

Use the extended audio description (EAD) editor in Content Hubs

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 This article is designated for all users.

About

The extended audio description (EAD) editor lets you review and edit audio description files for your media.

EAD files are time-coded text files that the player converts into spoken narration using your browser's text-to-speech engine. You can use the editor to refine descriptions, adjust timing, and improve clarity for viewers who rely on audio descriptions.

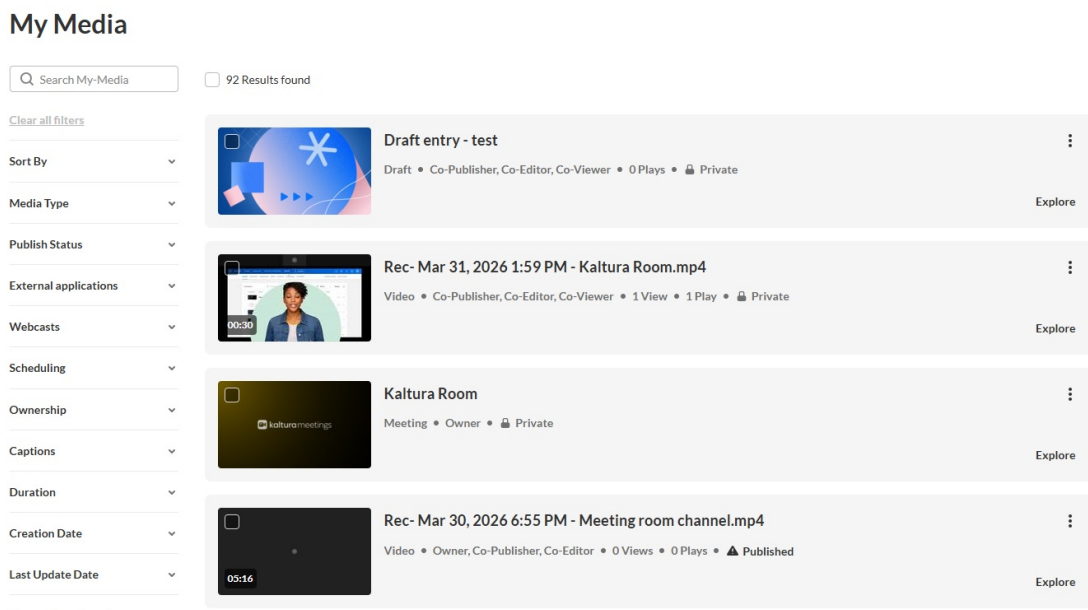
EAD files are uploaded in VTT format and use the same editing interface as captions. Editing an EAD file doesn't change its type or playback behavior.



REACH must be enabled on your account, and you must have the required permissions to use these features.

Access the editor

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



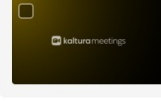
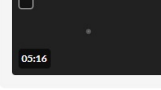


