

Upload and Manage Captions

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This article describes how to upload and manage captions.

To upload captions

1. Access the [Edit Media Page](#).
2. Click on the Captions tab.
3. Click Upload a captions file.

Upload a captions file

Select a file:

Language:




Label:

(text that appears in caption selector)

4. Click Browse and select an SRT or DFXP caption file.
5. Select the caption language.
6. Enter a label to display for the file 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 on the media page's Captions tab.

Details Options Collaboration Thumbnails Downloads **Captions** Attachments Timeline Replace Video

Language	Label	File type	Actions
English	English Captions	SRT	  

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

After you upload captions for a video, in the caption table you can:

- [Modify the caption language or label.](#)
- [Change the default caption file.](#)
- [Delete a caption file.](#)
- [Download a caption file.](#)

Access the Edit Media Page and click on the Captions tab. The Caption table is displayed.

To modify the language or the caption selector label

1. In the Actions section, select the Pencil icon to edit the captions file.

Details Options Collaboration Thumbnails Downloads **Captions** Attachments Timeline Replace Video Display

[Upload captions file](#)

Language	Label	File type	Actions
English	English	SRT	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Spanish	Spanish	SRT	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

- To change the language, select a new language in the Language column.
- To change the label, enter new text in the Label column.
- Click the disk icon to update the values.

To change the caption file used by default in the media player

Click on the check mark icon in the right column of a caption row to set as default.

To delete a caption file

- Click on the “x” icon to delete.
- In the Confirm Remove window, click Yes to remove the caption file.

To download a caption file

Click the Download icon. The captions file is downloaded.