

Create captions manually in Video Portal

Last Modified on 01/09/2026 10:40 am IST

About

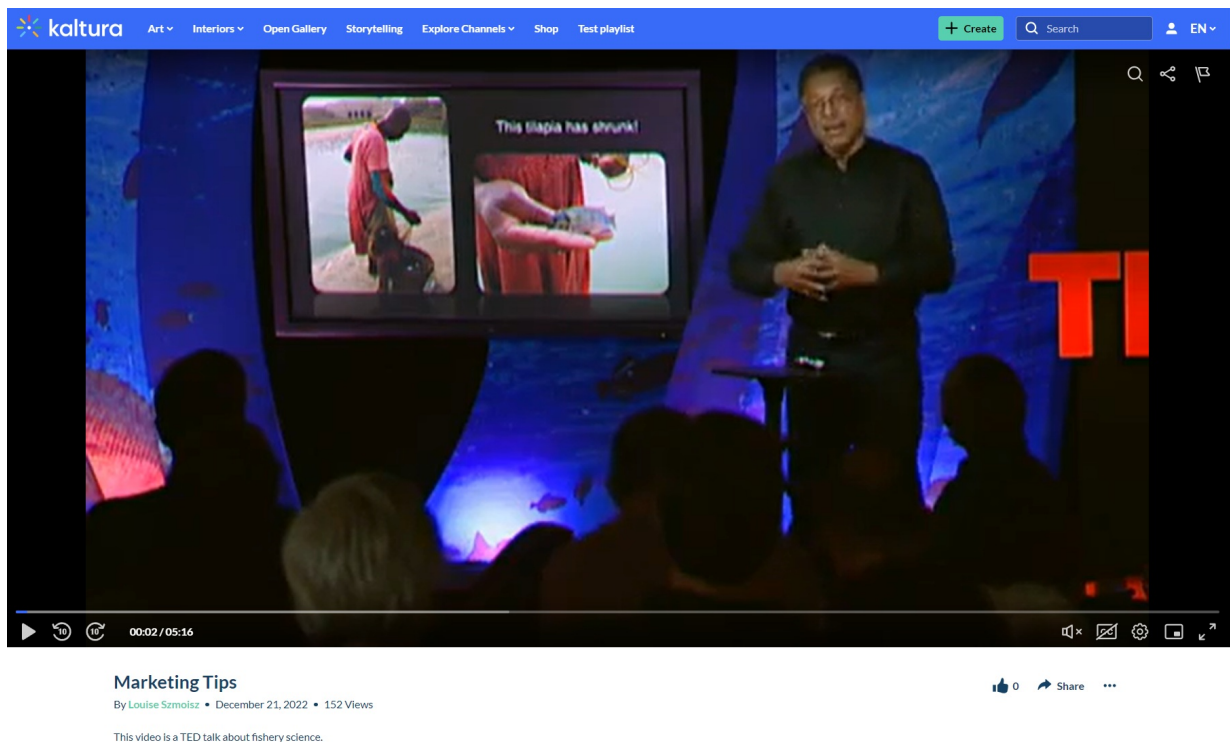
Use the captions editor to manually create captions for your media. Captions help make your content accessible and easier to follow. This article shows you how to create a new caption file and add text directly in the editor.



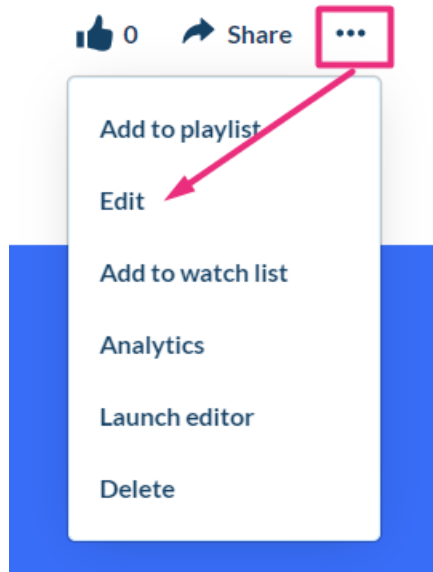
Please note you can't manually add captions to a live webcast.

