

Create captions manually in Video Portal

Last Modified on 04/08/2026 5:34 pm IDT

 This article is designated for all users.

About

Use the captions editor to manually create captions for your media.



Please note you can't manually add captions to a live webcast.

Access the closed captions editor





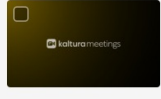

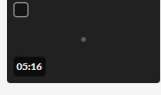

1. Go to your **My Media**.

My Media

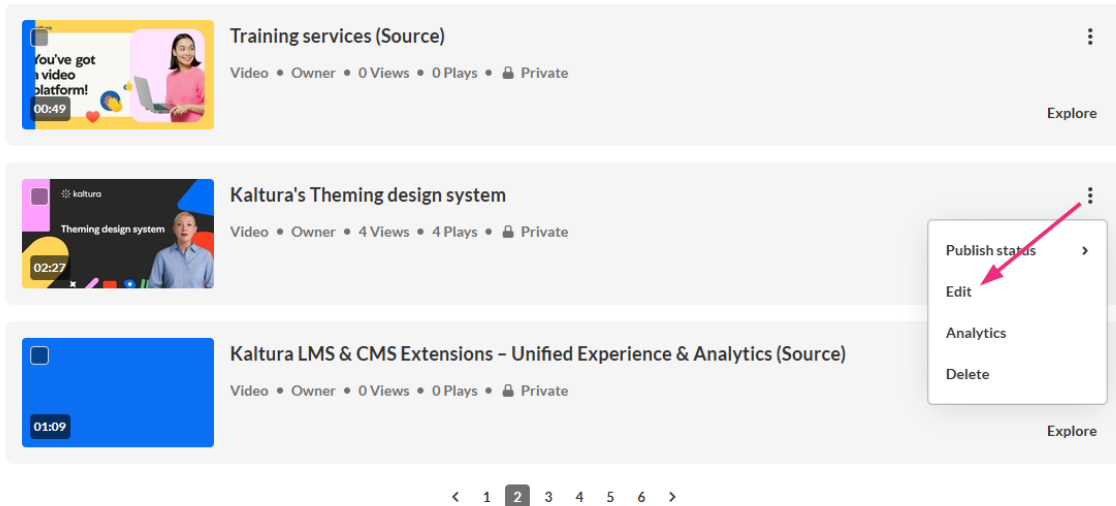
Search My-Media 92 Results found

[Clear all filters](#)

- Sort By
- Media Type
- Publish Status
- External applications
- Webcasts
- Scheduling
- Ownership
- Captions
- Duration
- Creation Date
- Last Update Date

	Draft entry - test Draft • Co-Publisher, Co-Editor, Co-Viewer • 0 Plays • Private	 Explore
	Rec- Mar 31, 2026 1:59 PM - Kaltura Room.mp4 Video • Co-Publisher, Co-Editor, Co-Viewer • 1 View • 1 Play • Private	 Explore
	Kaltura Room Meeting • Owner • Private	 Explore
	Rec- Mar 30, 2026 6:55 PM - Meeting room channel.mp4 Video • Owner, Co-Publisher, Co-Editor • 0 Views • 0 Plays • Published	 Explore

