

Upload and manage captions

Last Modified on 06/01/2025 10:45 am IDT

 This article is designated for all users.

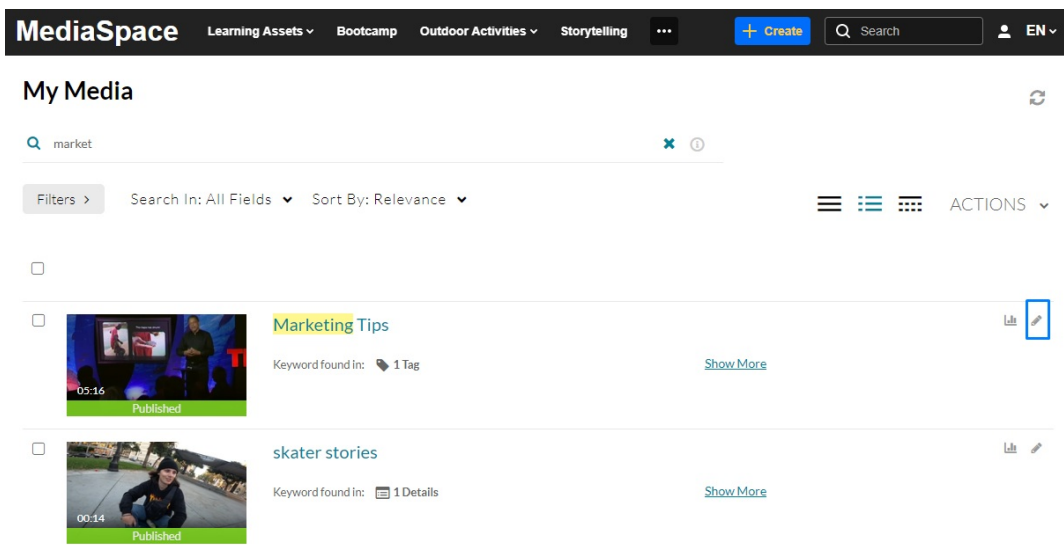
About

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](#).

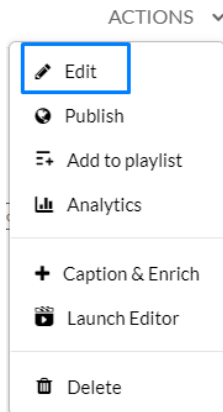
Upload a captions file

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.




The **Edit media** page displays.

2. Click the **Captions** tab.

← Back to Media Page

Marketing Tips



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:

(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.

Upload a captions file

Select a file:

Browse...

Language

Select Language ▼

Label

(text that appears in caption selector)

Cancel

Save

- 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											
<div> <div>Edit Captions</div> <div>Upload captions file</div> <div>Create New Captions</div> </div>											
Language	Label	File type	Accuracy	Actions							
English (American)	English captions	SRT	100%	<div> <div>✓</div> <div></div> <div>✕</div> <div></div> <div></div> </div>							








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.

					Edit Captions Upload captions file 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.

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.

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.

The default file name will be "English.srt", but you can rename it.



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