Use the captions editor in Content Hubs

Last Modified on 08/18/2026 7:18 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 closed captions generated by REACH, uploaded files, or captions created manually.

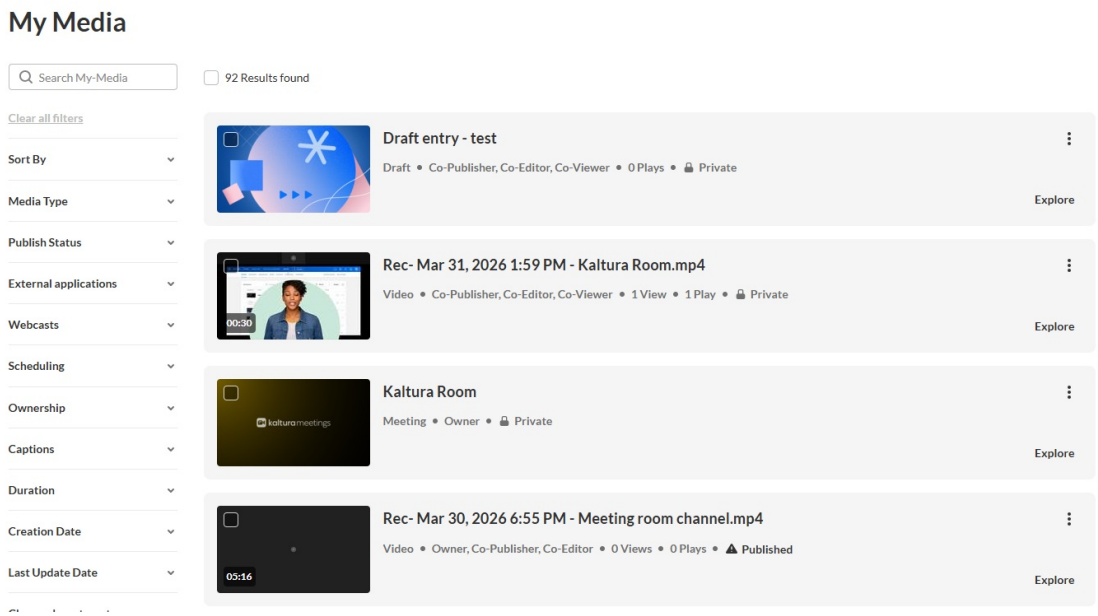
Use the editor to update caption text, adjust timing, and add speaker names. If the transcript plugin is enabled, your changes are reflected in the transcript automatically.

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.

