Use the Extended Audio Description editor in Rich Media CMS

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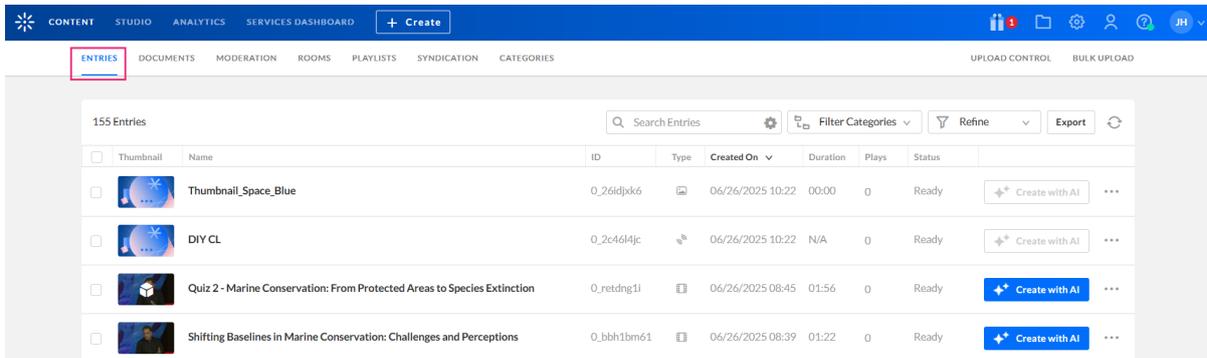> 🔒 **This article is designated for administrators.**

About

The **extended audio description editor** lets you review and edit extended audio descriptions for your videos in Rich Media CMS. If a video has more than one extended audio description file, the editor opens the one you selected.

You can easily edit the text and timing, and your changes are saved automatically. A preview mode lets you listen to the audio description during playback, so you can check how it sounds as you work.

The editor also includes helpful tools like auto-scroll, timestamp editing, and search and replace, making it easy to fine-tune extended audio descriptions and support accessible viewing.

Access the editor

1. Log into your Rich Media CMS.

   The **Entries** page displays by default.
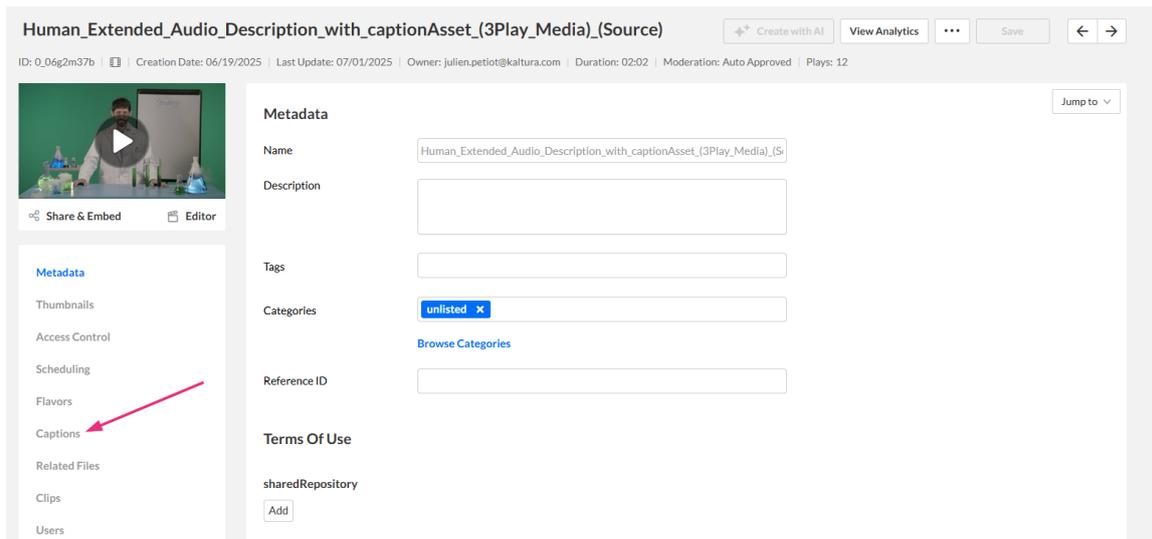