My Media

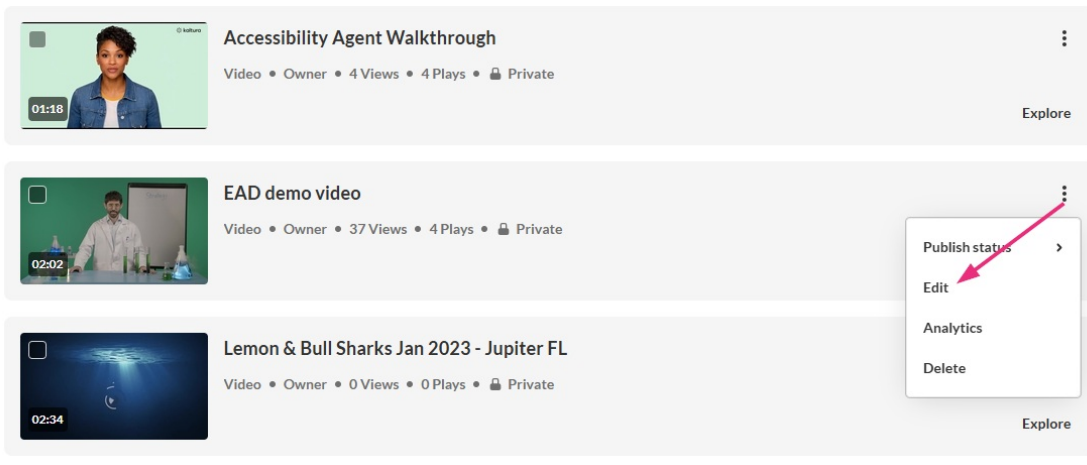
Search My-Media 92 Results found

[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. Locate the desired media and click the **three dots** at the far right 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.

< EAD demo video

i Details

Theme & layout

Schedule

Thumbnail

Privacy

Assets

Roles & permissions

i Accessibility

Details

Save

Edit basic details for your media.

Name *

EAD demo video

Description

B *i* U    

Tags

Choose department

Delete media

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

< EAD demo video

i Details

Theme & layout

Schedule

Thumbnail

Privacy

Assets

Roles & permissions

i Accessibility

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
VTT • English • 100% accuracy

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.

4. In the **Available captions & audio descriptions assets** section, locate the desired file.

5. Click the **three dots** next to the file and select **Launch editor**.

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](#)

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[+ Create](#) [Upload](#)

Available captions & audio descriptions assets


English
 VTT • English • 100% accuracy

- [Edit details](#)
- [Launch editor](#)
- [Download](#)
- [Delete](#)

Audio tracks

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

[Upload](#)

The EAD editor opens.

Editing CC & EAD for EAD demo video

← [Back to media page](#)

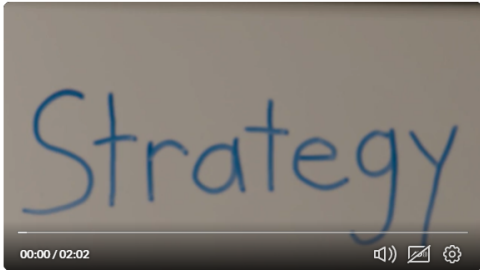
English - English v [Edit details](#)

[Replace](#) [Add speaker](#)

[Help](#) | [Revert](#) | [Save](#)

[Autoscroll](#)

<input type="checkbox"/>	00:00:00,000 00:00:03,000	The word "strategy" is written on a white board behind a teacher wearing a white lab coat. On the table in front of him are beakers and flasks of
<input type="checkbox"/>	00:00:24,965 00:00:27,965	He picks up one of three graduated cylinders, each with slightly different levels of green liquid, and moves it to the other side of the table.
<input type="checkbox"/>	00:00:43,612 00:00:46,383	He uncaps a marker and writes "metrics" on the white board.
<input type="checkbox"/>	00:00:57,370 00:01:00,370	He tops off the cylinder he had moved aside with green liquid from a second cylinder.
<input type="checkbox"/>	00:01:19,435 00:01:21,879	After taking a sniff, he drinks from the cylinder.
<input type="checkbox"/>	00:01:33,834 00:01:36,666	He sets down the cylinder and writes "journey" on the whiteboard.