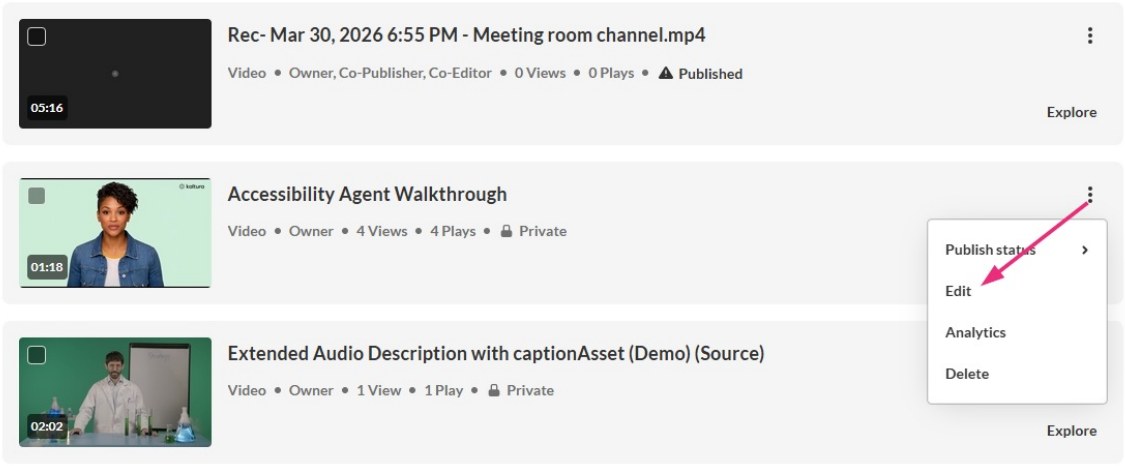
Access the captions editor

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

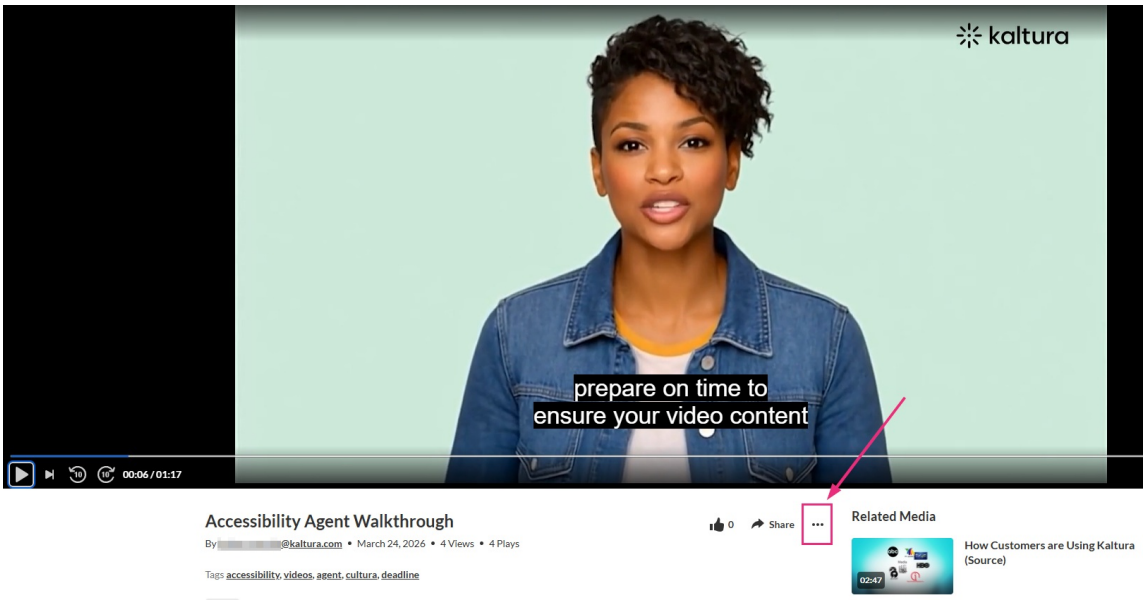


2. Click the **three dots** to the right of the desired media and select **Edit**.

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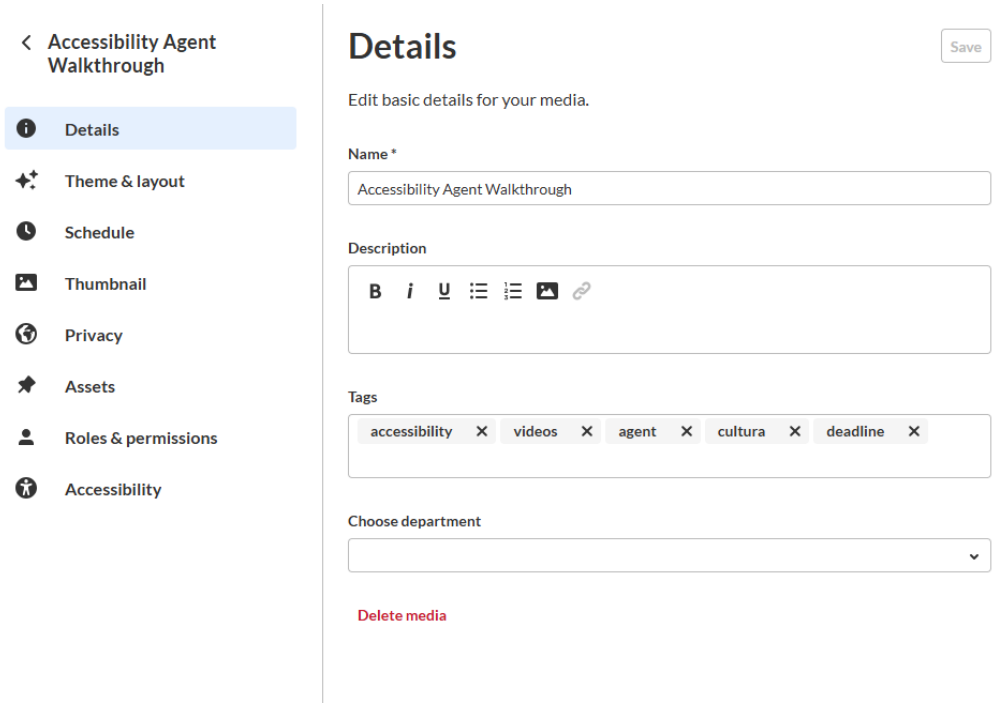


