Upload and manage captions in the Video Portal

Last Modified on 01/09/2026 10:39 am IST

> 👥 **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.

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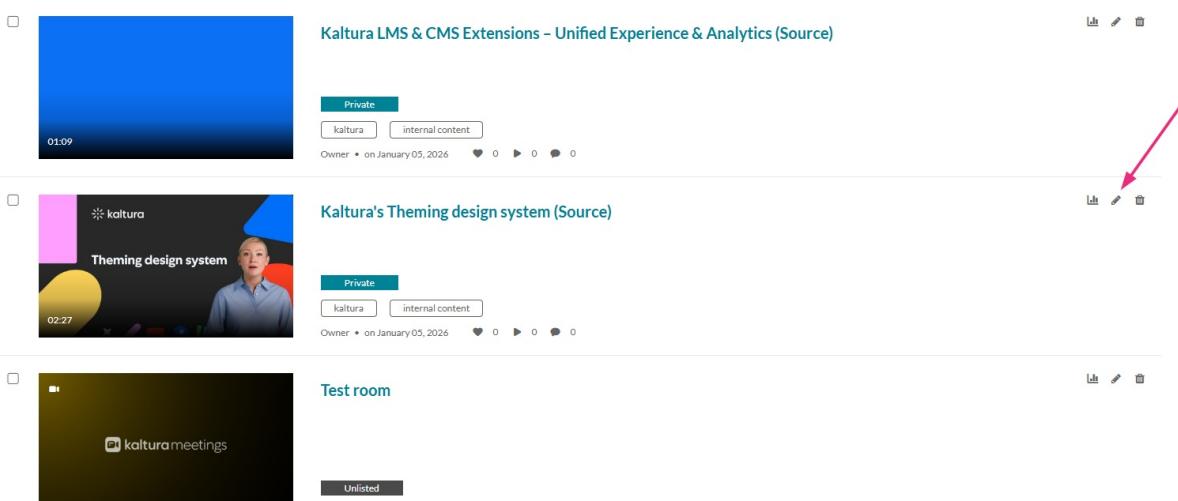
The edit page opens with the **Details** tab selected by default.

Kaltura's Theming design system (Source)
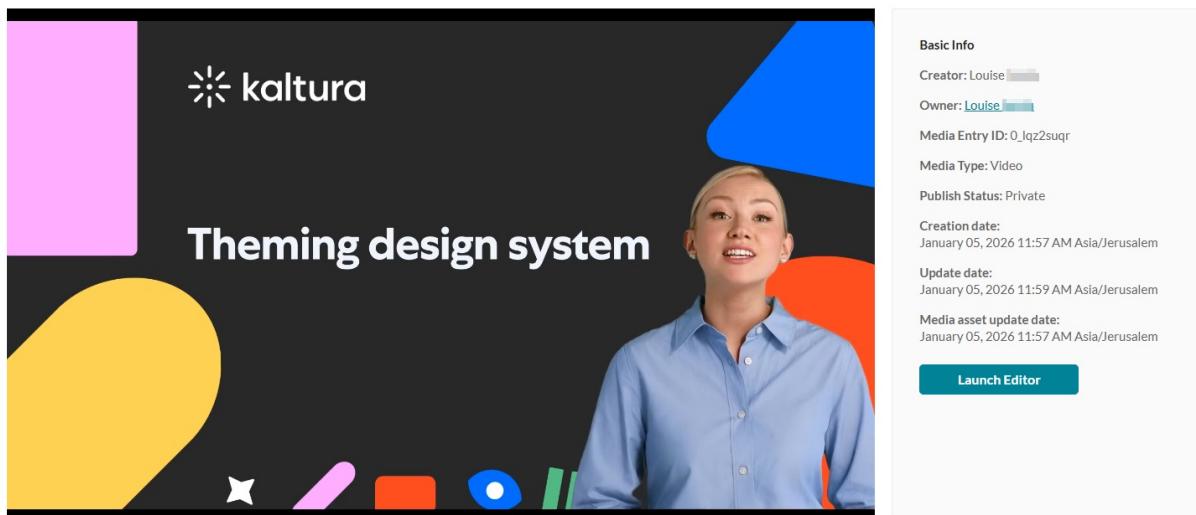
Basic Info

