

# Use the captions editor in Content Hubs

Last Modified on 05/21/2026 6:49 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.

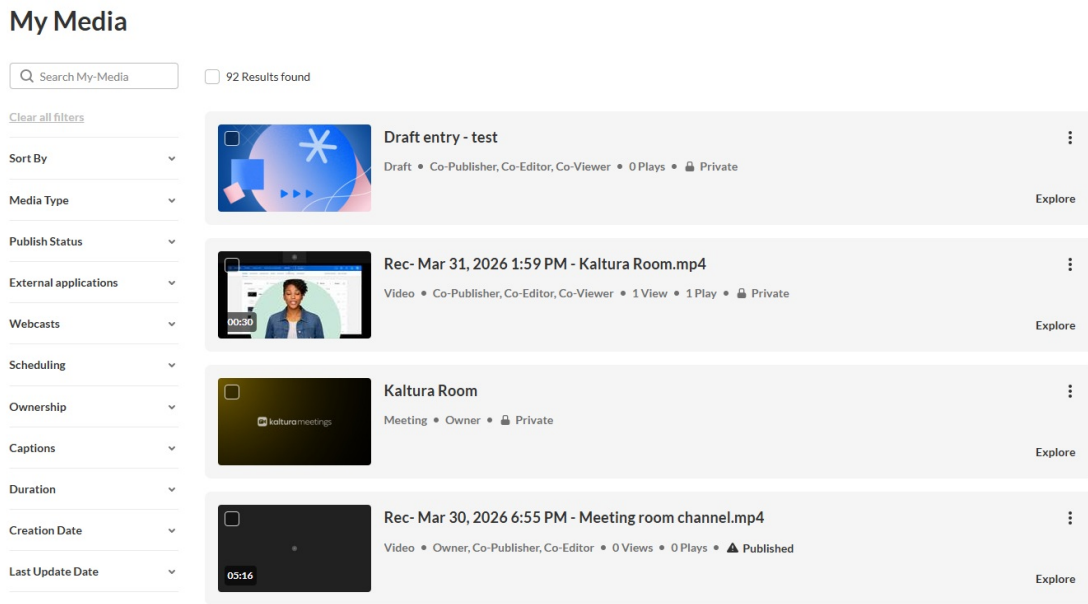
Use the editor to update caption text, adjust timing, and add speaker names. If the [transcript plugin](#) is enabled, your changes are reflected in the transcript automatically.

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**

Search My-Media  92 Results found

[Clear all filters](#)

Sort By

Media Type

Publish Status

External applications

Webcasts

Scheduling

Ownership

Captions

Duration

Creation Date

Last Update Date

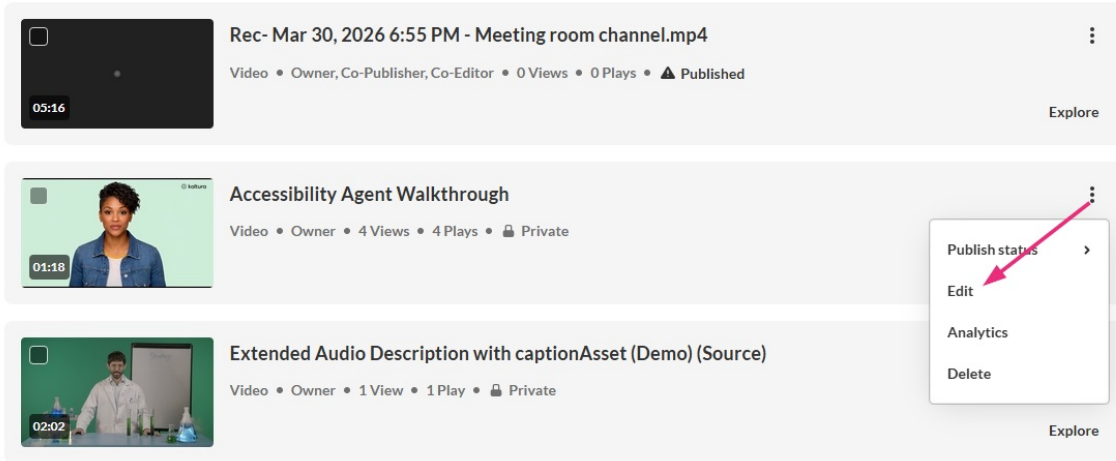
**Draft entry - test**  [Explore](#)  
Draft • Co-Publisher, Co-Editor, Co-Viewer • 0 Plays • Private

