

Upload and manage captions in Content Hubs

Last Modified on 08/09/2026 2:36 pm IDT

 This article is designated for all users.

About

You can upload and manage caption files for media that you own or have permission to edit.

You can add multiple caption files to an entry, such as captions in different languages, and add a label for each one.

Captions are managed in the **Accessibility** tab of the edit page.



This feature requires the following to be enabled:

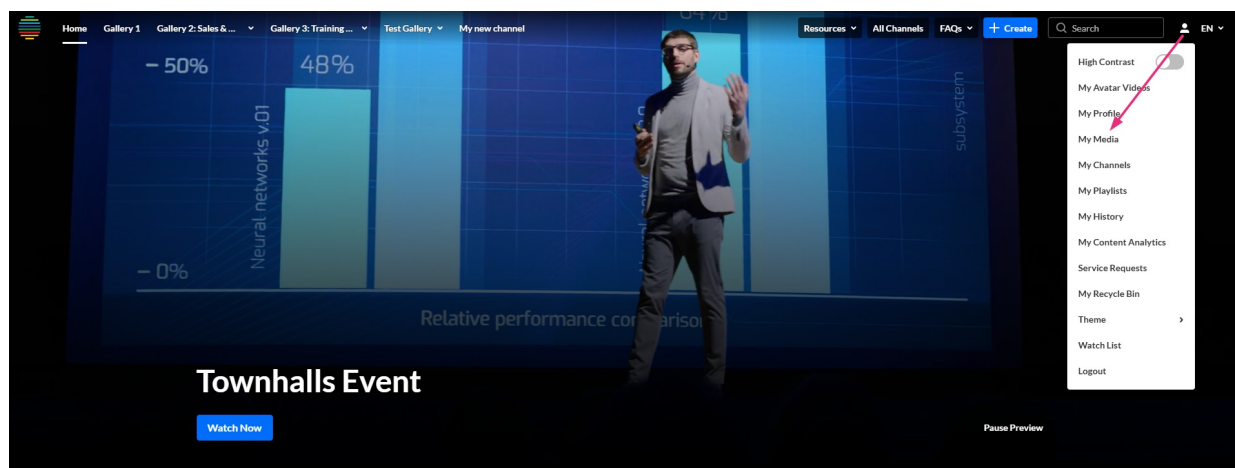
- [Captions module](#)
- [Theming module](#) with the 'mediaedit' feature set to 'Yes'

Who can use this

- Media owners
- Co-editors (depending on permissions)

Access the Accessibility tab

1. Select [My Media](#) from the user menu.



The My Media page displays.

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

My Media

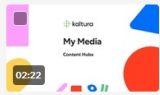
97 Results found

[Clear all filters](#)

My folders +
Sort By
Media Type
Publish Status
External applications
Scheduling
Captions
Duration
Creation Date
Last Update Date
Choose department



Overview of Content Hubs for Content Creators
Video • Owner • 0 Views • 0 Plays • Private



My Media in Content Hubs
Video • Owner • 19 Views • 2 Plays • Private



Upload media in Content Hubs
Video • Owner • 3 Views • 2 Plays • Private



Welcome video - Content Creators
Video • Owner • 18 Views • 16 Plays • Private

Publish status
Edit
Add/Remove from folders
Analytics
Delete

Explore

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



Overview of Content Hubs for Content Creators
By Louise • August 09, 2026
Tags: hubs, creating, playlists, media, navigation

0
Share
...

Related Media

How Customers are Using Kaltura (Source)

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

< Overview of Content Hubs for Content Creators

Details

Theme & layout

Schedule

Thumbnail

Privacy

Assets

Roles & permissions

Accessibility

Languages

Details

Save

Edit basic details for your media.

Name *

Overview of Content Hubs for Content Creators

Description

B *i* U    

Tags

hubs x creating x playlists x media x navigation x

Choose department

Delete media

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

< Overview of Content Hubs for Content Creators

Details

Theme & layout

Schedule

Thumbnail

Privacy

Assets

Roles & permissions

Accessibility

Languages

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

Audio tracks

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

 Upload

Upload a captions file

1. In the **Captions & Extended Audio Description (EAD)** section, click **Upload** and select **Closed Captions (CC)**.

Accessibility

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

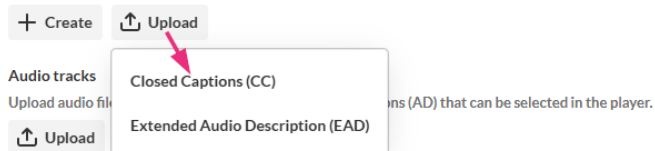
Order captions & enrich

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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.