Access the closed captions editor

1. Navigate to the [media](#) you want to create captions for.



2. On the [media page](#), click the **three-dot menu** and choose **Edit**.



The edit page displays.

3. Click the **Captions** tab.

Marketing Tips



Details Languages Publish Options Collaboration Thumbnails Presenters Downloads Distribution **Captions** Attachments

Registration

Name: Marketing Tips

To edit media details go to Languages tab.

4. Click **Create New Captions**.

No Captions have been added to media

Begin by uploading a caption file
(SRT, DFXP, VTT formats are supported)

[Edit Captions](#)
[Upload captions file](#)
[Create New Captions](#)

The **New Captions** window displays.

New Captions

Language Select Language

Accuracy 100


Label

(text that appears in caption selector)

[Cancel](#) [Save](#)

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**.

The Closed Captions Editor displays.


[Art](#) [Interiors](#) [Open Gallery](#) [Storytelling](#) [Explore Channels](#) [Shop](#) [Test playlist](#)

[+ Create](#)

[EN](#)

Closed Captions Editor


English - English
[Edit details](#)

[Help](#) [Revert](#) [Save](#)

[Replace](#) [Add speaker](#)

☐
00:00:00,000 00:00:03,000

[Back](#)



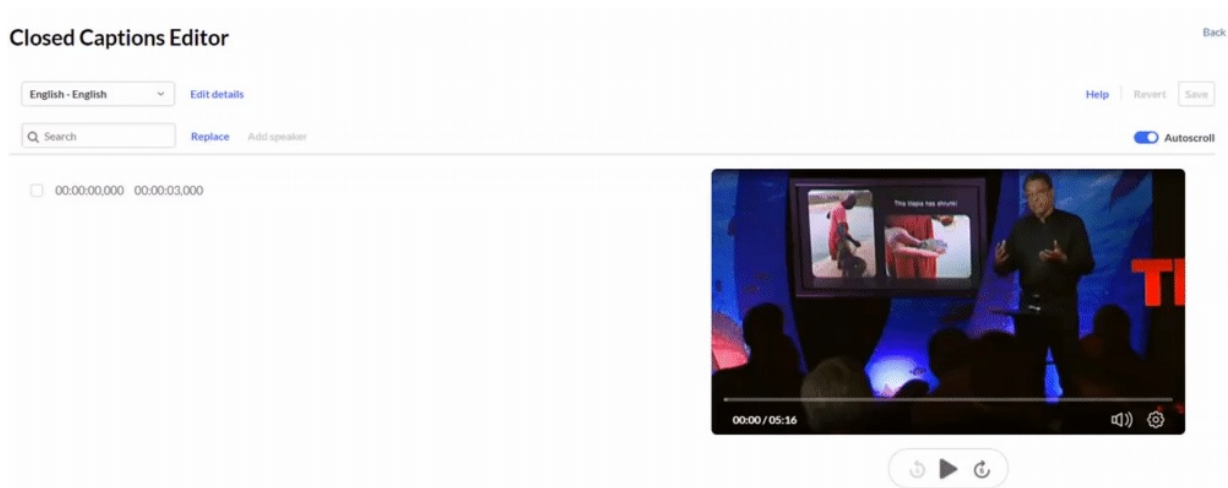
00:00 / 05:16

⏮ ⏪ ⏩ ⏭

Add text

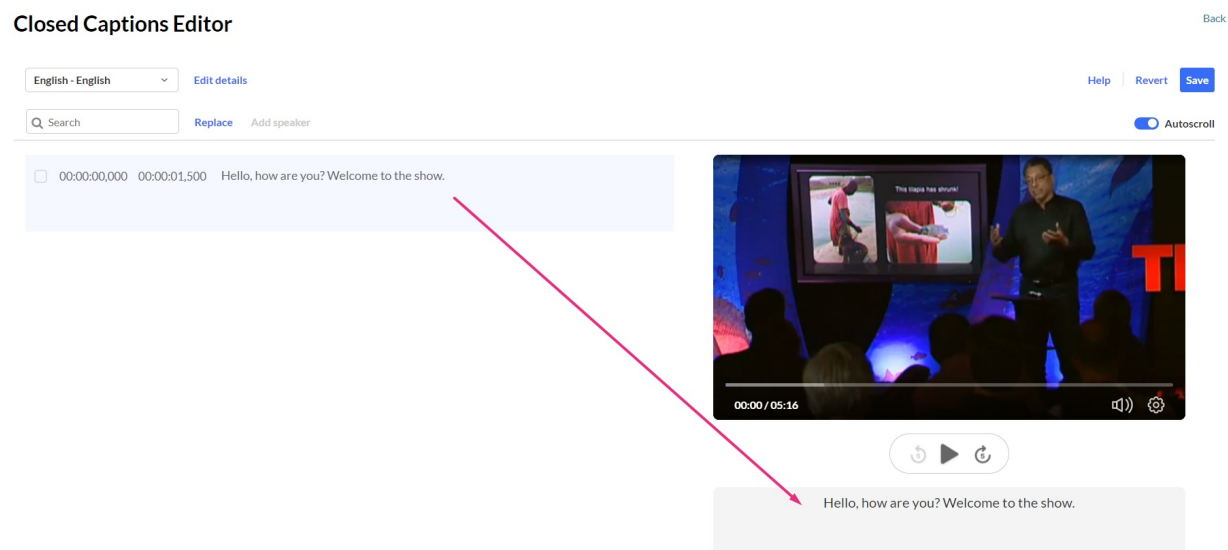
1. Click in the blank space next to the time field to activate the text panel, and start

typing the desired captions.



The new captions display under the video.

You can listen to the segment you want to add the caption line to by clicking the play button on the video.



2. To add more captions, hover over the caption row until you see **+ Add caption** and then click on it.

The caption line duplicates. You can select it and delete it, then type in new captions.

Closed Captions Editor

English - English
Edit details

Q Search
Replace
Add speaker

☐ 00:00:00,000 00:00:00,750 Hello, how are you? Welcome to the show.

3. Click **Save**.

You are asked to confirm captions accuracy.

Confirm captions Accuracy

Please update the accuracy rating to the best of your knowledge. Human-reviewed descriptions are typically **96–99% accurate**.

Check that:

- Sound cues and speaker tags are included
- Names and acronyms are correct
- Timing and readability are accurate

Accuracy

 90%

Cancel

