

# Use the captions editor in Video Portal

Last Modified on 04/08/2026 5:35 pm 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).

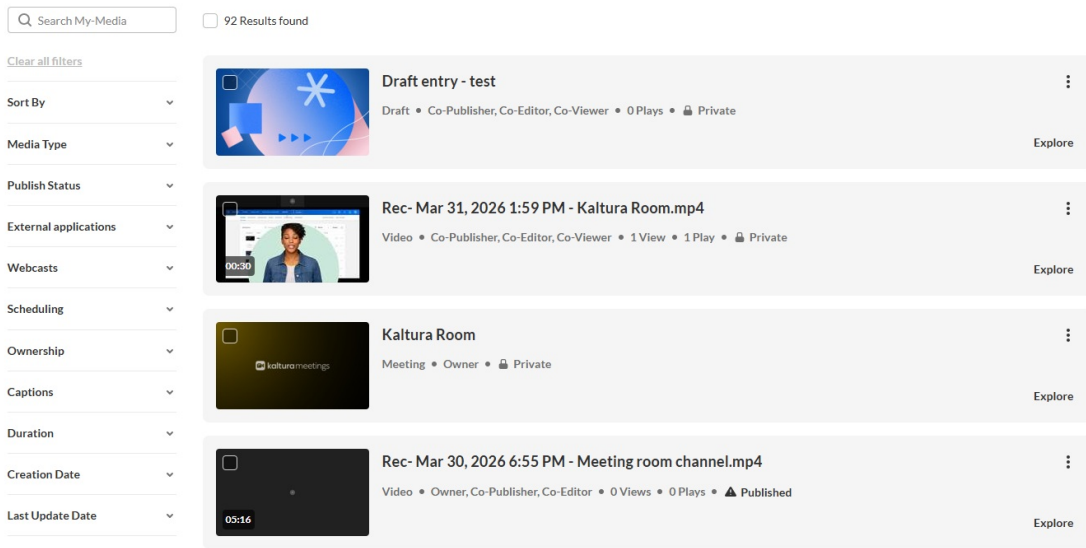


[REACH](#) must be enabled on your account, and you must have the required permissions to use these features.

## 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

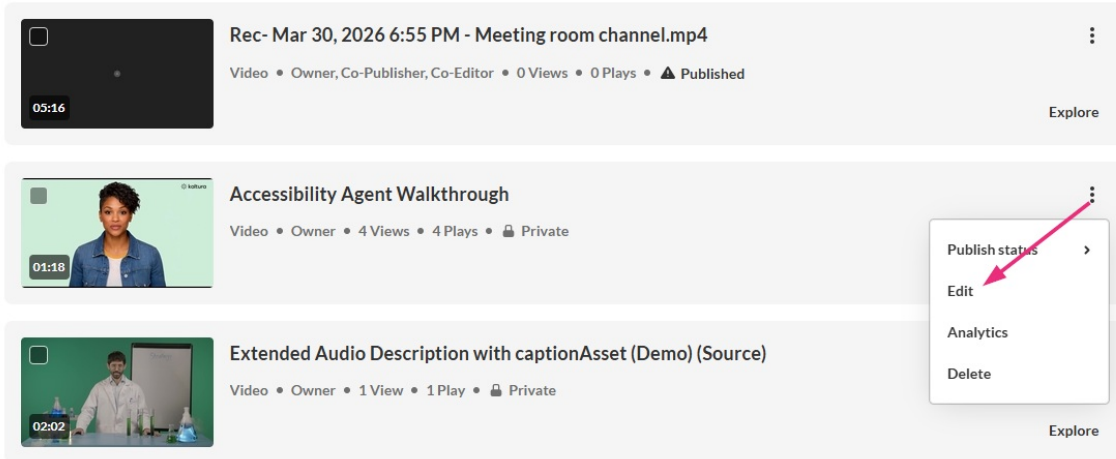
**Draft entry - test**   [Explore](#)  
Draft • Co-Publisher, Co-Editor, Co-Viewer • 0 Plays • Private

**Rec- Mar 31, 2026 1:59 PM - Kaltura Room.mp4**   [Explore](#)  
Video • Co-Publisher, Co-Editor, Co-Viewer • 1 View • 1 Play • Private

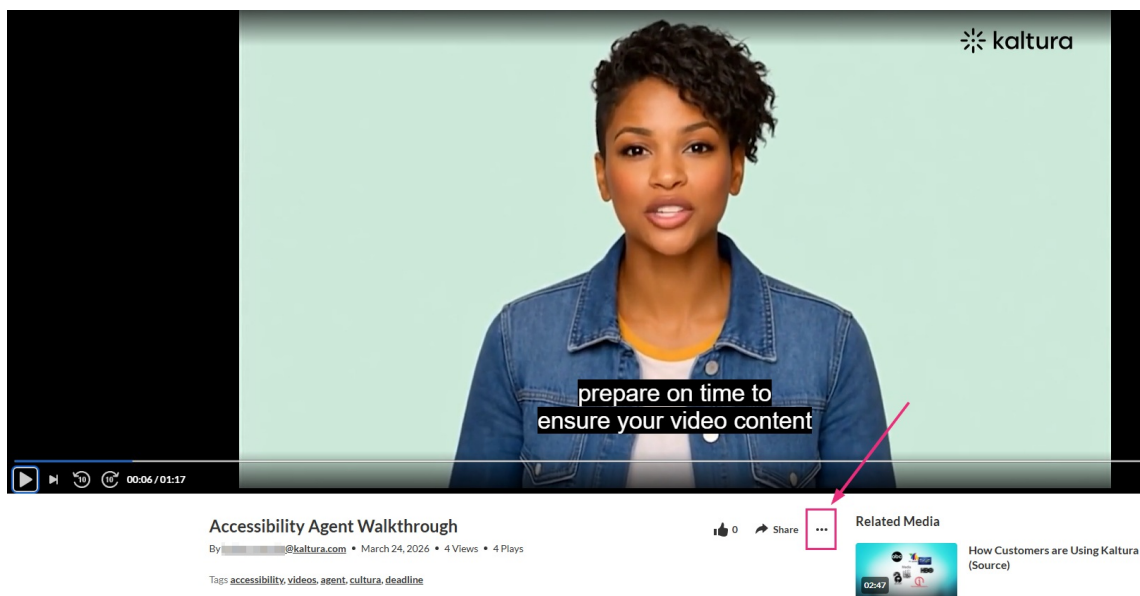
**Kaltura Room**   [Explore](#)  
Meeting • Owner • Private