**Rec- Mar 31, 2026 1:59 PM - Kaltura Room.mp4**  [Explore](#)  
Video • Co-Publisher, Co-Editor, Co-Viewer • 1 View • 1 Play • Private

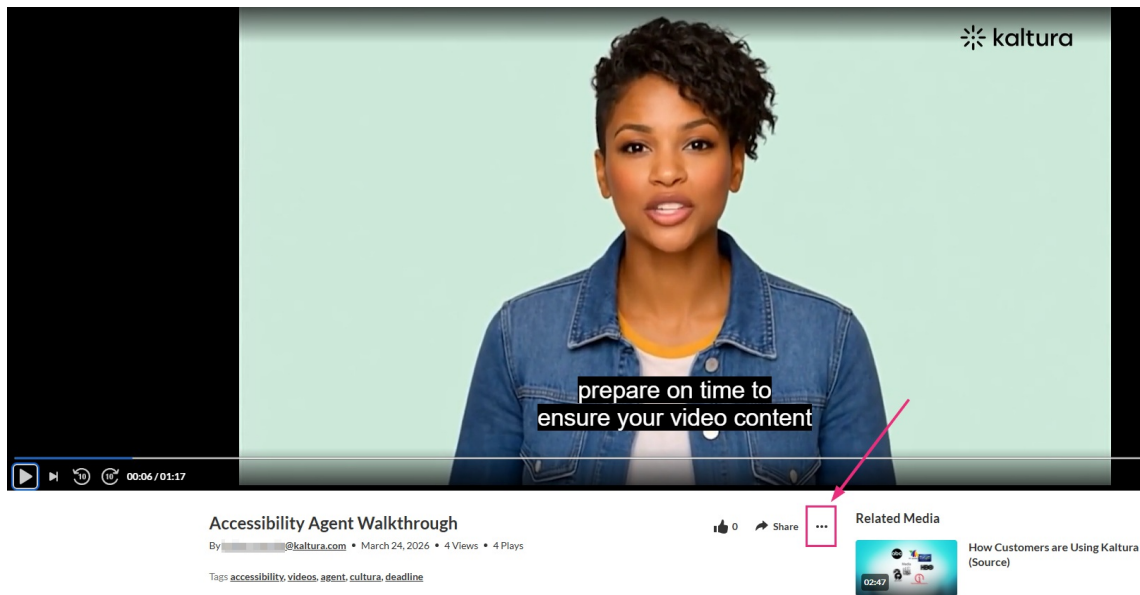
**Kaltura Room**  [Explore](#)  
Meeting • Owner • Private

**Rec- Mar 30, 2026 6:55 PM - Meeting room channel.mp4**  [Explore](#)  
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

	<b>English</b> SRT • English • 98% accuracy	 ...
	<b>English</b> SRT • English • 98% accuracy	 ...
	<b>English</b> SRT • English • 98% accuracy	 ...
	<b>English</b> 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.

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

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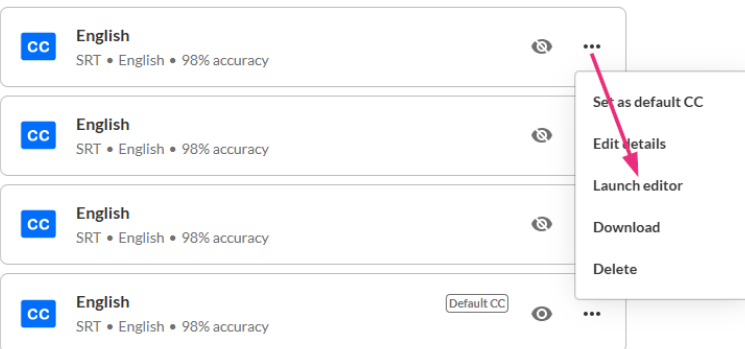
Reach captions & enrich