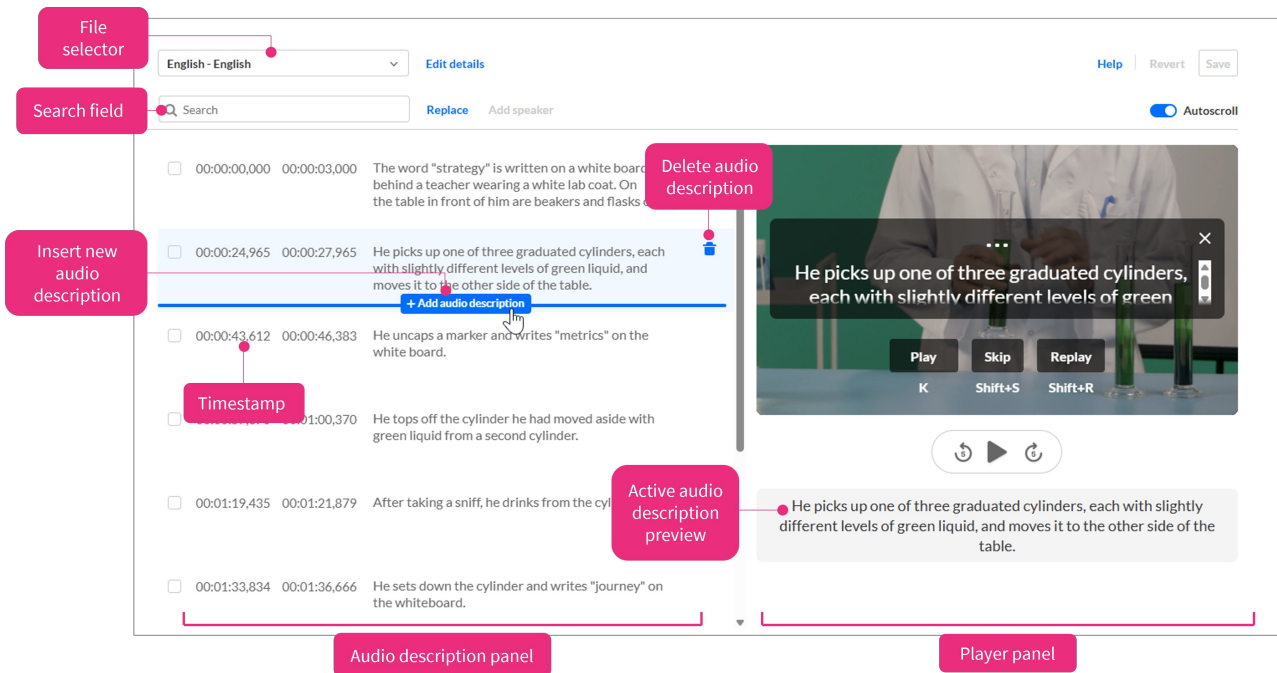


00:00 / 02:02

↺
▶
↻

The word "strategy" is written on a white board wearing a white lab coat. On the table in front of him are beakers and flasks of various shapes and sizes, filled with blue or green liquids. Some of them bubble and emit vapor.

Editor layout



The editor includes two main areas:

- **Audio descriptions panel** – Displays audio description cues and editing tools
- **Player panel** – Displays the media for real-time preview

When you select a cue, the player jumps to the relevant point in the media to help you align descriptions with the visual content.



Kaltura supports **dual screen** inside the editor.

Audio descriptions panel

The audio descriptions panel includes:

- **Audio description file selector** – Select a different file if multiple EAD files exist
- **Edit details** – Update the audio description’s language, accuracy, and label
- **Search** – Enter a term and press Enter to highlight matches
- **Replace** – Find and replace text across cues
- **Autoscroll** – Automatically scroll cues during playback
- **Delete cue** – Delete a cue (available on hover)
- **Add audio description** – Add a new cue (available on hover)
- **Text field** – Edit the cue content
- **Timestamp** – Edit start and end times

