

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.

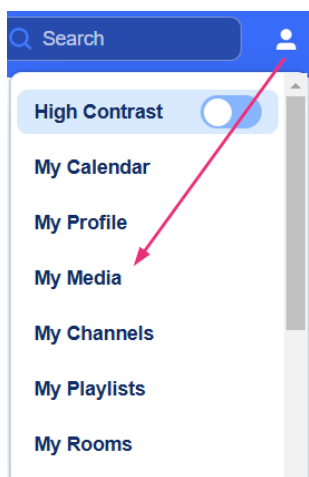
The editor also includes features like auto-scroll, timestamp adjustment, and search and replace, giving you full control to fine-tune captions and enhance the viewing experience for your audience. This tool is particularly useful for improving the accuracy of machine-generated captions (ASR).



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.

Home Our Categories Our Products Resources Multimedia Library Contact us Resources + Create Search EN

My Media

Search My-Media 179 Results found

Clear all filters

Sort By

Media Type

Publish Status

Webcasts

Scheduling

Ownership


Captions

Duration


Creation Date

Last Update Date

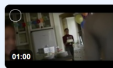
Free Text




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

Search My-Media 179 Results found

Clear all filters

Sort By

Media Type

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Ownership

Captions


Duration

Creation Date

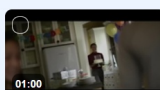
Last Update Date



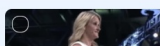
Keynote with Bill Gates
VOD • Owner • 6 Plays
Explore



Bill Gates on possibility, AI, and humanity
VOD • Owner • 15 Plays
Explore



Wishes
This is a description.
VOD • Owner • 23 Plays
Explore



Mel Robbins_ 5 Second Rule
VOD • Owner • 7 Plays
Explore

Edit

Analytics

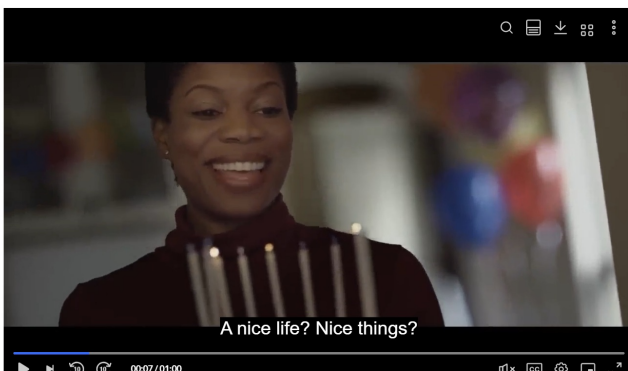
Delete

The edit media page displays.

Home Our Categories Our Products Resources Multimedia Library Contact us Resources + Create Search

< Back to Media Page

Wishes



A nice life? Nice things?

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

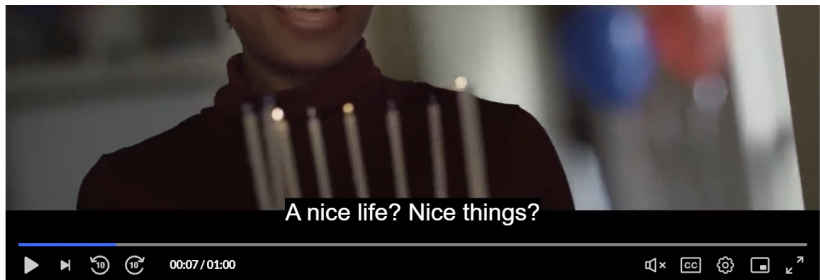
Media asset update date: November 07, 2024 5:37 PM Asia/Jerusalem

[Launch Editor](#)

Details Languages Publish Options Collaboration Thumbnails Presenters Downloads Distribution Captions Attachments Timeline Replace Media Display

Registration Chat

3. Click the **Captions** tab.



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

Name:
(Required)

Wishes

Description:

Black **Bold** *Italic* Underline      

This is a description.













The captions for that media display.

