# Order alignment in Rich Media CMS

Last Modified on 08/07/2026 5:46 pm IDT

**This article is designated for administrators.**

## About

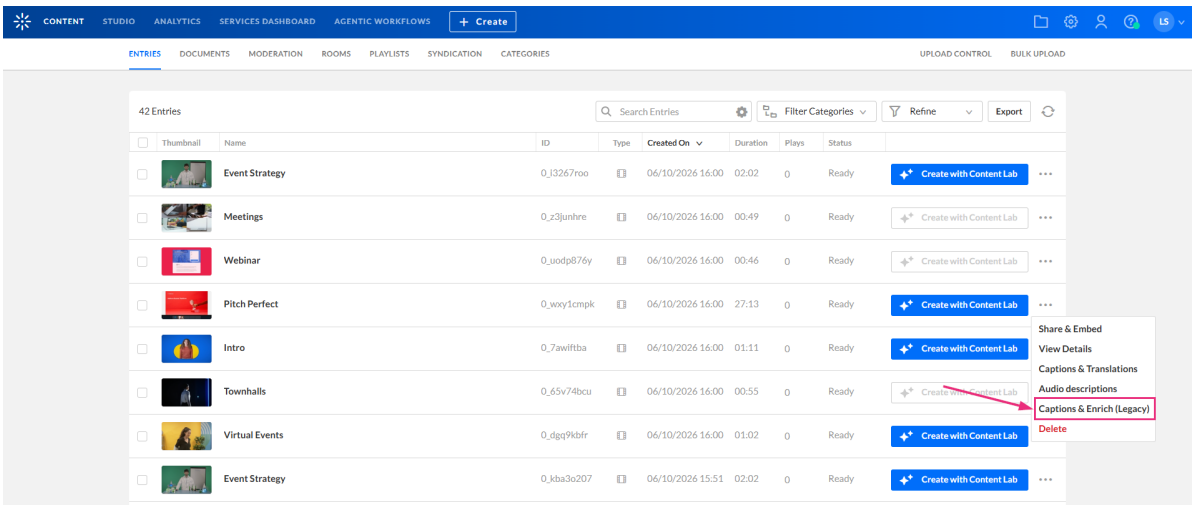
The **alignment** service (ordering captions based on a transcript file) synchronizes a provided transcript (.txt) with the audio or video content. This is useful for scripted videos, such as training content, where the speaker reads from prepared text.

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.

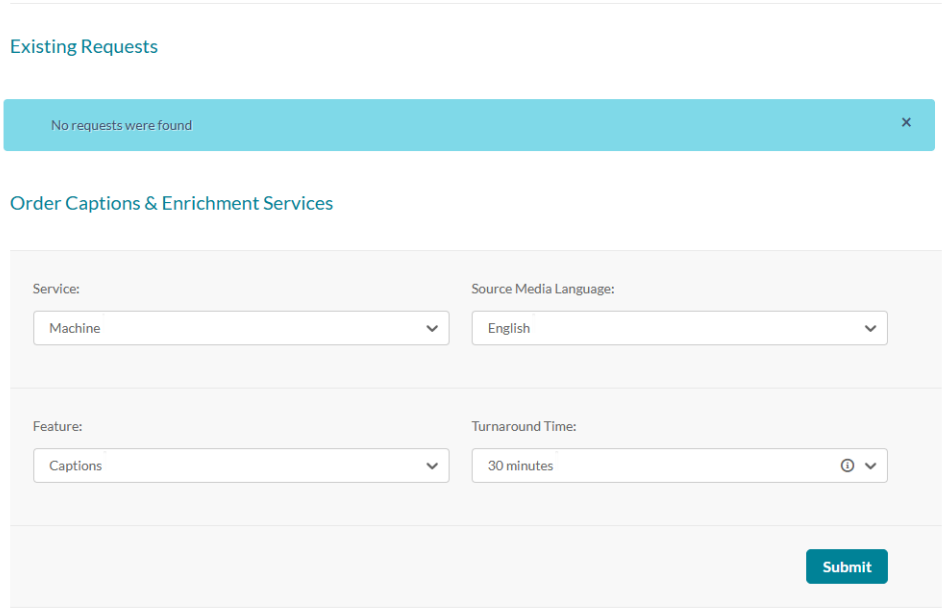
## Access the legacy REACH ordering screen

