# Create captions manually in Content Hubs

Last Modified on 08/18/2026 7:18 pm IDT

This article is designated for all users.

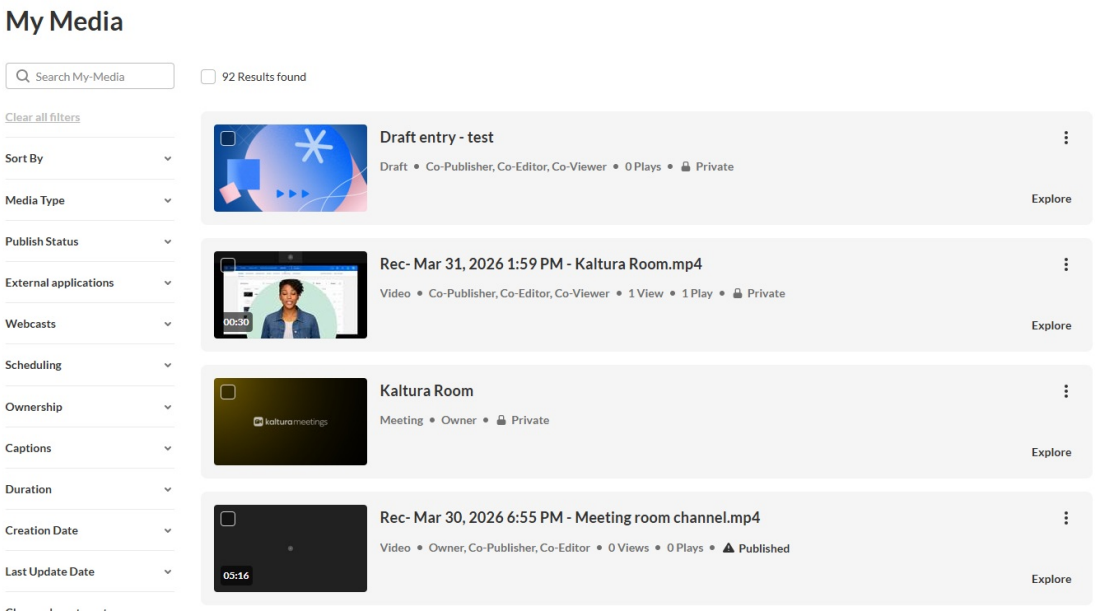
## About

Use the captions editor to manually create closed captions for your media.

Please note you can't manually add captions to a live webcast.