Alternatively, you can access the edit page from the **media page** by clicking the **three-dot menu** and selecting **Edit**.

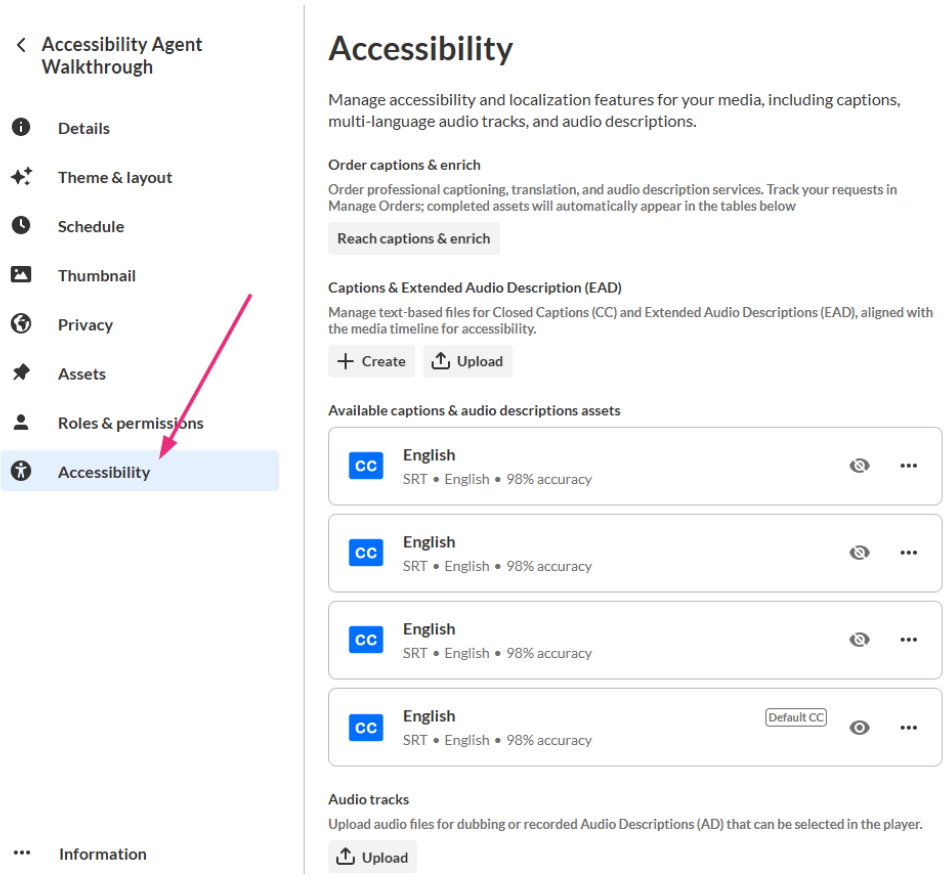


The edit media page opens on the **Details** tab by default, with a left-hand navigation.

