

# Upload and manage captions in the Video Portal

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名 This article is designated for all users.

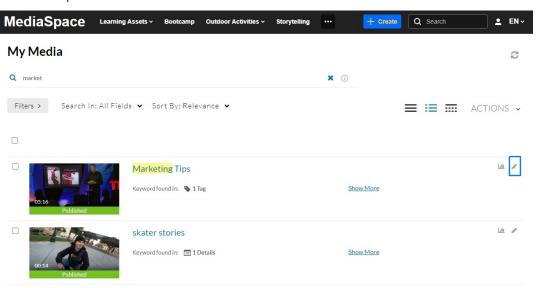
### **About**

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

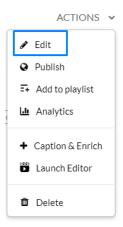
- 1. Access the Edit Media page for the media you want to add captions to. You can choose one of the following ways:
  - Click the pencil icon next to the desired media.



OR

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



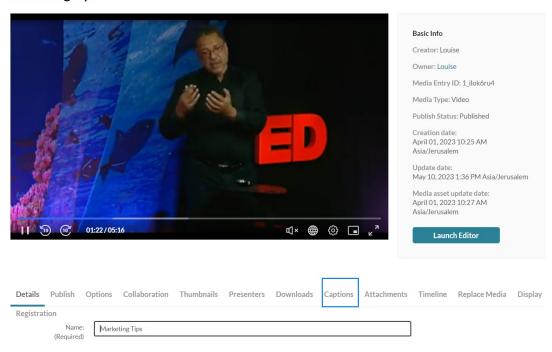


The **Edit media** page displays.

### 2. Click the **Captions** tab.

**≺** Back to Media Page

#### **Marketing Tips**

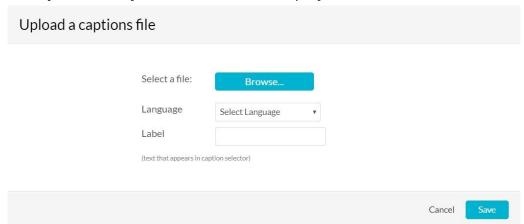


### 3. Click Upload captions file





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



- 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.





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

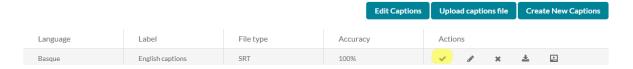
# Set a default captions file



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.

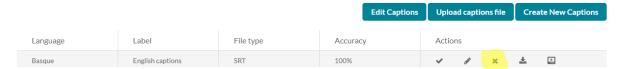
Under **Actions**, click the checkmark ✓ in the caption row to set it as default.





## 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.



If you have audio descriptions, deleting a caption file won't affect them. 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.

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



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.