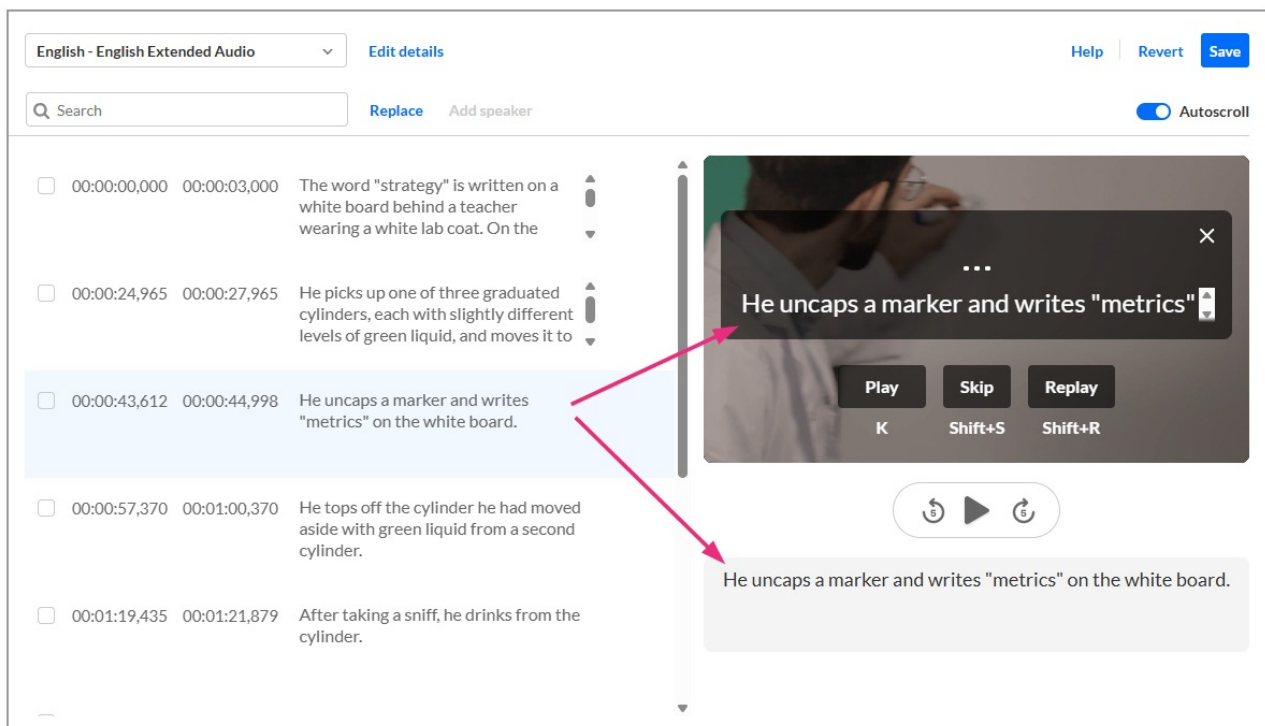


The editor uses SMPTE time format (**hh:mm:ss,mmm**) for precise timing.

Player panel

The player panel displays the media and plays audio descriptions using your browser's text-to-speech voice.

- Selecting a cue moves the player to the corresponding timestamp
- Playback helps you align descriptions with the visual scene



The screenshot shows the Kaltura player interface. On the left, there is a list of audio descriptions with checkboxes and timestamps. The third item is selected and highlighted in blue:

Start Time	End Time	Description
00:00:00,000	00:00:03,000	The word "strategy" is written on a white board behind a teacher wearing a white lab coat. On the
00:00:24,965	00:00:27,965	He picks up one of three graduated cylinders, each with slightly different levels of green liquid, and moves it to
00:00:43,612	00:00:44,998	He uncaps a marker and writes "metrics" on the white board.
00:00:57,370	00:01:00,370	He tops off the cylinder he had moved aside with green liquid from a second cylinder.
00:01:19,435	00:01:21,879	After taking a sniff, he drinks from the cylinder.

On the right, the video player shows a scene with a teacher writing on a whiteboard. A cue overlay is active, displaying the text: "He uncaps a marker and writes 'metrics' on the white board." Below the video, a control bar shows playback buttons (Play, Skip, Replay) and keyboard shortcuts (K, Shift+S, Shift+R). A separate text box below the video also displays the selected cue text.

Editing guidelines

When editing Extended Audio Descriptions (EAD), make sure the timing stays aligned with the visual scene.

EADs are active from their **start time** to their **end time**. If a viewer skips to any point within that time range, the description will play.