Save

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


Adjust the time


You may need to align your captions with your recording to keep them on the screen for just the right amount of time. You can do this by adjusting them in the timeline panel.

1. To adjust the time, click on the timestamp to activate the field, then type the desired time.

i

If there is overlapping time, the system highlights the overlapping time.

☐ 00:00:00,375 00:00:00,750 In this show, I'm going to talk to you about 



[+ Add caption](#)



The captions editor uses the **SMPTE time format**: hours, minutes, seconds, and milliseconds (hh:mm:ss,mmm). This format helps you set precise start and end points for each caption.

2. Click **Save**.


You are asked to confirm captions accuracy.

Confirm captions Accuracy

Please update the accuracy rating to the best of your knowledge. Human-reviewed descriptions are typically **96–99% accurate**.

Check that:

- Sound cues and speaker tags are included
- Names and acronyms are correct
- Timing and readability are accurate

Accuracy  90%

[Cancel](#)

[Save](#)

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

Add speakers

If you've got more than one speaker in the video, it's a good idea to add the speakers' names to differentiate between who is talking.

1. Click the checkbox on the desired line.

[Replace](#)
[Add speaker](#)

☒
00:00:00,000 00:00:00,375 Hello, how are you? Welcome to the show.

☐
00:00:00,375 00:00:00,750 In this show, I'm going to talk to you about

[+ Add caption](#)

2. Click **Add Speaker**.

A new window displays.

3. Type in the desired name.

4. Click **Add Speaker**.


Closed Captions Editor

English - English
Edit details

[Replace](#)
[Add speaker](#)

☒
00:00:00,000 00:00:00,375 Hello, how are you? Welcome to the show.

☐
00:00:00,375 00:00:00,750 In this show, I'm going to talk to you about



Hello, how are you? Welcome to the show.

5. Click **Save**.

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- Timing and readability are accurate

Accuracy 90%

[Cancel](#)
[Save](#)

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

The name appears next to the caption.

Repeat this process till you've transcribed and added captions to your whole video.



For information about editing captions, visit our article [Edit captions in Video Portal](#).