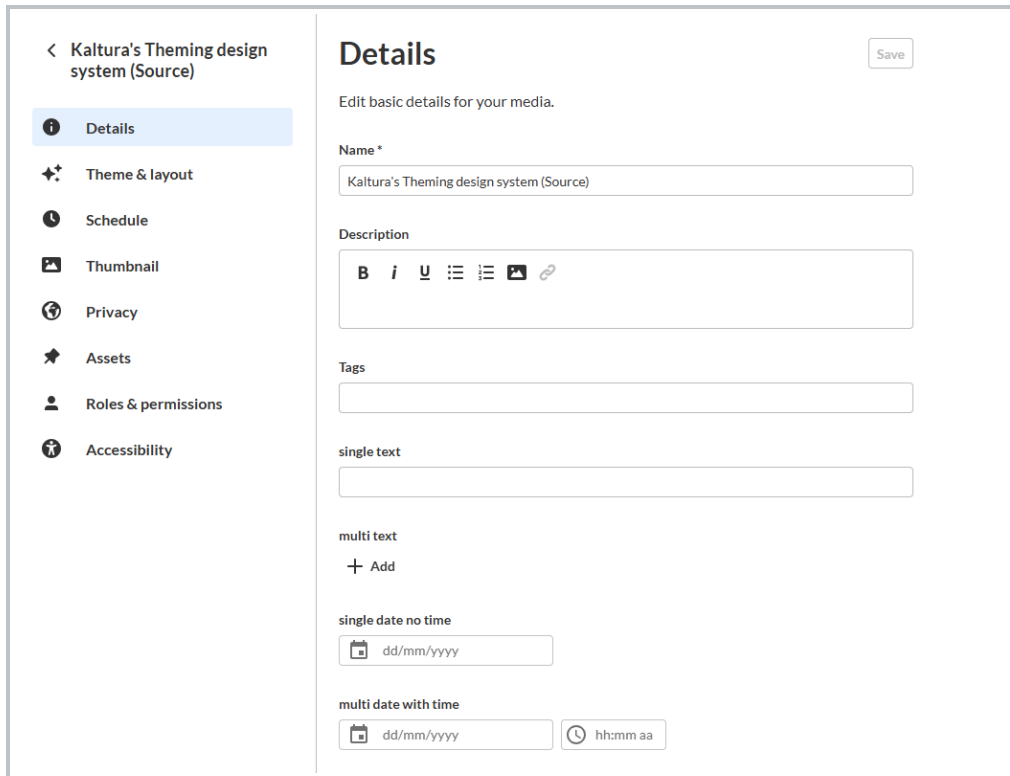
2. Click the **three dots** to the right of the desired media and select **Edit**.



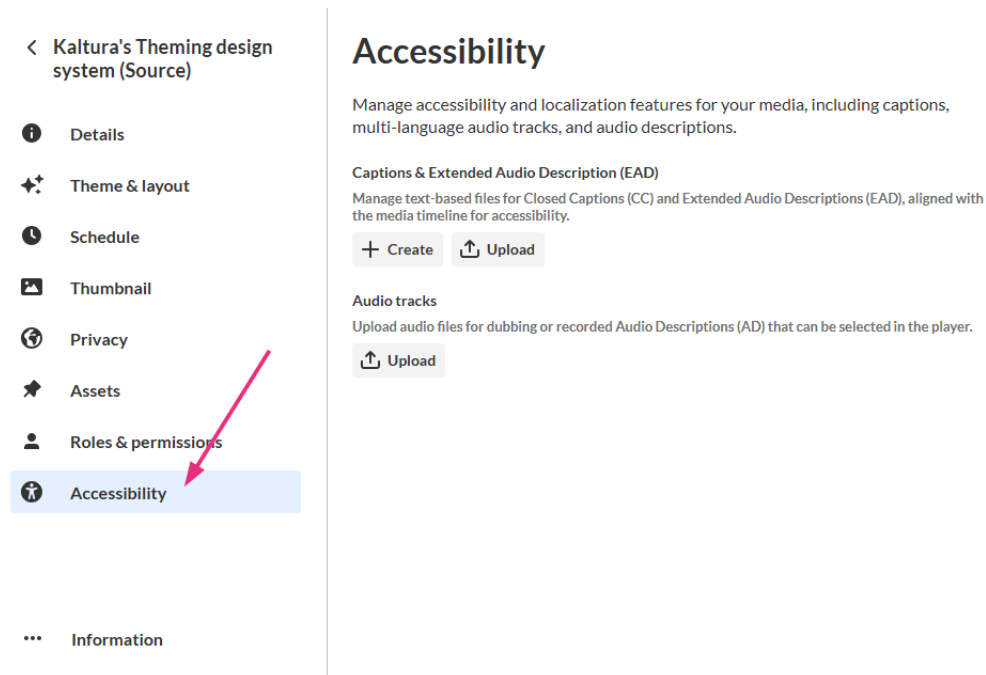
Alternatively, you can access the edit page from the **media page** by clicking the **three-dot menu** and selecting **Edit**.



The edit media page opens on the **Details** tab by default, with a left-hand navigation.