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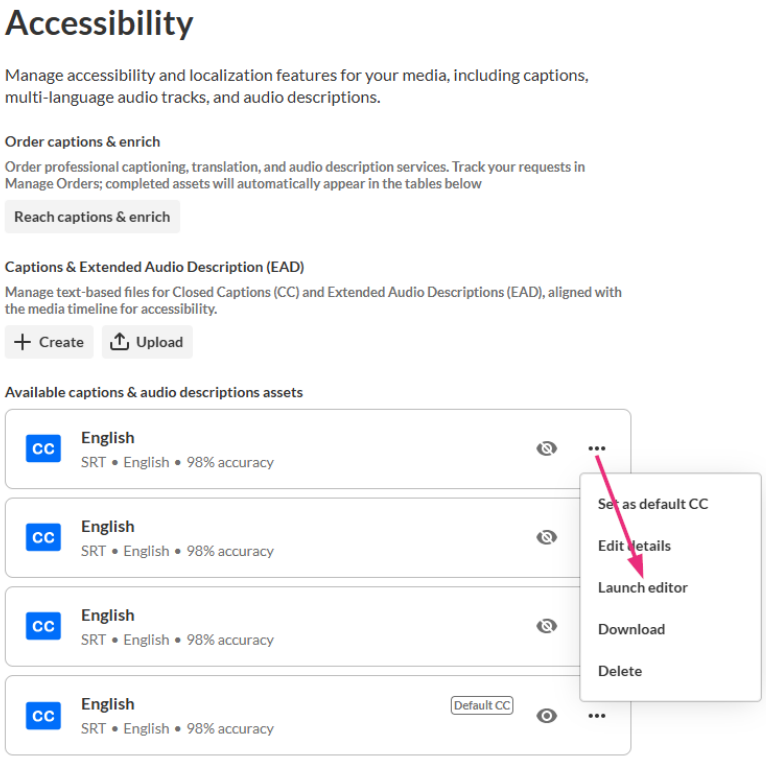
3. In the left navigation, click the **Accessibility** tab to display the 'Accessibility' page.



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

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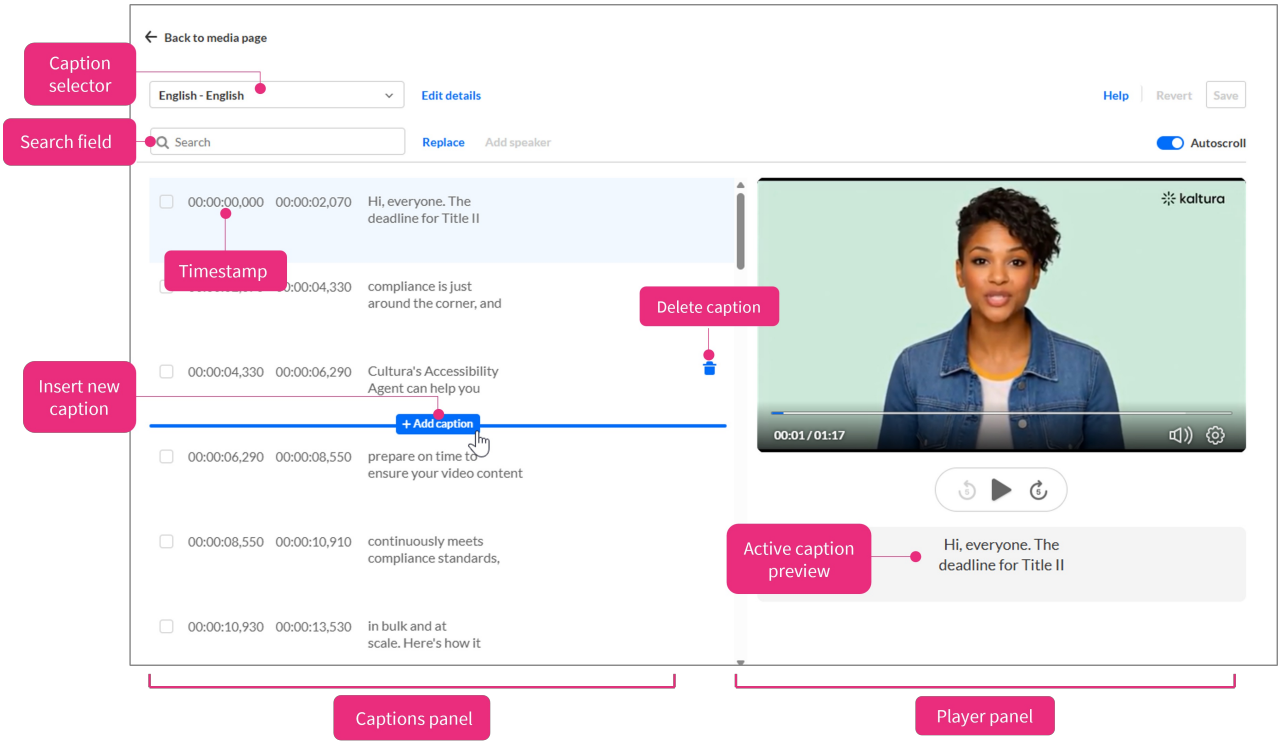
4. In the **Available captions & audio descriptions assets** section, locate the desired caption file.
5. Click the **three dots** next to the caption and select **Launch editor**.



