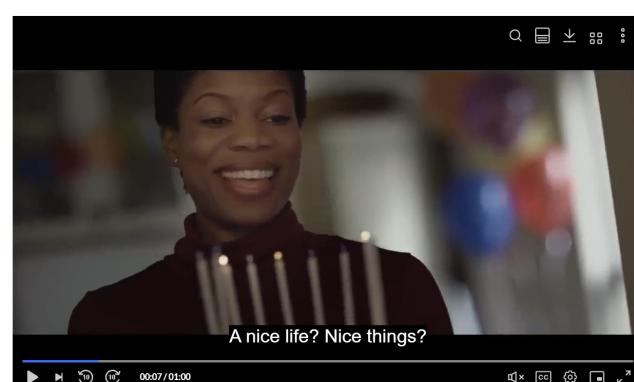
**Mel Robbins\_ 5 Second Rule**

VOD • Owner • 7 Plays

The edit media page displays.

[Back to Media Page](#)

### Wishes



#### Basic Info

Creator: Louise Smith

Owner: Louise Smith

Media Entry ID: 1\_5nwhkezi

Media Type: Video

Publish Status: Private

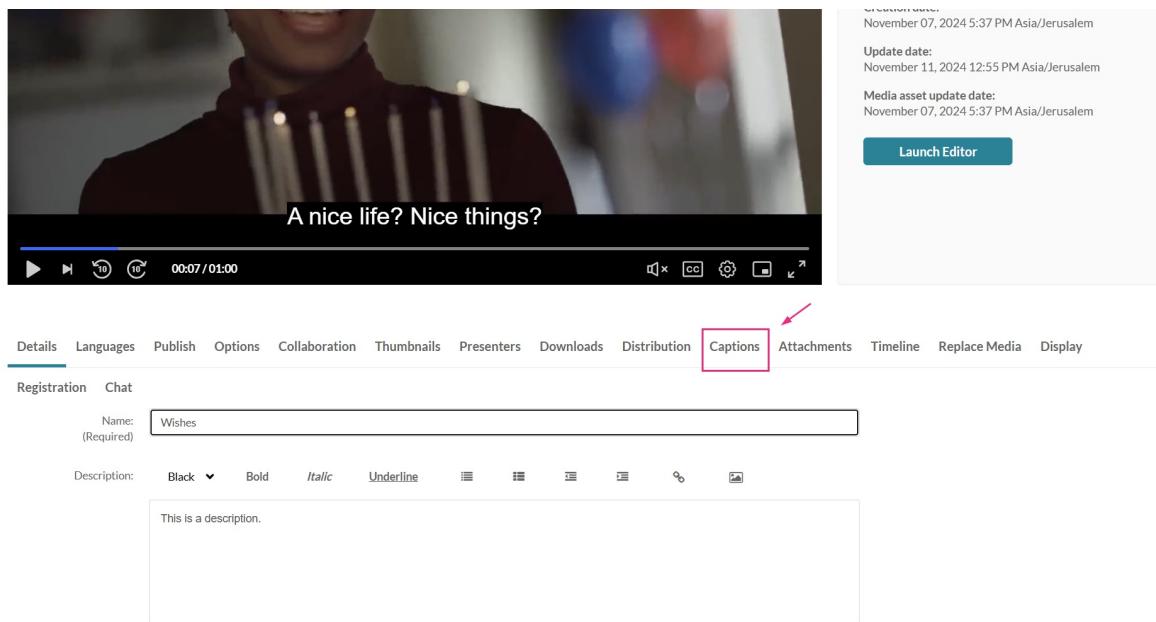
Creation date: November 07, 2024 5:37 PM Asia/Jerusalem

Update date: November 11, 2024 12:55 PM Asia/Jerusalem

Media asset update date: November 07, 2024 5:37 PM Asia/Jerusalem

[Launch Editor](#)
[Details](#) [Languages](#) [Publish](#) [Options](#) [Collaboration](#) [Thumbnails](#) [Presenters](#) [Downloads](#) [Distribution](#) [Captions](#) [Attachments](#) [Timeline](#) [Replace Media](#) [Display](#)
[Registration](#) [Chat](#)