Set timestamps based on the **visual scene**, not the length of the spoken description:

- **Start time** - when the described visuals begin
- **End time** - when the visuals end

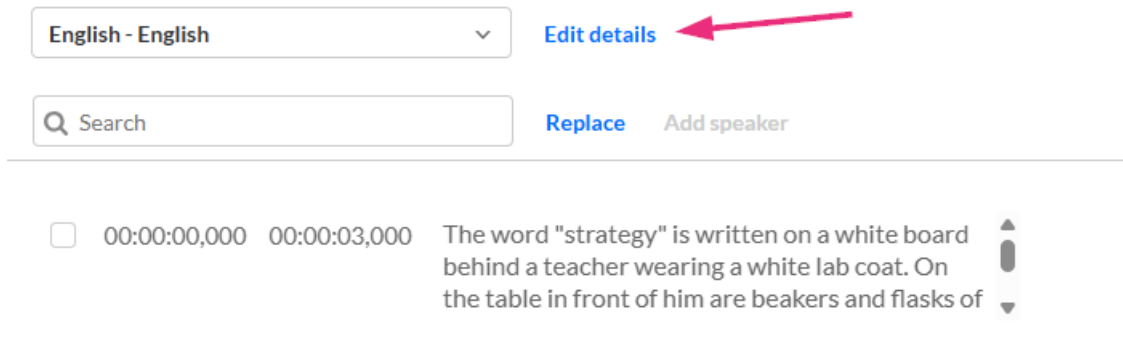
Even if the narration starts earlier or finishes later, the player uses the defined time

range to decide when to play the description.

After editing, confirm that the end time matches the end of the scene so the description plays correctly when viewers skip during playback.

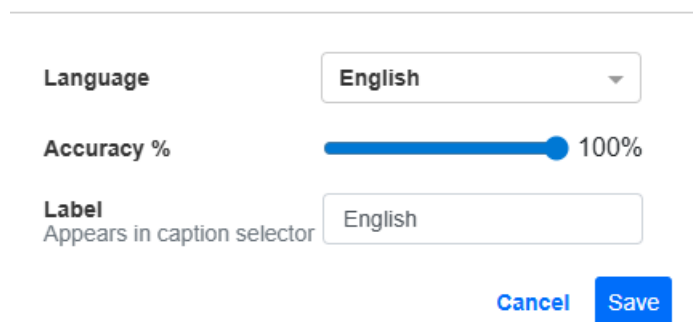
Edit audio description details

1. Click **Edit details**.



The 'Edit audio description details' screen displays.