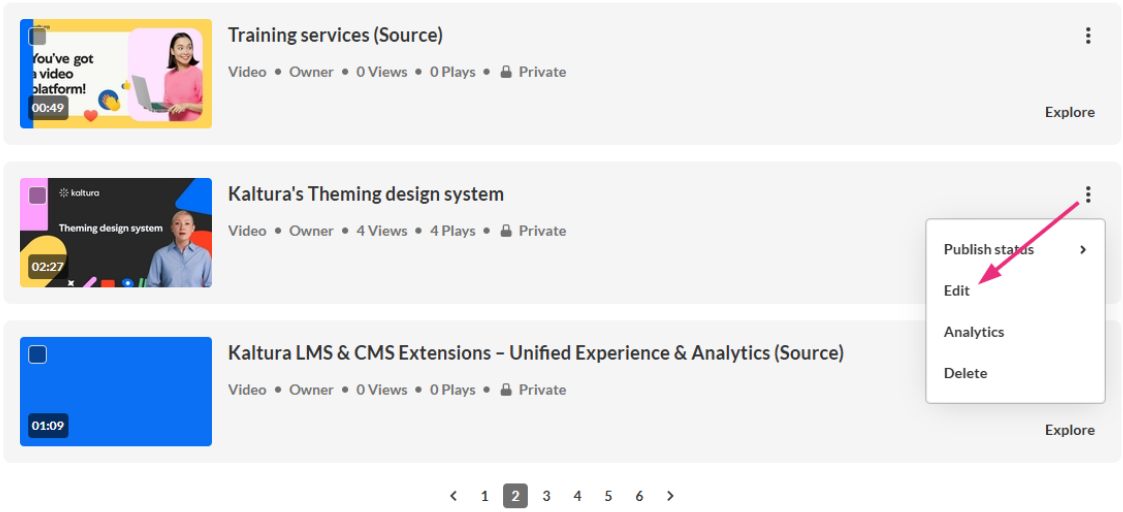
## Access the caption settings

1. Go to your **My Media**.

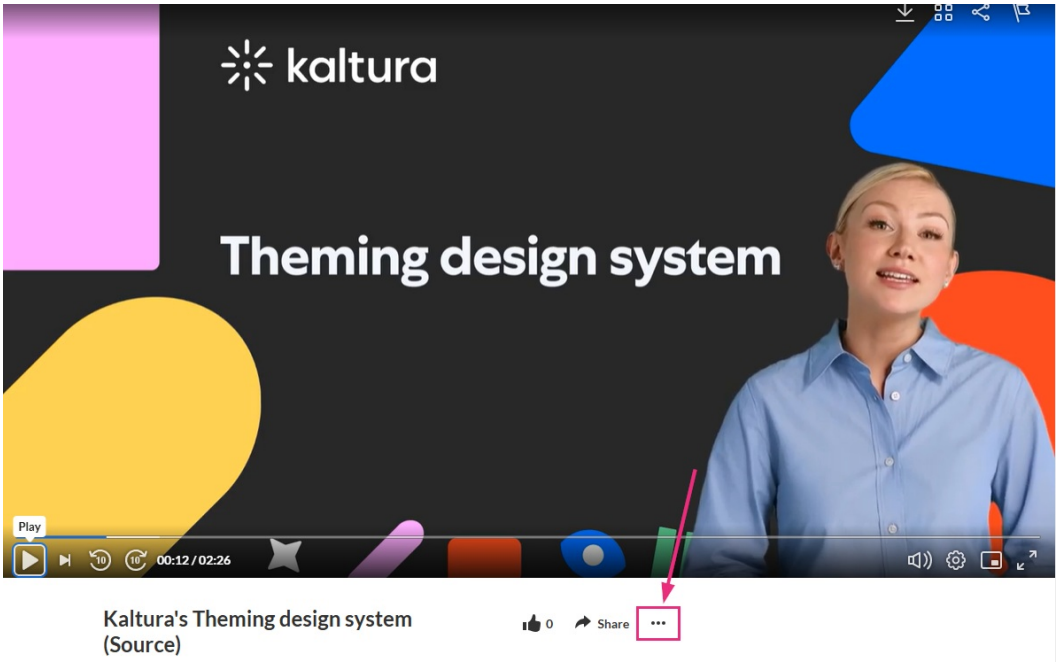



2. Click the **three dots** to the right of the desired media and select **Edit**.

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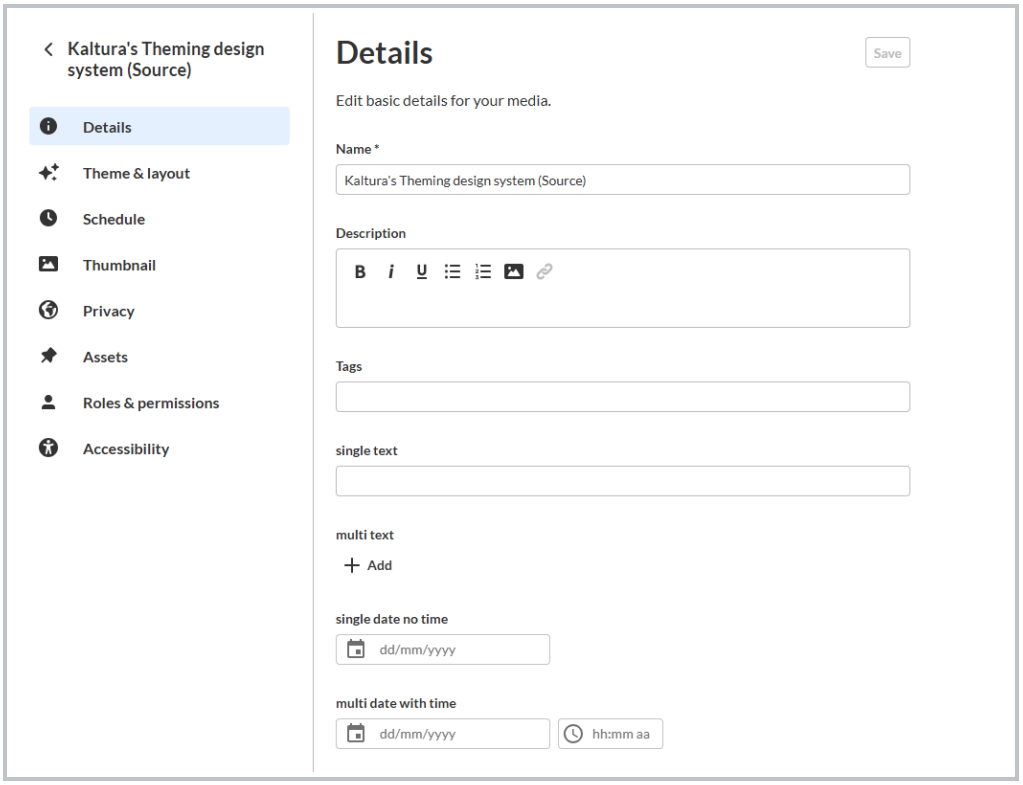