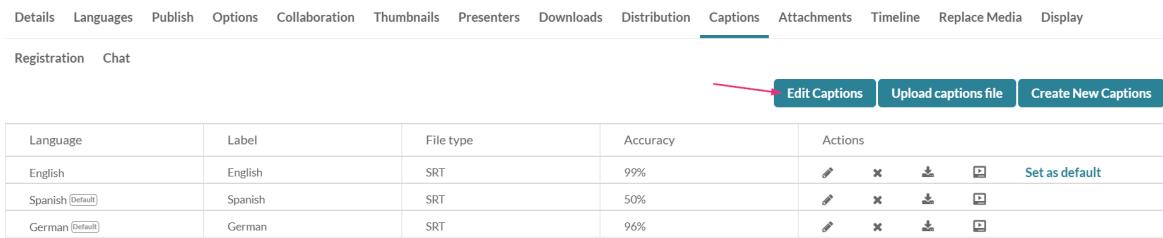
### 3. Click the **Captions** tab.



The screenshot shows a video player interface. At the top, there are metadata details: 'Creation date: November 07, 2024 5:37 PM Asia/Jerusalem', 'Update date: November 11, 2024 12:55 PM Asia/Jerusalem', and 'Media asset update date: November 07, 2024 5:37 PM Asia/Jerusalem'. Below this is a video frame with the text 'A nice life? Nice things?'. A red arrow points to the 'Captions' tab in the navigation bar, which is highlighted with a red box. The navigation bar also includes 'Details', 'Languages', 'Publish', 'Options', 'Collaboration', 'Thumbnails', 'Presenters', 'Downloads', 'Distribution', 'Attachments', 'Timeline', 'Replace Media', and 'Display'. Below the navigation bar, there are sections for 'Registration' and 'Chat'. The 'Registration' section has a 'Name:' field containing 'Wishes' with '(Required)' text below it. The 'Chat' section is empty. Under 'Caption' settings, there is a 'Description:' field with the text 'This is a description.' and a rich text editor toolbar with various formatting options like Black, Bold, Italic, Underline, etc.

The captions for that media display.

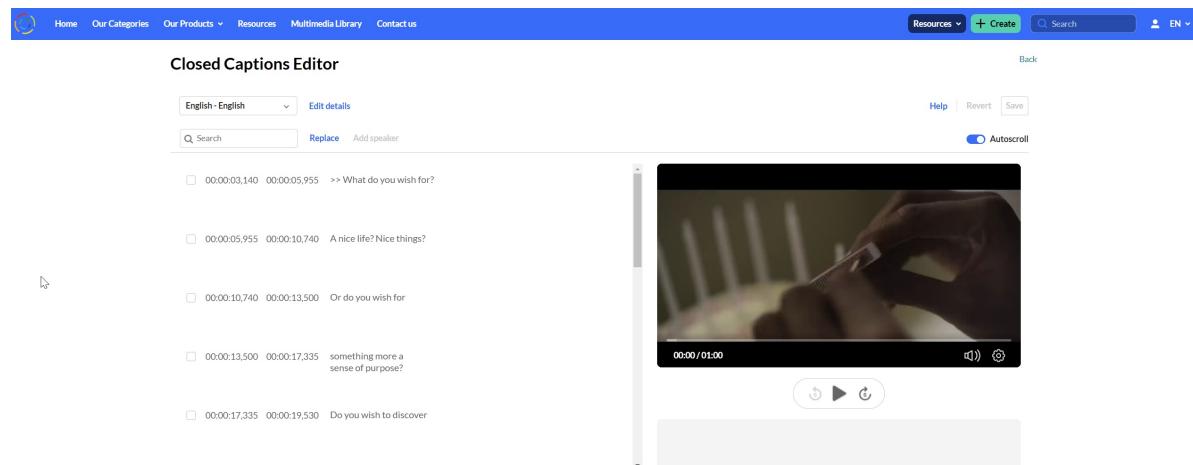
### 4. Click **Edit captions**.



The screenshot shows the 'Captions' tab selected in the navigation bar. Below it, there are sections for 'Registration' and 'Chat'. A red arrow points to the 'Edit Captions' button, which is highlighted with a red box. Other buttons in the row include 'Upload captions file' and 'Create New Captions'. The main area displays a table of captions with columns: Language, Label, File type, Accuracy, and Actions. The table data is as follows:

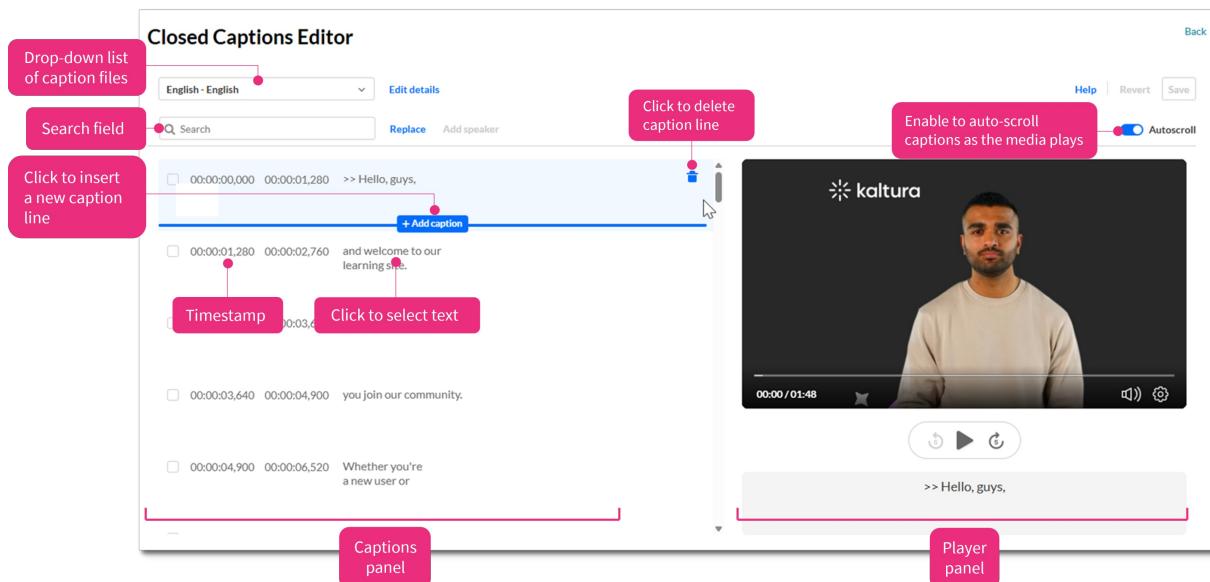
Language	Label	File type	Accuracy	Actions
English	English	SRT	99%	
Spanish <small>(Default)</small>	Spanish	SRT	50%	
German <small>(Default)</small>	German	SRT	96%	

The closed captions editor displays.



The screenshot shows the 'Closed Captions Editor' interface. At the top, there is a navigation bar with links for 'Home', 'Our Categories', 'Our Products', 'Resources', 'Multimedia Library', and 'Contact us'. On the right, there are buttons for 'Resources', '+ Create', 'Search', and 'EN'. Below the navigation bar, the 'Closed Captions Editor' title is displayed. The main area has a 'Language' dropdown set to 'English - English' and a 'Search' input field. A red arrow points to the 'Edit details' button. Below this are buttons for 'Replace' and 'Add speaker'. The main content area shows a list of captions with timecodes and text, and a video preview window on the right showing a close-up of hands. The video player controls at the bottom include a play button, a progress bar showing '00:00/01:00', and a volume icon.

## Editor layout

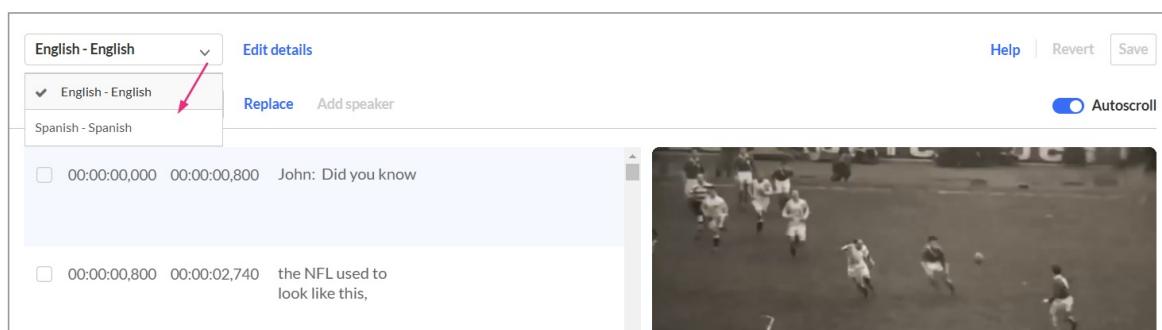


The editor has two main areas - captions panel and player panel:

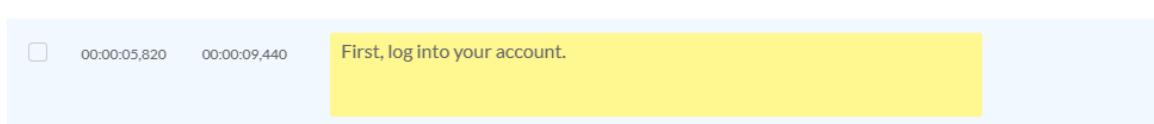
### Captions panel

The captions panel displays the captions and the editing options, including the following:

- **Captions drop-down list** - If there is more than one caption file for the entry, you can select a different caption file from the list.