Edit audio description details

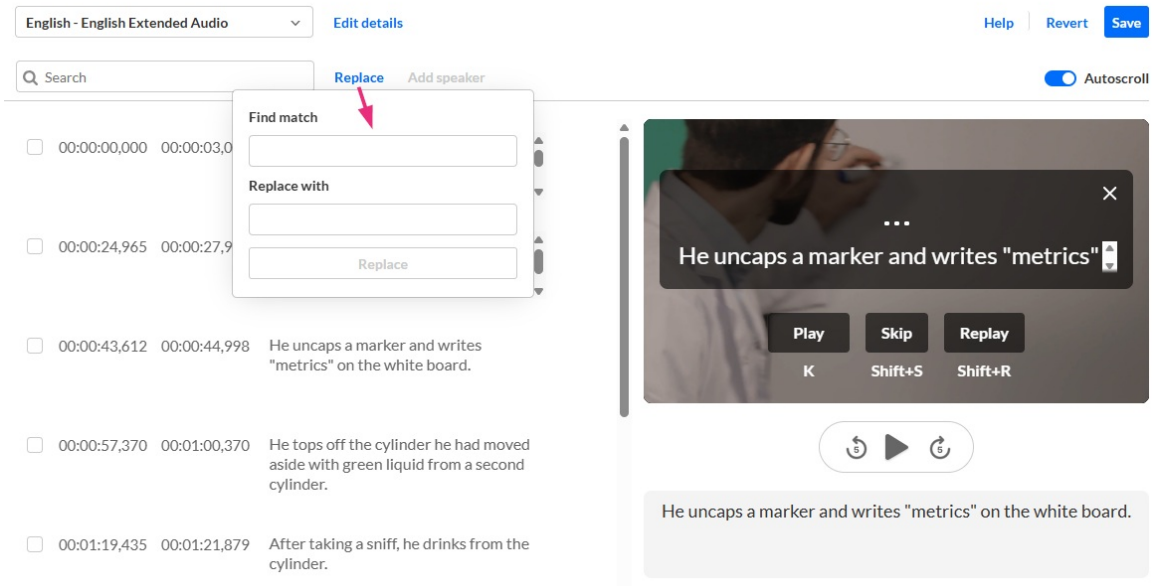


2. Update the language, accuracy, or label
3. Click **Save**. The information is immediately updated.

Find and replace text

Use find and replace to quickly update wording across multiple audio description cues, such as fixing typos, correcting names, or standardizing phrasing.

1. Click **Replace**.



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

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

Find match

Replace with

[Replace](#)

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

00:00:24,965 00:00:27,965

00:00:43,612 00:00:44,998 He uncaps a marker and writes "metrics" on the white board.

00:00:57,370 00:01:00,370 He tops off the cylinder he had moved aside with green liquid from a second cylinder.

00:01:19,435 00:01:21,879 After taking a sniff, he drinks from the cylinder.

Play Skip Replay
K Shift+S Shift+R

He uncaps a marker and writes "metrics" on the white board.

2. Enter the search term in the **Find match** field,
3. Enter the replacement term in the **Replace with** field.
4. Click **Replace** then click **Save** at the top right.

A popup displays asking you to confirm audio description accuracy.

Confirm audio description accuracy

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

Accuracy % 100%

Check that:

- Key visuals, actions, and emotions are described
- Timing is aligned with natural pauses
- Narration is clear, concise, and non-redundant

