

## Order captions - Theming

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 This article is designated for all users.

### About

Captions provide a text version of the spoken dialogue in a video. They are in the same language as the video and are designed to make content accessible to individuals who are deaf or hard of hearing or for those who prefer watching without sound.

This article explains how to order captions and view caption requests via Kaltura's **Video Portal**.



Please note that **captions** are not the same as **translations**. Translating dialogue into another language requires a separate process. To learn more, see our article [Order Translations](#).



These instructions are for Theming users. If you don't have [Theming](#) enabled on your account, please see our article [Order captions](#).

### Captioning options

Kaltura provides two options for captioning:

**Professional:** This service uses human transcribers to provide full-service captioning with 99% accuracy, meeting Closed Captions laws and media standards. Ideal for public-facing content like marketing, learning, and training videos.

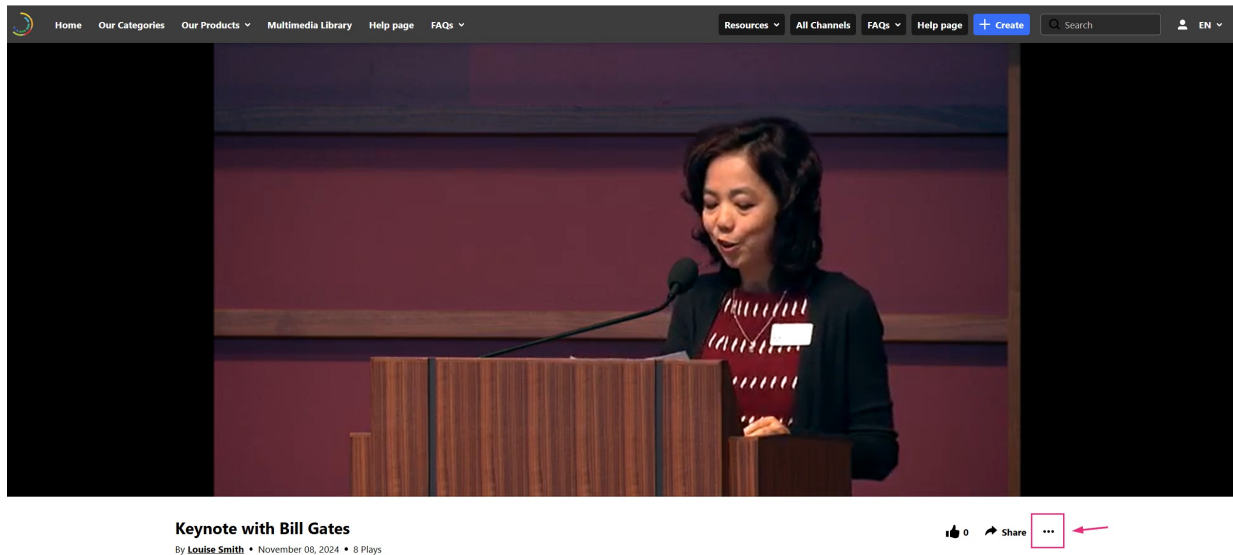
**Machine:** Also known as ASR, this service achieves an average accuracy of 85%. It enables searchable video content, transcript editing, and resubmission for alignment. The engine improves over time and supports custom vocabularies for enhanced accuracy, along with dictionary use. Check out our article [Reach profiles and services](#) for more information.