2. Locate the desired video and click on its thumbnail.
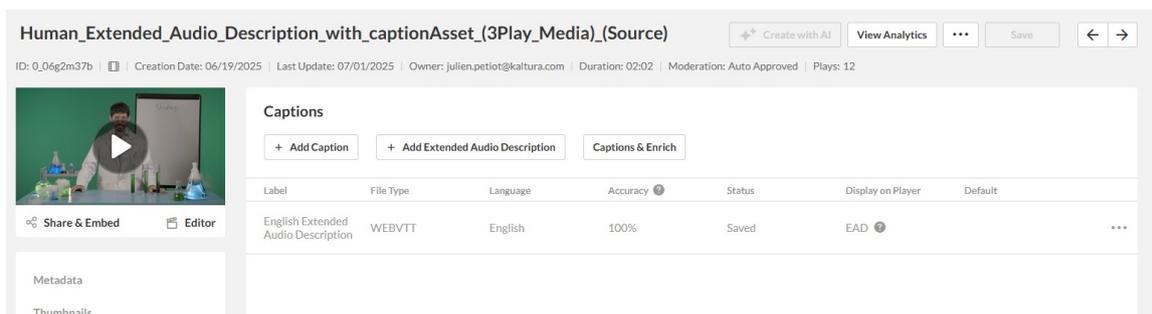

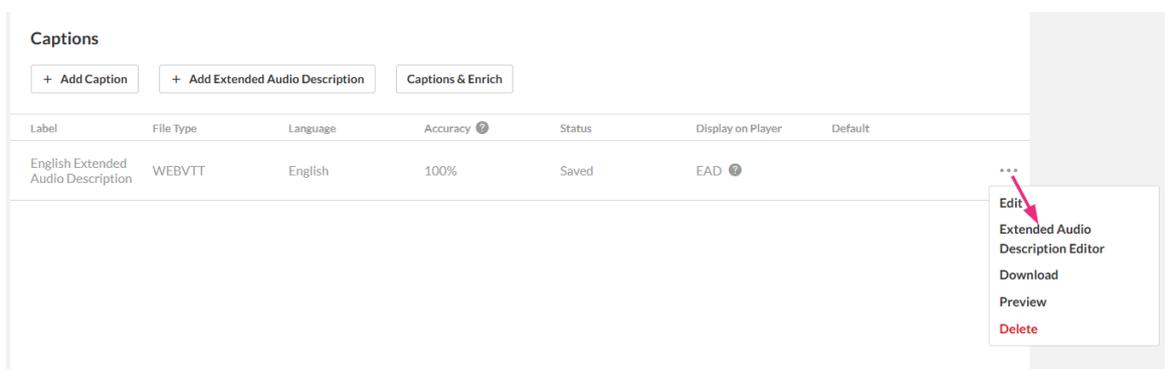   The entry details page displays.