Alternatively, you can access the edit page from the **media page** by clicking the **three-dot menu** and selecting **Edit**.

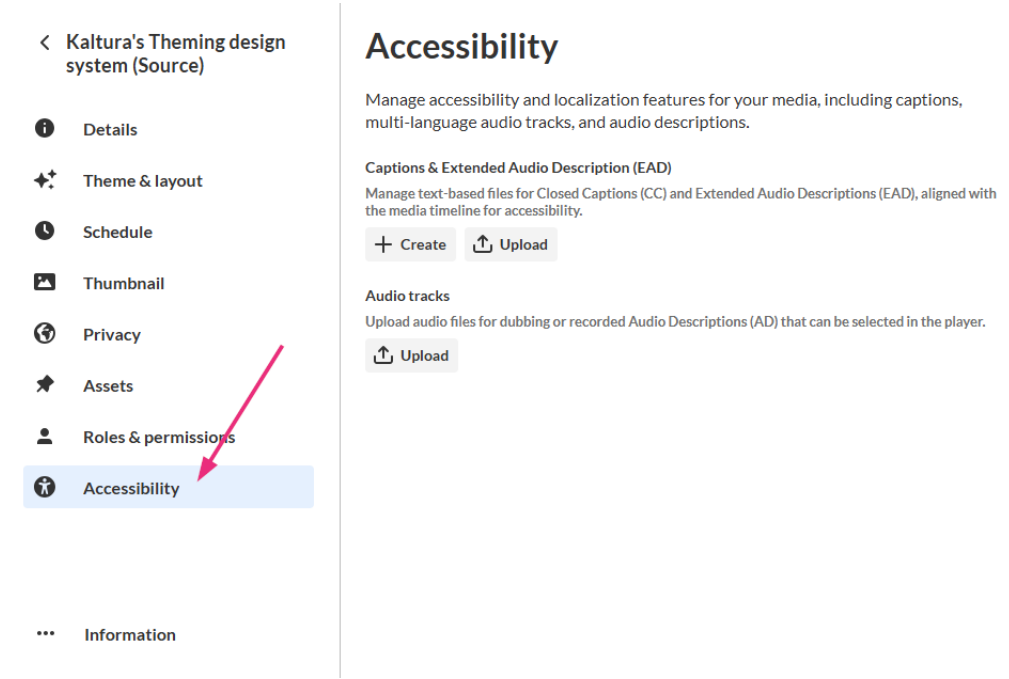



The edit media page opens on the **Details** tab by default, with a left-hand navigation.