The closed captions editor opens.

Editor layout

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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)

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- **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

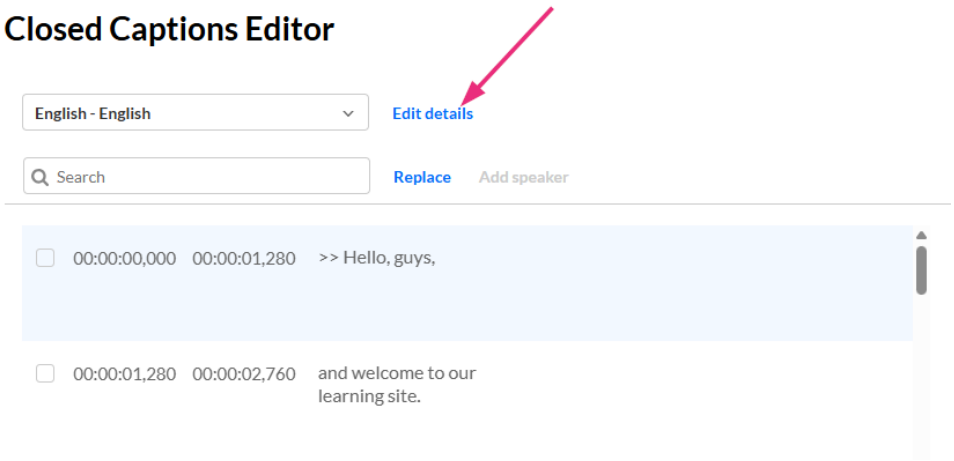
Player panel

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

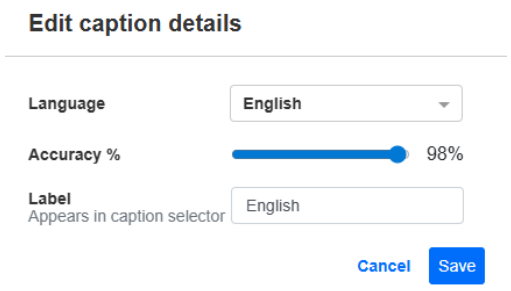
Edit caption details

1. Click **Edit details**.



   The 'Edit caption details' window opens.