Creator: Louise ▓▓▓▓

Owner: Louise ▓▓▓▓

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: Kaltura's Theming design system (Source)
(Required)

3. Click the **Captions** tab to open the settings.
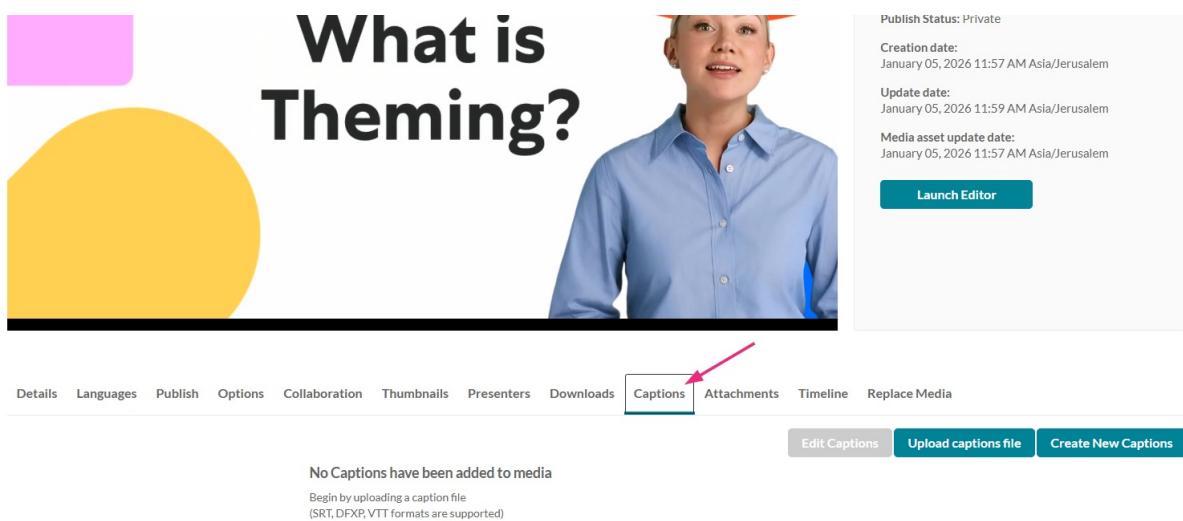
Publish Status: Private

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

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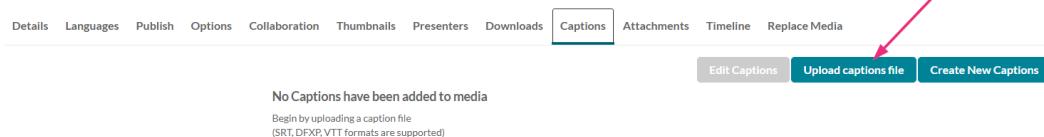
Details Languages Publish Options Collaboration Thumbnails Presenters Downloads **Captions** Attachments Timeline Replace Media

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)

The 'Upload a captions file' window displays.
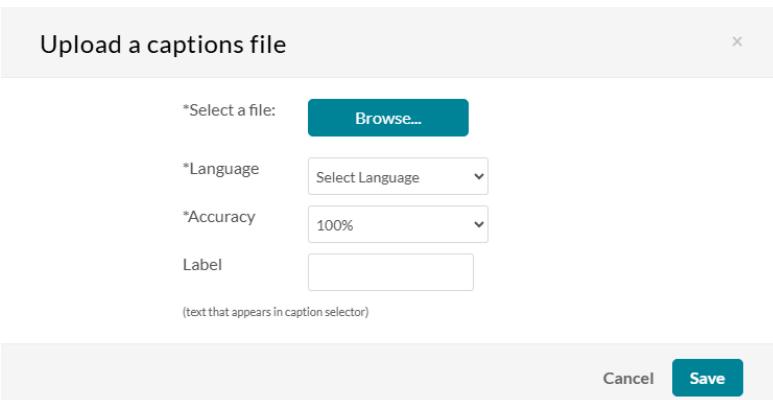
Upload a captions file   ×

*Select a file: **Browse...**

*Language   [Select Language ▾]