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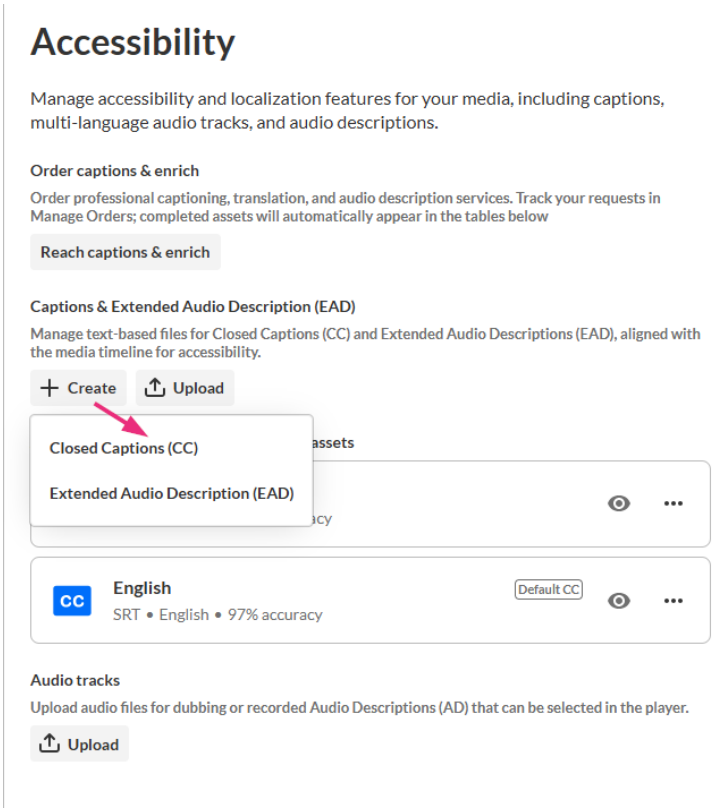

3. In the left navigation, click the **Accessibility** tab to display the 'Accessibility' page.



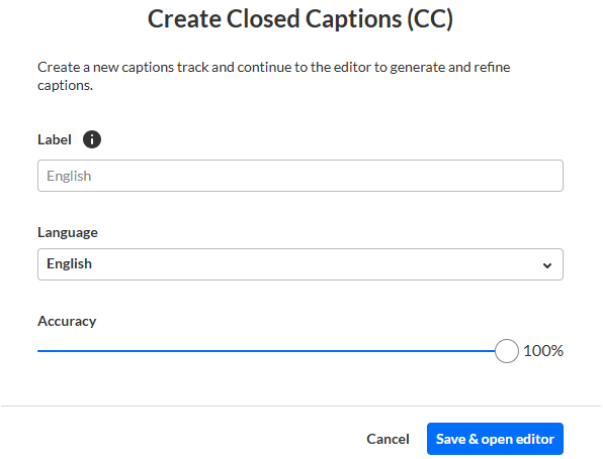

Available features depend on your site configuration. Some features are shown only if enabled for your site.

4. Click the **+Create** button then select **Closed Captions (CC)**.

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The 'Create Closed Captions' window displays.

