

Upload and manage captions in the Video Portal

Last Modified on 04/08/2026 5:39 pm IDT

 This article is designated for all users.

About

You can upload caption files for any media that you own or have editing privileges to.

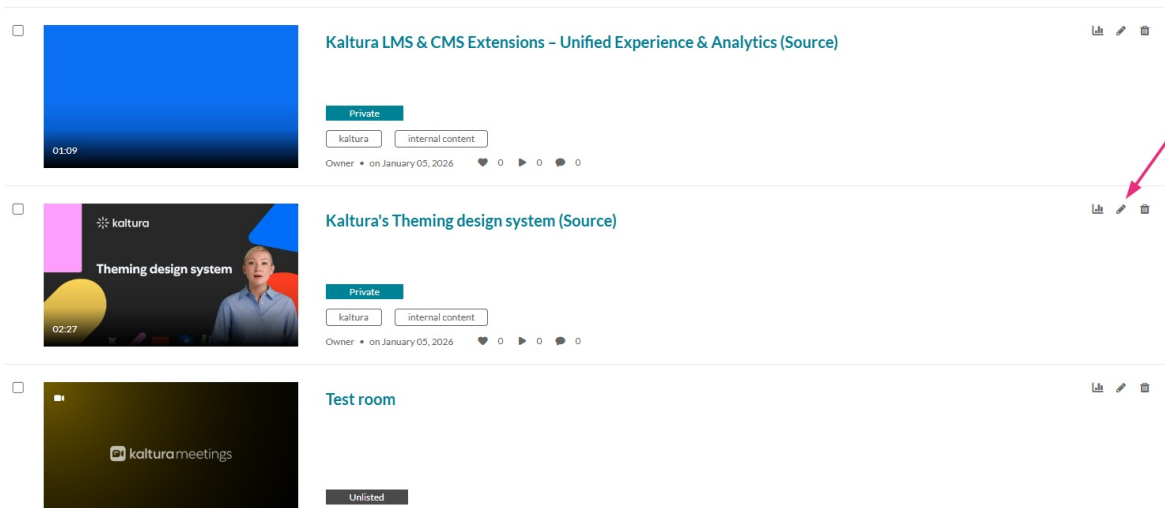
You can add multiple captions files to each entry, for example, subtitle captions in multiple languages, and label each language.



For media files that don't already have captions, learn about generating captions in our article [Order captions](#).

Access the captions settings

1. Go to your [My Media](#) page.
2. Locate the video you want to add captions to and click the **pencil icon** to the right of it.



The edit page opens with the **Details** tab selected by default.

Kaltura's Theming design system (Source)



Basic Info

Creator: Louise [redacted]

Owner: Louise [redacted]

Media Entry ID: 0_lqz2suqr

Media Type: Video

Publish Status: Private

Creation date: January 05, 2026 11:57 AM Asia/Jerusalem

Update date: January 05, 2026 11:59 AM Asia/Jerusalem

Media asset update date: January 05, 2026 11:57 AM Asia/Jerusalem

[Launch Editor](#)

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Name: (Required)

3. Click the **Captions** tab to open the settings.



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Media asset update date: January 05, 2026 11:57 AM Asia/Jerusalem

[Launch Editor](#)

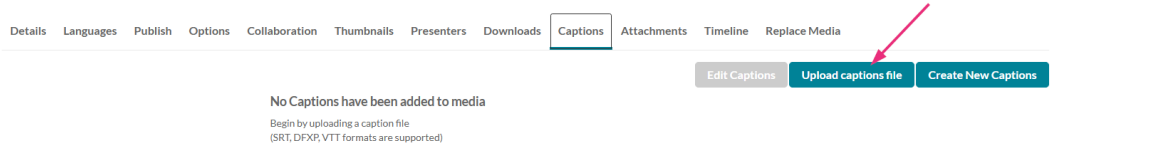
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[Edit Captions](#) [Upload captions file](#) [Create New Captions](#)

No Captions have been added to media
Begin by uploading a caption file
(SRT, DFXP, VTT formats are supported)

Upload a captions file

1. Click **Upload captions file**.



The 'Upload a captions file' window displays.

Upload a captions file
✕

*Select a file:

*Language:

*Accuracy:

Label:

(text that appears in caption selector)

2. Click **Browse**, and select an SRT, DFXP, or VTT caption file from your device.
3. Select the language from the **Language** dropdown menu.
4. In the **Label** field, enter the text that will appear in the caption selector in the player.
5. Click **Save** to upload the file.

Upload a captions file
✕

Upload Completed!

*Language:

*Accuracy:

Label:

(text that appears in caption selector)

The captions file is added to a table under the Captions tab.

Language	Label	File type	Accuracy	Actions
English	English	SRT	100%	<input type="button" value="✎"/> <input type="button" value="✕"/> <input type="button" value="📄"/> <input type="button" value="📺"/> <input type="button" value="Set as default"/>



To upload another file, click **Upload captions file** again and repeat.

Actions

Set a default captions file








If some captions are generated using **Reach** while others are uploaded manually, Reach captions are typically set as the default. If you upload your own captions, you can manually set them as the default after upload.

In the caption row, click **Set as default**.

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Edit Captions Upload captions file Create New Captions






Language	Label	File type	Accuracy	Actions
English	English	SRT	100%	    

Delete a captions file

1. Under **Actions**, click the **x** in the caption row to delete the file.

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Language	Label	File type	Accuracy	Actions
English	English	SRT	100%	    

Note: A tooltip labeled 'Delete' is shown over the 'x' icon in the Actions column.

A warning message displays: *Are you sure you want to delete this caption file?*

2. Click **Delete** to remove the caption file.



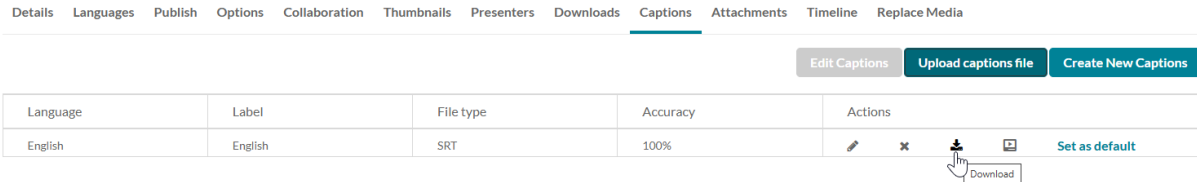
Deleting a caption file doesn't affect audio description files. Audio descriptions are managed separately.

Download a captions file



You can only download a media you're the owner of. If you are the co-publisher, co-editor, or co-viewer, you will not be able to download the media.

Click the **download icon** in the caption row.



The caption file downloads to your device. The default file name will be “English.srt”, but you can rename it.



Kaltura-generated captions are available for download in SRT or DFXP format only. However, if you manually upload a VTT file, that file can also be downloaded by others.