**Rec- Mar 30, 2026 6:55 PM - Meeting room channel.mp4**   [Explore](#)  
Video • Owner, Co-Publisher, Co-Editor • 0 Views • 0 Plays • Published

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

- i** 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 ✕ videos ✕ agent ✕ cultura ✕ deadline ✕

Choose department

▼

Delete media

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

< Accessibility Agent Walkthrough

- i** Details
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- 🔒 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

<b>CC</b>	<b>English</b> SRT • English • 98% accuracy	👁️ ⋮
<b>CC</b>	<b>English</b> SRT • English • 98% accuracy	👁️ ⋮
<b>CC</b>	<b>English</b> SRT • English • 98% accuracy	👁️ ⋮
<b>CC</b>	<b>English</b> 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

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

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

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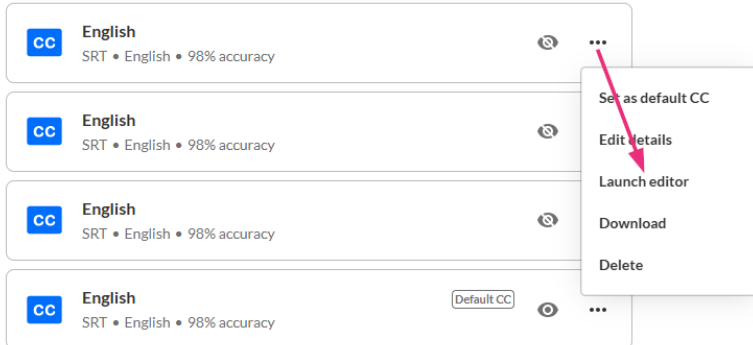
Reach captions & enrich

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#### Available captions & audio descriptions assets

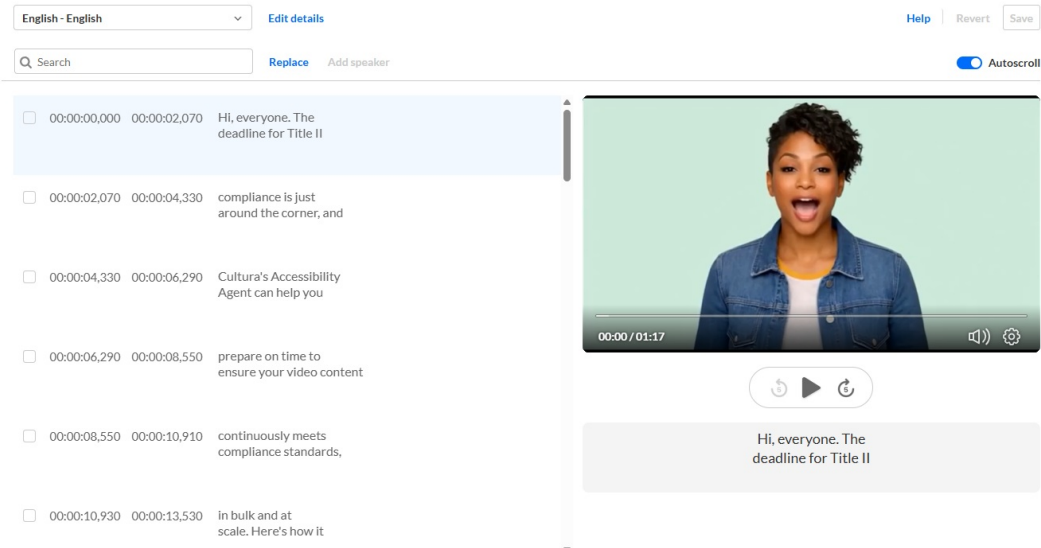


Asset ID	Language	Format	Accuracy	Actions
1	English	SRT	98%	Default CC, [Three dots menu]
2	English	SRT	98%	[Three dots menu]
3	English	SRT	98%	[Three dots menu]
4	English	SRT	98%	Default CC, [Three dots menu]

The closed captions editor opens.

## Editing CC & EAD for Accessibility Agent Walkthrough

← Back to media page



English - English Edit details Help Revert Save

Q Search Replace Add speaker Autoscroll

Start Time	End Time	Text
00:00:00,000	00:00:02,070	Hi, everyone. The deadline for Title II
00:00:02,070	00:00:04,330	compliance is just around the corner, and
00:00:04,330	00:00:06,290	Cultura's Accessibility Agent can help you
00:00:06,290	00:00:08,550	prepare on time to ensure your video content
00:00:08,550	00:00:10,910	continuously meets compliance standards,
00:00:10,930	00:00:13,530	in bulk and at scale. Here's how it

00:00 / 01:17

Hi, everyone. The deadline for Title II