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

5. Move the slider accordingly.

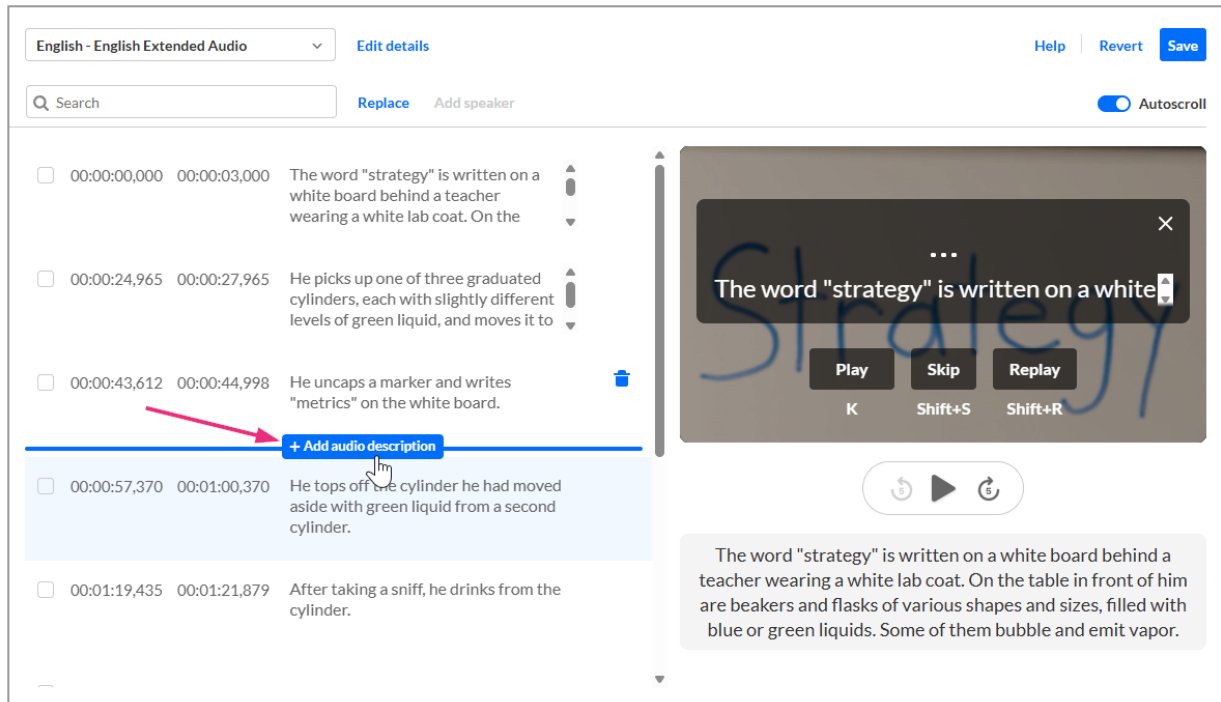


This step indicates that you've reviewed your edits and believe the audio descriptions are correct. It also marks the file as edited for compliance and workflow tracking.

6. Click **Save**. The search term is replaced immediately.

Add an audio description

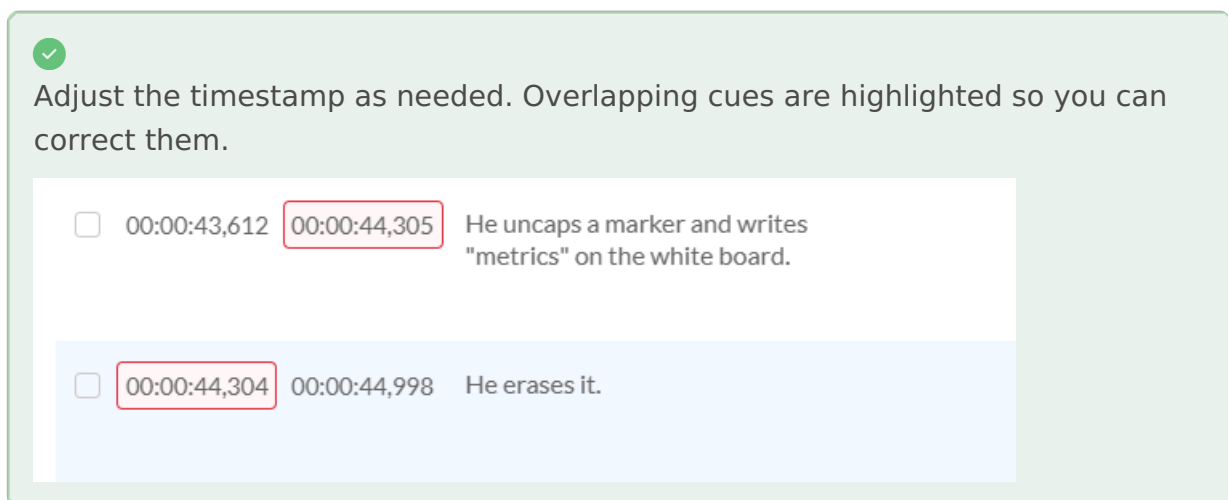
1. Hover over a cue and click **+ Add audio description**.



The screenshot shows the Kaltura interface for editing audio cues. At the top, there's a language dropdown set to 'English - English Extended Audio', an 'Edit details' link, and 'Help', 'Revert', and 'Save' buttons. Below that is a search bar with 'Replace' and 'Add speaker' options, and an 'Autoscroll' toggle. The main area contains a list of audio cues with checkboxes, timestamps, and descriptions. A red arrow points to a blue button labeled '+ Add audio description' on the cue 'He uncaps a marker and writes "metrics" on the white board.' To the right, a video player is shown with a dark overlay containing the text 'The word "strategy" is written on a white board' and playback controls (Play, Skip, Replay) with keyboard shortcuts (K, Shift+S, Shift+R). Below the video player, a subtitle-like box contains a detailed description of the scene: 'The word "strategy" is written on a white board behind a teacher wearing a white lab coat. On the table in front of him are beakers and flasks of various shapes and sizes, filled with blue or green liquids. Some of them bubble and emit vapor.'

