

Use the captions editor in legacy Video Portal

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


 This article is designated for all users.

About

The captions editor lets you review and edit existing captions for your media. You can edit captions generated by [REACH](#), uploaded files, or captions created manually.

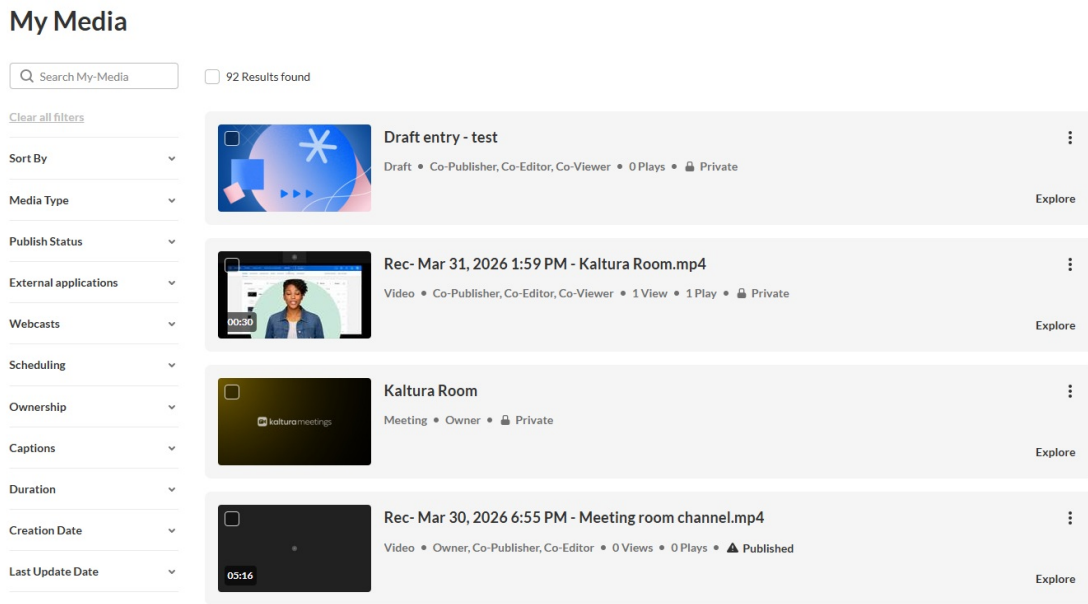
Use the editor to update caption text, adjust timing, and add speaker names. If the [transcript plugin](#) is enabled, your changes are reflected in the transcript automatically.

The editor also includes features such as auto-scroll, timestamp editing, and search and replace, helping you improve caption accuracy. This is especially useful for refining machine-generated captions (ASR).

 [REACH](#) must be enabled on your account, and you must have the required permissions to use these features.

