

# Upload and manage extended audio description in Rich Media CMS

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 This article is designated for administrators.

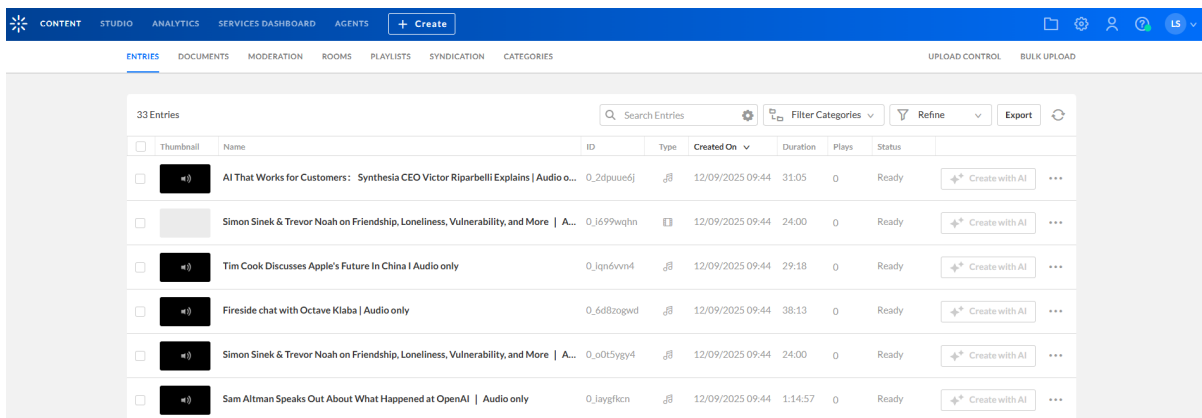
## About

In Rich Media Content Management System (Rich Media CMS), you can upload and manage extended audio description (EAD) files for your media.

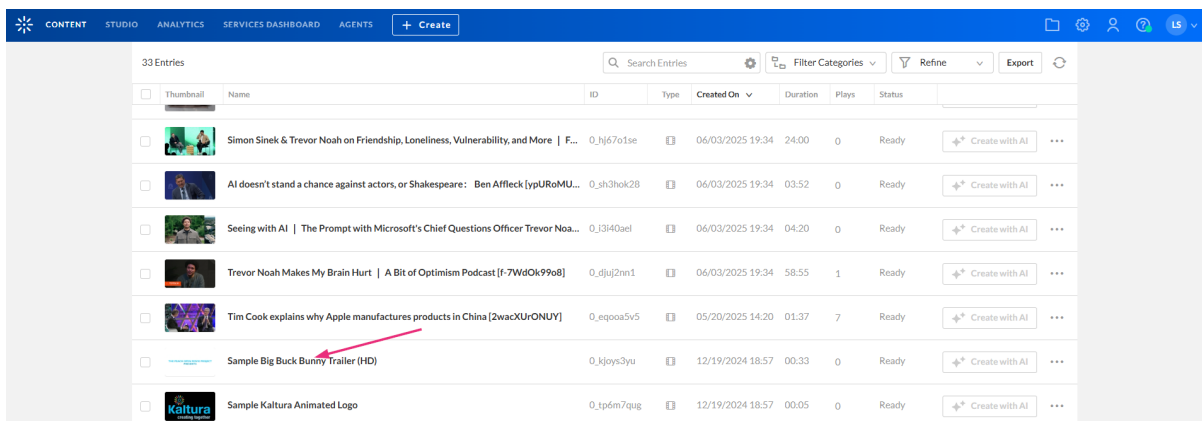
Extended audio description files are time-coded text files that the player converts into spoken narration using browser speech synthesis. They support accessibility for viewers who rely on audio descriptions to follow visual content.

