

Upload and Manage Captions

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 This article is designated for all users.

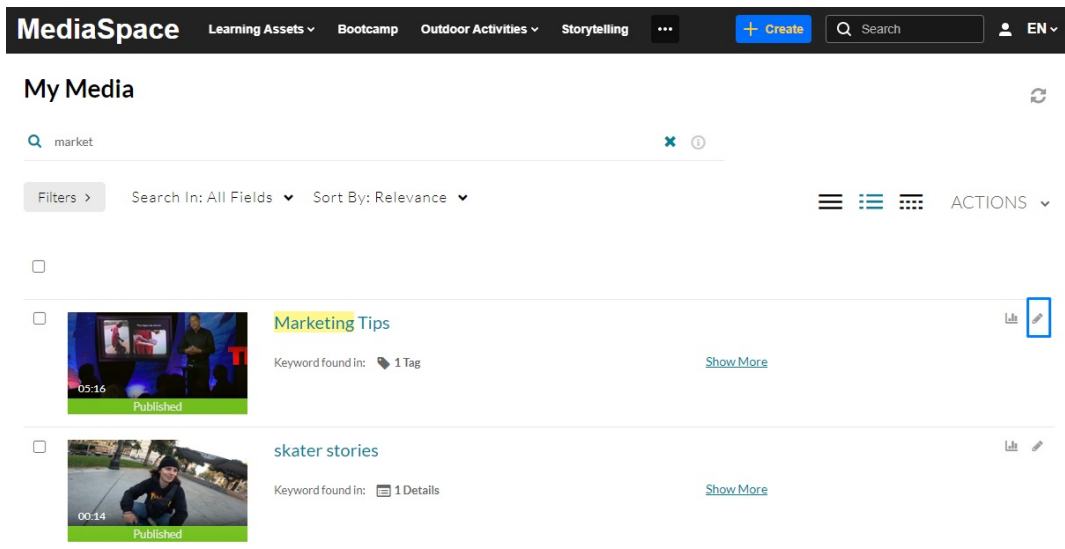
About

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

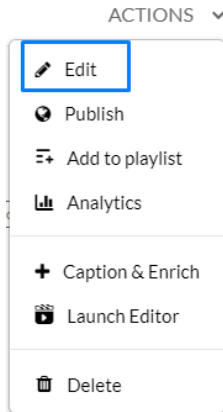
1. From the user menu , navigate to the [My Media page](#).
2. Access the [Edit Media page](#) for the media you want to add captions to. You can choose one of the following ways:
 - Click the pencil icon next to the desired media.



The screenshot shows the 'My Media' interface in MediaSpace. At the top, there's a navigation bar with 'MediaSpace', 'Learning Assets', 'Bootcamp', 'Outdoor Activities', 'Storytelling', and a '+ Create' button. Below that, the 'My Media' section has a search bar containing 'market', a search icon, and a refresh icon. There are also filter options: 'Filters >', 'Search In: All Fields', and 'Sort By: Relevance'. A list of media items is displayed, each with a checkbox, a video thumbnail, a title, and an 'Actions' menu. The first item is 'Marketing Tips' with a video thumbnail showing a person on stage, a duration of 05:16, and a 'Published' status. It has 'Keyword found in: 1 Tag' and a 'Show More' link. The second item is 'skater stories' with a video thumbnail showing a person on a skateboard, a duration of 00:14, and a 'Published' status. It has 'Keyword found in: 1 Details' and a 'Show More' link. A pencil icon is visible next to the 'Marketing Tips' item, indicating it can be edited.

