Order alignment in Rich Media CMS

Last Modified on 05/06/2026 8:40 pm IDT

> 🔒 **This article is designated for administrators.**

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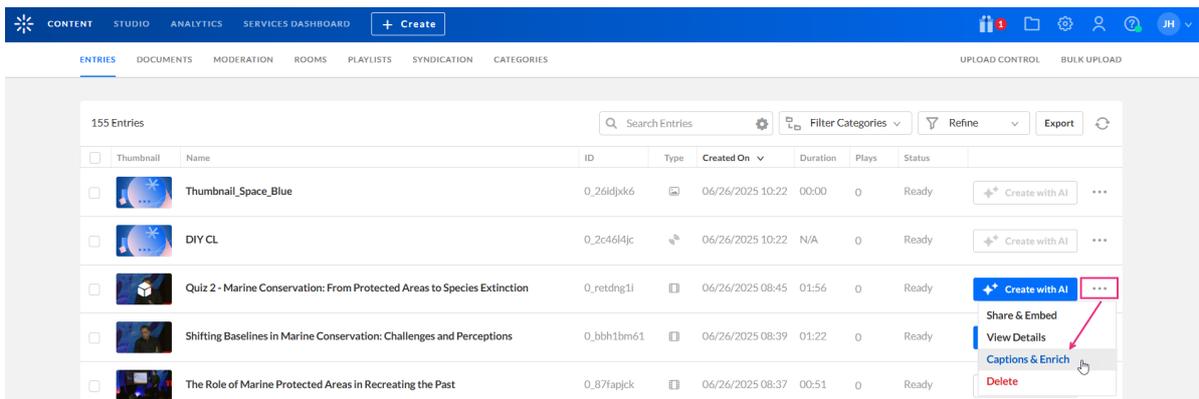
Upload a transcript as a .txt file, and the system matches the text to the timing of the spoken words in the video. When the speaker closely follows the script, the result is highly accurate captions.

> ✅ For a list of common terms related to creating caption and enrichment requests in Kaltura, see our article REACH terminology.

Access the captions & enrich page

1. Log into your Rich Media CMS.
   The **Entries** page displays.
2. Locate the desired media and click the **three dots menu** to the right, then select **Captions & Enrich**.

The **Captions & Enrich** page displays.

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.*

![Kaltura logo]

Order Captions & Enrichment Services

File Name	Title	Uploaded At
○ 477769852 - 1_5nwhkezi - PID 4834032.txt		Nov 7, 2024

2. Click **Upload txt** to upload a new file.

File Name	Title	Uploaded At
○ 477769852 - 1_5nwhkezi - PID 4834032.txt		Nov 7, 2024

The 'Upload Attachment' window displays.

Upload Attachment

+ Select File

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)

Cancel   Save

3. Complete the **Title** and **Description** fields.
4. Click **+Select File.**
5. Select a file from your computer.

   The upload process begins.

   Once your request is generated, a success message displays: *Upload complete!*

Upload Attachment

344605872 - 1_wmyp9t41 - PID 976461.txt

47.0 KB / 47.0 KB

Upload Complete!   ×

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

Spanish

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

Cancel   **Save**

6. Click **Save.**

   The main screen displays.

7. Click **Submit**.

Order Captions & Enrichment Services

Service: Source Media Language:

Machine   ▼   English   ▼

Feature:

Alignment   ▼

Choose txt file*   Upload txt

File Name	Title	Uploaded At
⦿ 415004022 - 1_ha24pagw - PID 4834032.txt		Mar 5, 2024
○ 344605872 - 1_wmyp9t41 - PID 976461.txt	Spanish	Mar 5, 2024

Submit

The system will align the text with the video and will provide a caption file (SRT/DFXP).