

# Order alignment in Video Portal

Last Modified on 04/15/2026 2:54 pm IDT

 This article is designated for all users.

## About

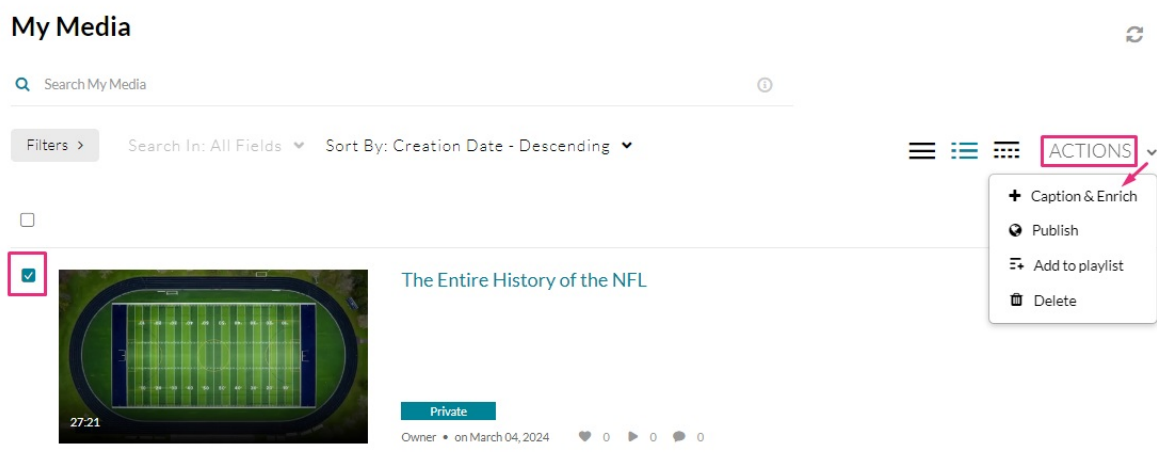
The **alignment** service (ordering captions based on a transcript file) synchronizes a provided transcript (.txt) with the audio or video content. This is useful for scripted videos, such as training content, where the speaker reads from prepared text.

Upload a transcript as a .txt file, and the system matches the text to the timing of the spoken words in the video. When the speaker closely follows the script, the result is highly accurate captions.

These instructions apply to the **legacy Video Portal**. If you're using the new Video Portal with Theming, see the [Content Hubs category](#).

## Order alignment

1. Go to your **My Media**.
2. Check the box(es) next to the desired video(s).
3. Select **Caption & Enrich** from the **Actions** menu.



The **Order Captions & Enrichment Services** window displays.

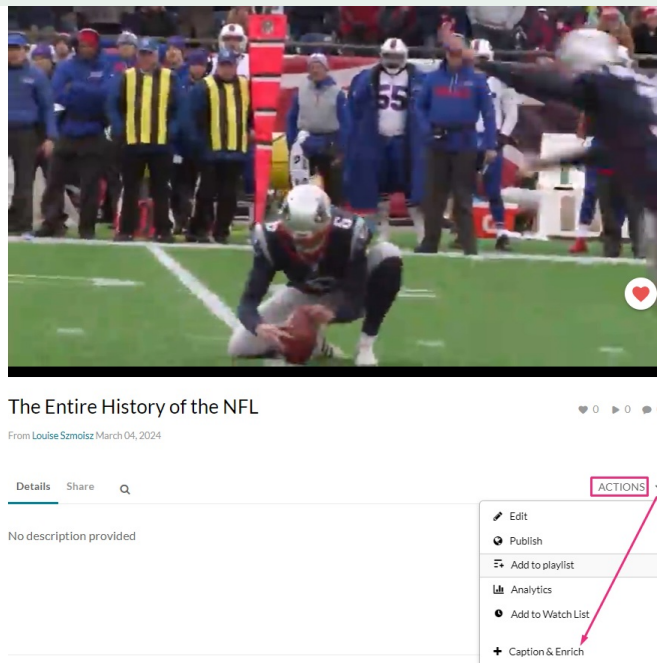
## My Media

Order Captions & Enrichment Services - 2 Selected Media

Service: Machine	Source Media Language: English
Feature: Captions	Turnaround Time: 30 minutes



Ordering can also be done for a single video from the **Actions** menu on that video's [Media Page](#), as shown below:



4. Complete the fields as follows:

- **Service** - Select Machine.
- **Source Media Language** - Select the language from the drop-down menu.
- **Feature** - Select **Alignment**.

**Order Captions**

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Service:

Source Media Language:

Feature:

Choose txt file\*

	File Name	Title	Uploaded At
<input checked="" type="radio"/>	Presentation_1989	Nitzan Presentation	Dec 15, 2015
<input type="radio"/>	Meirav_txt	Meirav Presentation	May 23, 2017

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.*

- Choose a txt file from the list of existing files (only one file can be selected) or click **Upload txt** to upload a new file.

The **Upload Attachment** window displays.

**Upload Attachment**

Title:  
Provide end-users with a more descriptive title for this file (optional)

Description:  
Provide end-users with a brief description of this files content (optional)

- Complete the **Title** and **Description** fields.
- 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).