### 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

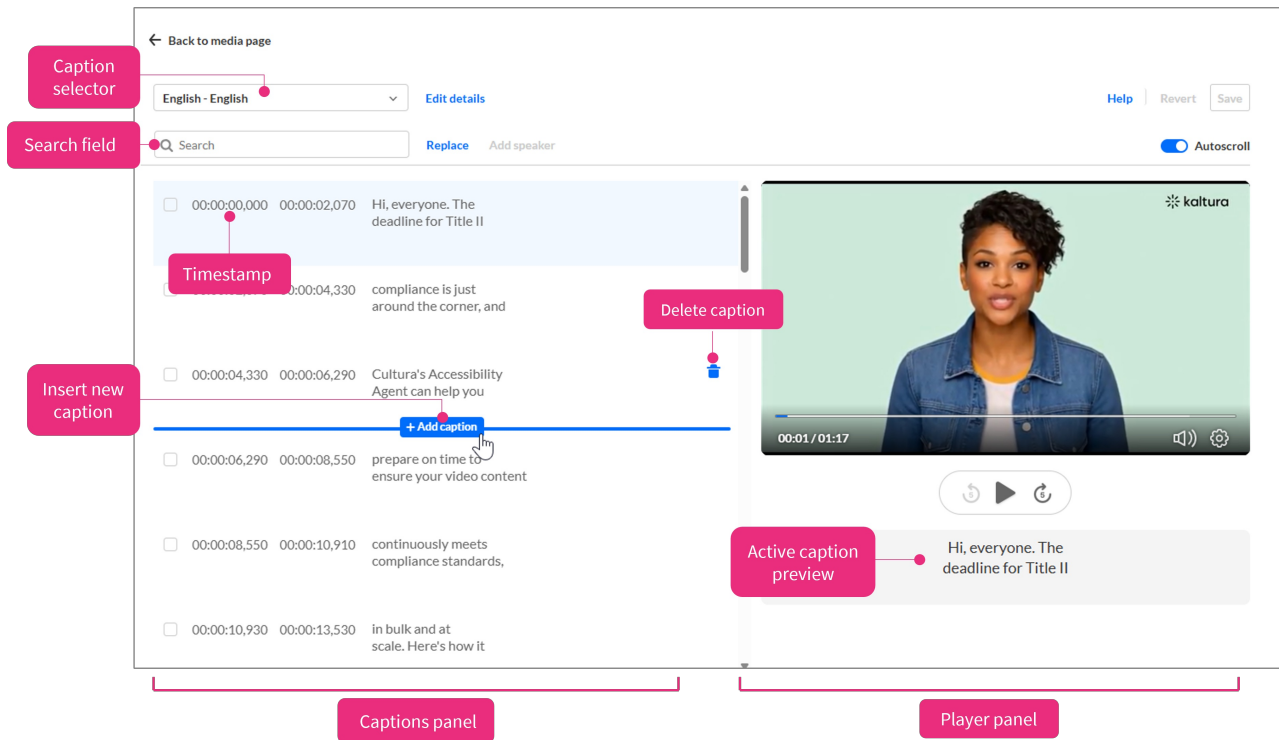
#### Available captions & audio descriptions assets



	English SRT • English • 98% accuracy		⋮
	English SRT • English • 98% accuracy		
	English SRT • English • 98% accuracy		
	English SRT • English • 98% accuracy		 ⋮

The closed captions editor opens.

## 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

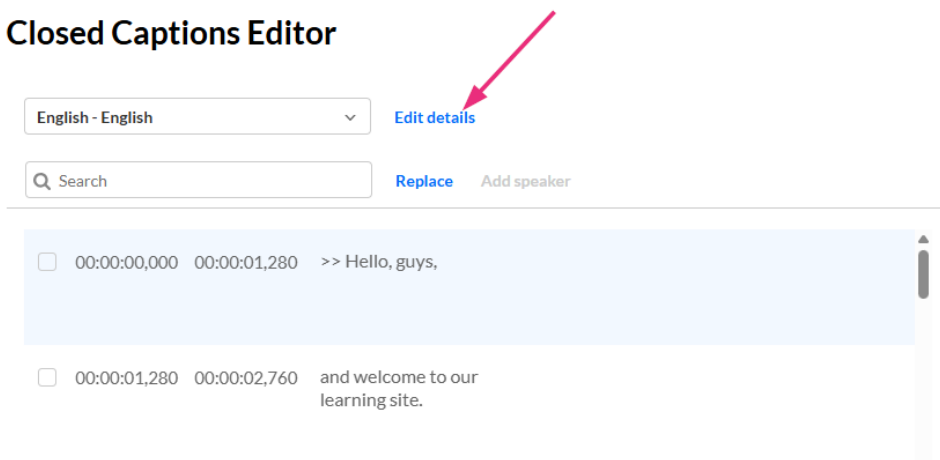
The player panel lets you preview captions alongside the video.