3. In the left navigation, click the **Accessibility** tab to display the 'Accessibility' page.



Available features depend on your site configuration. Some features are shown only if enabled for your site.

4. Click the **+Create** button then select **Closed Captions (CC)**.

Accessibility

Manage accessibility and localization features for your media, including captions, multi-language audio tracks, and audio descriptions.

Order captions & enrich

Order professional captioning, translation, and audio description services. Track your requests in Manage Orders; completed assets will automatically appear in the tables below

Reach captions & enrich

Captions & Extended Audio Description (EAD)

Manage text-based files for Closed Captions (CC) and Extended Audio Descriptions (EAD), aligned with the media timeline for accessibility.

+ Create Upload

Closed Captions (CC)

Extended Audio Description (EAD)

CC English

SRT • English • 97% accuracy

Default CC

Audio tracks

Upload audio files for dubbing or recorded Audio Descriptions (AD) that can be selected in the player.

Upload

The 'Create Closed Captions' window displays.

Create Closed Captions (CC)

Create a new captions track and continue to the editor to generate and refine captions.

Label ⓘ

English

Language

English

Accuracy

100%

Cancel

Save & open editor

Create captions

1. In the **Label** field, enter a name for the captions.
This label appears in the player's captions selector.
2. Select a language from the **Language** dropdown.
3. Set the **Accuracy** using the slider.
4. Click **Save & open editor**.

The Closed captions editor opens.

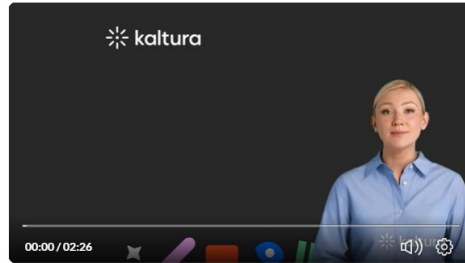
Editing CC & EAD for Kaltura's Theming design system (Source)

← Back to media page

English - English [Edit details](#) [Help](#) [Revert](#) [Save](#)

Q Search [Replace](#) [Add speaker](#) Autoscroll

00:00:00,000 00:00:03,000



Add caption text

1. Click in the text area next to a timestamp.
2. Type the caption text.

Editing CC & EAD for Kaltura's Theming design system (Source)

← Back to media page

English - English [Edit details](#) [Help](#) [Revert](#) [Save](#)

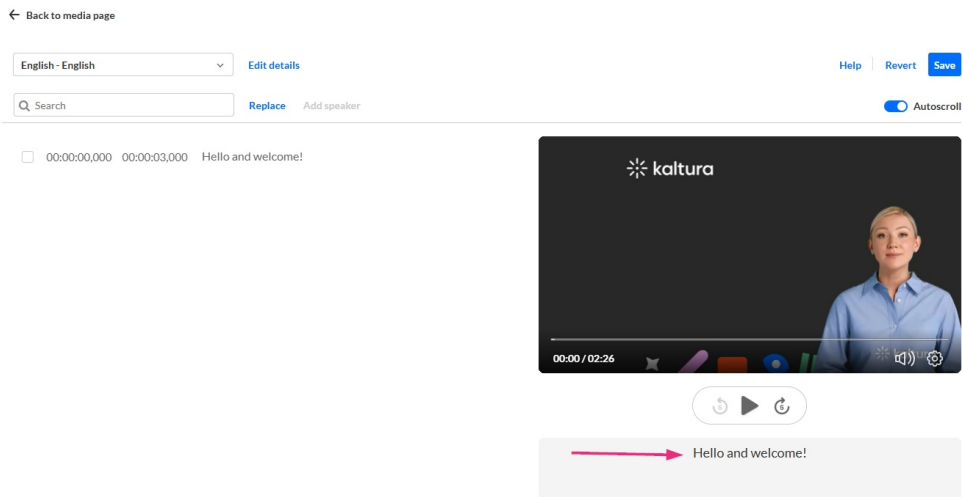
Q Search [Replace](#) [Add speaker](#) Autoscroll

