Upload and manage captions

Last Modified on 08/21/2024 2:42 pm IDT

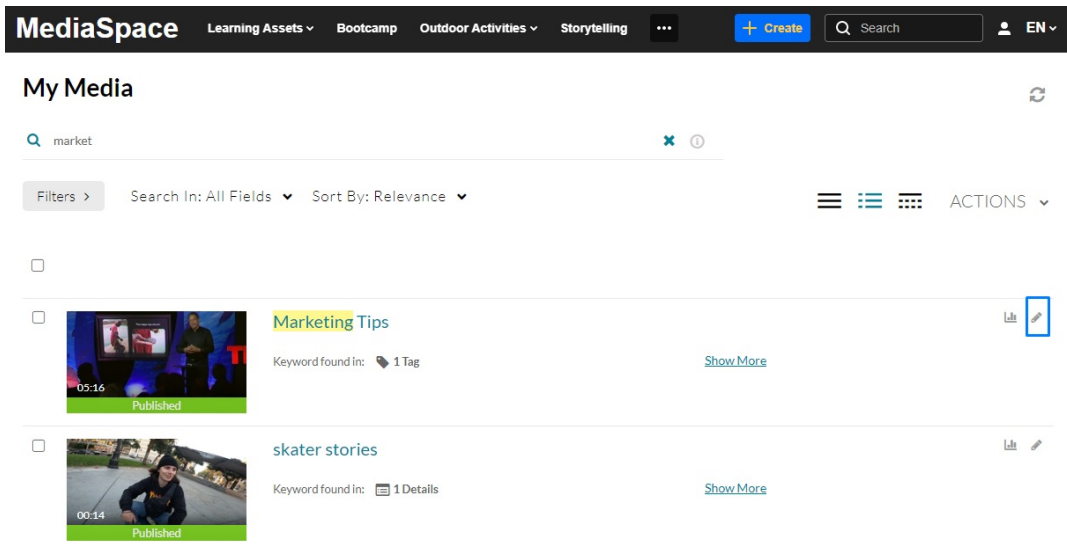> 👥 **This article is designated for all users.**

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.
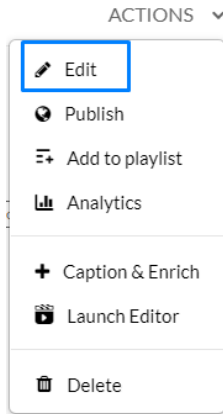
Upload a captions file

1. Access the Edit Media page for the media you want to add captions to. You can choose one of the following ways:
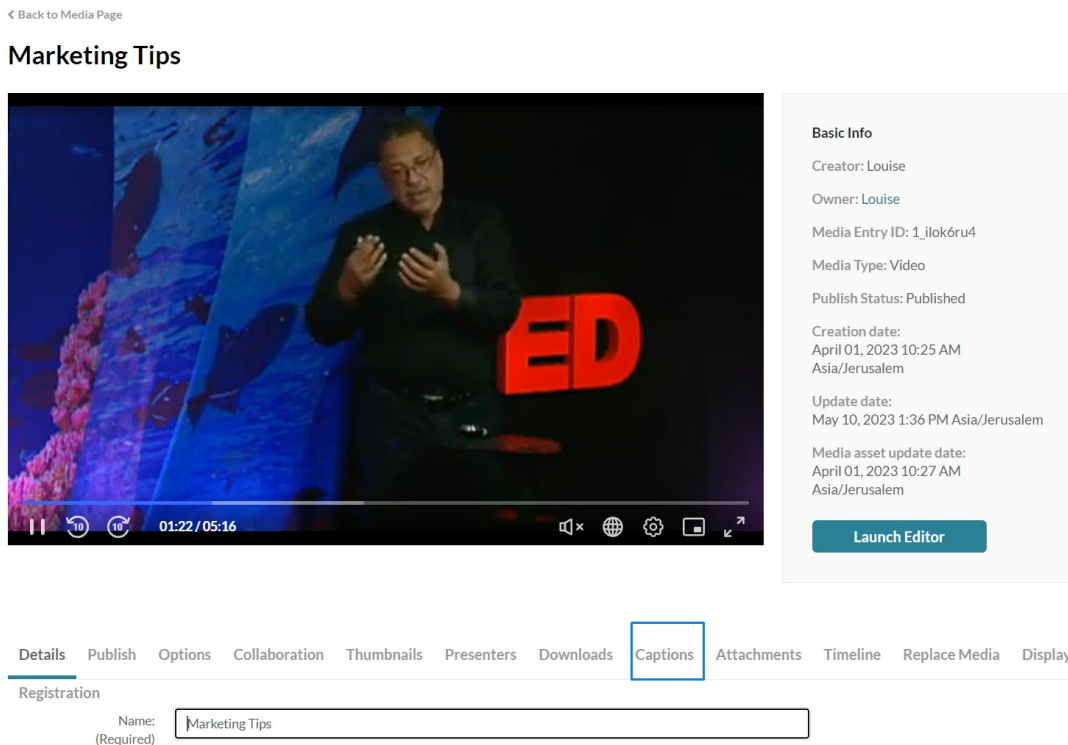   - Click the pencil icon next to the desired media.

   OR

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

ACTIONS ⌄

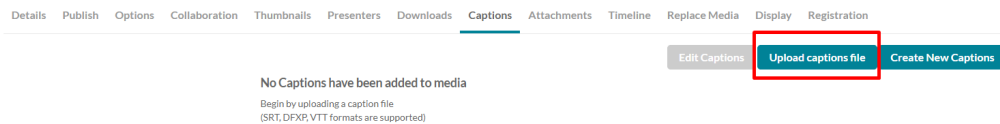- ✏ **Edit**
- 🌐 Publish
- ☰+ Add to playlist
- 📊 Analytics
- ➕ Caption & Enrich
- 🎬 Launch Editor
- 🗑 Delete

The **Edit media** page displays.

2. Click the **Captions** tab.

‹ Back to Media Page

Marketing Tips

01:22 / 05:16

Basic Info

Creator: Louise

Owner: Louise

Media Entry ID: 1_ilok6ru4

Media Type: Video

Publish Status: Published

Creation date:
April 01, 2023 10:25 AM
Asia/Jerusalem

Update date:
May 10, 2023 1:36 PM Asia/Jerusalem

Media asset update date:
April 01, 2023 10:27 AM
Asia/Jerusalem

Launch Editor

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

Registration

Name: Marketing Tips
(Required)

3. Click **Upload captions file**

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

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)

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

![kaltura logo]

Upload a captions file

Select a file: [Browse...]

Language [Select Language ▼]

Label [   ]

(text that appears in caption selector)

[Cancel] [Save]

4. Click **Browse** and select an SRT, DFXP, or VTT caption file.

5. Select the language from the **Language** dropdown menu.

6. In the **Label** field, type a label to display in the caption selector. (The caption selector displays caption options in the media player.)

7. 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

[Edit Captions] [Upload captions file] [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

💡 If users upload their own caption files while others use REACH captioning, REACH captions are usually set as the default. Users who upload their own captions simply need to select the "Set as default" option after uploading.

Under **Actions**, click the checkmark ✔ in the caption row to set it as default.

[Edit Captions] [Upload captions file] [Create New Captions]

Language	Label	File type	Accuracy	Actions
Basque	English captions	SRT	100%	✔ ✎ ✗ ⬇ ▣

Delete a captions file

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

A warning message displays.

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

Download a captions file

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

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.