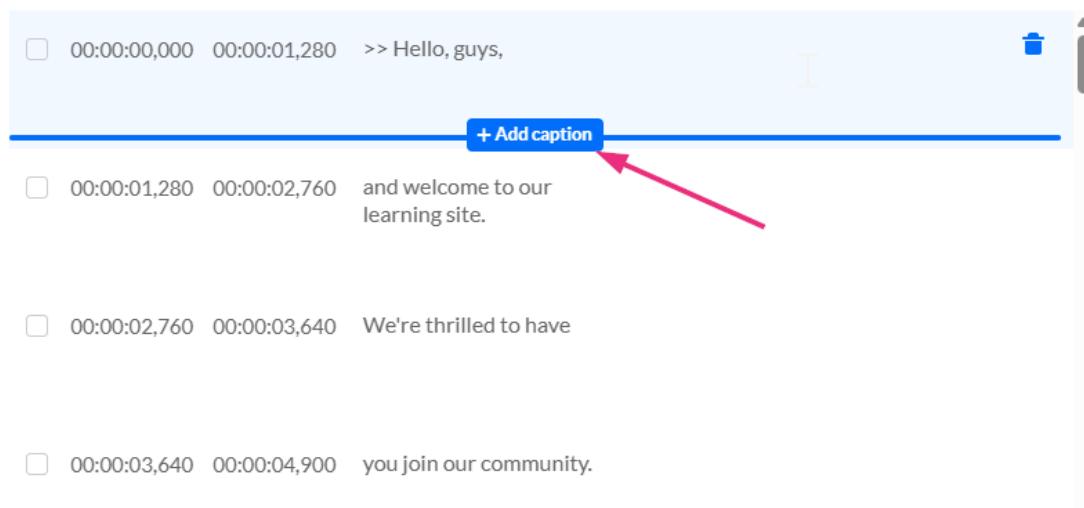
- **Edit details** - Click to change the caption's language, accuracy, and label.
- **Search field** - Type a search term and hit 'enter' on your keyboard. The results are highlighted in yellow, as shown in the image below.



- **Replace** - Quickly find specific words or phrases in captions and replace them

with new ones.

- **Add speaker** - Click to add a speaker's name.
- **Autoscroll** - Click to enable to auto-scroll captions as the media plays.
- **Trash can icon** - Click the trash can at the right of the caption line to delete that line (the trash can appears when you hover).
- **Add caption** - Click to add a new line of text (the **+Add caption** button appears when you hover).



- **Timestamp** - Click to modify the time.



The captions editor uses the **SMPTE time format**: hours, minutes, seconds, and milliseconds (hh:mm:ss,mmm). This format helps you set precise start and end points for each caption.

- **Caption text** - Click to modify the text.