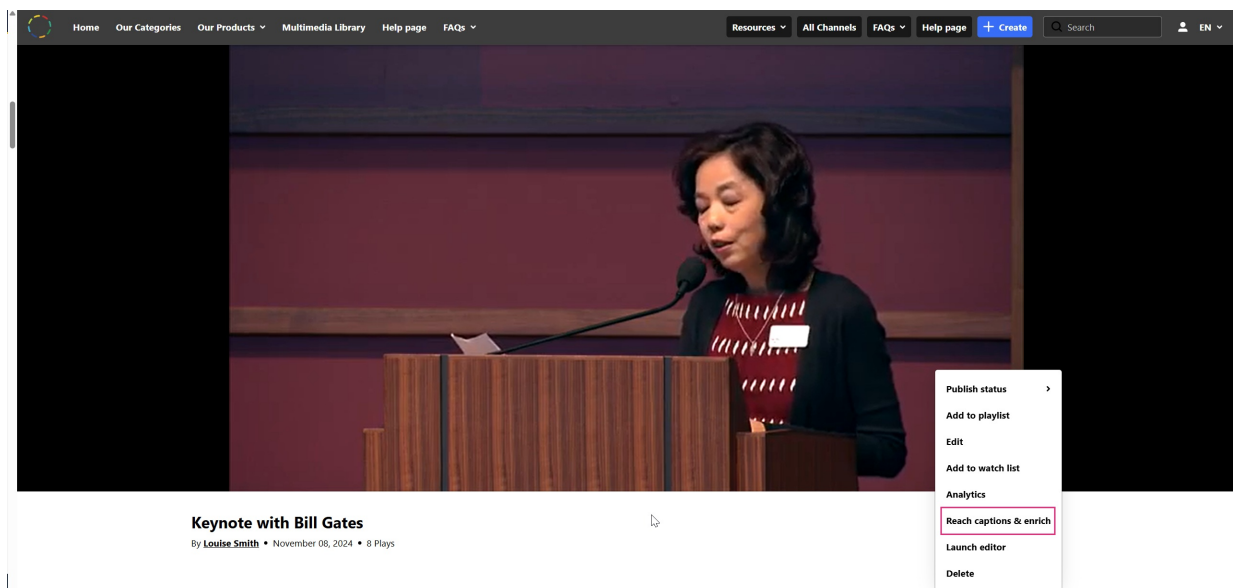
Want captions to be ordered automatically? Check out our article [Create automated REACH rules for channels and galleries](#).

## Access the Captions & enrich service

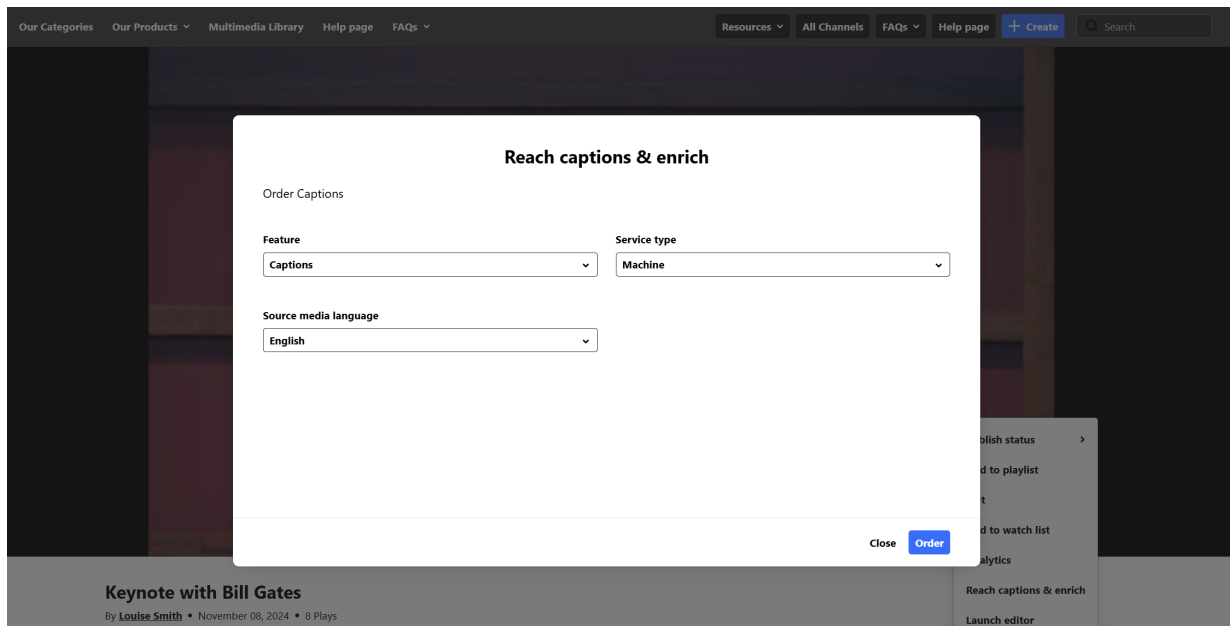
1. Open the desired video's [media page](#) and click the **three-dot menu** below the video.



