Upload and manage extended audio description (EAD) files in legacy Video Portal

Last Modified on 06/04/2026 9:15 am IDT

This article is designated for all users.

About

You can upload **extended audio description** (EAD) files for media you own or have editing privileges for.

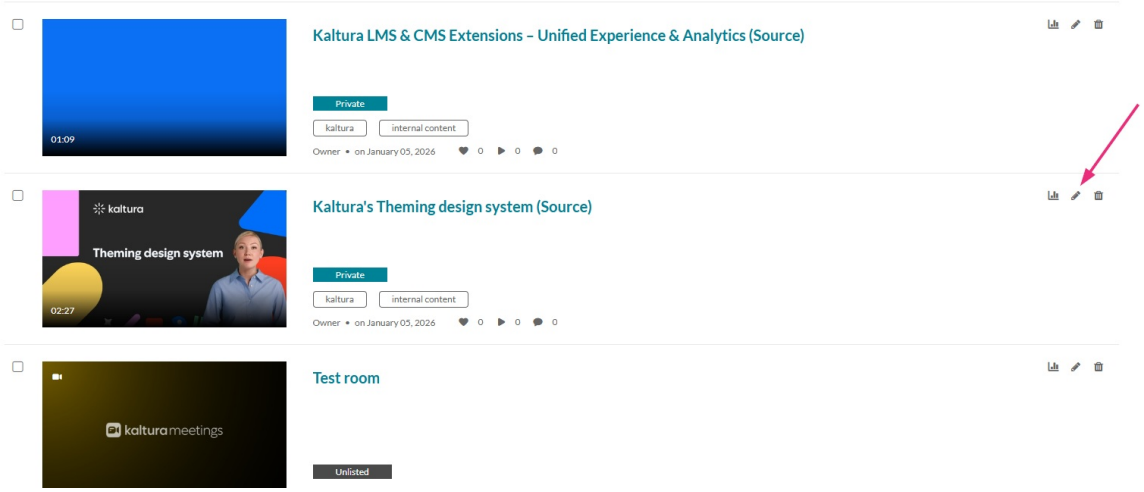
EAD files are time-coded text files that the Kaltura player converts into spoken narration using browser speech synthesis. They make visual content in videos accessible for people with visual impairments.

EAD files are uploaded in **VTT** format and managed from the **Captions** tab, alongside caption files, using a dedicated upload option.

For media files that don't already have EAD, learn about ordering in our article Order extended audio description (EAD).

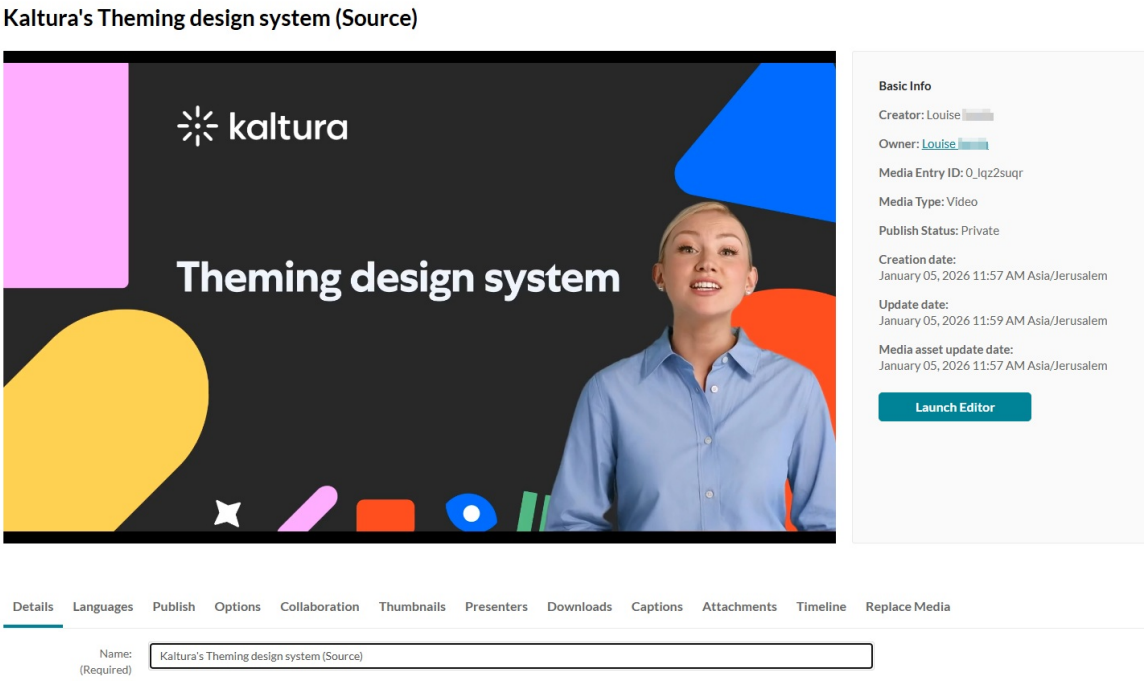
Access the extended audio description settings