4. Click **Edit captions**.

Details Languages Publish Options Collaboration Thumbnails Presenters Downloads Distribution **Captions** Attachments Timeline Replace Media Display

Registration Chat

[Edit Captions](#) [Upload captions file](#) [Create New Captions](#)

Language	Label	File type	Accuracy	Actions
English	English	SRT	99%	    Set as default
Spanish (Default)	Spanish	SRT	50%	   
German (Default)	German	SRT	96%	   

The closed captions editor displays.

Home Our Categories Our Products Resources Multimedia Library Contact us

Resources [+ Create](#) Search EN

Closed Captions Editor

English - English [Edit details](#) [Help](#) [Revert](#) [Save](#)

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

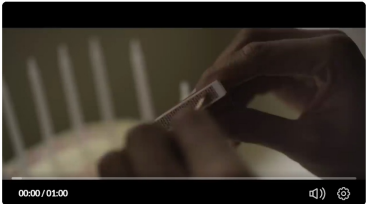
☐ 00:00:03,140 00:00:05,955 >> What do you wish for?

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

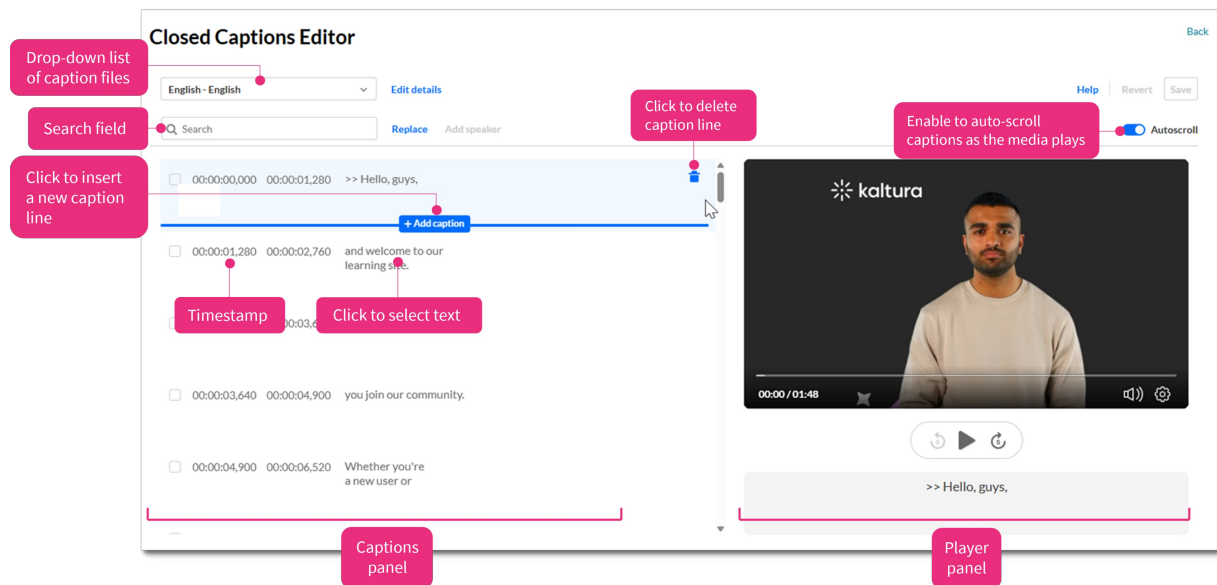
☐ 00:00:10,740 00:00:13,500 Or do you wish for

