

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

Last Modified on 05/07/2026 11:01 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.

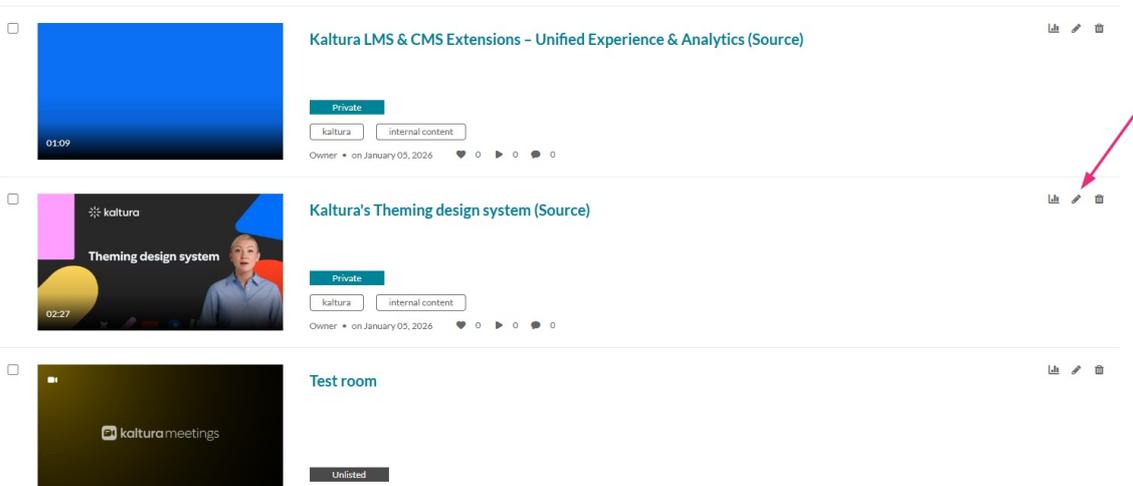
EAD files are uploaded in **VTT** format and managed from the **Captions** tab, alongside caption files, using a dedicated upload option.



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 screenshot shows a list of three video items in the Kaltura My Media interface. Each item has a thumbnail, a title, a status (Private or Unlisted), and a set of icons for actions. A red arrow points to the pencil icon (edit) for the first video item, 'Kaltura LMS & CMS Extensions - Unified Experience & Analytics (Source)'. The second item, 'Kaltura's Theming design system (Source)', also has a pencil icon. The third item, 'Test room', is unlisted and has a pencil icon.

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

Kaltura's Theming design system (Source)



Basic Info

Creator: Louise

Owner: Louise

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](#)

Details Languages Publish Options Collaboration Thumbnails Presenters Downloads Captions Attachments Timeline Replace Media

Name: (Required)

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



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[Launch Editor](#)

Details Languages Publish Options Collaboration Thumbnails Presenters Downloads **Captions** Attachments Timeline Replace Media

[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 an extended audio description file

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

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[Edit Captions](#) [Upload captions file](#) [Add extended audio description](#) [Create New Captions](#)

Language	Label	File type	Accuracy	Actions
English	srt_file	SRT	100%	✎ ✕ 📄 📁 Set as default

The 'Upload extended audio description' window opens.

Upload an EAD file
×

*Select a file: Browse...

*Language Select Language ▾

*Accuracy 100% ▾

Label

(text that appears in caption selector)

Cancel
Save

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.

Edit captions
×

Language English ▾

Accuracy 100% ▾

Label English - EAD

(text that appears in caption selector)

Cancel
Save

The file is added to a table.

Language	Label	File type	Accuracy	Actions
English <small>(Default)</small>	English	SRT	100%	
English	English - EAD	VTT	100%	Set as default

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

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

Details Languages Publish Options Collaboration Thumbnails Presenters Downloads **Captions** Attachments Timeline Replace Media

Edit Captions Upload captions file Add extended audio description Create New Captions

Language	Label	File type	Accuracy	Actions
English	srt_file	SRT	100%	Set as default
English	English - EAD	VTT	100%	Set as default

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.

Details Languages Publish Options Collaboration Thumbnails Presenters Downloads **Captions** Attachments Timeline Replace Media

Edit Captions Upload captions file Add extended audio description Create New Captions

Language	Label	File type	Accuracy	Actions
English (Default)	English	SRT	100%	
English	English - EAD	VTT	100%	Set as default

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