2. From the menu options, select **Reach captions & enrich**.



The **Reach captions & enrich** window displays.



## Machine captioning

### 1. Complete the following fields:

- **Feature** - Select 'Captions'.
- **Source Media Language** - Select the source language of the video from the drop-down menu. The available options depend on your REACH plan. (If available on your plan, you may also see an **Auto-detect** option. This uses AI to automatically identify the video's spoken language and generate captions.)



- Please note that captions must be ordered in the **same language as the video's source language**. For example, if the video is in English, you can only order English captions.
- Captions are not the same as translations. For details on ordering translations, see our article [Order translations](#).

- **Service type** - Select 'Machine'.

### 2. Click **Order** at the bottom right.

A confirmation message displays.

### 3. Click **Close** at the bottom right to exit.

## Professional captioning

### 1. Complete the following fields:

- **Feature** - Select 'Captions'.
- **Source Media Language** - Select the source media language (the language of the video) from the drop down menu. The options in the drop-down menu are

dependent on your REACH plan.



Please note that captions must be ordered in the **same language as the video's source language**. For example, if the video is in English, you can only order English captions. Captions are not the same as translations. For details on ordering translations, see our article [Order translations](#).

- **Service type** - Select 'Professional'.

Additional fields display.

### Reach captions & enrich

Order Captions

Feature

Captions

Service type

Professional

Source media language

English

Turnaround time

48 hours

Instructions & notes

Close

Order

- **Turnaround time** - Select the turnaround time from the drop-down menu. The turnaround time options available in the menu are dependent on your REACH plan.
- **Instructions & Notes** - (Optional) This box is relevant for professional captions only, and is used for adding notes for the attention of human editors and reviewers.








The general best practice for **Instructions & Notes** is to use them for unique terminology and names that are relevant for that file, and not, for example, a 1,000-word glossary. In addition, comments like "Please pay extra attention to the following X, Y, Z in the first five minutes of the video..." aren't effective because transcribers typically receive only portions of the file.

2. Click **Order** at the bottom right.  
A confirmation message displays.
3. Click **Close** at the bottom right to exit.

## View orders

### Existing requests

If there are existing requests, they are displayed in the Reach captions & enrich window. Clicking **+Order** will take you to the Order Captions & enrich section to create another order.

Reach captions & enrich					
Language	Service type	Feature	Request Date	Status	Actions
English	Machine	Captions	January 29th, 2025	● Completed	
German	Machine	Translation	June 27th, 2025	● Completed	 
Spanish	Machine	Translation	June 28th, 2025	● Completed	 

Close
+ Order

### Status types



The following statuses are available for captions requests:

- **Pending** - when generating new request
- **Pending for Moderation** - requests in approval queue
- **Rejected** - requests that were rejected on moderation. This status must include reject reason.
- **Processing** - sent to the vendor and vendor received request  
You cannot cancel a request when the status is Processing
- **Ready** - when caption was received back from the vendor
- **Error** - an error was sent from the vendor. This status includes the reason for

rejection.

- **Aborted**

If you would like to edit the captions, click the **pencil icon** at the far right.

Reach captions & enrich					
Language	Service type	Feature	Request Date	Status	Actions
English	Machine	Captions	July 17th, 2025	● Completed	 

Close
+ Order

The Closed Captions Editor opens. To learn more about editing captions, please see our article [Edit captions](#).

