

# Upload and manage captions in Canvas

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A This article is designated for faculty members.

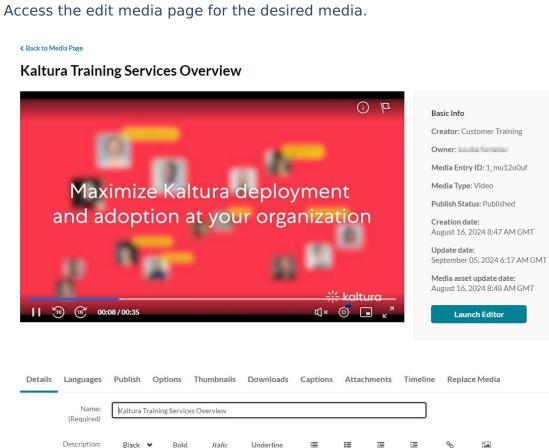
## About

You can upload caption files for any media you own or have editing privileges for. Supported file types include SRT, DFXP, and VTT. You can also add multiple caption files to an entry, such as subtitles in different languages, and label each one accordingly.

For media without captions, check out our article Order captions to learn how to generate them.

## Access the captions tab

1. Access the edit media page for the desired media.



2. On the Edit media page, click the Captions tab.



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Details	Languages	Publish	Options	Thumbnails	Downloads	Captions	Attachn	nents	Timeline	Repl	lace Media	
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The captions tab displays.

## Upload a captions file

1. Click Upload captions file

							1		
Details	Languages	Publish	Options	Thumbnails	Downloads	Captions	Attachments	Timeline	Replace Media
			No Cap	tions have be	en added to m	edia			Upload captions file
				uploading a captic P, VTT formats au					

## The **Upload a captions file** window displays.

Upload a captic	ons file			
	Select a file:	Browse		
	Language Label	Select Language	Ŧ	
	(text that appears in c	aption selector)		
				Cancel Save

2. Click Browse.



Upload	Upload a captions file						
	Select a file:	Browse	-				
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	Accuracy	100%	~				
	Label						
	(text that appears in cap	tion selector)					
				Cancel	Save		

3. Select the desired SRT, DFXP, or VTT caption file from your computer and click Open.

File name: English.srt	~	Custom Files	~
	_	Open	Cancel

A success message displays: Upload completed!

- 4. From the Language drop-down menu, select the desired language
- 5. In the **Label** field, type a label to display in the caption selector. (The caption selector displays caption options in the media player.)
- 6. Click **Save** to upload the file.

Upload	a captions f	ile		
		Upload Complete	ed!	
	Language	English (American)	~	
	Accuracy	100%	~	
	Label	English		
	(text that appears in capt	ion selector)		
				Cancel Save

The file is added to a table under the Captions tab.



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Details Languages	Publish Options T	humbnails Downloads	Captions Attachments	Timeline Replace Media
				Upload captions f
Language	Label	File type	Accuracy	Actions
	English	SRT	100%	🖋 🗴 🛓 🔛 Set as default

To upload another file, click **Upload captions file** again and repeat the steps above.

## Set a default captions file

# If users upload their own caption files while others use REACH captioning, REACH captions are usually set as the <u>default</u>. Users who upload their own captions simply need to select the "Set as default" option after uploading.

To the far right of the desired caption file, click Set as default in the **Actions** column.

					Upload captions file
Language	Label	File type	Accuracy	Actions	
English (American)	English	SRT	100%	🥢 🗙 🛓 🔛	Set as default

#### Once set as the default, a small 'Default' label appears in the Language column.

				Upload captions file
Language	Label	File type	Accuracy	Actions
English (American)	English	SRT	100%	1 × 2 1

## Delete a captions file

1. To the far right of the desired caption file, click the **X** in the **Actions** column.

			Edit Captions	Upload cap	tions file	Create New Captions
Language	Label	File type	Accuracy	Actions		
Basque	English captions	SRT	100%	v /	×.	* D

A confirmation message displays: Are you sure you want to delete this caption file?

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2. Click **Delete** to remove the caption file.

## Download a captions file

To the far right of the desired caption file, click the **download icon** in the **Actions** column.

				Upload captions	file
Language	Label	File type	Accuracy	Actions	
English (American)	English	SRT	100%	1 × 2 🖸	

The caption file downloads.

i Kaltura captions only outputs SRT or DFXP format, not VTT. However, if you manually upload a VTT, then that becomes downloadable for others.

## Edit a captions file

1. To the far right of the desired caption file, click the **pencil icon** in the **Actions** column.

				Upload captions file
Language	Label	File type	Accuracy	Actions
English (American)	English	SRT	100%	✓ × ± □

#### The Edit captions window displays.

Edit cap	tions				
	Language	English (American)	~		
	Accuracy Label	100% English	•		
	(text that appears in capt				
				Cancel	Save

2. Edit the captions file as desired and click **Save**.

## Don't show on player

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To the far right of the desired caption file, click the **player icon** in the **Actions** column. Once activated, the captions file won't be accessible through the CC button on the player.

					Upload captions file
Language	Label	File type	Accuracy	Actions	
English (American)	English	SRT	100%	1 × ± 🗉	