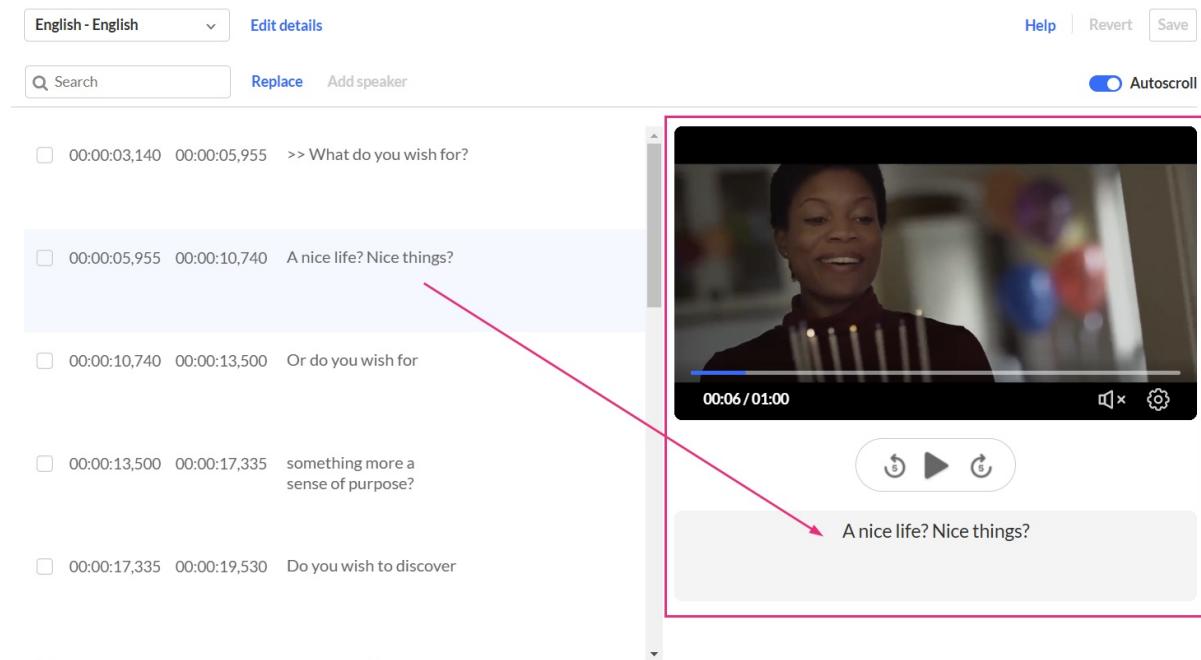


Kaltura supports [dual screen](#) inside the captions editor.

## Player panel

The player panel displays the player, allowing you to sync the text with the audio and visuals in real-time to ensure each caption line accurately aligns with the on-screen content.

When you click on a caption line, and the player jumps to the correct frame for the selected text as shown in the example below.



English - English

Search  Add speaker  Autoscroll

Help | Revert

00:00:03,140 00:00:05,955 >> What do you wish for?

00:00:05,955 00:00:10,740 A nice life? Nice things?

00:00:10,740 00:00:13,500 Or do you wish for

00:00:13,500 00:00:17,335 something more a sense of purpose?

00:00:17,335 00:00:19,530 Do you wish to discover

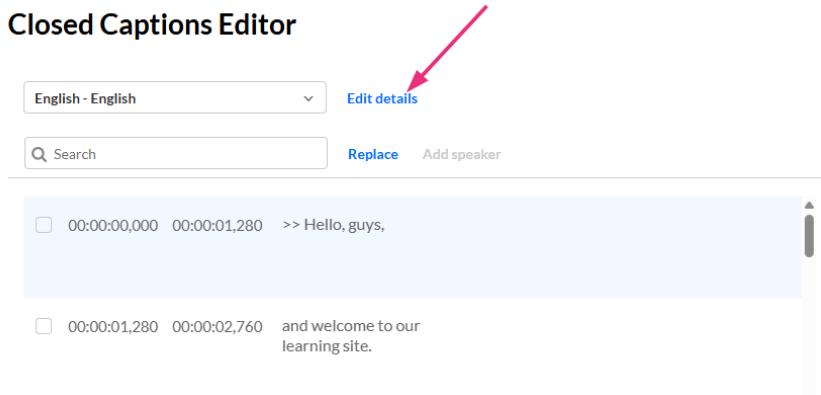
00:06/01:00

A nice life? Nice things?

## Editing options

### Edit caption details

- Click on **Edit details**.



English - English

Search  Add speaker

00:00:00,000 00:00:01,280 >> Hello, guys,

00:00:01,280 00:00:02,760 and welcome to our learning site.

The Edit caption details screen displays. You can change the caption's language, accuracy, and label.

### Edit caption details

Language	English
Accuracy %	81%
Label	English

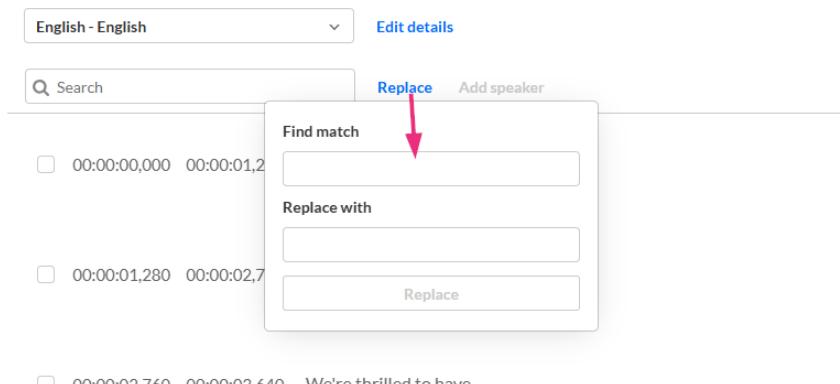
Appears in caption selector

The information is immediately updated.