☐ 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



Editor layout

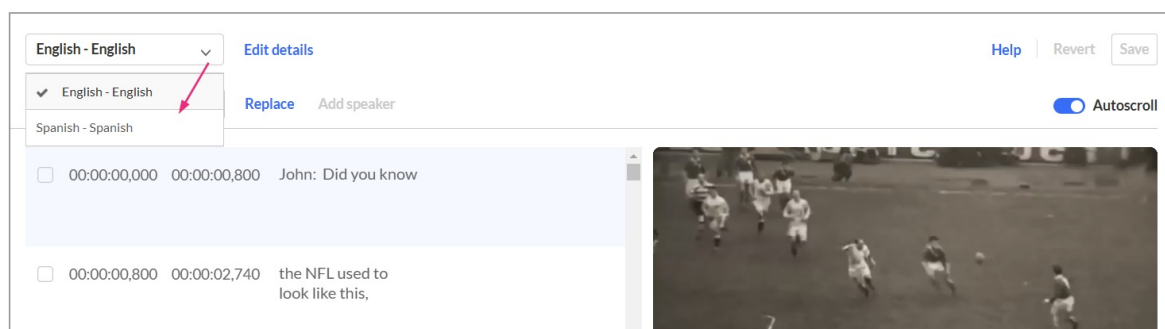


The editor has two main areas - captions panel and player panel:

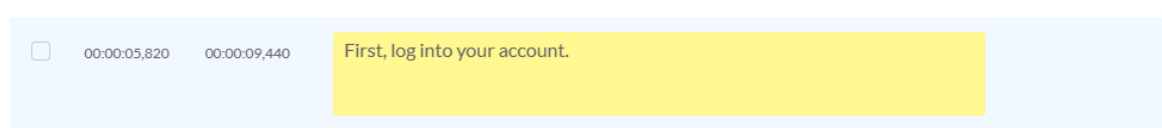
Captions panel

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.



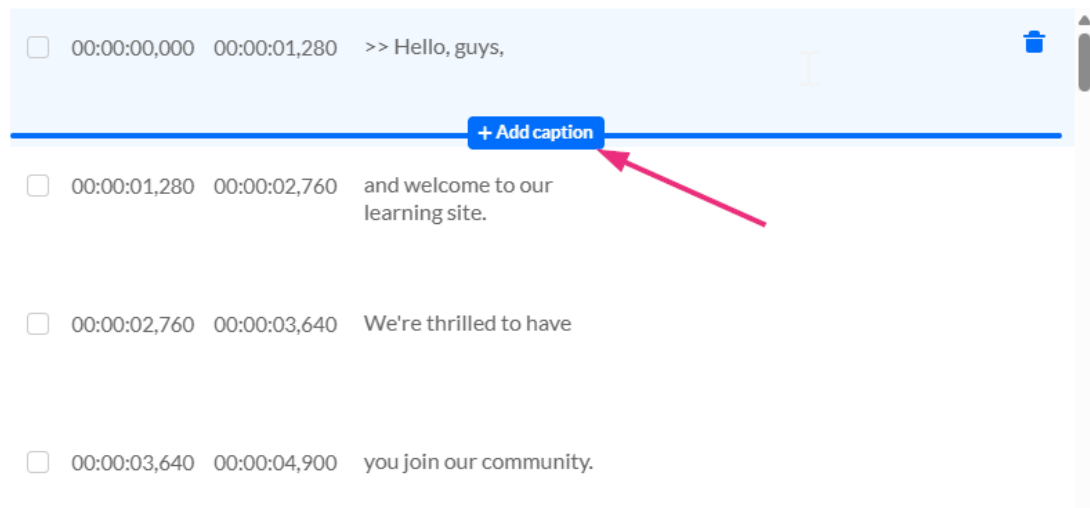
- **Edit details** - Click to change the caption's language, accuracy, and label.
- **Search field** - Type a search term and hit 'enter' on your keyboard. The results are highlighted in yellow, as shown in the image below.



- **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 **SMPTÉ 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
Edit details
Help
Revert
Save

Q Search
Replace
Add speaker
Autoscroll

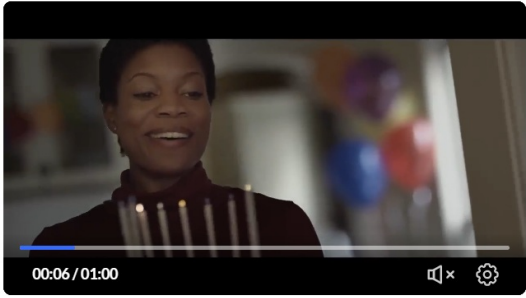
☐ 00:00:03,140 00:00:05,955 >> What do you wish for?