- Playback controls and keyboard shortcuts help you fine-tune caption timing and 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%

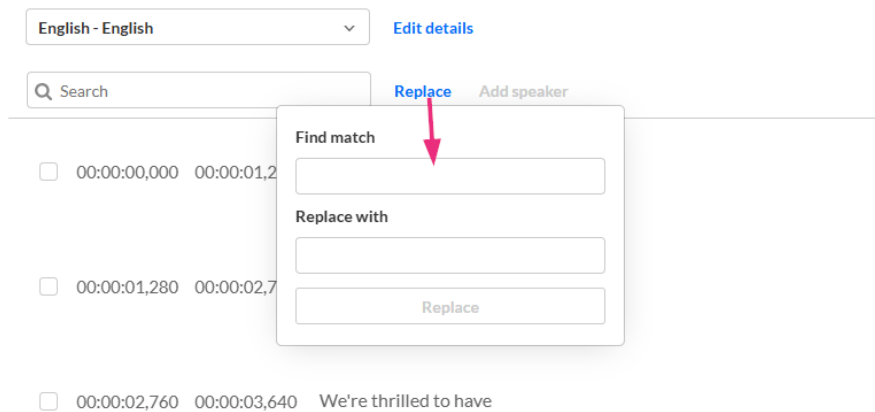
**Label**  
Appears in caption selector

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

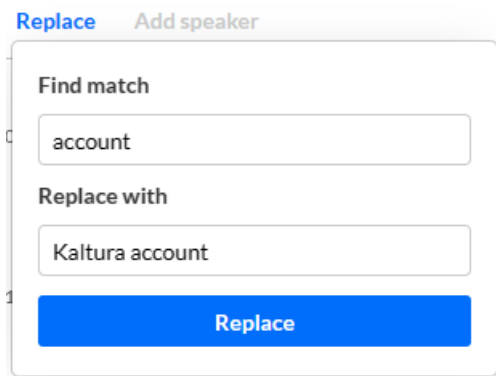
## Find and replace text

1. Click **Replace**.

### Closed Captions Editor



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



4. Click **Replace**.
5. 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 

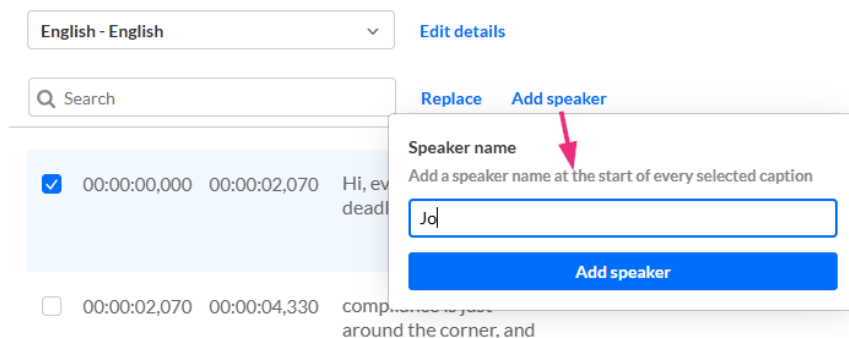

90%

Cancel
Save

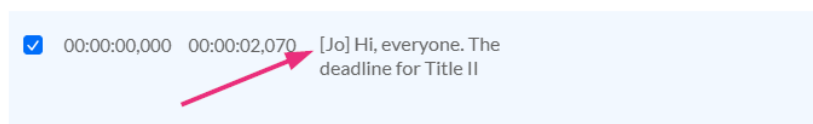
6. Move the slider accordingly, then click **Save**.  
The search term is replaced immediately.

## Add speaker names

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



3. Click **Add Speaker**.  
The name is added to the selected captions.




4. Click **Save**.  
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- Timing and readability are accurate

Accuracy  90%

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

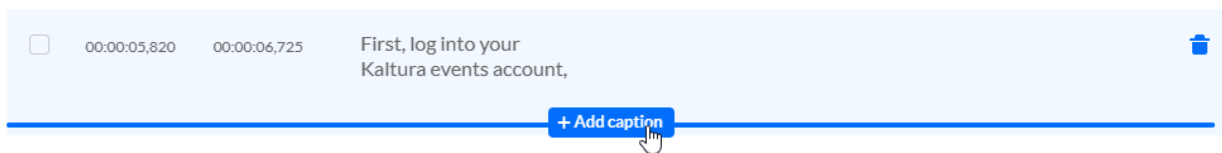
5. Move the slider accordingly, then click **Save**.  
The information is immediately updated.