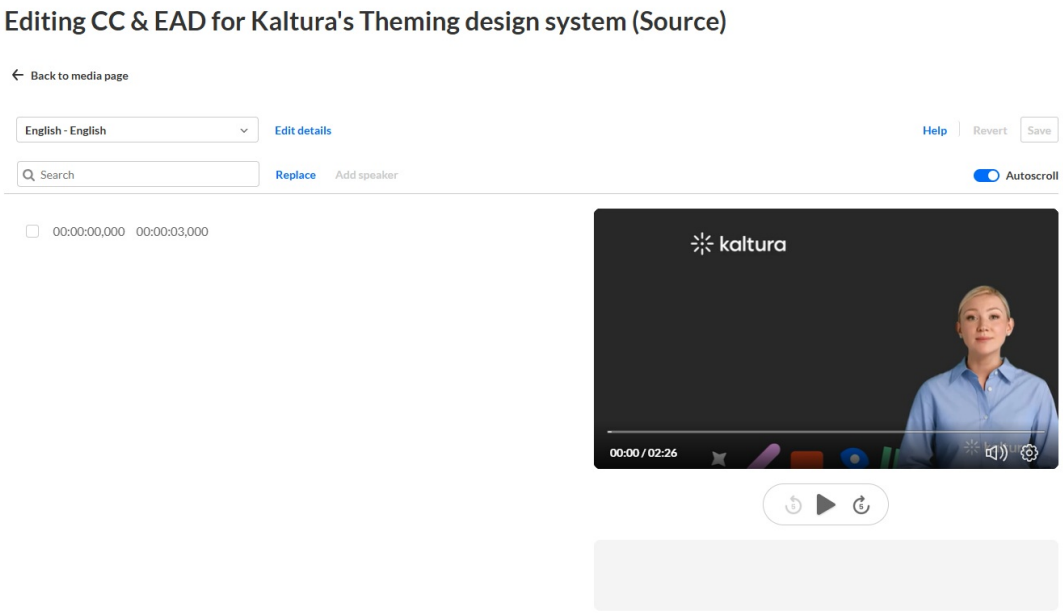



## Create captions

1. In the **Label** field, enter a name for the captions.
   This label appears in the player's captions selector.
2. Select a language from the **Language** dropdown.
3. Set the **Accuracy** using the slider.
4. Click **Save & open editor**.

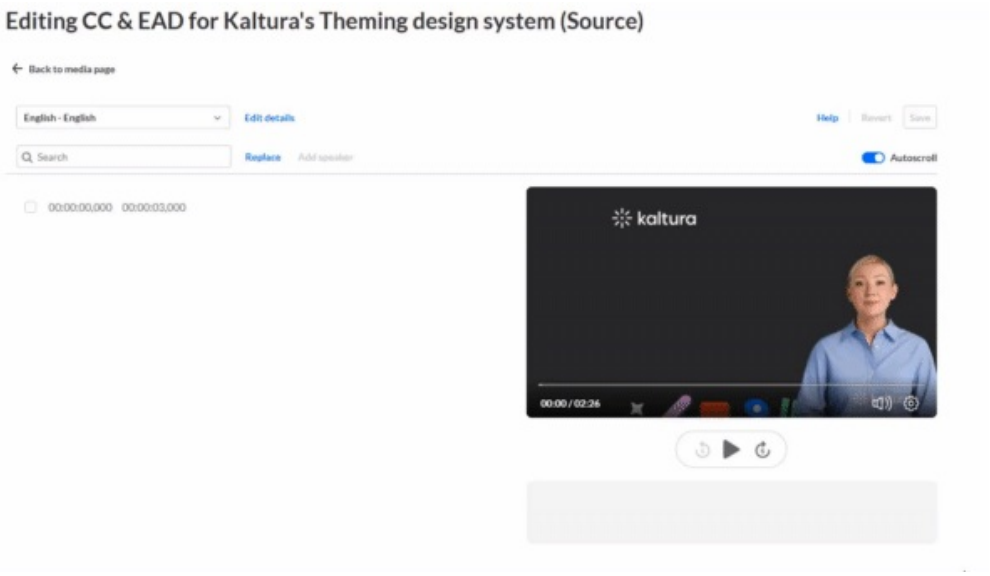
   The Closed captions editor opens.