00:00:00,000 00:00:03,000

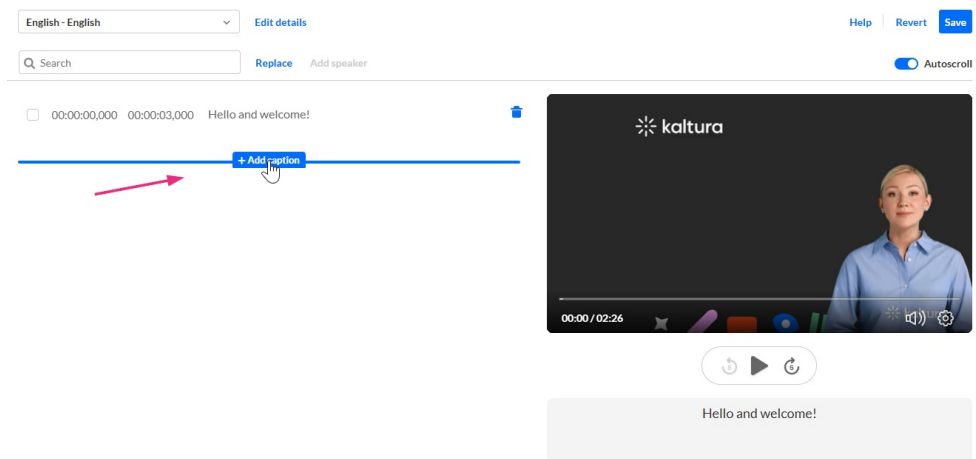


The caption appears under the video. Use the video player to play the relevant segment while typing.

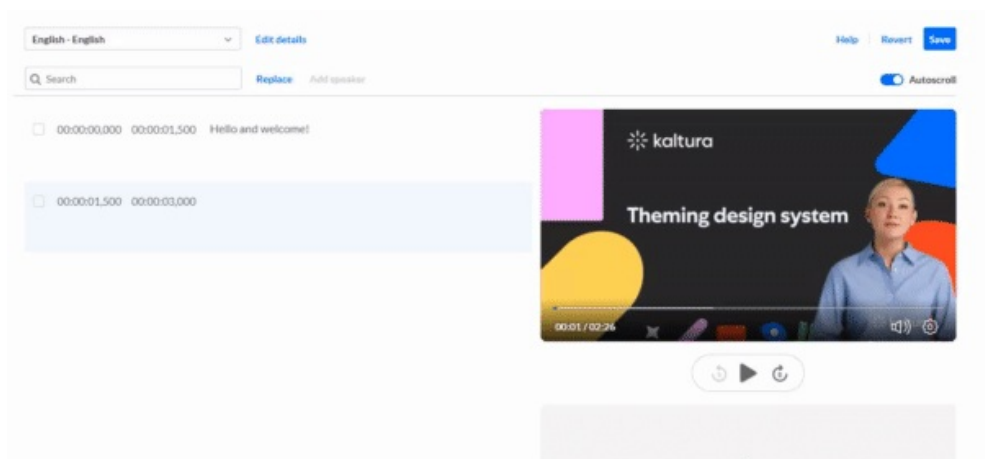
Editing CC & EAD for Kaltura's Theming design system (Source)



To add another caption line, hover over an existing row and click **+ Add caption**.



The caption line duplicates. Update the text as needed.



3. Click **Save**.

You are asked to confirm captions accuracy.

Confirm captions Accuracy

Please update the accuracy rating to the best of your knowledge. Human-reviewed descriptions are typically **96-99% accurate**.

Check that:

- Sound cues and speaker tags are included
- Names and acronyms are correct
- Timing and readability are accurate

Accuracy  90%

Cancel

Save

4. Move the slider accordingly, then click **Save**.

Adjust timing

You may need to adjust caption timing to align with the video.

1. Click the timestamp field and enter the desired time.



If timestamps overlap, the system highlights the issue so you can correct it.



00:00:01,500

00:00:03,000

Today I want to show you our new design system.



The editor uses SMPTE time format: **hh:mm:ss,mmm** (hours, minutes, seconds, milliseconds), allowing precise timing control.

2. Click **Save**.

You are asked to confirm captions accuracy.

