

Create captions manually in Video Portal

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

About

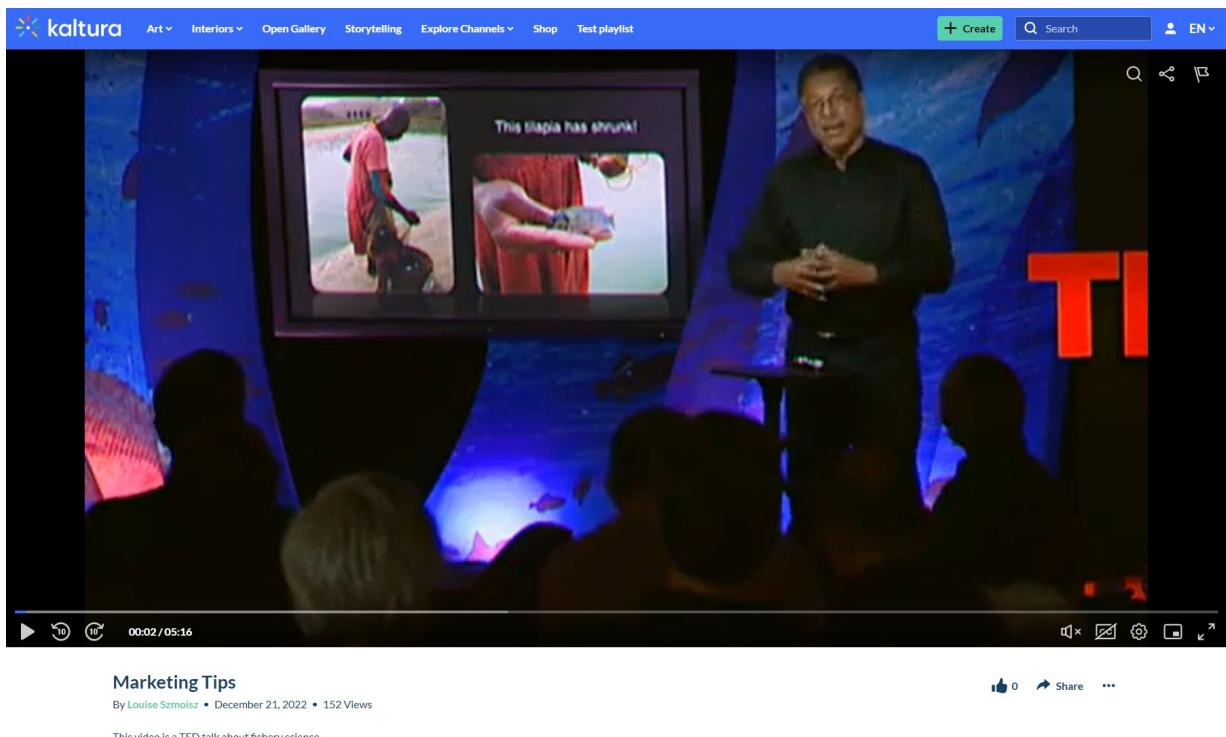
Use the captions editor to manually create captions for your media. Captions help make your content accessible and easier to follow. This article shows you how to create a new caption file and add text directly in the editor.



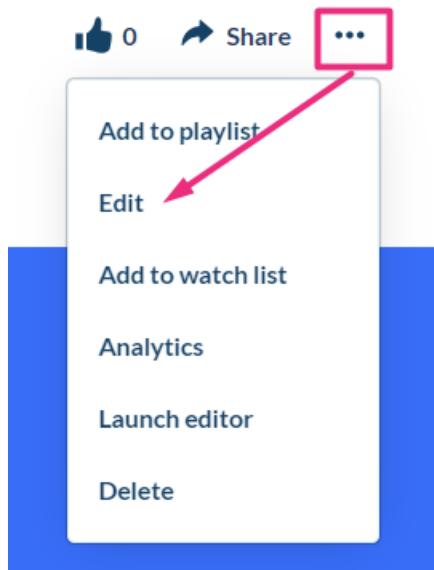
Please note you can't manually add captions to a [live webcast](#).