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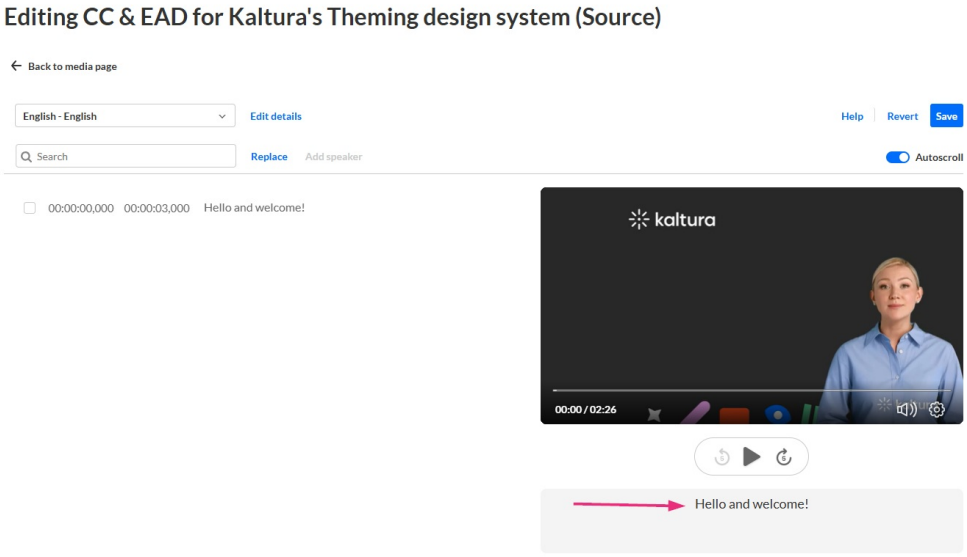

## Add caption text

1. Click in the text area next to a timestamp.
2. Type the caption text.

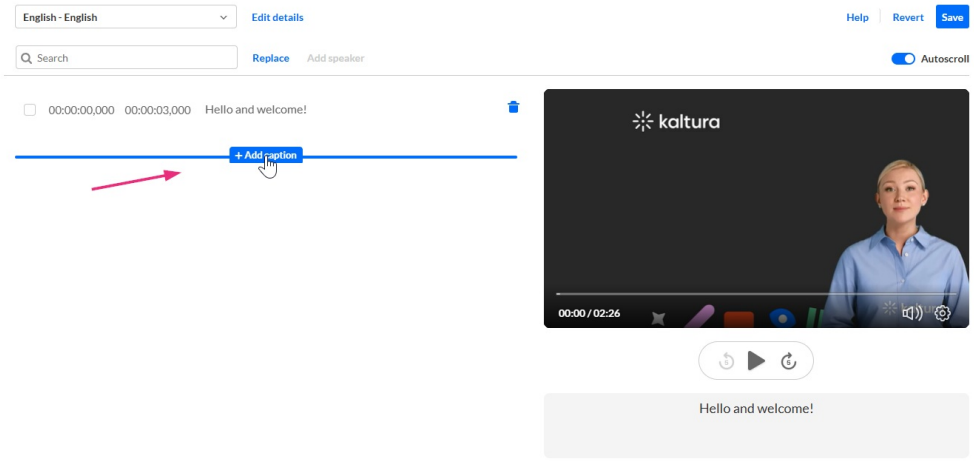



The caption appears under the video. Use the video player to play the relevant segment while typing.

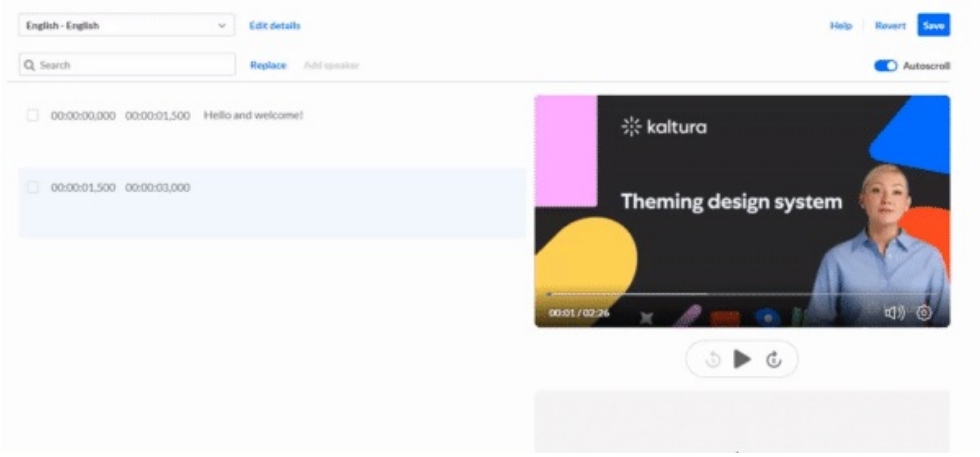
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To add another caption line, hover over an existing row and click **+ Add caption**.