Confirm captions Accuracy

Please update the accuracy rating to the best of your knowledge. Human-reviewed descriptions are typically **96–99% accurate**.

Check that:

- Sound cues and speaker tags are included
- Names and acronyms are correct
- Timing and readability are accurate

Accuracy  90%

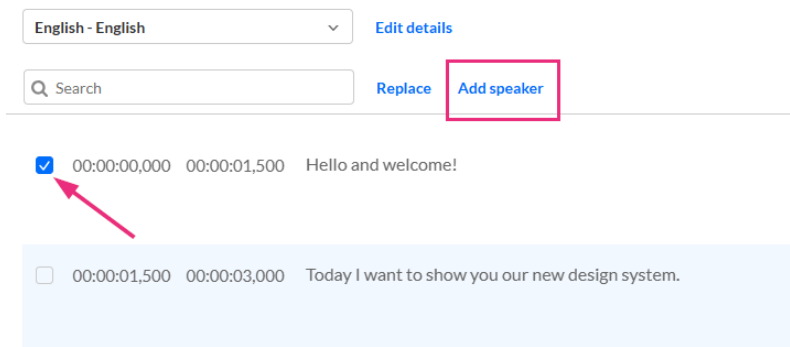
[Cancel](#) [Save](#)

3. Move the slider accordingly, then click **Save**.

Add speakers

If you've got more than one speaker in the video, you can add speaker names to identify who is speaking.

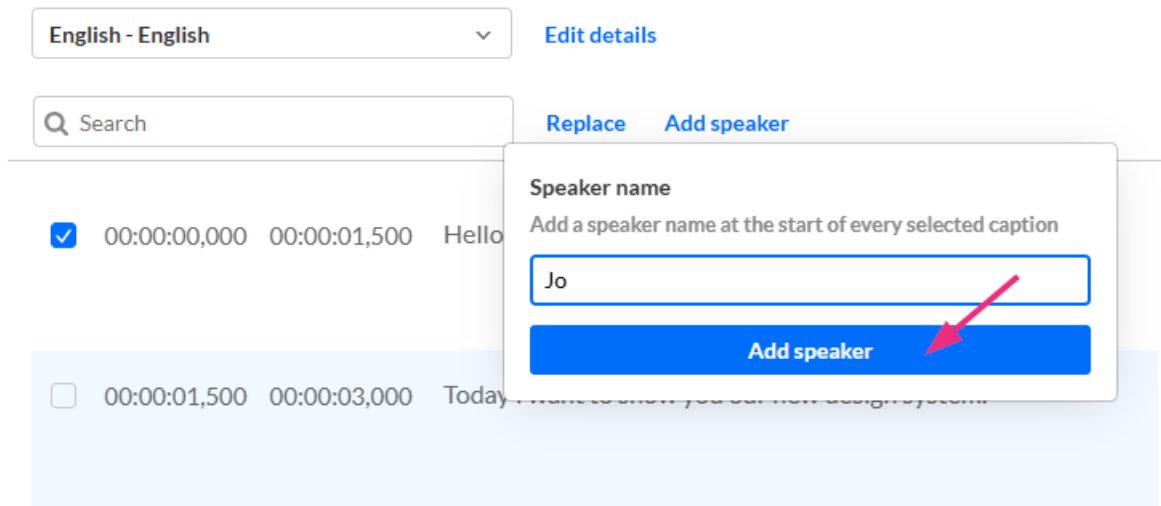
1. Click the checkbox next to the relevant caption line.



2. Click **Add Speaker** at the top.

The 'Speaker name' window opens.

3. Type in the name and click **Add Speaker**.



4. Click **Save**.

You are asked to confirm captions accuracy.

Confirm captions Accuracy

Please update the accuracy rating to the best of your knowledge. Human-reviewed descriptions are typically 96–99% accurate.

Check that:

- Sound cues and speaker tags are included
- Names and acronyms are correct
- Timing and readability are accurate

Accuracy 90%

[Cancel](#) [Save](#)

5. Move the slider accordingly, then click **Save**.

The name appears next to the caption.

Repeat this process until all captions are added.



For information about editing captions, visit our article [Edit captions](#).