Access the closed captions editor

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



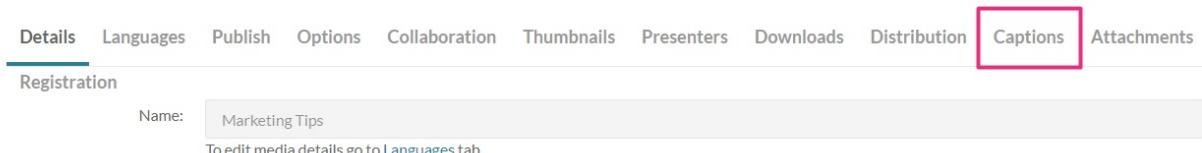
2. On the [media page](#), click the **three-dot menu** and choose **Edit**.



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

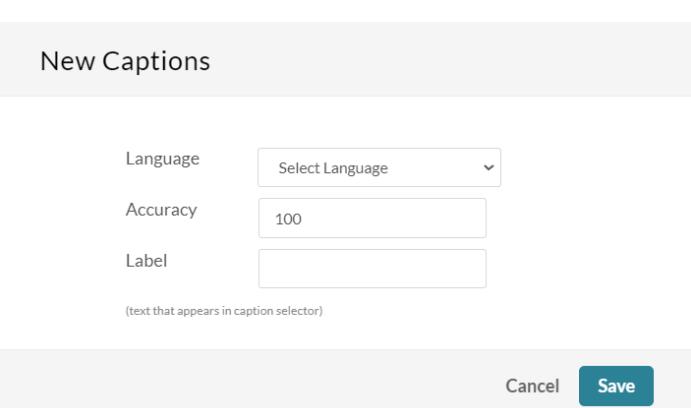
To edit media details go to [Languages tab](#).

4. Click **Create New Captions**.

No Captions have been added to media

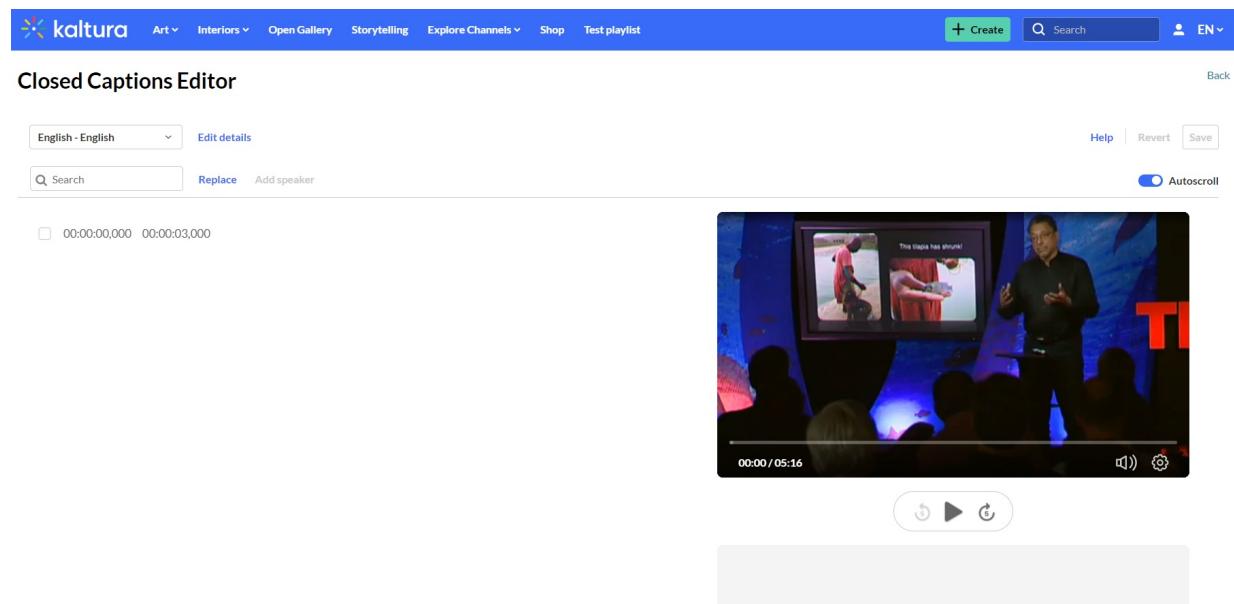
Begin by uploading a caption file
(SRT, DFXP, VTT formats are supported)

The **New Captions** window displays.



