

Upload and manage captions


 This article is designated for all users.

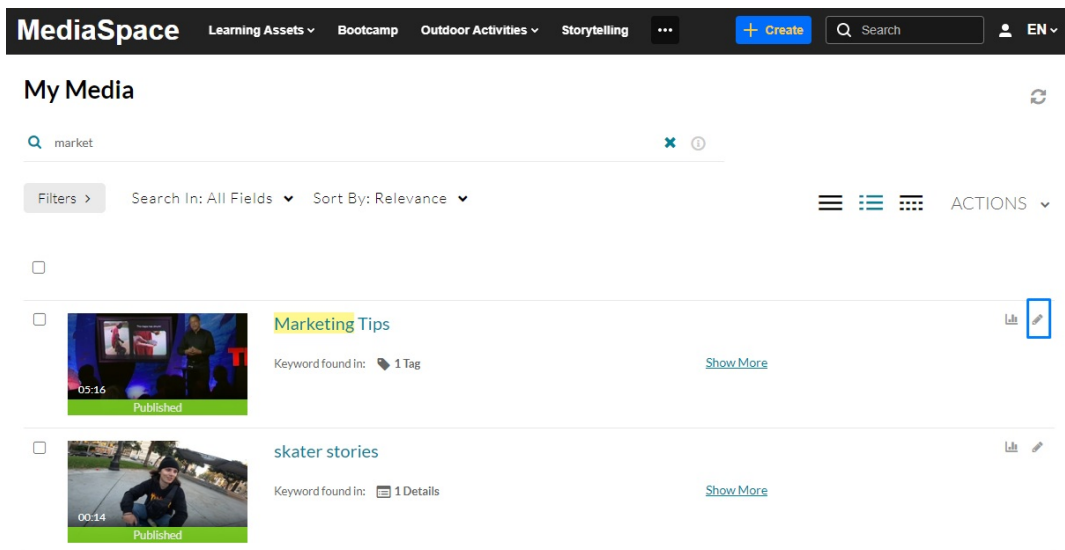
About

In Kaltura's Video Portal, you can upload caption files for any media that you own or have editing privileges to. The Video Portal supports SRT, DFXP, or VTT file types. You can add multiple captions files to each entry, for example, subtitle captions in multiple languages, and label each language.

For media files that don't already have captions, learn about generating captions in our article [Order captions and enrichment services for media](#).

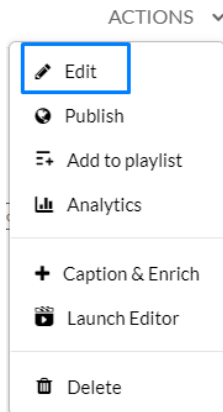
Upload a captions file

1. From the user menu , navigate to the [My Media](#) page.
2. Access the [Edit Media page](#) for the media you want to add captions to. You can choose one of the following ways:
 - Click the pencil icon next to the desired media.