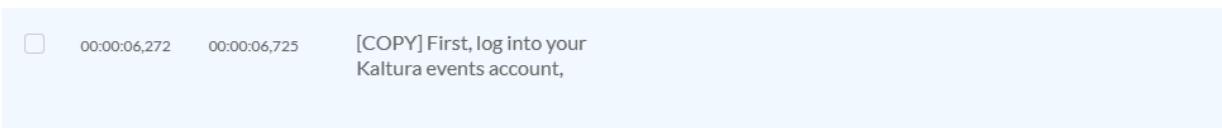
For general information about Kaltura's player, check out our article [Introduction to the Kaltura Player](#).

## Add a caption line

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



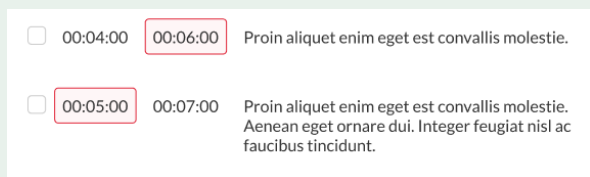
The caption is duplicated.



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



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



3. Click **Save**.

You are asked to confirm captions accuracy.

### Confirm captions Accuracy

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Check that:

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

Accuracy  90%

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

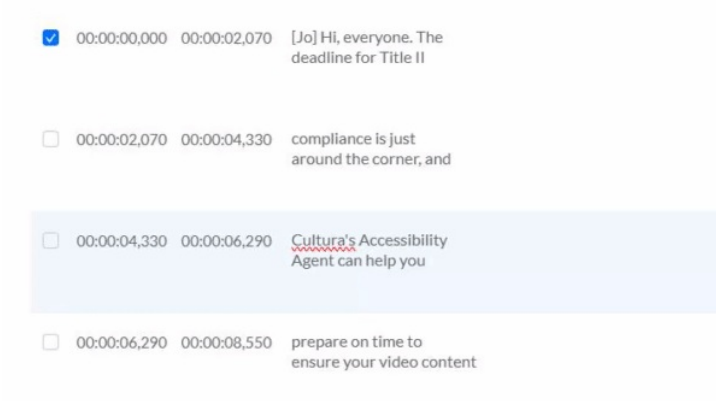
4. Move the slider accordingly, then click **Save**.

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 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

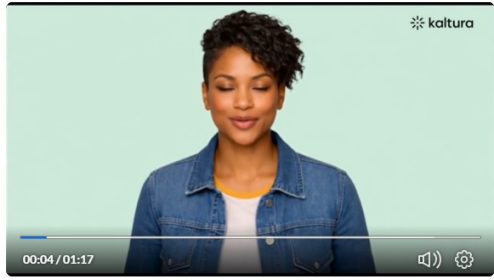
3. Click **Save**.

← 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
<input type="checkbox"/>	00:00:04,330	00:00:06,290	Kaltura'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,



00:04 / 01:17

Kaltura's Accessibility Agent can help you

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**.

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- Timing and readability are accurate

Accuracy 

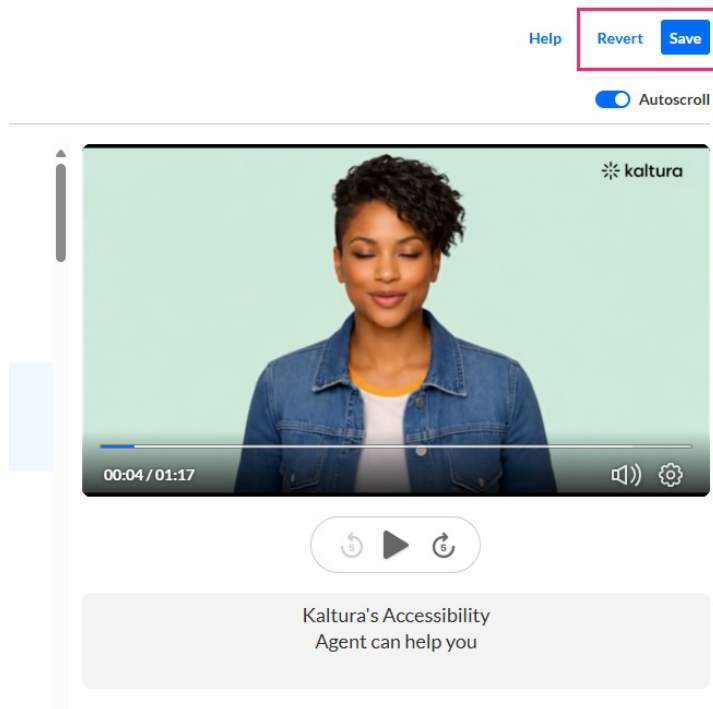

90%

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 = ->