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



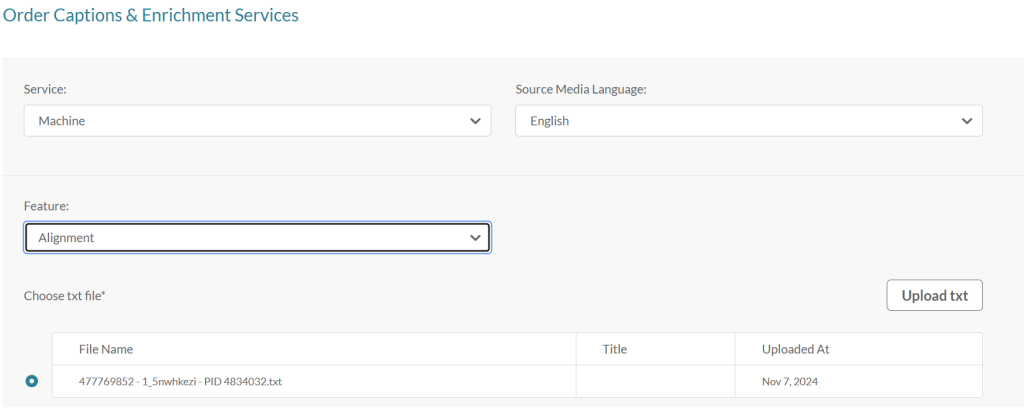

The **Captions & Enrich** page displays.

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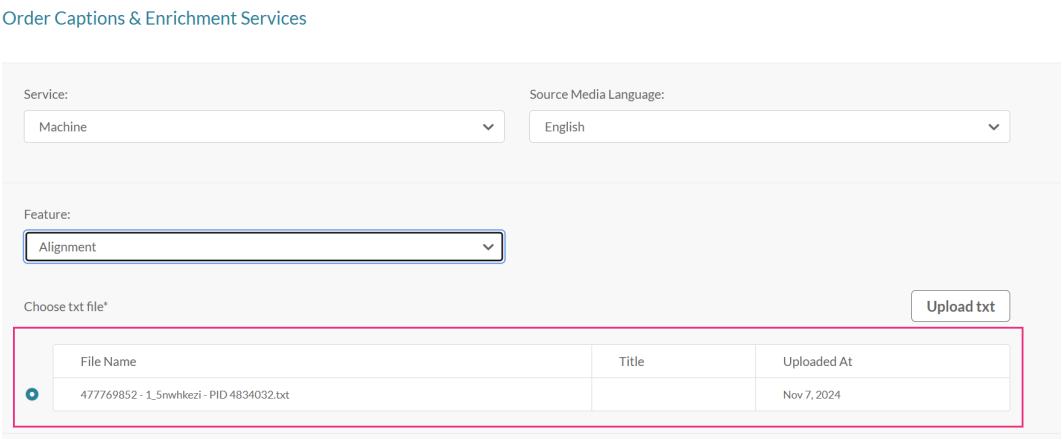

## Order alignment

1. Complete the fields as follows:
    - **Service** - Select **Machine**.
    - **Source Media Language** - Select the language from the drop-down menu.
    - **Feature** - Select **Alignment**.

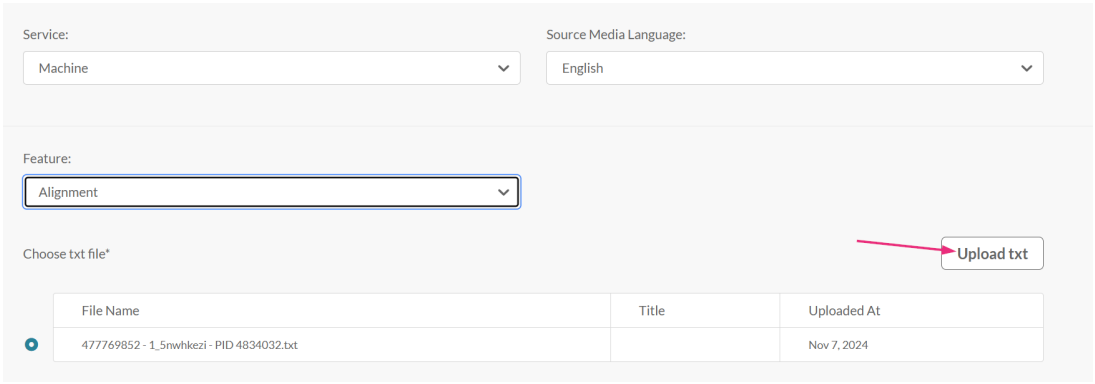



A list of `.txt` files displays. The first file is automatically chosen. If there are no `.txt` files, a message displays: *No files were found.*

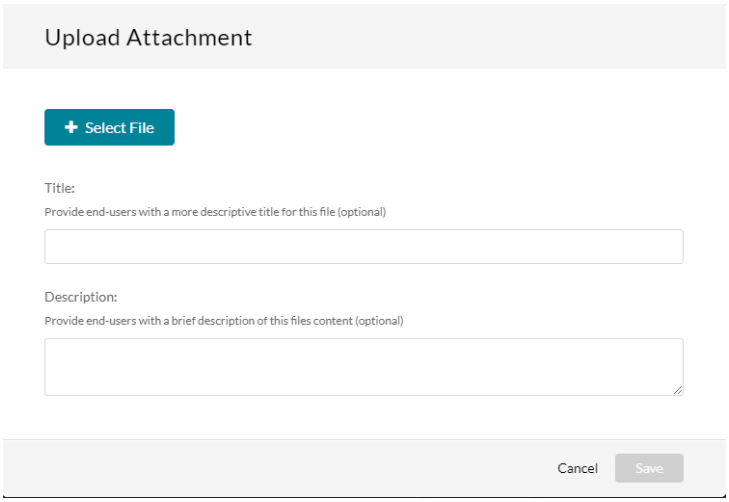
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2. Click **Upload txt** to upload a new file.