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.

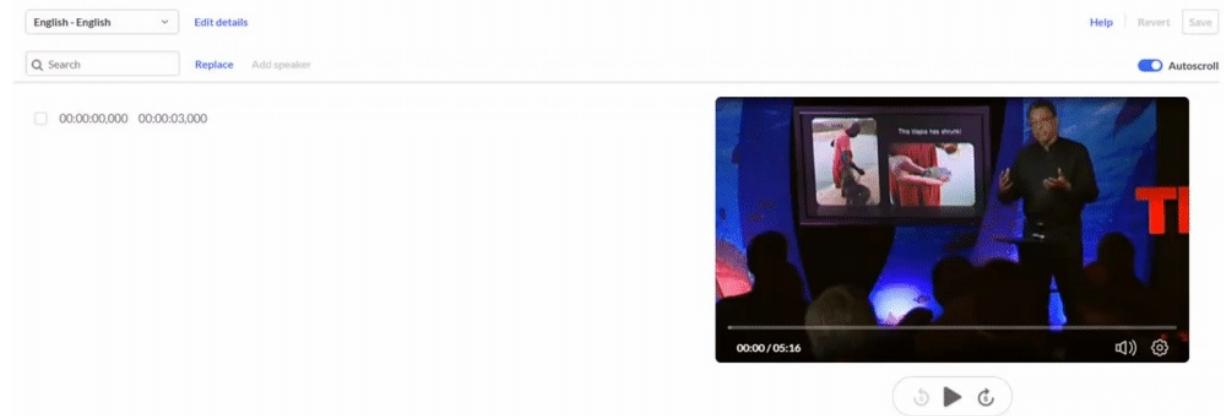


Add text

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

typing the desired captions.

Closed Captions Editor

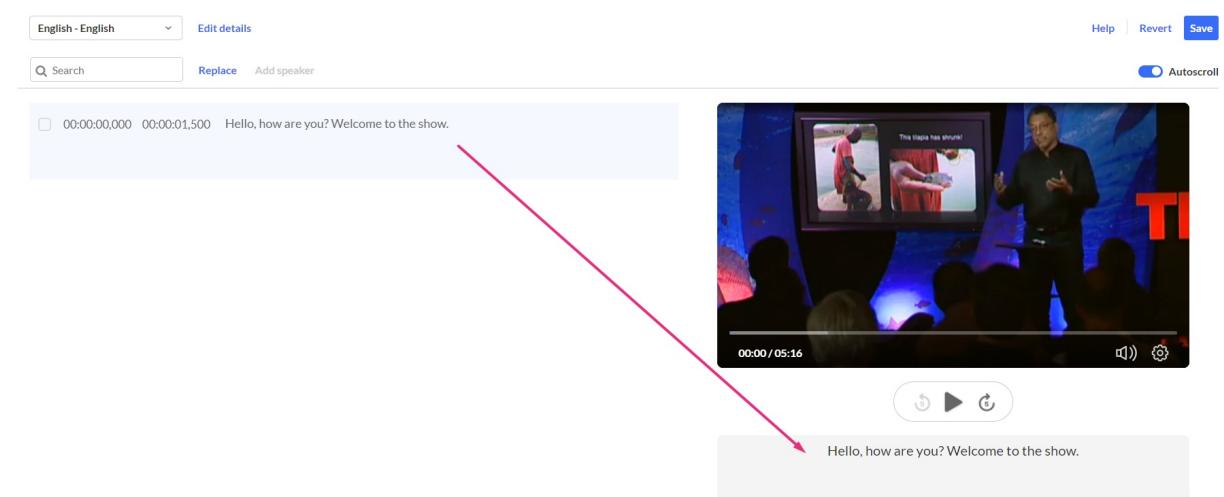


The screenshot shows the Kaltura Closed Captions Editor interface. At the top, there are language dropdowns (English - English), an 'Edit details' button, and a 'Back' button. Below that is a search bar, a 'Replace' button, and an 'Add speaker' button. On the right, there are 'Help', 'Revert', and 'Save' buttons, and an 'Autoscroll' toggle switch. The main area features a video player with a play button and a progress bar showing 00:00 / 05:16. A small video thumbnail in the top right corner shows a person speaking. Below the video player is a text input field containing the caption 'The sapia has shown!'. The entire interface is set against a dark background.