1. Go to your My Media page.
2. Locate the video you want to add extended audio description to and click the **pencil icon** to the right of it.

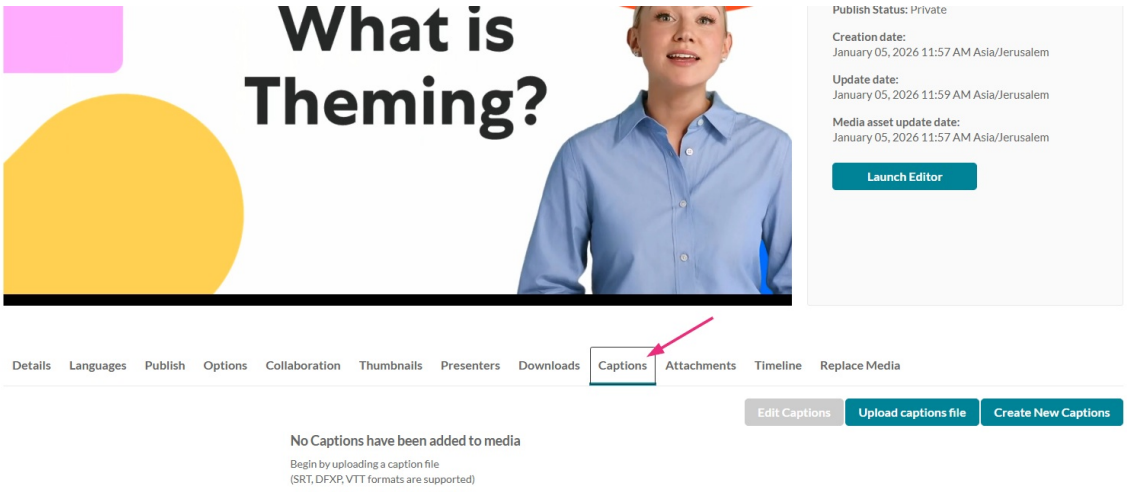


The edit page opens with the **Details** tab selected by default.

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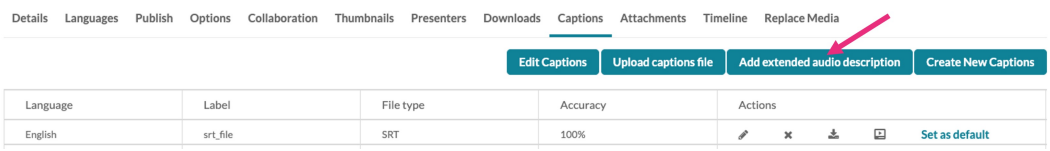


3. Click the **Captions** tab to open the settings.



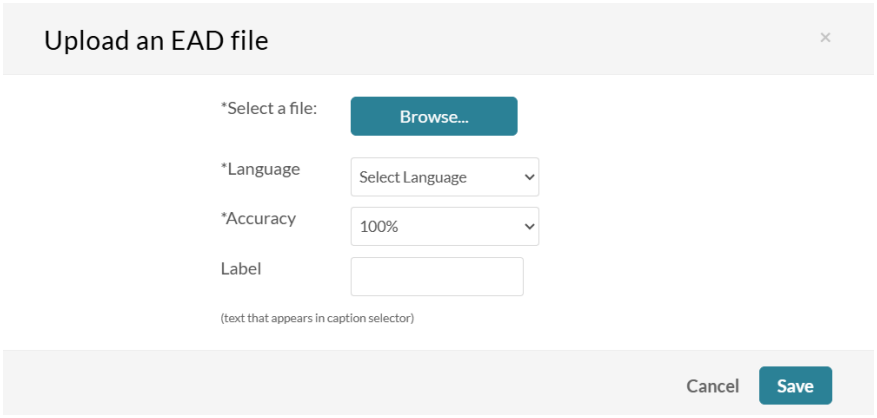
Upload an extended audio description file