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

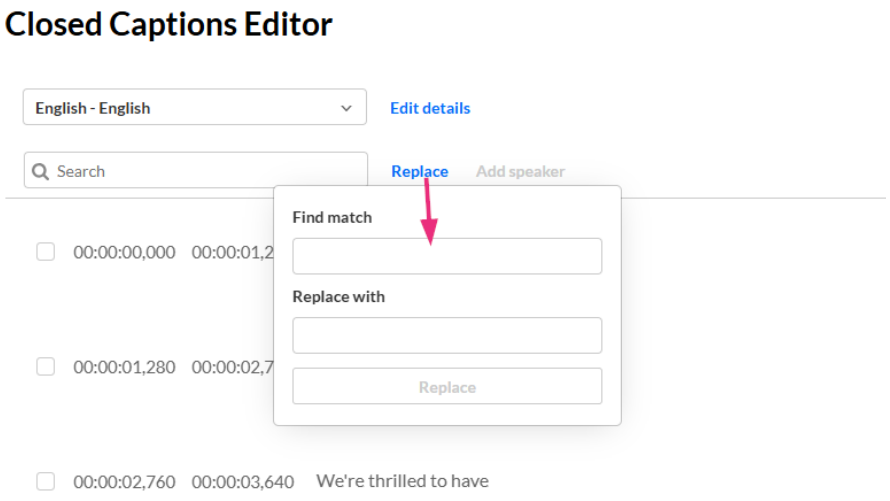


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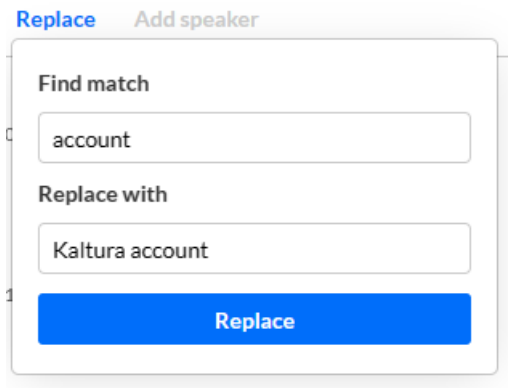
3. Click **Save**.
   Changes are applied immediately.

Find and replace text

1. Click **Replace**.



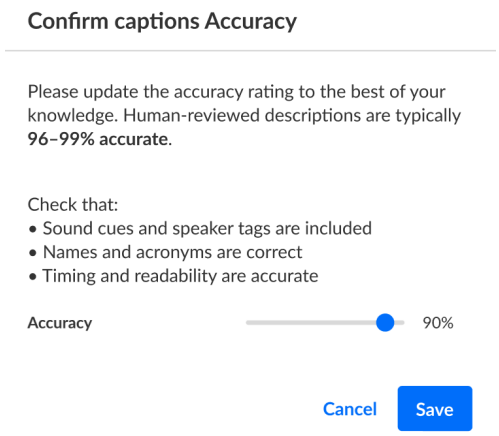
2. Enter the search term in the **Find match** field.
3. Enter the replacement term in the **Replace with** field.



4. Click **Replace**.
5. Click **Save**.

   You are asked to confirm captions accuracy.

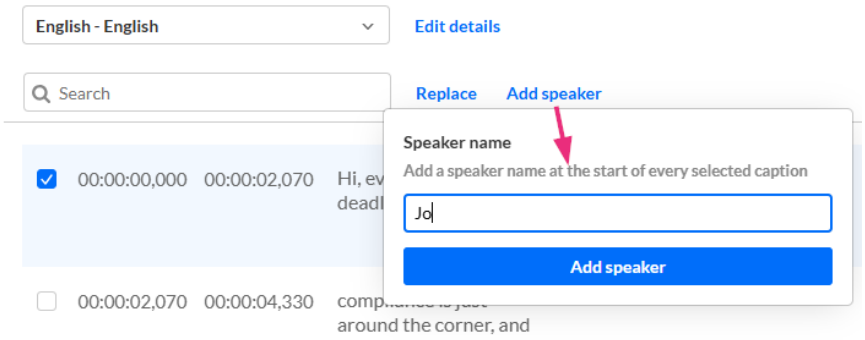
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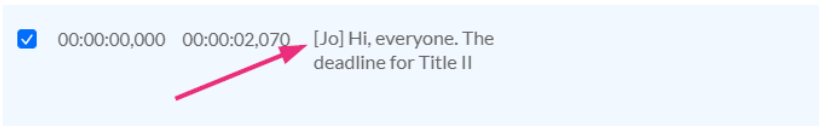
6. Move the slider accordingly, then click **Save**.
   The search term is replaced immediately.

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.

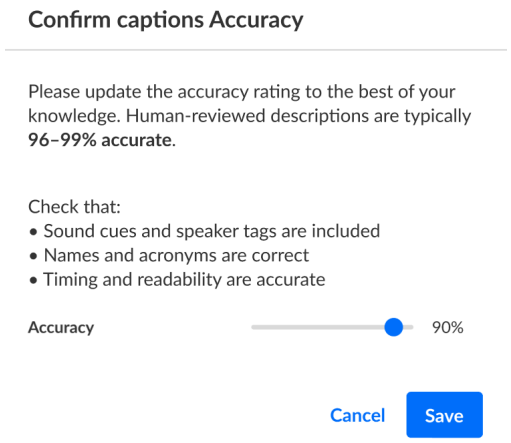


3. Click **Add Speaker**.
   The name is added to the selected captions.



4. Click **Save**.
   You are asked to confirm captions accuracy.

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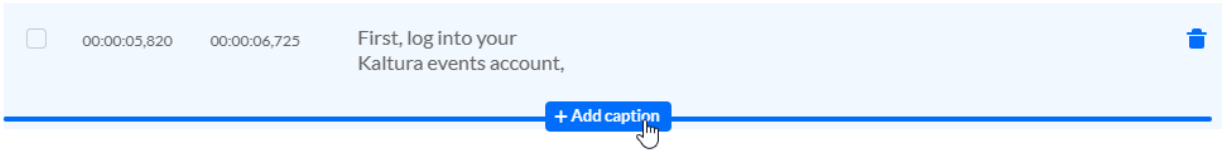