The Upload Closed Captions (CC) window opens.

Upload Closed Captions (CC)

Upload your own closed captions (CC) file. Supported file types are: SRT, XML, DFXP, VTT.

File *

Upload

Label ⓘ

English

Language

English

Accuracy

100%

Cancel Add

- Click **Upload** and select an SRT, SCC, DFXP, CAP, or VTT file from your device.
- Complete the following fields:
 - Label** - (Optional) Enter a label for the captions. The label appears in the player selector.
 - Language** - Select the caption language. The default is English.
 - Accuracy** - Set the estimated accuracy of the captions. This indicates how closely the caption text matches the spoken audio. The default is 100%. Keep 100% for captions that have been reviewed and confirmed as accurate.
- Click **Add**.

Upload Closed Captions (CC)

Upload your own closed captions (CC) file. Supported file types are: SRT, XML, DFXP, VTT.

File *

 Overview of Content Hubs for Content Creators.srt

Label ⓘ

Language

Accuracy

Cancel **Add**

The caption file appears immediately under **Available captions & audio descriptions assets**.

Accessibility

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

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Reach captions & enrich

Captions & Extended Audio Description (EAD)

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+ Create

Upload

Available captions & audio descriptions assets

	English SRT • English • 100% accuracy	 
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Audio tracks

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

Upload

To upload another caption file, click **Upload** again and repeat these steps.

Create captions

You can also create captions using the captions editor.

1. In the **Captions & Extended Audio Description (EAD)** section, click **Create** and 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

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[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.



Audio tracks

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

[Upload](#)

The Create Closed Captions (CC) window displays.

2. Complete the following fields:
 - **Label** - (Optional) Enter a label for the captions. The label appears in the player selector.
 - **Language** - Select the caption language. The default is English.
 - **Accuracy** - Set the estimated accuracy of the captions. This indicates how closely the caption text matches the spoken audio. The default is 100%. Keep 100% for captions that have been reviewed and confirmed as accurate.
3. Click **Save & open editor**.

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

The captions editor opens.

Editing CC & EAD for Overview of Content Hubs for Content Creators

← 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



00:00 / 02:36



For information on editing captions, see [Use the captions editor](#).

Manage captions

Uploaded and created captions are listed under **Available captions & audio descriptions assets**.

Click the **three dots** on a caption to access its management options.

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 • 100% accuracy




[Set as default CC](#)

[Edit details](#)

[Launch editor](#)

[Download](#)

[Delete](#)

Audio tracks

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

[Upload](#)

Set a default captions file

When an entry has multiple caption files, you can choose which one is the default. Only one Closed Captions (CC) file can be set as the default at a time.

1. Click the **three dots** on the caption you want to set as the default.
2. Select **Set as default CC**.

The caption is marked as the default.

Available captions & audio descriptions assets


English
 SRT • English • 100% accuracy





Edit caption details

You can change the label, language, and accuracy of an existing caption file.

1. Click the **three dots** on the caption you want to edit.
2. Select **Edit details**.

The Edit caption window displays.

Edit caption

Edit your Closed Captions (CC) file.

Label ⓘ

English

Language

English

Accuracy

100%

Cancel

Done

3. Edit any of the following:

- **Label** - (Optional) Change the label used to identify the captions in the player.
- **Language** - Select the caption language.
- **Accuracy** - Adjust the estimated accuracy of the captions. Use 100% for captions that have been reviewed and confirmed as accurate.

4. Click **Done**.

Edit captions

1. Click the **three dots** on the caption you want to edit.
2. Select **Launch editor**.

The captions editor opens.

For information on editing captions, see [Use the captions editor](#).

Show or hide captions in the player

You can control whether a caption file is available to viewers in the player.

Click the **eye icon** on the caption to show or hide it in the player.

Available captions & audio descriptions assets


English
 SRT • English • 100% accuracy





English
 SRT • English • 100% accuracy

Default CC
 


Download a captions file

1. Click the **three dots** on the caption you want to download.

2. Select **Download**.

The caption file downloads to your device.

Delete a captions file

1. Click the **three dots** on the caption you want to delete.
 2. Select **Delete**.
A confirmation message displays.
 3. Click **Delete** to confirm.
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