Order alignment in legacy Video Portal

Last Modified on 06/04/2026 9:15 am IDT

This article is designated for all users.

About

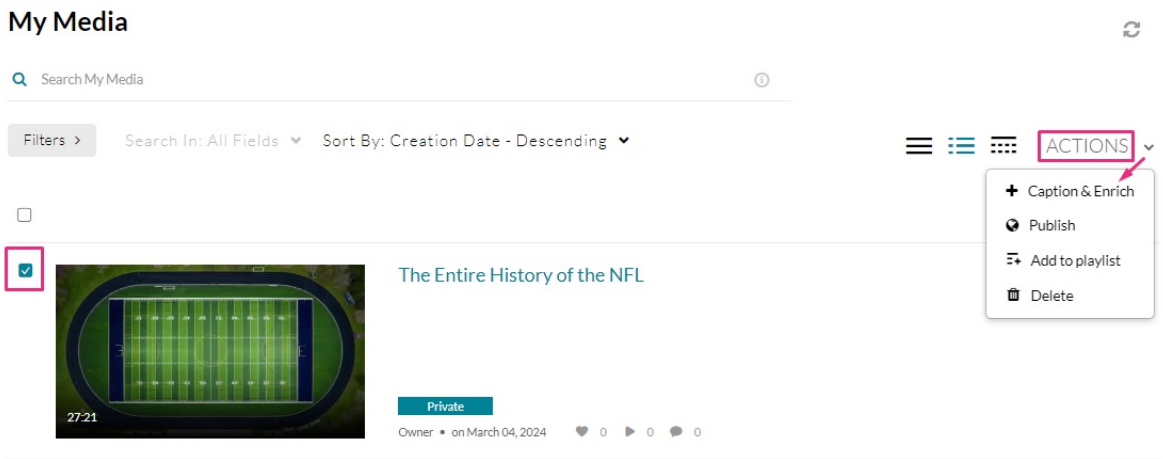
The **alignment** service (ordering captions based on a transcript file) synchronizes a provided transcript (.txt) with the audio or video content. This is useful for scripted videos, such as training content, where the speaker reads from prepared text.

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.

> These instructions apply to the **legacy Video Portal**. If you're using the Theming-based Video Portal, please refer to the Content Hubs category.

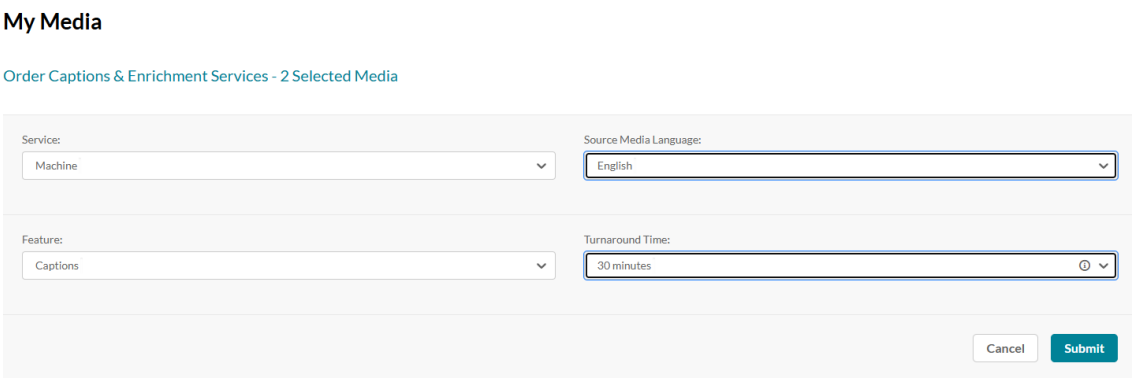
Order alignment

1. Go to your **My Media**.
2. Check the box(es) next to the desired video(s).
3. Select **Caption & Enrich** from the **Actions** menu.