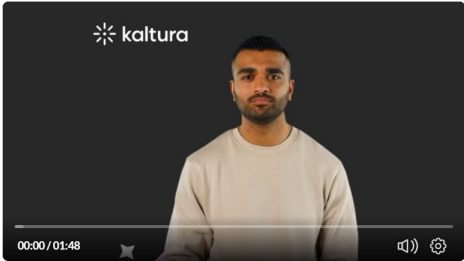
### Closed Captions Editor


Back

Spanish - Spanish
Edit details
Help
Revert
Save

Q Search
Replace
Add speaker
Autoscroll



<input type="checkbox"/>	00:00:00,760	00:00:03,030	>> Hola chicos y bienvenidos a nuestro sitio de aprendizaje.
<input type="checkbox"/>	00:00:03,030	00:00:05,220	Estamos encantados de que te unas a nuestra comunidad.
<input type="checkbox"/>	00:00:05,220	00:00:07,142	Ya sea que sea un usuario nuevo o esté buscando
<input type="checkbox"/>	00:00:07,142	00:00:09,065	profundizar su comprensión de las poderosas
<input type="checkbox"/>	00:00:09,065	00:00:11,780	herramientas de Kaltura, está en el lugar correcto.


00:00 / 01:48



### Cancel a request

To cancel a Pending request, click on the trash can icon in the request line. Note any action items associated with the request will be canceled.

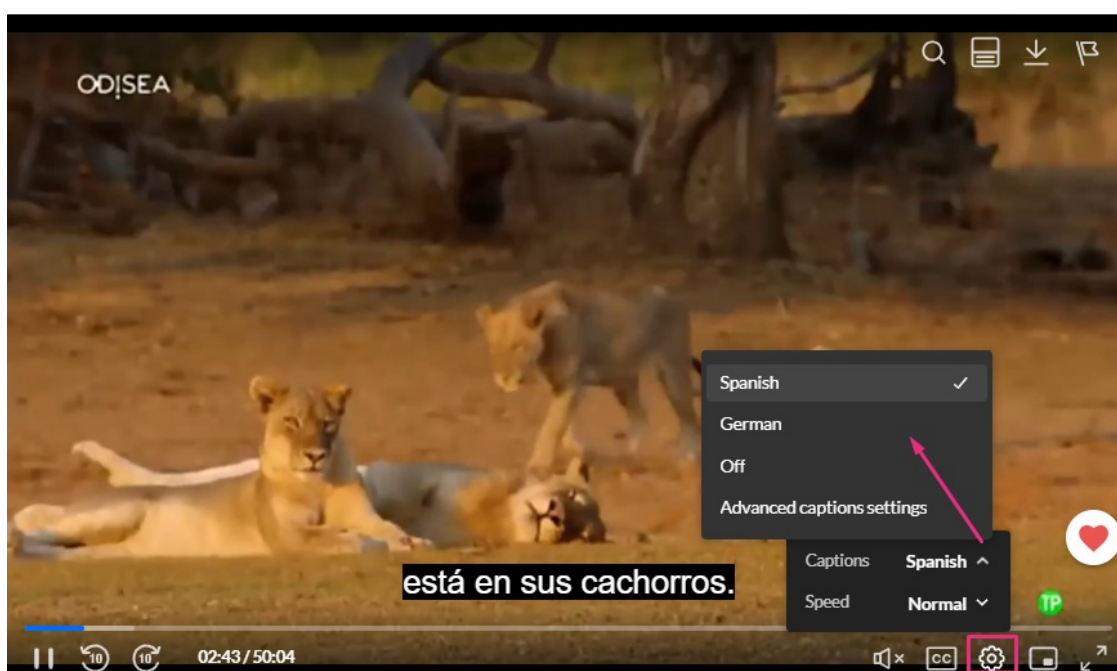
Reach captions & enrich					
Language	Service type	Feature	Request Date	Status	Actions
English	Machine	Captions	July 16th, 2025	• Pending	<div>   </div>

Close
+ Order

## View the captions

When the captions are ready, they are automatically added to the media. Depending on your administrator's configuration, a toggle **CC** button may appear on the bottom bar, allowing you to instantly show or hide default captions. The administrator can also choose whether to have captions displayed on the player by default when the user starts playing the video.

Users can access different caption languages, if available, by using the captions sub-menu within the settings menu.



To learn more about how captions display on the player, visit our articles [Captions and audio tracks](#) and [Player accessibility](#).



Tags are automatically added to the video when captions are added. To learn how to edit the tags and other metadata, visit our article [Edit metadata](#).



You can resubmit REACH orders in certain cases, such as for updated media content or new profile settings. For details on how and when to use the resubmissions feature, see our article [Resubmissions for REACH services](#).