## Find and replace text

- Click **Replace**.

### Closed Captions Editor



English - English ▼ Edit details

Search Replace Add speaker

Find match Replace

Replace with

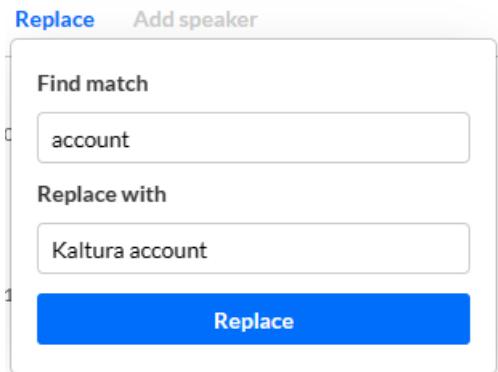
Replace

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

- Enter the search term in the **Find match** field,
- Enter the replacement term in the **Replace with** field.



Replace Add speaker

Find match

account

Replace with

Kaltura account

Replace

- 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](#)

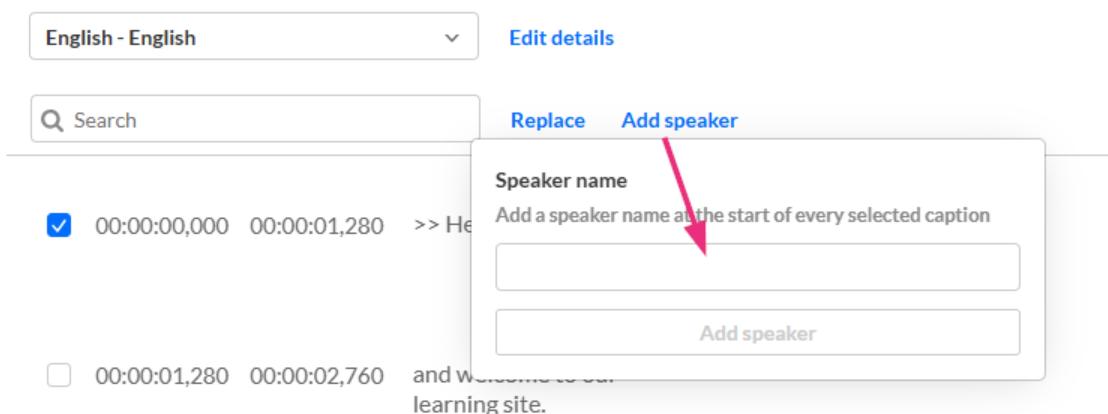
f. Move the slider accordingly, then click **Save**.

The search term is replaced immediately.

### Add speaker's name

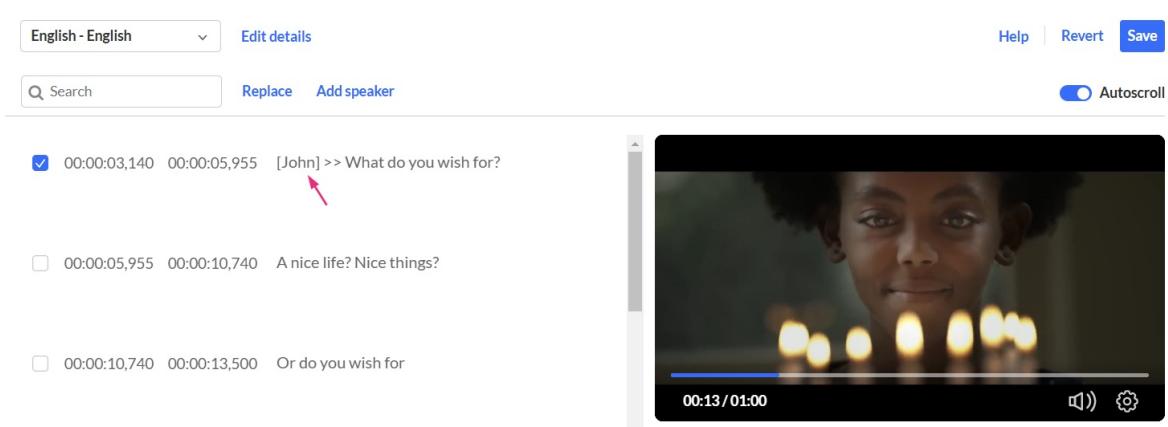
- Select the row(s) where you want to add the speaker's name, then click **Add speaker**.
- In the 'Speaker name' field, type the name, then click **Add Speaker**.