3. Click the **Captions** tab.
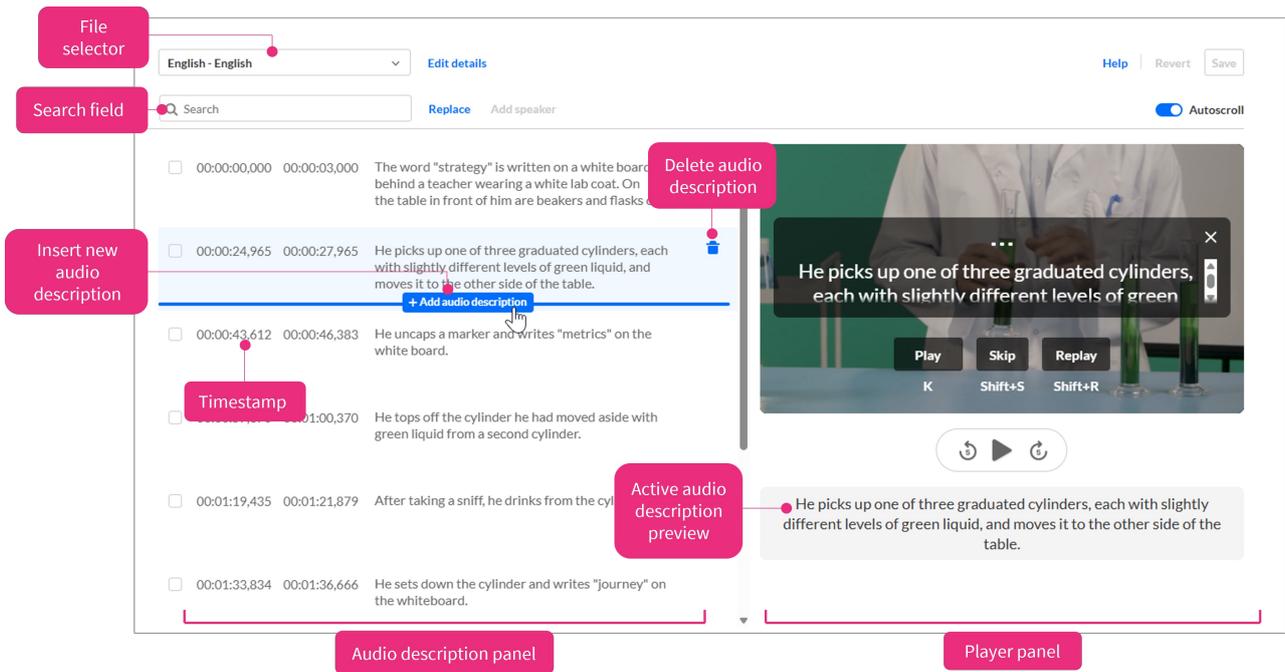

The 'Captions' page displays.

4. Click the **three-dot menu** at the far right and select **Extended Audio Description Editor**.

The editor opens.

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
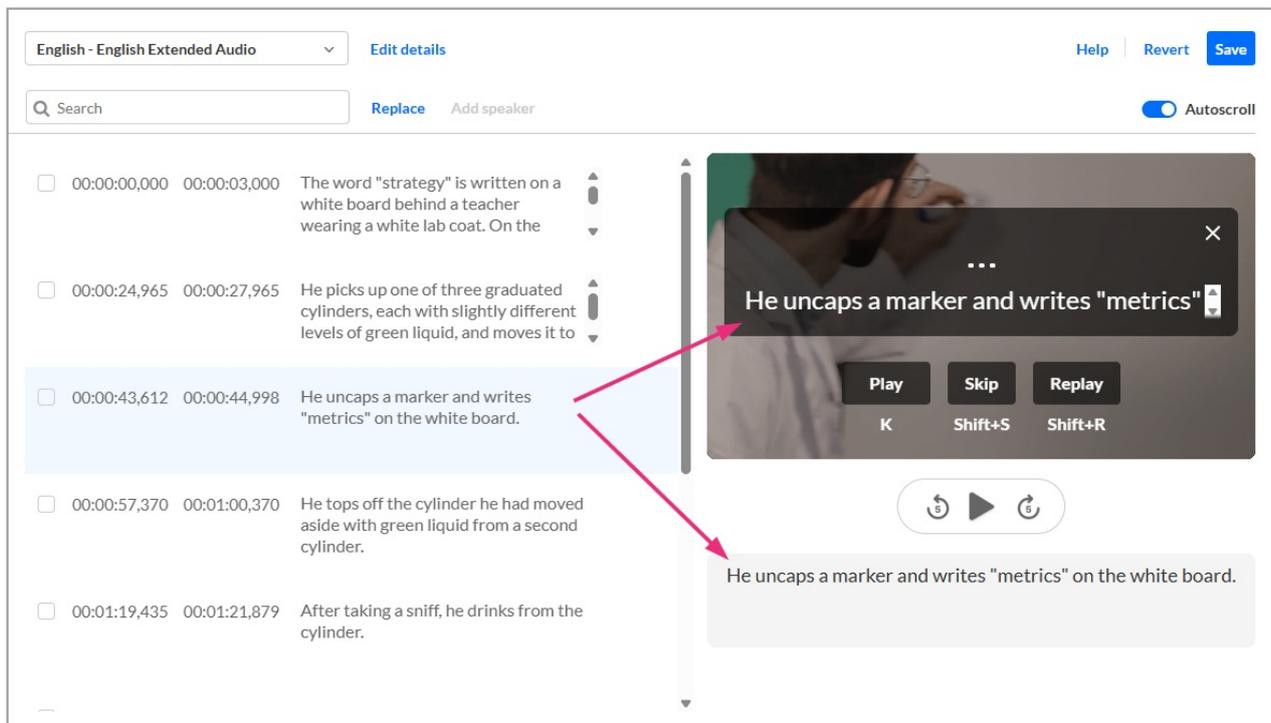
![Kaltura logo]