5. Move the slider accordingly, then click **Save**.
   The information is immediately updated.

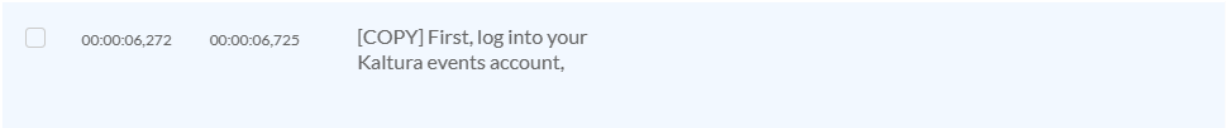
For general information about Kaltura's player, check out our article Introduction to the Kaltura Player.

Add a caption line

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

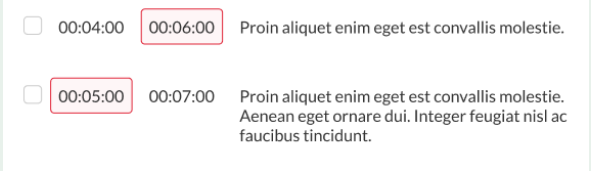


The caption is duplicated.



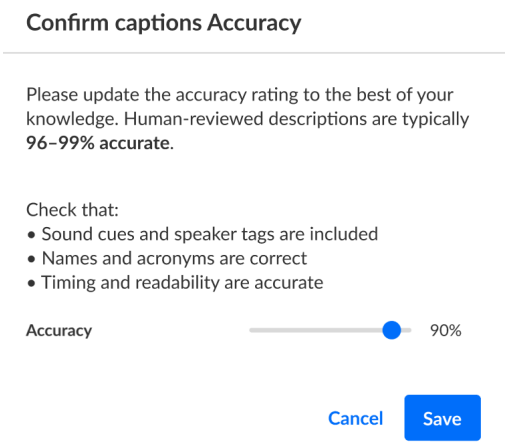
2. Click the text field and enter the new caption.

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



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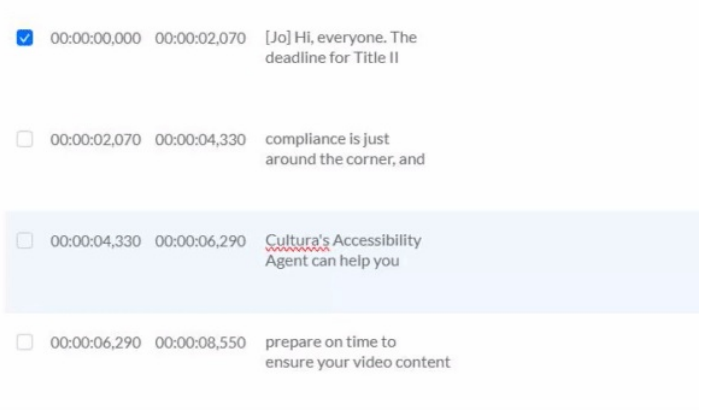
3. Click **Save**.
   You are asked to confirm captions accuracy.