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.

Closed Captions Editor



The screenshot shows the Kaltura Closed Captions Editor interface. At the top, there are language dropdowns (English - English), an 'Edit details' button, and a 'Back' button. Below that is a search bar, a 'Replace' button, and an 'Add speaker' button. On the right, there are 'Help', 'Revert', and 'Save' buttons, and an 'Autoscroll' toggle switch. The main area features a video player with a play button and a progress bar showing 00:00 / 05:16. A small video thumbnail in the top right corner shows a person speaking. Below the video player is a text input field containing the caption 'Hello, how are you? Welcome to the show.'. A red arrow points from the caption text in the input field down to the corresponding text displayed in the video player's subtitle area.

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

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%

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

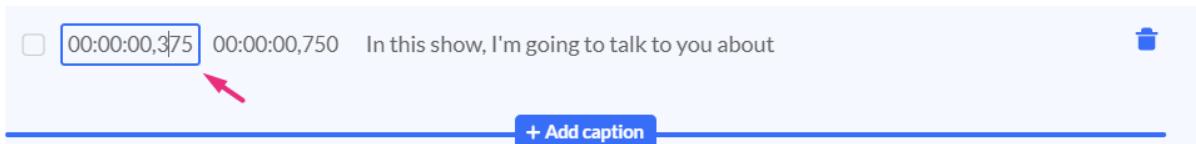
Adjust the time

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.



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



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.

Search

[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

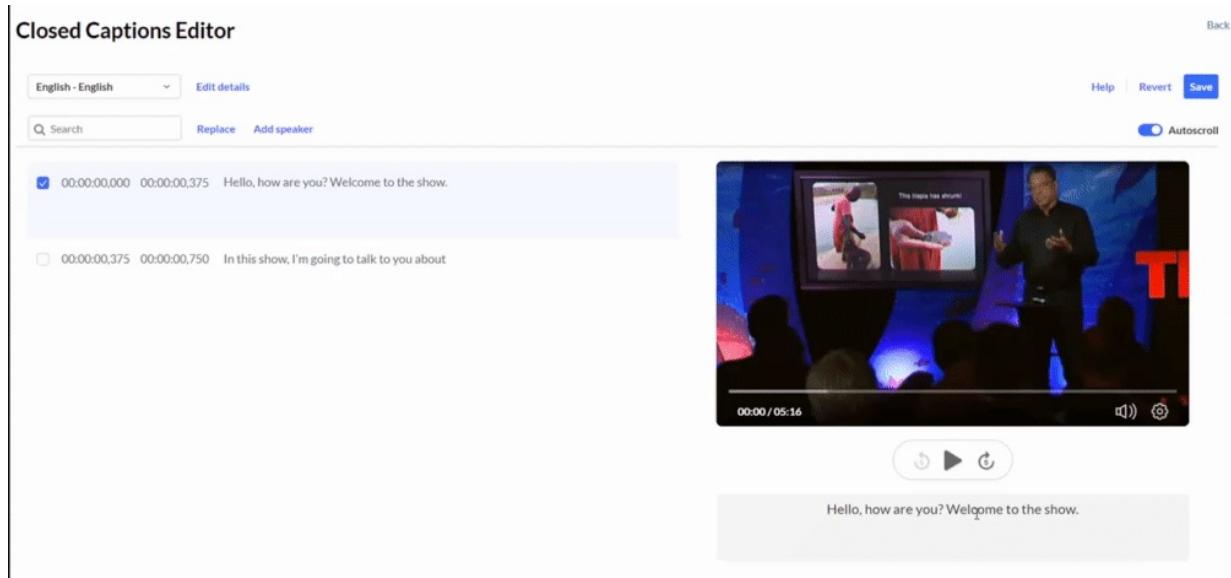
[+ Add caption](#)

2. Click **Add Speaker**.

A new window displays.

3. Type in the desired name.

4. Click **Add Speaker**.



5. 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](#)



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](#).