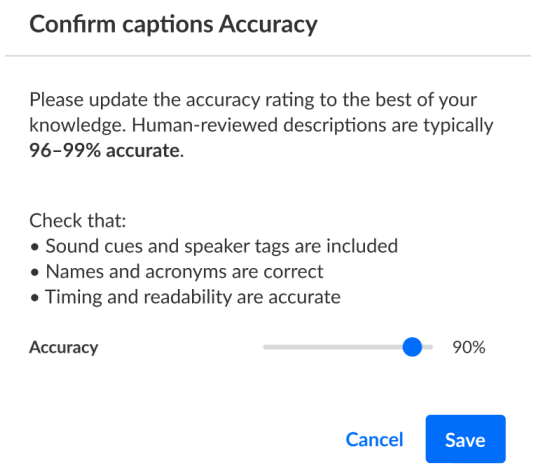

The caption line duplicates. Update the text as needed.




3. Click **Save**.

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You are asked to confirm captions accuracy.



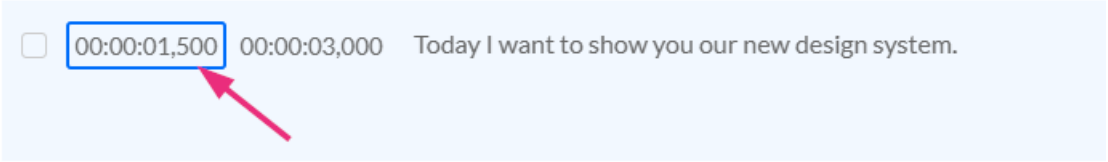

4. Move the slider accordingly, then click **Save**.

## Adjust timing

You may need to adjust caption timing to align with the video. For more information about using playback controls and timestamp editing in the captions editor, see Editor layout.

1. Click the timestamp field and enter the desired time.

   If timestamps overlap, the system highlights the issue so you can correct it.

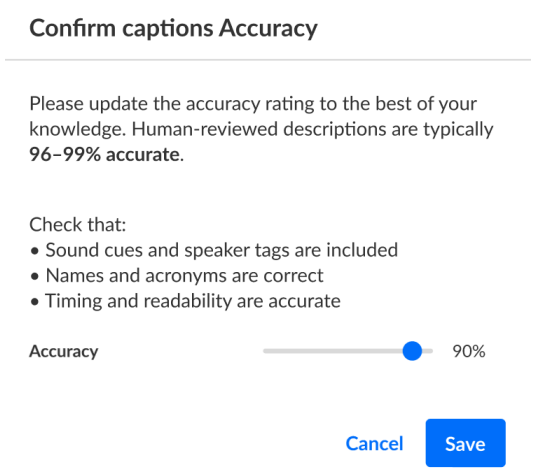
   
   

   The editor uses SMPTE time format: **hh:mm:ss,mmm** (hours, minutes, seconds, milliseconds), allowing precise timing control.

2. Click **Save**.

   You are asked to confirm captions accuracy.