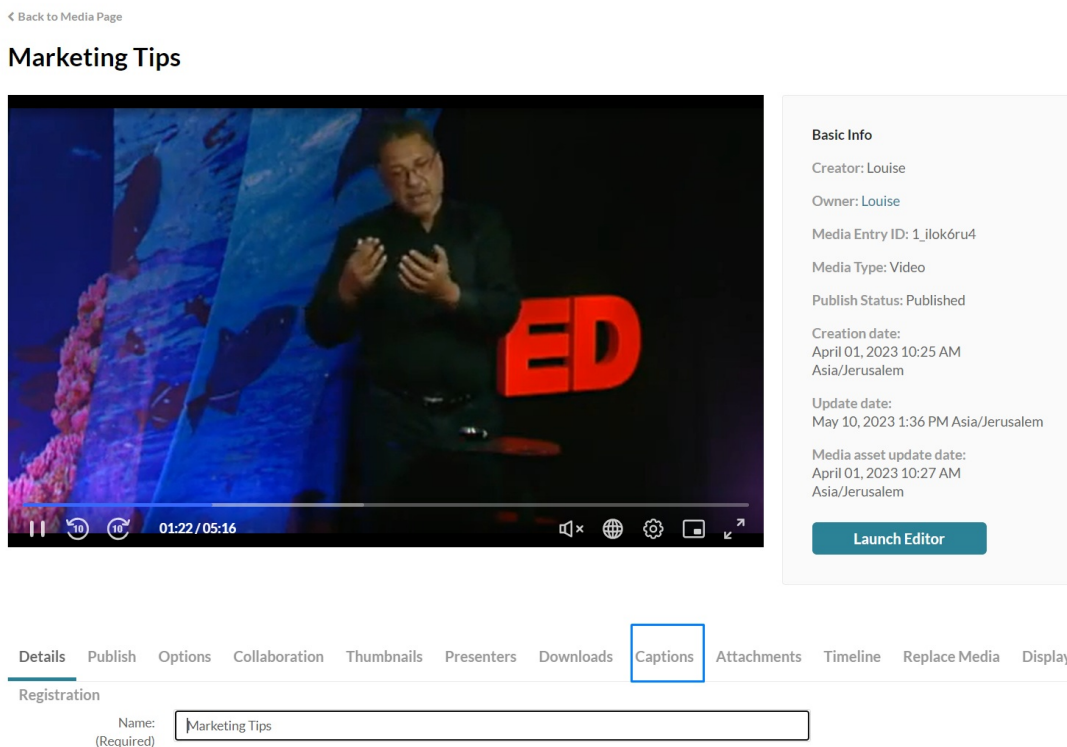
OR

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

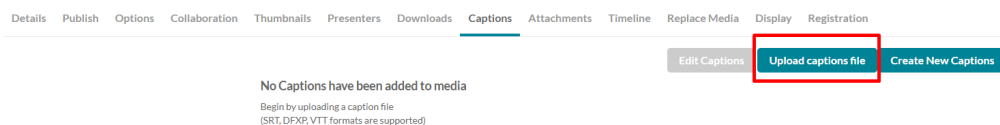


The media details page displays.

3. Click the **Captions** tab.



4. Click **Upload captions file**



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

Upload a captions file

Select a file:

Language:

Label:

(text that appears in caption selector)

Cancel

5. Click **Browse** and select an SRT, DFXP, or VTT caption file.
6. Select the language from the **Language** dropdown menu.
7. In the **Label** field, type a label to display in the caption selector. (The caption selector displays caption options in the media player.)
8. Click **Save** to upload the file.

The file is added to a table under the Captions tab.

Language	Label	File type	Accuracy	Actions
English (American)	English captions	SRT	100%	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

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

Set a default captions file

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

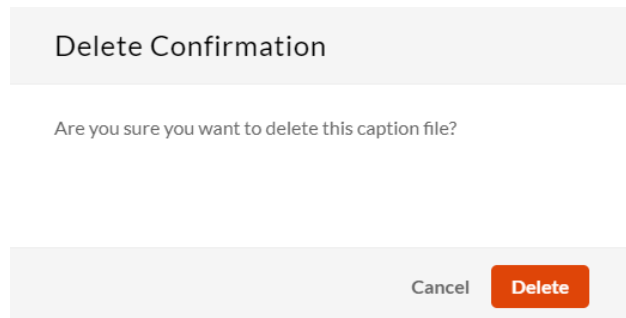
Language	Label	File type	Accuracy	Actions
Basque	English captions	SRT	100%	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Delete a captions file

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

Language	Label	File type	Accuracy	Actions
Basque	English captions	SRT	100%	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

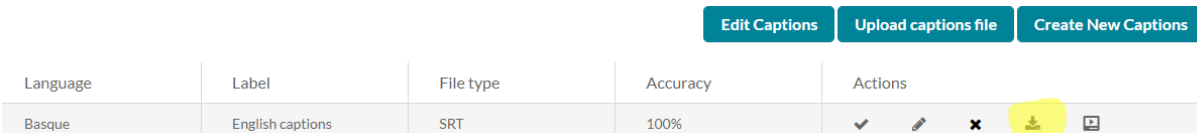
A warning message displays.








2. Click Delete to remove the caption file, or click cancel.

Download a captions file


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



The image shows a table with columns: Language, Label, File type, Accuracy, and Actions. Above the table are three buttons: 'Edit Captions', 'Upload captions file', and 'Create New Captions'. The first row of the table has the following data: Language: Basque, Label: English captions, File type: SRT, Accuracy: 100%. The Actions column contains icons for a checkmark, edit, delete, download (highlighted in yellow), and a document icon.

Language	Label	File type	Accuracy	Actions
Basque	English captions	SRT	100%	    

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.

Next up! Visit our article [Editing Captions](#).

[template("cat-subscribe")]