

# Upload and manage captions in Video Portal (legacy)

Last Modified on 05/07/2026 11:01 am IDT

 This article is designated for all users.

## About

You can upload caption files for any media that you own or have editing privileges to.

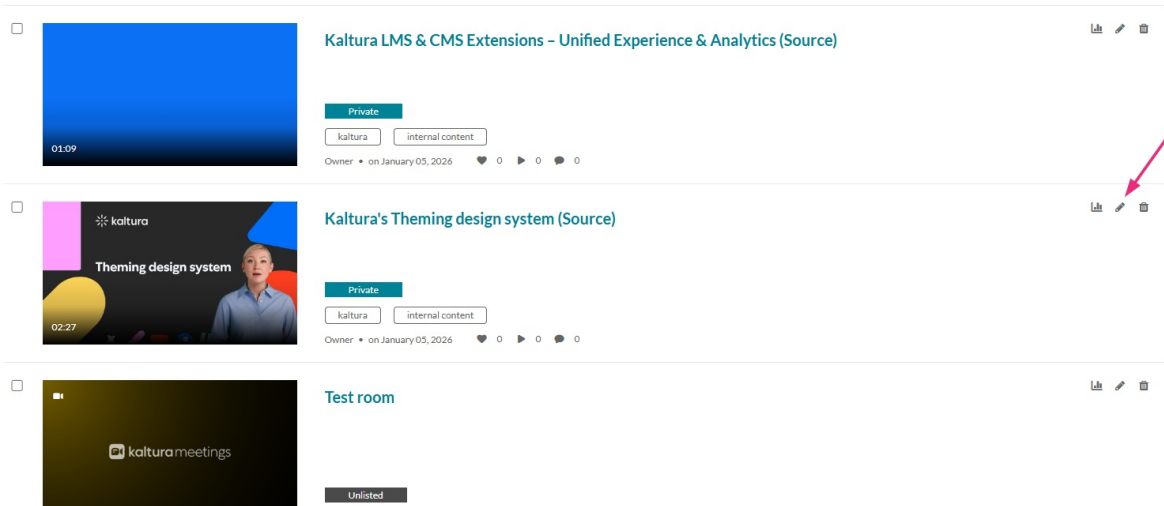
You can add multiple captions files to each entry, for example, subtitle captions in multiple languages, and label each language.



For media without captions, check out our article [Order captions](#) to learn how to generate them.

## Access the captions settings

1. Go to your **My Media** page.
2. Locate the video you want to add captions to and click the **pencil icon** to the right of it.



The screenshot displays a list of video entries in the Kaltura My Media interface. Each entry includes a video thumbnail, a title, a status (Private or Unlisted), and a set of icons for sharing, editing, and deleting. A red arrow points to the pencil icon (edit) for the first video entry, 'Kaltura LMS & CMS Extensions - Unified Experience & Analytics (Source)'. The second entry, 'Kaltura's Theming design system (Source)', also has a pencil icon. The third entry, 'Test room', is marked as 'Unlisted' and does not have a pencil icon.

The edit page opens with the **Details** tab selected by default.

### Kaltura's Theming design system (Source)



**Basic Info**

Creator: Louise [redacted]

Owner: Louise [redacted]

Media Entry ID: 0\_lqz2suqr

Media Type: Video

Publish Status: Private

Creation date: January 05, 2026 11:57 AM Asia/Jerusalem

Update date: January 05, 2026 11:59 AM Asia/Jerusalem

Media asset update date: January 05, 2026 11:57 AM Asia/Jerusalem

[Launch Editor](#)

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

Name:  (Required)

3. Click the **Captions** tab to open the settings.



Publish Status: Private

Creation date: January 05, 2026 11:57 AM Asia/Jerusalem

Update date: January 05, 2026 11:59 AM Asia/Jerusalem

Media asset update date: January 05, 2026 11:57 AM Asia/Jerusalem

[Launch Editor](#)

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

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

No Captions have been added to media  
Begin by uploading a caption file  
(SRT, DFXP, VTT formats are supported)

## Upload a captions file

1. Click **Upload captions file**.

No Captions have been added to media  
 Begin by uploading a caption file  
 (SRT, DFXP, VTT formats are supported)

The 'Upload a captions file' window displays.

Upload a captions file
✕

\*Select a file:

\*Language:

\*Accuracy:

Label:

(text that appears in caption selector)

2. Click **Browse**, and select an SRT, DFXP, or VTT caption file from your device.
3. Select the language from the **Language** dropdown menu.
4. In the **Label** field, enter the text that will appear in the caption selector in the player.
5. Click **Save** to upload the file.

Upload a captions file
✕

Upload Completed!

\*Language:

\*Accuracy:

Label:

(text that appears in caption selector)

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

Details Languages Publish Options Collaboration Thumbnails Presenters Downloads **Captions** Attachments Timeline Replace Media
Edit Captions **Upload captions file** Create New Captions

| Language | Label   | File type | Accuracy | Actions                                                                                                                                                                            |
|----------|---------|-----------|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| English  | English | SRT       | 100%     | <input type="button" value="✎"/> <input type="button" value="✕"/> <input type="button" value="⬇️"/> <input type="button" value="📄"/> <input type="button" value="Set as default"/> |








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

## Set a default captions file








If some captions are generated using [Reach](#) while others are uploaded manually, Reach captions are typically set as the default. If you upload your own captions, you can manually set them as the default after upload.

In the caption row, click **Set as default**.

| Language | Label   | File type | Accuracy | Actions                                                                                                                                                                                                                                                                                                                                                                                                                             |
|----------|---------|-----------|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| English  | English | SRT       | 100%     |      |

## Delete a captions file

1. Under **Actions**, click the **x** in the caption row to delete the file.

| Language | Label   | File type | Accuracy | Actions                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|----------|---------|-----------|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| English  | English | SRT       | 100%     |      |

A warning message displays.

2. Click **Delete** to remove the caption file.



Deleting a caption file doesn't affect audio description files. Audio descriptions are managed separately.

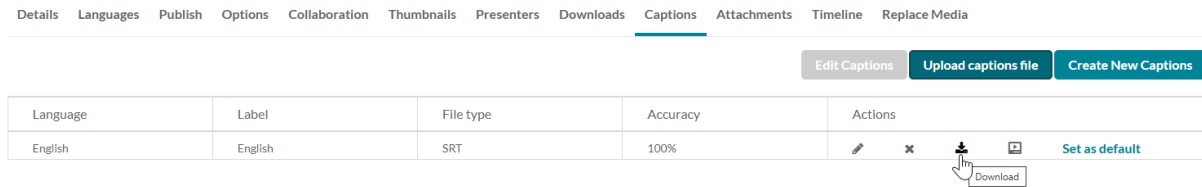
## Download a captions file



You can only download a media you're the owner of. If you are the co-publisher, co-

editor, or co-viewer, you will not be able to download the media.

Click the **download icon** in the caption row.



The caption file downloads to your device. The default file name will be “English.srt”, but you can rename it.

**i** Kaltura-generated captions are available for download in SRT or DFXP format only. However, if you manually upload a VTT file, that file can also be downloaded by others.

### Don't show on player

To the far right of the desired caption file, click the **player icon** in the **Actions** column. Once activated, the captions file won't be accessible through the CC button on the player.