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

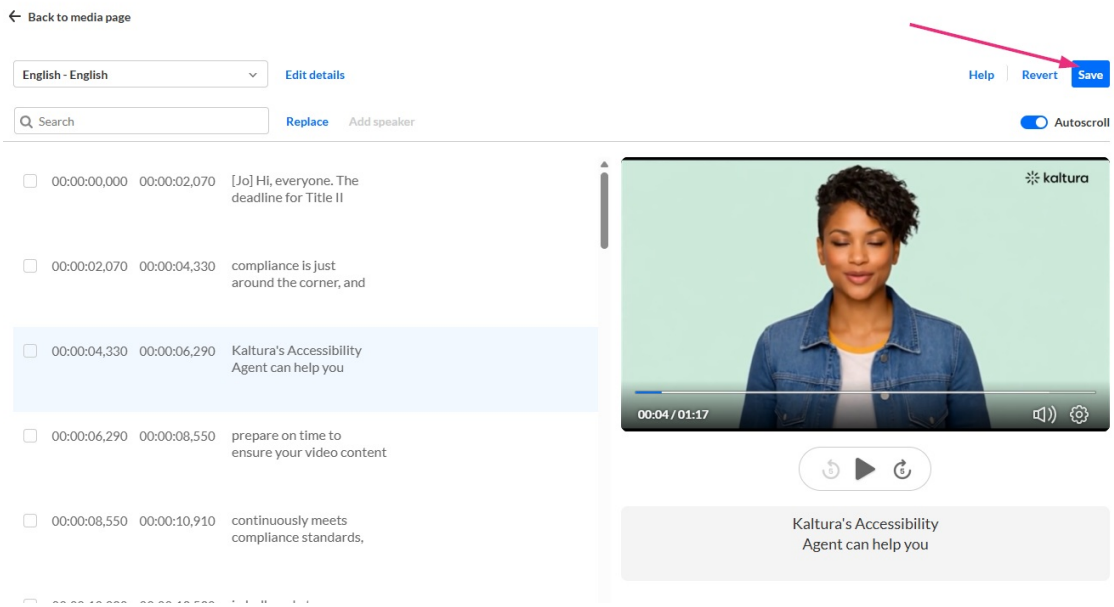
Edit a caption line

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

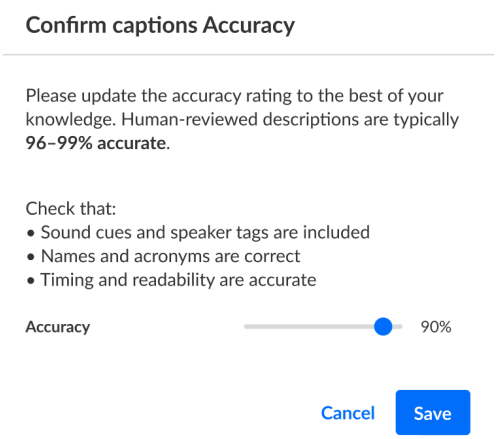


3. Click **Save**.

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You are asked to confirm captions accuracy.

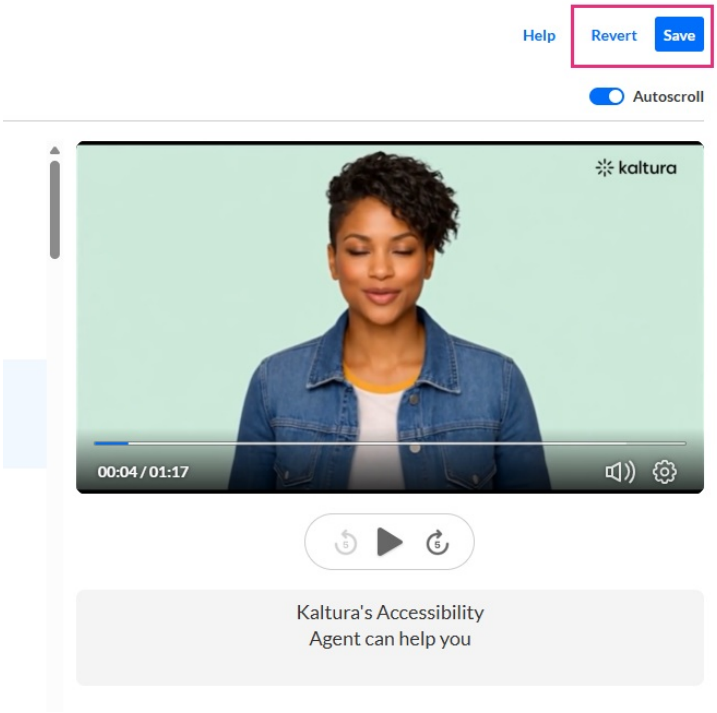


4. Move the slider accordingly, then click **Save**.
   The information is immediately updated.

Revert or save changes

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

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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 = ->

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