A new audio description cue is added

2. Click the text field and enter the description.



The screenshot shows a list of audio cues with overlapping cues highlighted in red. A green checkmark is visible in the top left corner. The cues are:

- 00:00:43,612 **00:00:44,305** He uncaps a marker and writes "metrics" on the white board.
- 00:00:44,304** 00:00:44,998 He erases it.

3. Click **Save**.

A popup displays asking you to confirm audio description accuracy.

Confirm audio description accuracy

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

Accuracy %  100%

Check that:

- Key visuals, actions, and emotions are described
- Timing is aligned with natural pauses
- Narration is clear, concise, and non-redundant

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

4. Move the slider accordingly.

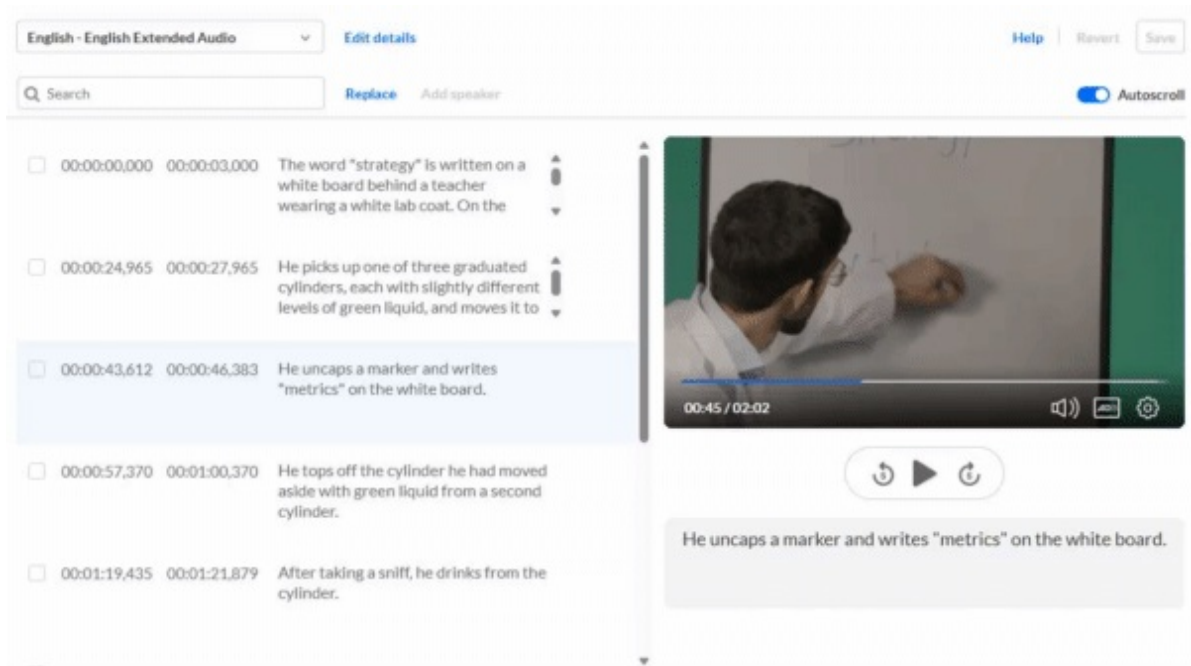


This step indicates that you've reviewed your edits and believe the audio descriptions are correct. It also marks the file as edited for compliance and workflow tracking.

5. Click **Save**. The information is updated immediately.

Edit an audio description

1. Click the text of the audio description to activate the text field.



2. Update the text as needed.
3. Click **Save**.
A popup displays asking you to confirm audio description accuracy.

Confirm audio description accuracy

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

Accuracy %
100%

Check that:

- Key visuals, actions, and emotions are described
- Timing is aligned with natural pauses
- Narration is clear, concise, and non-redundant

Cancel
Save

4. Move the slider accordingly.

✓

This step indicates that you've reviewed your edits and believe the audio descriptions are correct. It also marks the file as edited for compliance and workflow tracking.

5. Click **Save**. The information is updated immediately.