1. Click **Add extended audio description**.

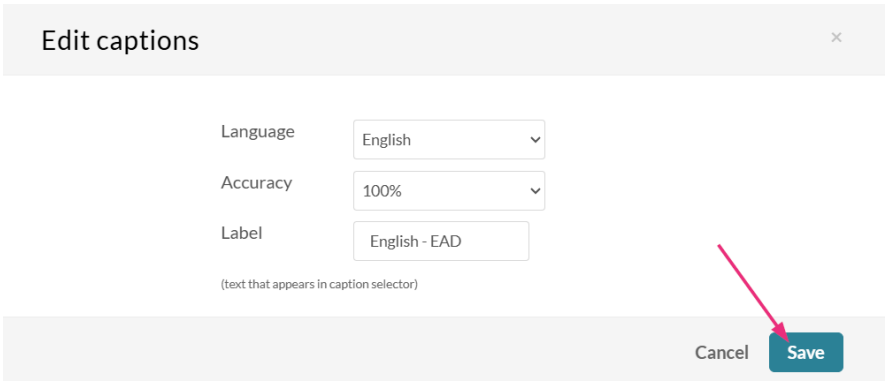


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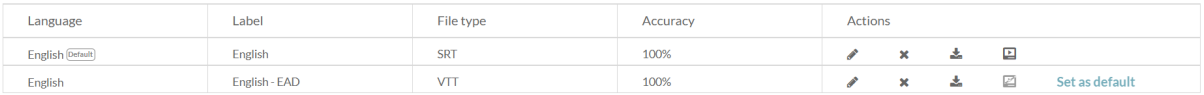
The 'Upload extended audio description' window opens.



2. Click **Browse**, and select a VTT file from your device.
3. Select the language from the **Language** dropdown menu.
4. Type in a label (it's advisable to add an “EAD” suffix to clearly identify the file as extended audio description).
5. Click **Save** to upload the file.



The file is added to a table.



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

Actions

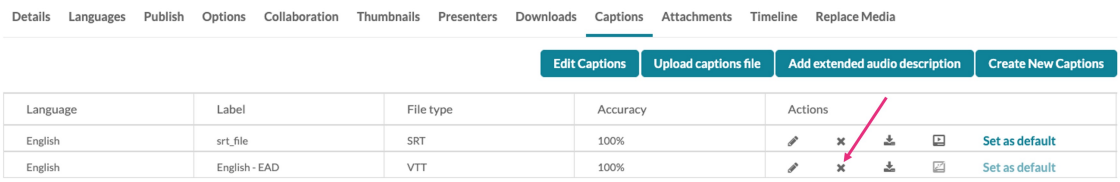
For extended audio description files, the following options are disabled:

- Display on player
- Set as default

Delete an extended audio description file

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1. In the captions table, locate the caption file and click **x** in the same row.



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

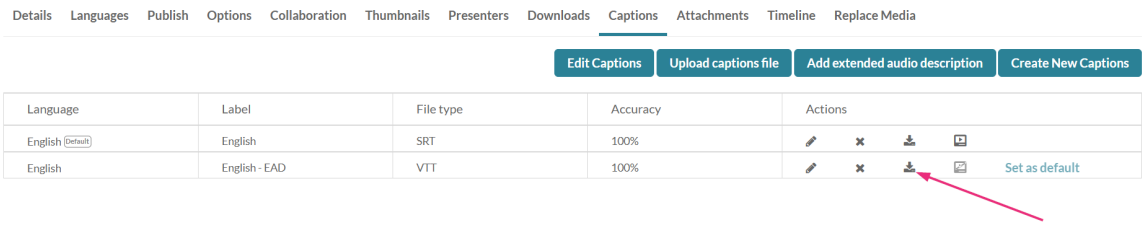
2. Click **Delete** to continue.

Deleting an extended audio description file doesn't affect caption files. Captions and extended audio description are managed separately.

Download an extended audio description 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.

In the captions table, locate the EAD file and click the **download icon** in the same row.



The file downloads to your device. The default file name will be "English.vtt", but you can rename it.

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