## Closed Captions Editor



The screenshot shows the Kaltura Closed Captions Editor interface. At the top, there is a dropdown menu set to "English - English" and a "Edit details" button. Below this is a search bar with the placeholder "Search". A modal window is open, titled "Add speaker". It contains a "Speaker name" field with the instruction "Add a speaker name at the start of every selected caption". Below this is a text area with the text "and w... learning site." and a "Add speaker" button. A red arrow points from the text "Add a speaker name at the start of every selected caption" to the "Add speaker" button. On the left, there is a list of selected time ranges: "00:00:00,000 00:00:01,280" with a checked checkbox, and "00:00:01,280 00:00:02,760" with an unchecked checkbox.

The speaker's name is added at the beginning of each line.



English - English  Save

00:00:03,140 00:00:05,955 [John] >> What do you wish for?

00:00:05,955 00:00:10,740 A nice life? Nice things?

00:00:10,740 00:00:13,500 Or do you wish for

00:13 / 01:00

c. 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%

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

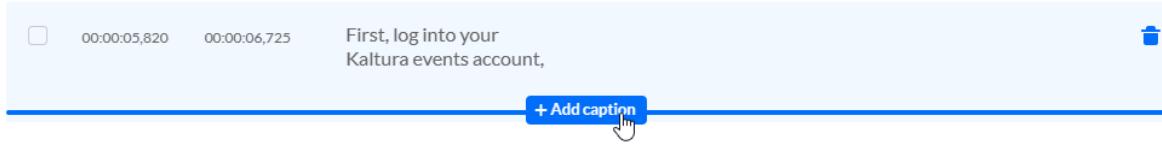
The information is immediately updated.



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

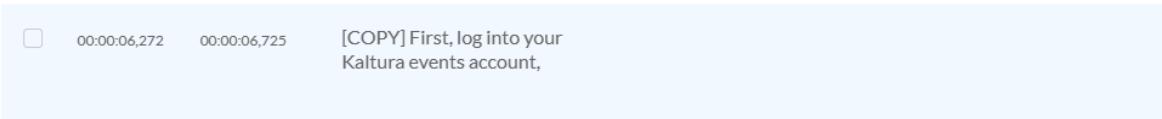
### Add a caption line

a. Hover over the caption row until you see **+ Add caption** and then click on it.



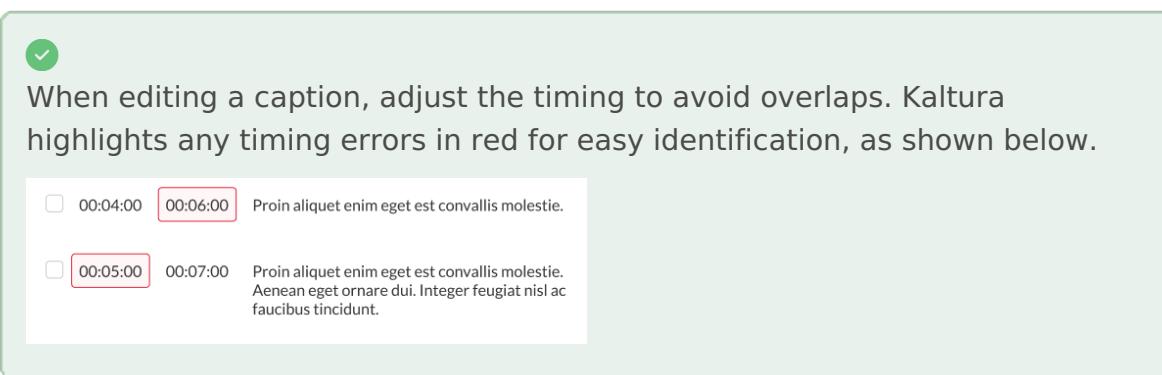
A screenshot of the Kaltura video captioning interface. At the top, there is a timeline with two time markers: 00:00:05,820 and 00:00:06,725. Between these markers, the text "First, log into your Kaltura events account," is displayed. Below the timeline, there is a blue button labeled "+ Add caption" with a hand cursor icon pointing to it. In the top right corner of the interface, there is a small blue trash can icon.

The caption is duplicated.