> ✓ 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

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
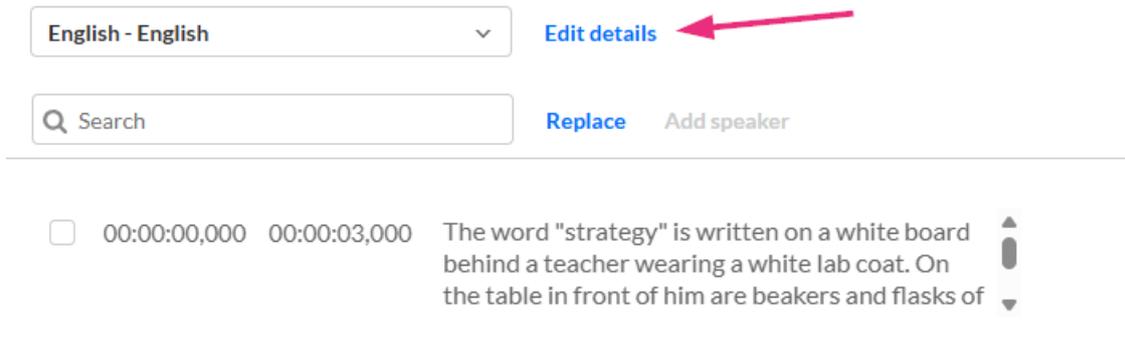- **End time** – when the visuals end

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.
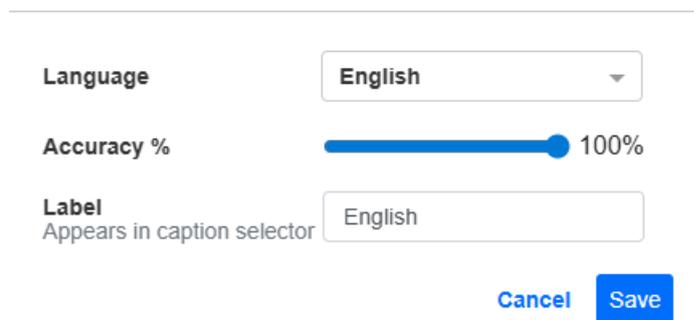
Edit audio description details