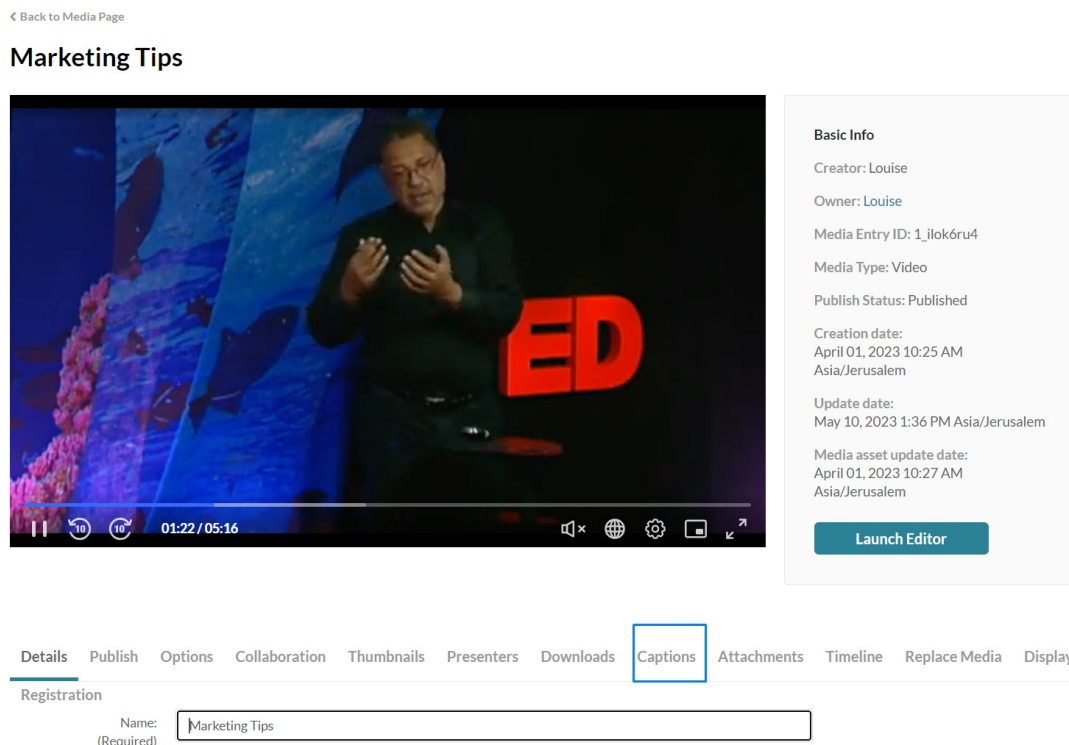
OR

- Click on the thumbnail or title of the desired media, then choose Edit from the **Actions** drop-down menu.

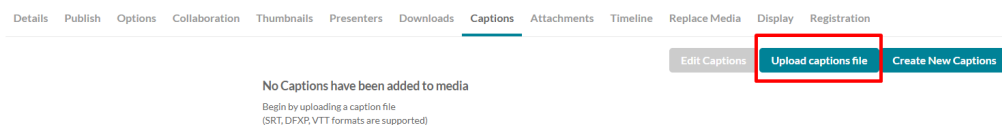


The media details page displays.

3. Click the **Captions** tab.



4. Click **Upload captions file**



The **Upload a captions file** window displays.

Upload a captions file

Select a file:

Language:

Label:

(text that appears in caption selector)

- Click **Browse** and select an SRT, DFXP, or VTT caption file.
- Select the language from the **Language** dropdown menu.
- In the **Label** field, type a label to display in the caption selector. (The caption selector displays caption options in the media player.)
- Click **Save** to upload the file.

The file is added to a table under the Captions tab.

Details	Publish	Options	Collaboration	Thumbnails	Presenters	Downloads	Captions	Attachments	Timeline	Replace Media	Display
Registration											
<input data-bbox="895 1084 1011 1115" type="button" value="Edit Captions"/> <input data-bbox="1031 1084 1177 1115" type="button" value="Upload captions file"/> <input data-bbox="1198 1084 1369 1115" type="button" value="Create New Captions"/>											
Language	Label	File type	Accuracy	Actions							
English (American)	English captions	SRT	100%	✓	✎	✕	📄	📺			

✓ To upload another file, click Upload captions file again and repeat.

Set a default captions file

Under Actions, click the checkmark icon ✓ in the caption row to set it as default.

<input data-bbox="863 1518 979 1550" type="button" value="Edit Captions"/> <input data-bbox="999 1518 1145 1550" type="button" value="Upload captions file"/> <input data-bbox="1166 1518 1337 1550" type="button" value="Create New Captions"/>											
Language	Label	File type	Accuracy	Actions							
Basque	English captions	SRT	100%	✓	✎	✕	📄	📺			

Delete a captions file

- Under Actions, click the ✕ icon in the caption row to delete the file.

<input data-bbox="906 1834 1023 1865" type="button" value="Edit Captions"/> <input data-bbox="1042 1834 1189 1865" type="button" value="Upload captions file"/> <input data-bbox="1209 1834 1380 1865" type="button" value="Create New Captions"/>											
Language	Label	File type	Accuracy	Actions							
Basque	English captions	SRT	100%	✓	✎	✕	📄	📺			

A warning message displays.

Delete Confirmation






Are you sure you want to delete this caption file?

Cancel
Delete


2. Click Delete to remove the caption file, or click cancel.

Download a captions file

Under Actions, click the download icon  in the caption row.

					Edit Captions Upload captions file Create New Captions	
Language	Label	File type	Accuracy	Actions		
Basque	English captions	SRT	100%	    		

The caption file downloads.

 Kaltura captions only outputs SRT or DFXP format, not VTT. However, if you manually upload a VTT, then that becomes downloadable for others.

Next up! Visit our article [Editing Captions](#).

[template("cat-subscribe")]