☐ 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



A nice life? Nice things?

Editing options

Edit caption details

a. Click on **Edit details**.

Closed Captions Editor

English - English
Edit details

Q Search
Replace
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

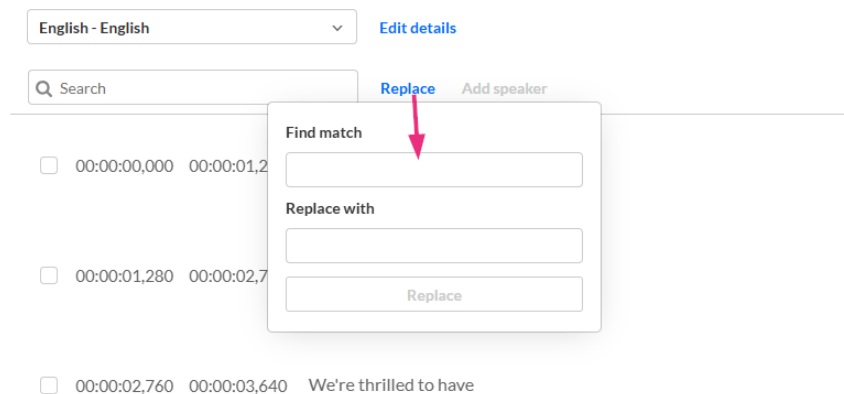
Cancel Save

The information is immediately updated.

Find and replace text

- a. Click **Replace**.

Closed Captions Editor



English - English [Edit details](#)

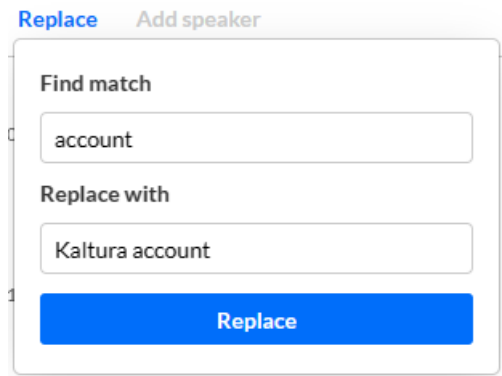
[Replace](#) [Add speaker](#)

☐ 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

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



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

Find match

Replace with

- d. Click **Replace**.
- e. 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

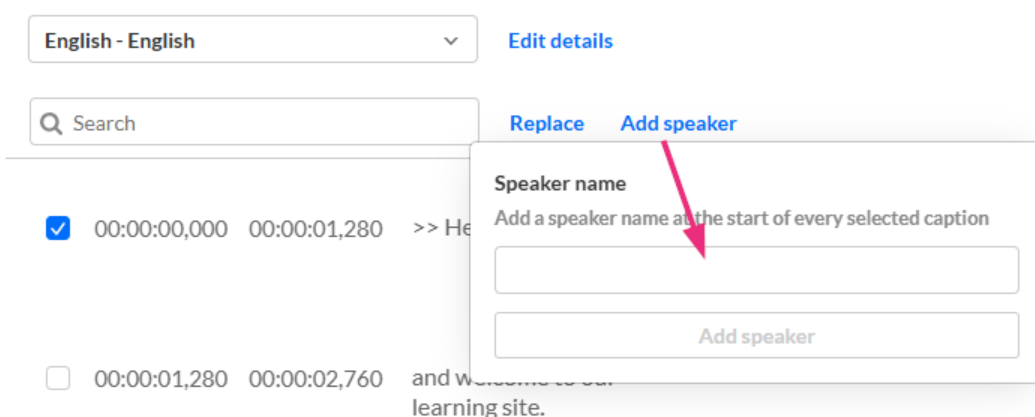
f. Move the slider accordingly, then click **Save**.

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



English - English ▼ [Edit details](#)

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

<input checked="" type="checkbox"/>	00:00:00,000	00:00:01,280	>> He
<input type="checkbox"/>	00:00:01,280	00:00:02,760	and welcome to our learning site.