Access the 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

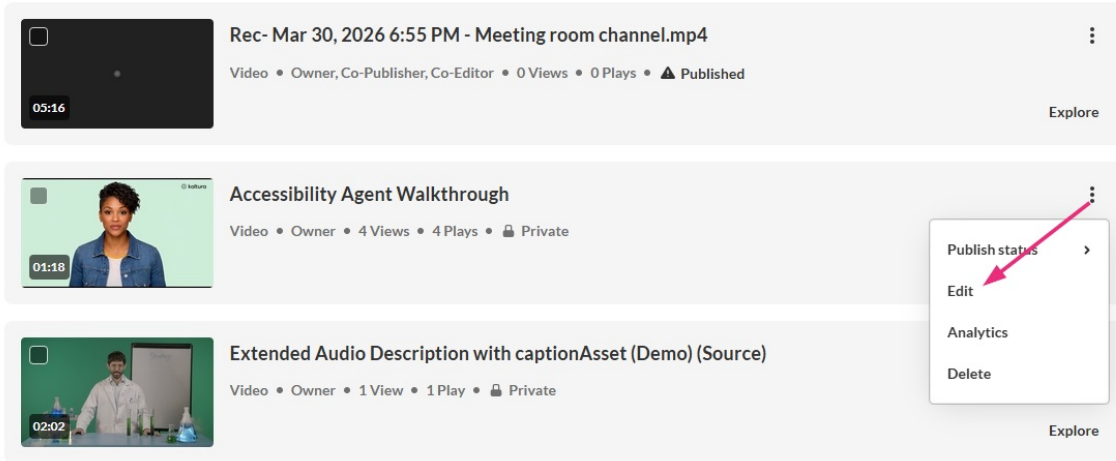
Creation Date

Last Update Date

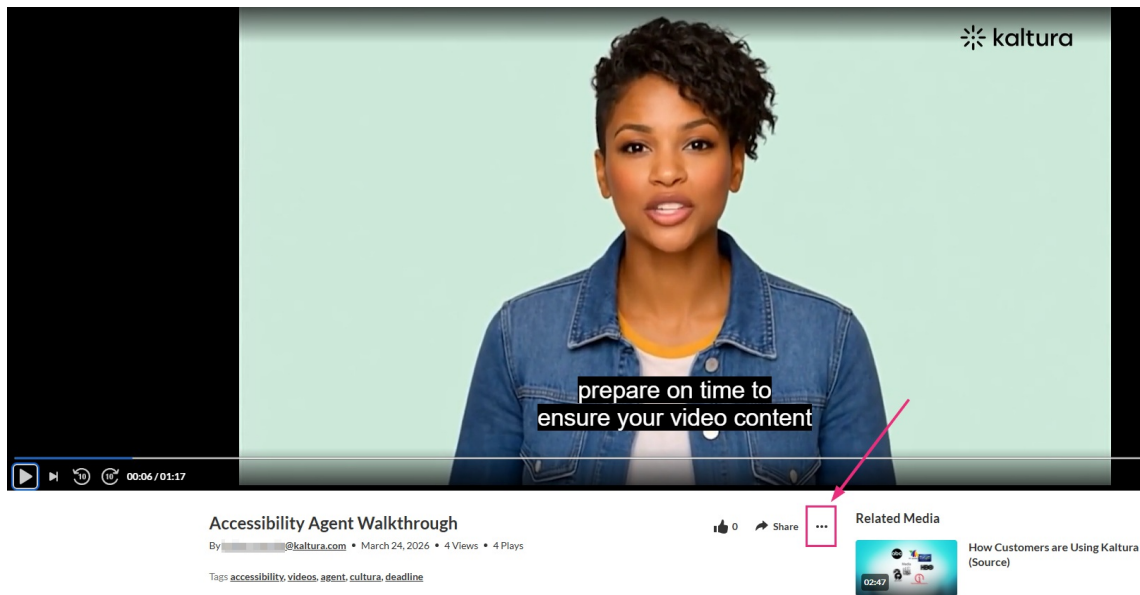
Media items:

- 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.

< Accessibility Agent Walkthrough

- Details**
- Theme & layout
- Schedule
- Thumbnail
- Privacy
- Assets
- Roles & permissions
- Accessibility

Details





Save

Edit basic details for your media.

Name *

Accessibility Agent Walkthrough

Description

B *i* U    

Tags

accessibility x videos x agent x cultura x deadline x

Choose department

Delete media

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

< Accessibility Agent Walkthrough

- Details
- Theme & layout
- Schedule
- Thumbnail
- Privacy
- Assets
- Roles & permissions
- Accessibility**
- Information

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

Available captions & audio descriptions assets

	English SRT • English • 98% accuracy	 ...
	English SRT • English • 98% accuracy	 ...
	English SRT • English • 98% accuracy	 ...
	English SRT • English • 98% accuracy	Default CC  ...

Audio tracks

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

Upload

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

- In the **Available captions & audio descriptions assets** section, locate the desired caption file.
- Click the **three dots** next to the caption and select **Launch editor**.

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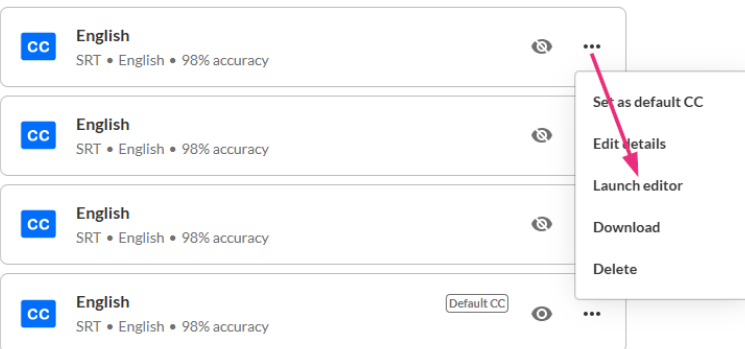
Reach captions & enrich









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	English SRT • English • 98% accuracy		⋮

The closed captions editor opens.