1. Click **Edit details**.
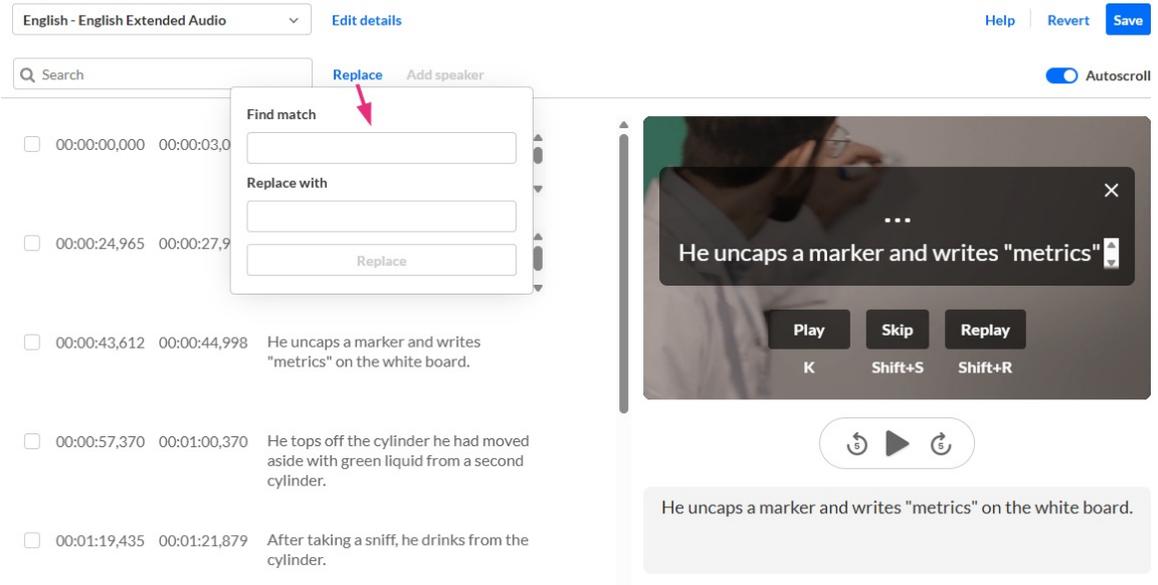

The 'Edit audio description details' screen displays.

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**.

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.

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**.

A new audio description cue is added

2. Click the text field and enter the description.

> ✅ Adjust the timestamp as needed. Overlapping cues are highlighted so you can correct them.

3. Click **Save**.

A popup displays asking you to confirm audio description accuracy.

![Kaltura logo]