Speaker name

Add a speaker name at the start of every selected caption

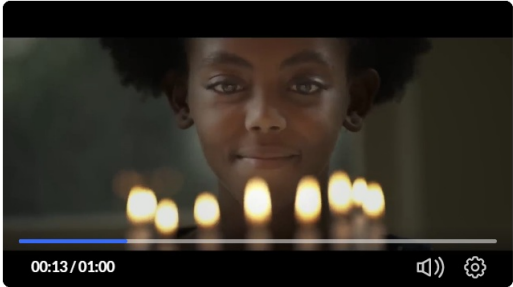
[Add speaker](#)

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

English - English
Edit details
Help
Revert
Save

Search
Replace
Add speaker
Autoscroll

☒ 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



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.



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.


☐
00:00:05,820
00:00:06,725
First, log into your Kaltura events account,

+ Add caption

The caption is duplicated.

☐
00:00:06,272
00:00:06,725
[**COPY**] First, log into your Kaltura events account,

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



When editing a caption, adjust the timing to avoid overlaps. Kaltura highlights any timing errors in red for easy identification, as shown below.

☐
00:04:00

00:06:00

Proin aliquet enim eget est convallis molestie.

☐

00:05:00

00:07:00
Proin aliquet enim eget est convallis molestie.
Aenean eget ornare dui. Integer feugiat nisl ac faucibus tincidunt.

- 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

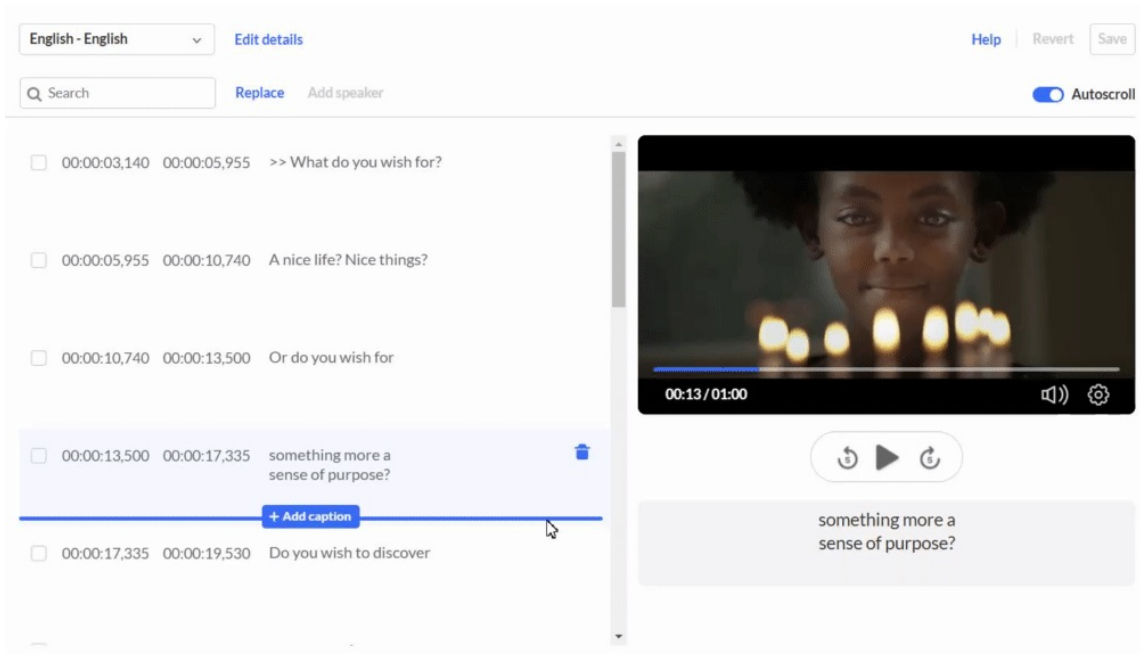
Save

- 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.



- 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 = ->
-