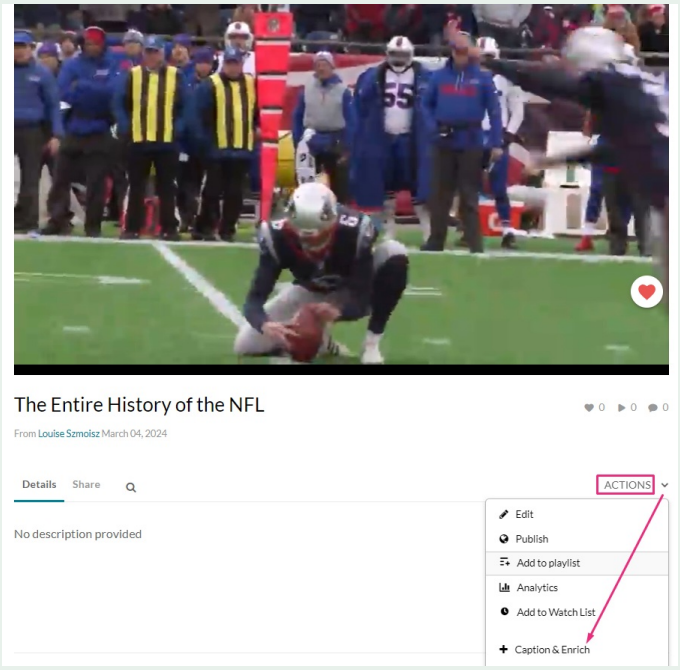


The **Order Captions & Enrichment Services** window displays.

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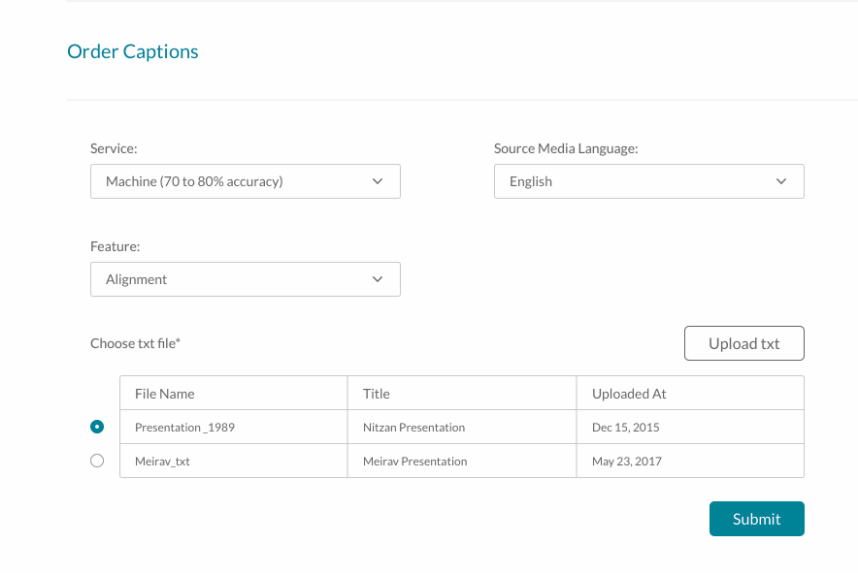


Ordering can also be done for a single video from the **Actions** menu on that video's Media Page, as shown below:



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

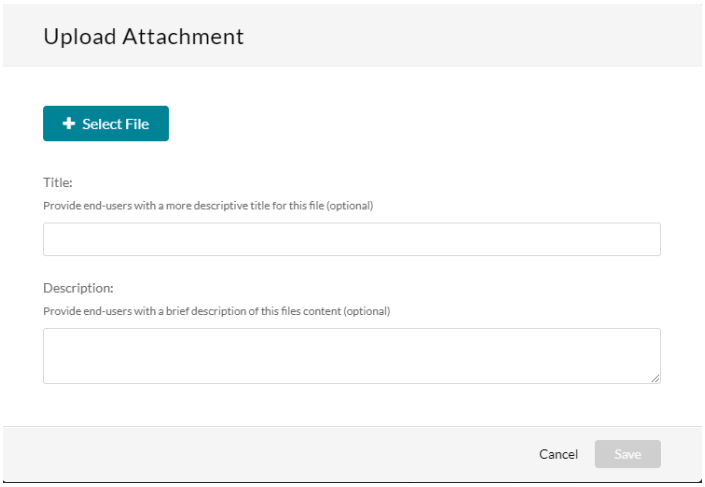
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A list of txt files displays. The first file is automatically chosen. If there are no txt files, a message displays: *No files were found.*

5. Choose a txt file from the list of existing files (only one file can be selected) or click **Upload txt** to upload a new file.

   The **Upload Attachment** window displays.



6. Complete the **Title** and **Description** fields.
7. Click **Save**.

Your request is generated, and a success message displays. The system will align the text with the video and will provide a caption file (SRT/DFXP).

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