A screenshot of the Kaltura video captioning interface. The timeline shows two time markers: 00:00:06,272 and 00:00:06,725. Between these markers, the text "[COPY] First, log into your Kaltura events account," is displayed. The word "[COPY]" is in brackets. The rest of the interface is identical to the previous screenshot.

b. Click on the caption text to activate the text field, then modify the text as desired.



A screenshot of the Kaltura video captioning interface. A green checkmark icon is in the top left corner. The text "When editing a caption, adjust the timing to avoid overlaps. Kaltura highlights any timing errors in red for easy identification, as shown below." is displayed. Below this text, there is a list of captions with timing markers. The first caption has a red box around the timing markers "00:06:00" and "00:06:00". The second caption has a red box around the timing markers "00:05:00" and "00:07:00".

c. 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%

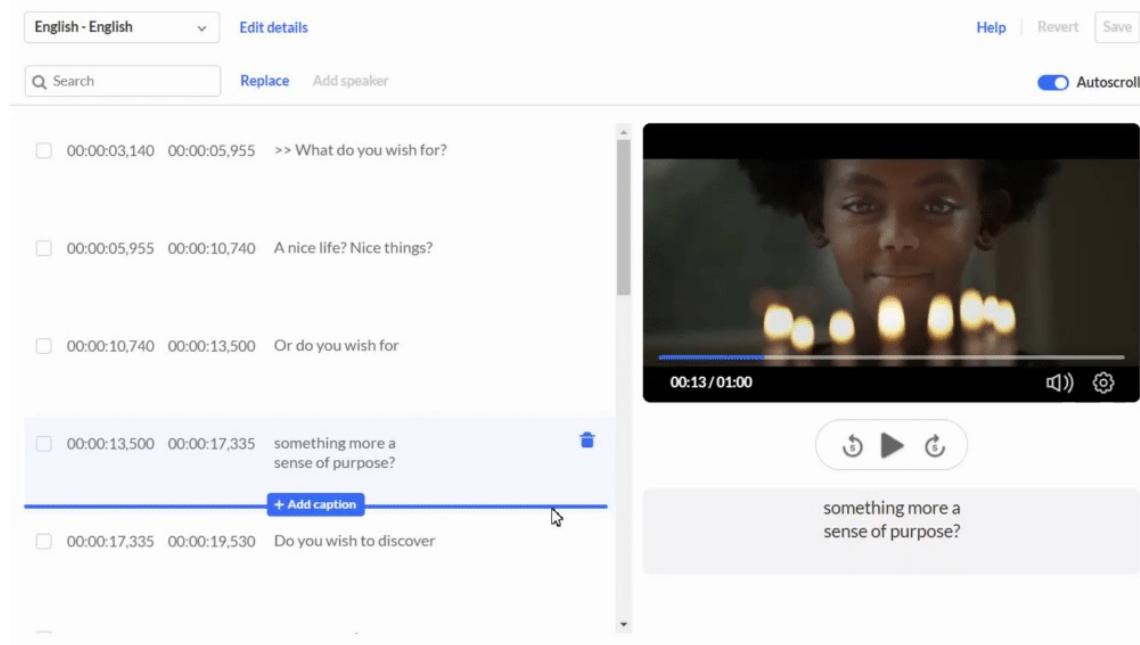
[Cancel](#) [Save](#)

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

The information is immediately updated.

### Edit a caption line

- Click on the caption text to activate the text field, then modify the text as desired.



The screenshot shows the Kaltura caption editor. The left side is a list of caption lines with checkboxes and edit icons. The right side shows a video player with a caption overlay. The video player has a progress bar at 00:13/01:00 and a volume icon.

Start Time	End Time	Text
00:00:03,140	00:00:05,955	>> What do you wish for?
00:00:05,955	00:00:10,740	A nice life? Nice things?
00:00:10,740	00:00:13,500	Or do you wish for
00:00:13,500	00:00:17,335	something more a sense of purpose?
00:00:17,335	00:00:19,530	Do you wish to discover

- Edit the text as desired.
- 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 information is immediately updated.

## Revert and Save

**Revert** takes you back to the last saved changes. **Save** saves the modified caption file.

[Revert](#) [Save](#)

## Keyboard shortcuts

- a. Player seek 5S backwards = Ctrl <-
- b. Player seek 2S backwards = <-
- c. Player seek to 0 = Home and in Mac Command <-
- d. Player pause-play toggle = space
- e. Player seek 5S forward = Ctrl ->
- f. Player seek 2S forward = ->