## Add an extended audio description file to an entry

1. Log into your Rich Media CMS account.  
The **Entries** page displays by default.

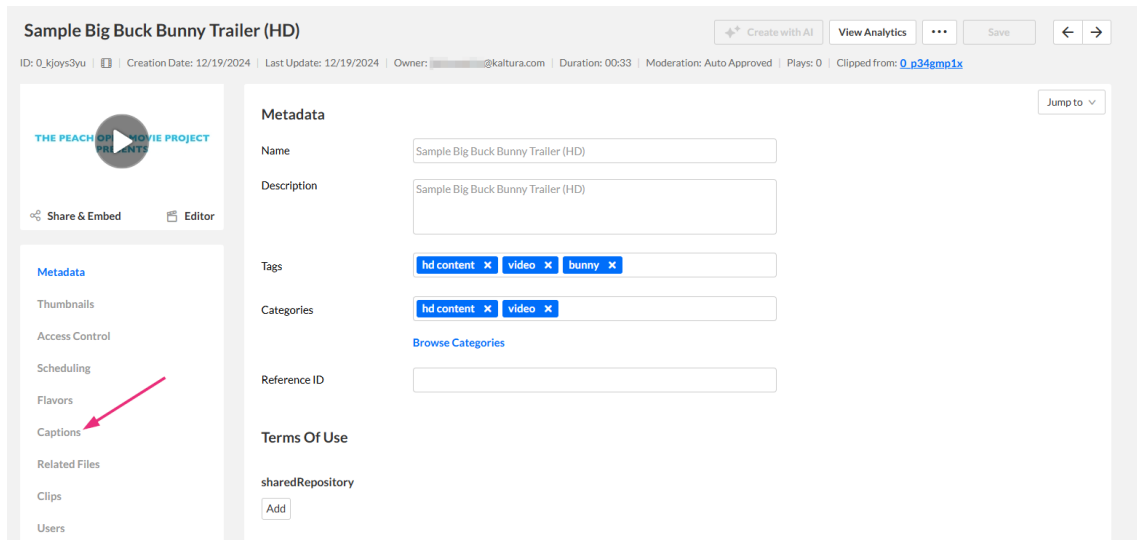


2. Click on the desired video.

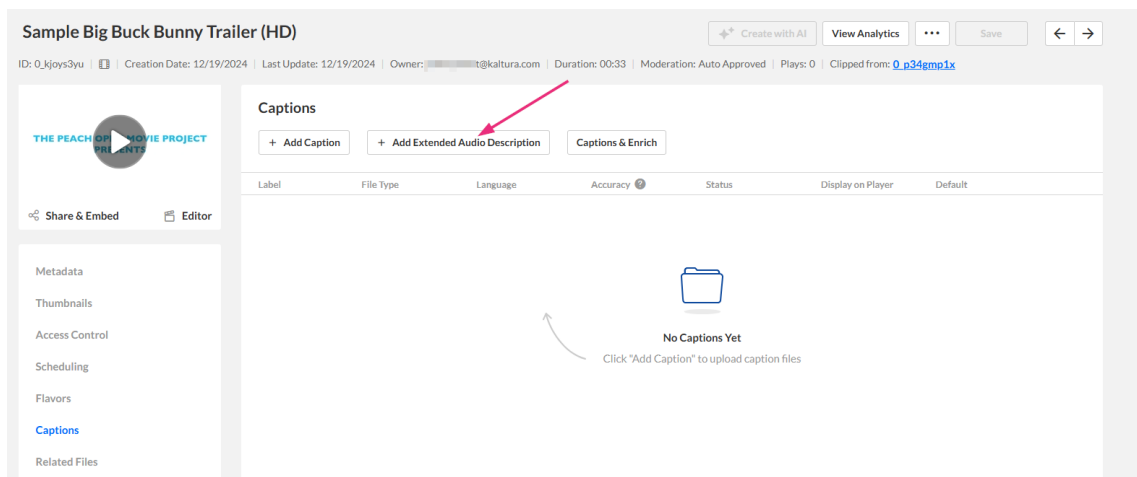


The edit details displays.

3. In the left panel, click the **Captions** tab.



4. Click **+Add Extended Audio Description**.



The 'Add Extended Audio Description' box displays.

### Add Extended Audio Description

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Label

Language  ▾

File Type VTT

Accuracy  100% Accurate

Add Caption  Upload  From URL



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5. Complete the following:

- **Label** - Review the label. The label is pre-populated and will have a suffix to clearly identify the file as extended audio description.
- **Language** - Select the language.
- **File type** - The file format is fixed and can't be changed
- **Accuracy** - The default value is 100%. If the entry has multiple captions for the same language, the player displays the file with the highest accuracy.
- **Add caption** - Choose how to add the extended audio description file:
  - **Upload File** - Upload a VTT file from your computer.
  - **From URL** - Provide a direct URL to a VTT file hosted externally.

6. Click **Add File**.

The file displays in the table.

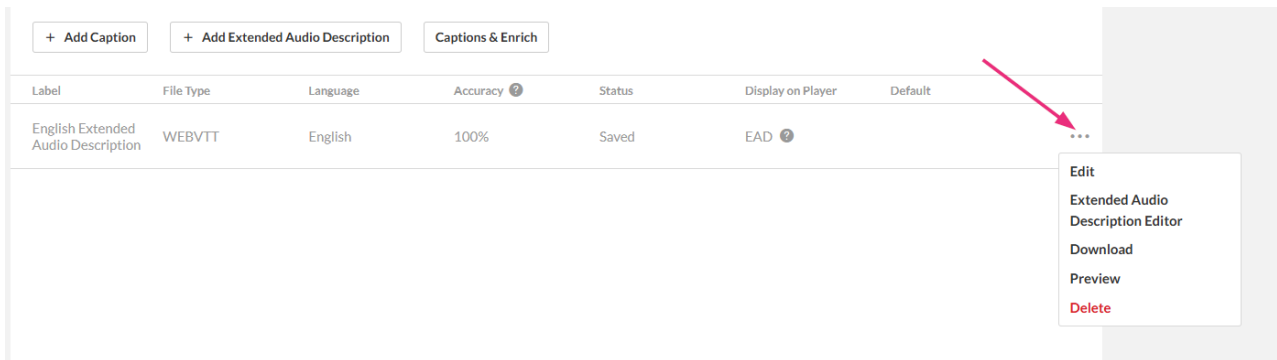
Captions						
Label	File Type	Language	Accuracy 	Status	Display on Player	Default
English Extended Audio Description	WEBVTT	English	100%	Saved	EAD 	...

To add additional files repeat these steps.

## Editing actions

After you upload an extended audio description file, you can manage it using the

**three-dot menu** at the end of the file row.



### Edit label or language

1. Click the **three-dot menu** next to the extended audio description file and select **Edit**.
2. Update the label or language.
3. Click **Done**.

### Edit extended audio description content

Click the **three-dot menu** and select **Extended Audio Description editor**.

The editor opens with the selected extended audio description file.



For more information, see [Edit extended audio description files in Rich Media CMS](#).

### Download an extended audio description file

Click the **three-dot menu** and select **Download**.

The file downloads to your device.

### Preview an extended audio description file

Click the **three-dot menu** and select **Preview**.

The VTT file displays for review.

### Delete an extended audio description file

1. Click the **three-dot menu** and select **Delete**.
2. Confirm the deletion.



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

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