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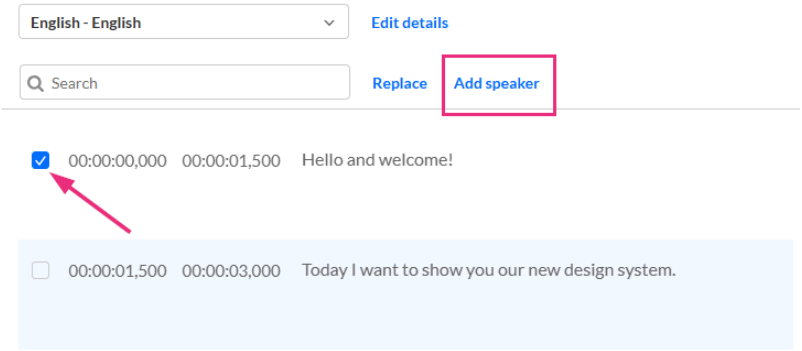



3. Move the slider accordingly, then click **Save**.

## Add speakers

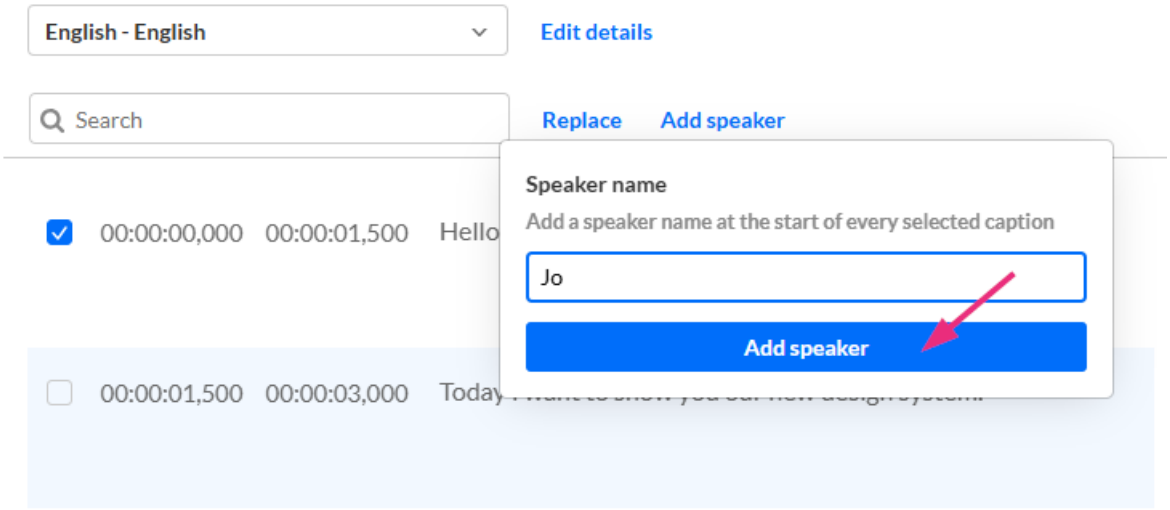
If you've got more than one speaker in the video, you can add speaker names to identify who is speaking.

1. Click the checkbox next to the relevant caption line.

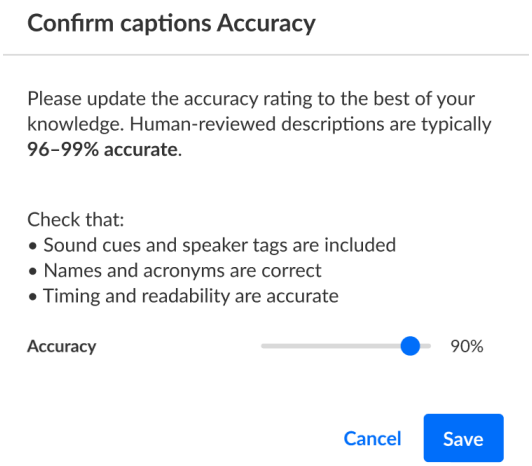



2. Click **Add Speaker** at the top.
   The 'Speaker name' window opens.
3. Type in the name and click **Add Speaker**.

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4. Click **Save**.
   You are asked to confirm captions accuracy.




5. Move the slider accordingly, then click **Save**.
   The name appears next to the caption.

   Repeat this process until all captions are added.

For information about editing captions, visit our article Use the captions editor in Content Hubs.

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