Order captions based on a transcript file (txt)

> **This article is designated for all users.**

About

You can order captions based on a transcript file (txt), also referred to as alignment. Alignment is the process of synchronizing a transcript with audio or video content, ensuring captions match the timing of spoken words.

Access the 'Caption & Enrich' service

1. Select **My Media** from the video portal user menu.

    The My Media page displays.
2. Check the box(es) next to the desired video(s).

    > You can order the service for multiple videos at a time if needed.

3. Select **Caption & Enrich** from the Actions menu.

    The Order Captions & Enrichment Services screen displays.

    Note, ordering can also be done for a single video from the Actions menu on that video's Media Page, as shown below:

Order alignment

1. Complete the fields as follows:
    - **Service** - Select Machine.
    - **Source Media Language** - Select the language from the drop-down menu.
    - **Feature** - Select **Alignment**.

        A list of txt files displays. The first file is automatically chosen. If there are no txt files, a message displays: 'No files were found'.
2. Choose a txt file from the list of existing files (only one file may be selected) or click **Upload txt** to upload a new file.
    The **Upload Attachment** window displays.

3. Complete the **Title** and **Description** fields.
4. Click **Save**.

Your request is generated, and a success message displays. The system will align the text with the video and will provide a caption file (SRT/DFXP).

Learn more

- You can easily manage and monitor your caption requests and budget via the REACH dashboard. Read about it in our article Moderating Services Requests and General Statistics - REACH v2
- REACH features a handy transcript widget which you can read about in our article Kaltura REACH v2 - Transcript Widget.
- You can also edit the captions! See our article Editing Captions - REACH v2 for more information.

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