

Upload and Manage Captions

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 This article is designated for all users.

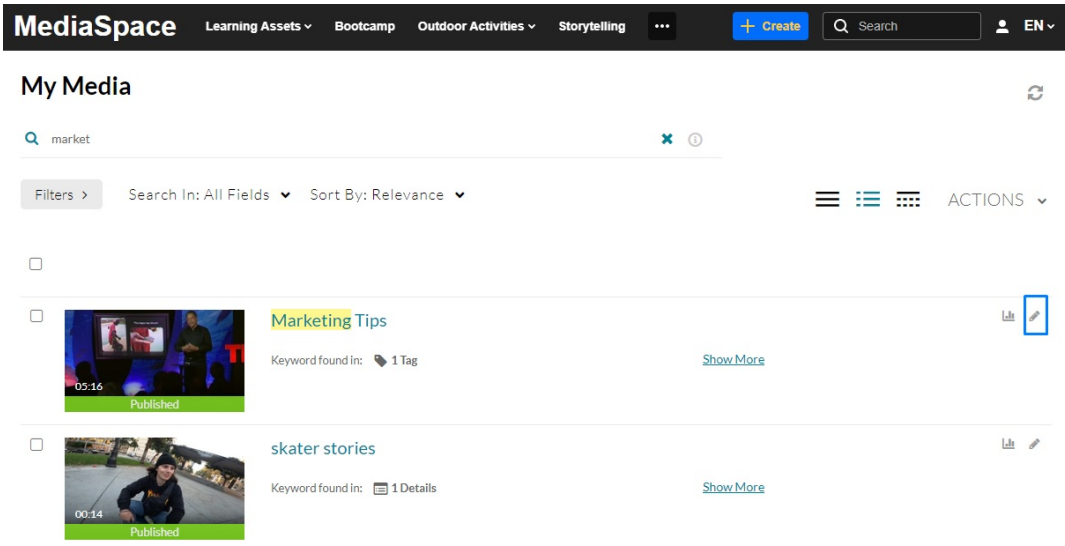
About

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

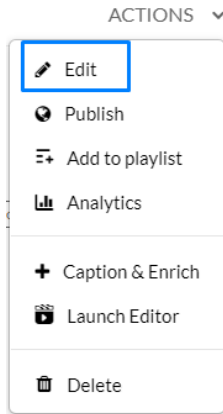
1. Access the [Edit Media page](#) for the media you want to add captions to. You can choose one of the following ways:
 - Click the pencil icon next to the desired media.



The screenshot shows the MediaSpace interface. At the top, there is a navigation bar with "MediaSpace" and several menu items: "Learning Assets", "Bootcamp", "Outdoor Activities", and "Storytelling". There is a "+ Create" button and a search bar. Below the navigation bar, the "My Media" section is visible. It includes a search bar with "market" entered, a "Filters" button, and a "Sort By: Relevance" dropdown. The main content area displays a list of media items. The first item is "Marketing Tips" with a thumbnail showing a person on a stage. It has a duration of 05:16 and is marked as "Published". Below the title, it says "Keyword found in: 1 Tag" and "Show More". A pencil icon is highlighted with a blue box. The second item is "skater stories" with a thumbnail showing a person on a skateboard. It has a duration of 00:14 and is marked as "Published". Below the title, it says "Keyword found in: 1 Details" and "Show More".

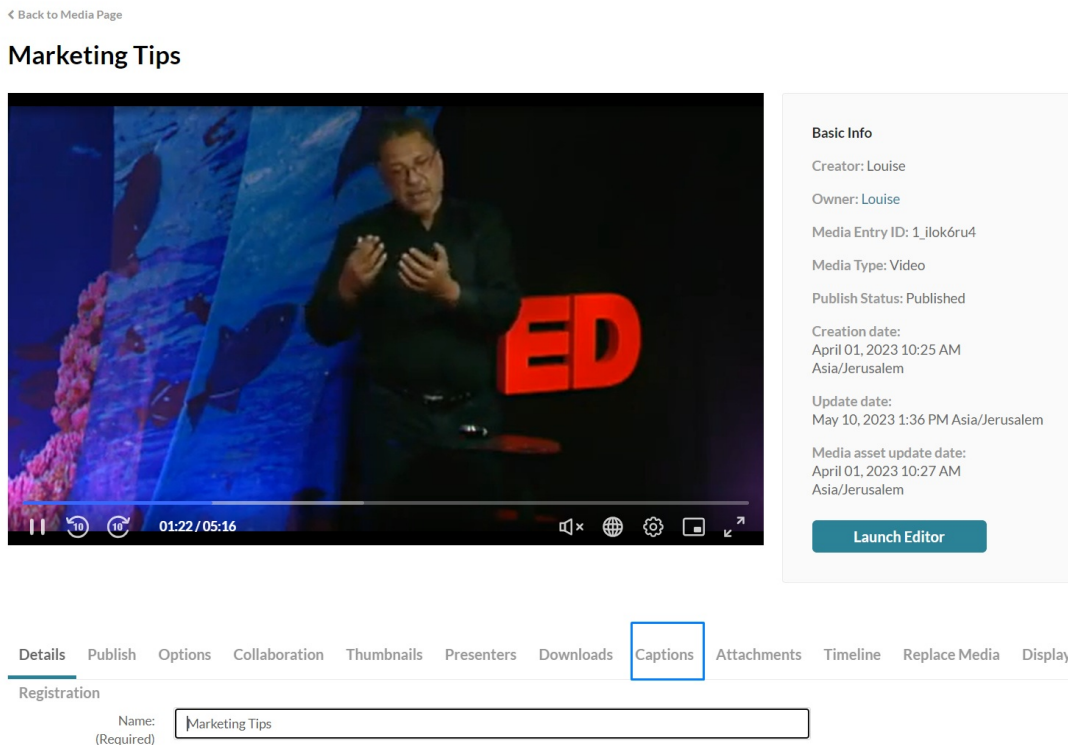
OR

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

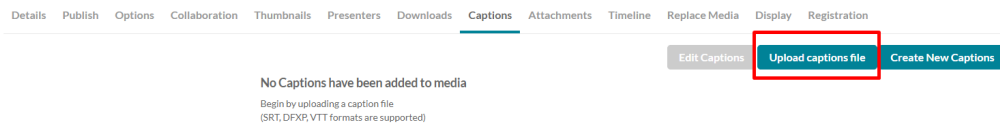


The **Edit media** page displays.

2. Click the **Captions** tab.



3. 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


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.

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






 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.

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** in the caption row to delete the file.

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

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

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.