*Accuracy   [100% ▾]

Label   [   ]

(text that appears in caption selector)

Cancel   **Save**

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.
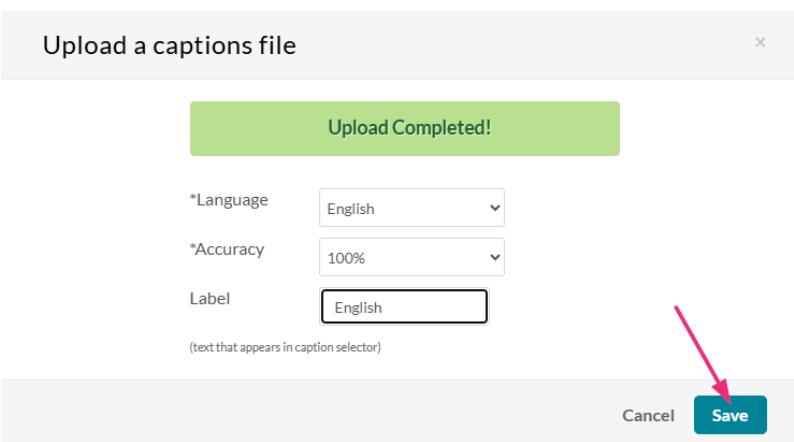
Upload a captions file   ×

Upload Completed!

*Language   [English ▾]

*Accuracy   [100% ▾]

Label   [English]

(text that appears in caption selector)

Cancel   **Save**

The captions file is added to a table under the Captions tab.
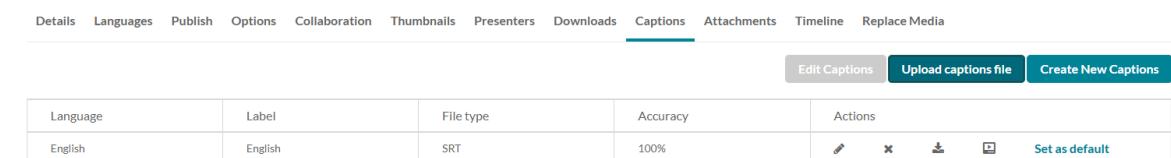
Details Languages Publish Options Collaboration Thumbnails Presenters Downloads **Captions** Attachments Timeline Replace Media

Edit Captions **Upload captions file** **Create New Captions**

Language	Label	File type	Accuracy	Actions				
English	English	SRT	100%	✏	✕	⬇	▣	Set as default

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

Actions

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.**
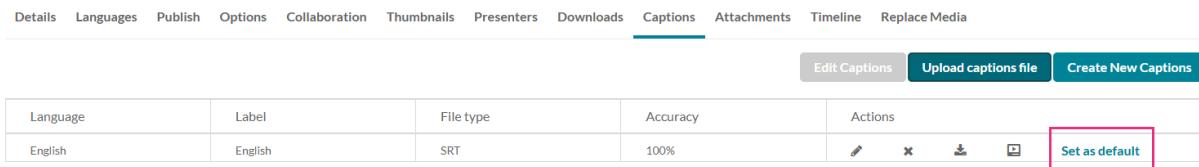
Delete a captions file

1. Under **Actions**, click the **x** in the caption row to delete the file.
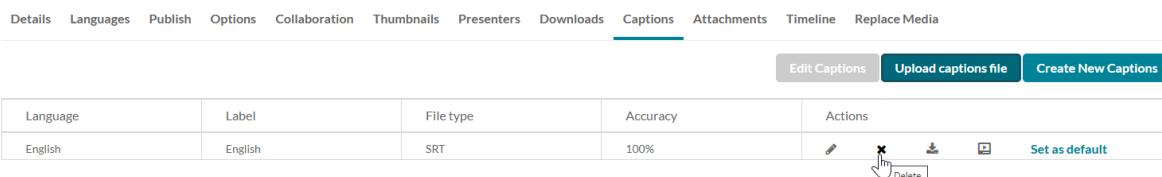
A warning message displays: *Are you sure you want to delete this caption file?*

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

> ℹ️ 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.

| 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%	✏️ ✖ ⬇️ ▣ Set as default

Download

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

> ℹ️ 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.