The 'Upload Attachment' window displays.

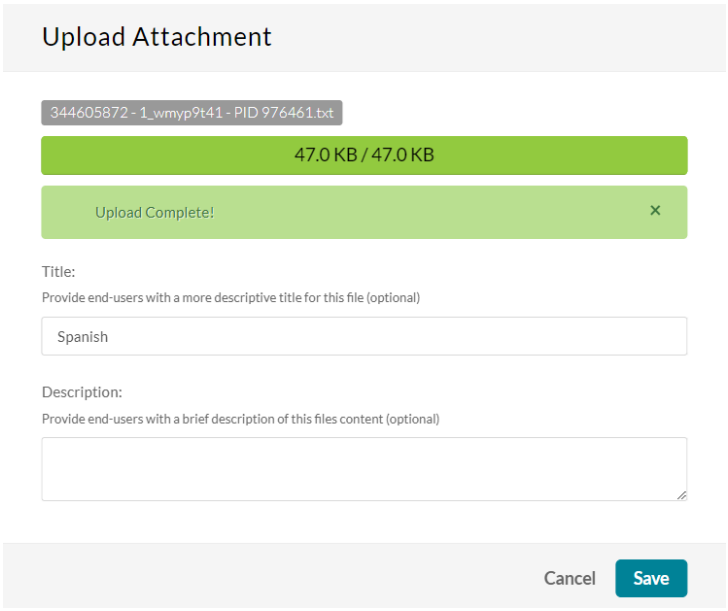



3. Complete the **Title** and **Description** fields.
4. Click **+Select File.**
5. Select a file from your computer.

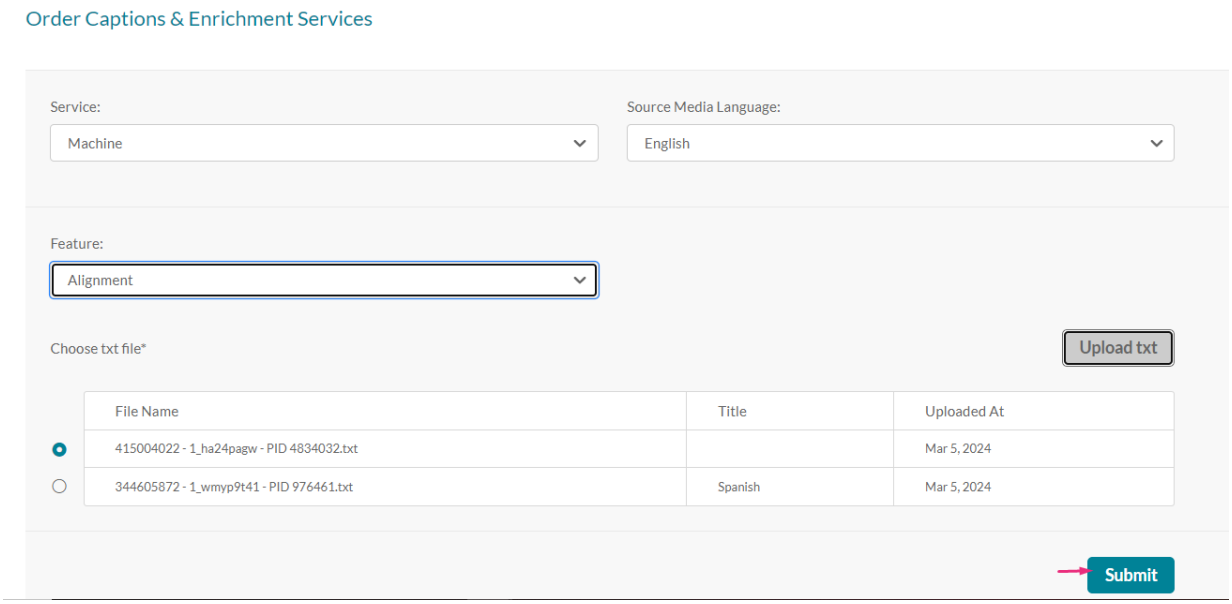
   The upload process begins.

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

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6. Click **Save.**
   The main screen displays.
7. Click **Submit**.




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

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