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**
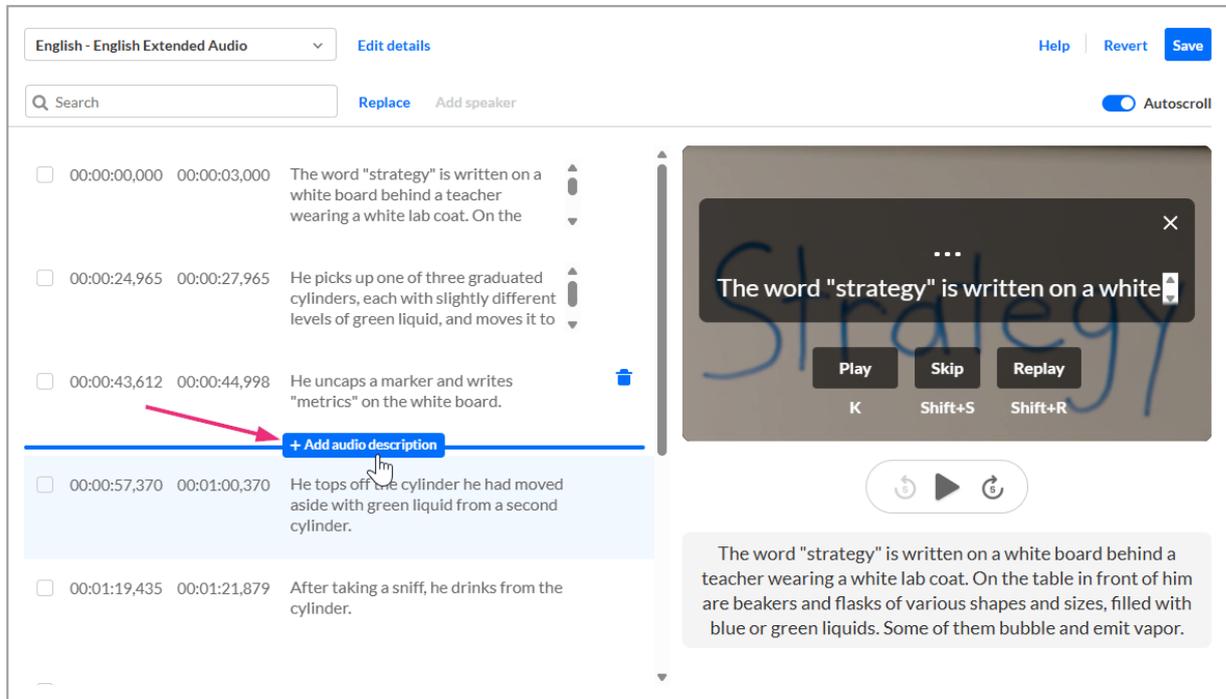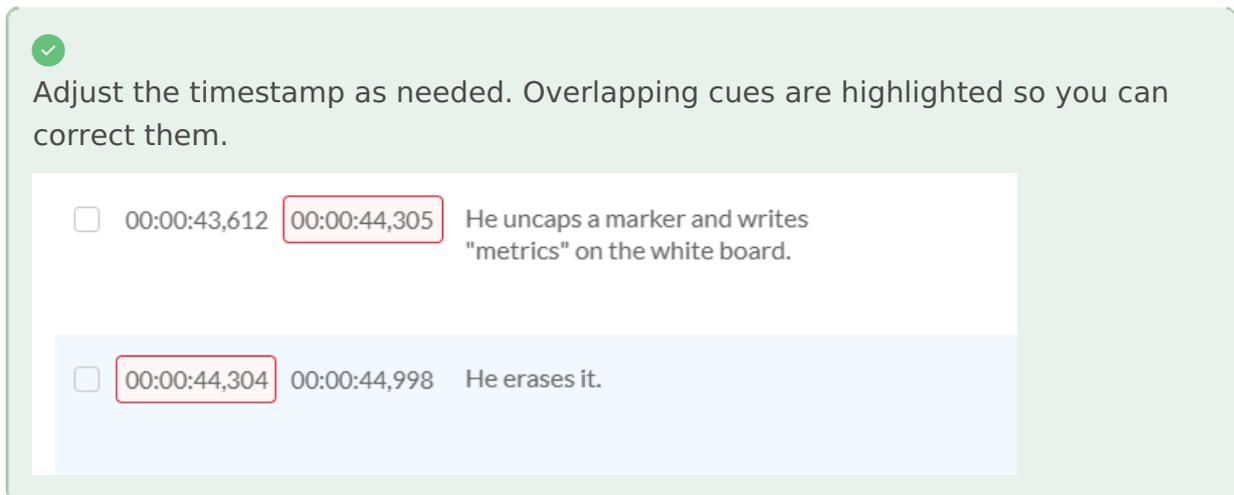
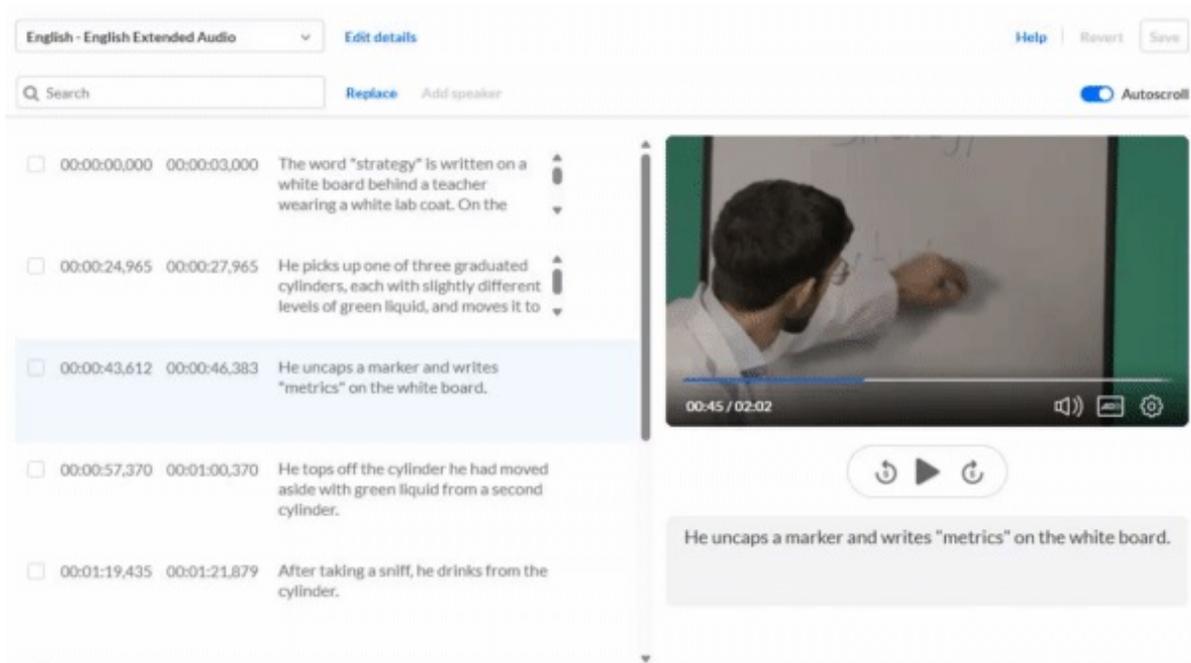4. Move the slider accordingly.

> ✓
> 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
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Cancel   Save

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