

Manage accessibility settings in Content Hubs

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 This article is designated for all users.

About

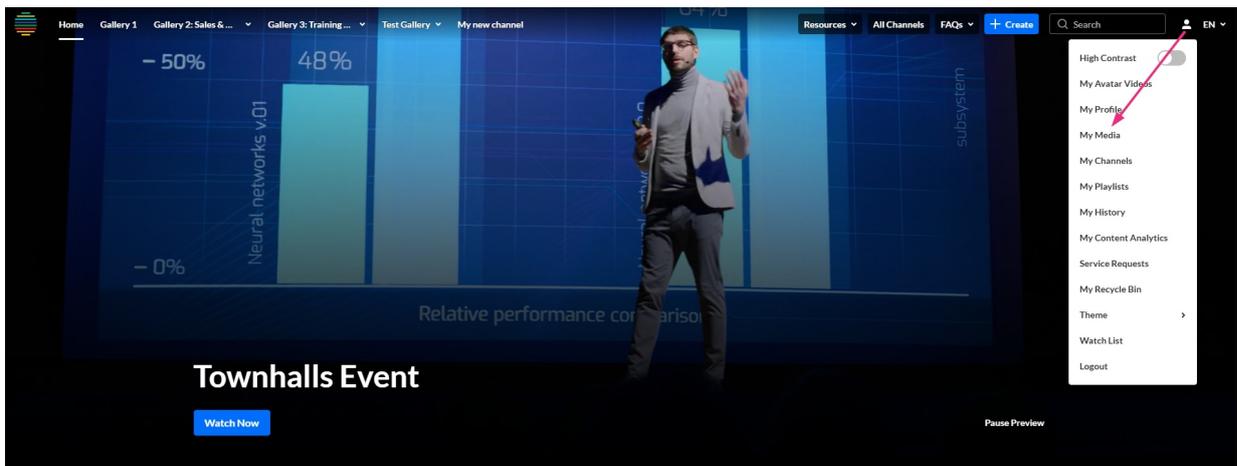
Use the **Accessibility** tab to manage accessibility features for your media, including captions, extended and basic audio descriptions, and multi-language audio tracks.

Who can use this

- Media owners
- Co-editors (depending on permissions)

Access the Accessibility tab

1. From the user menu, select [My Media](#).



The 'My Media' page displays.

2. Click the **three dots** to the right of the desired media and select **Edit**.

My Media

Search My-Media 62 Results found

Clear all filters

Sort By

Media Type

Publish Status

Webcasts

Scheduling

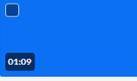
Ownership

Captions

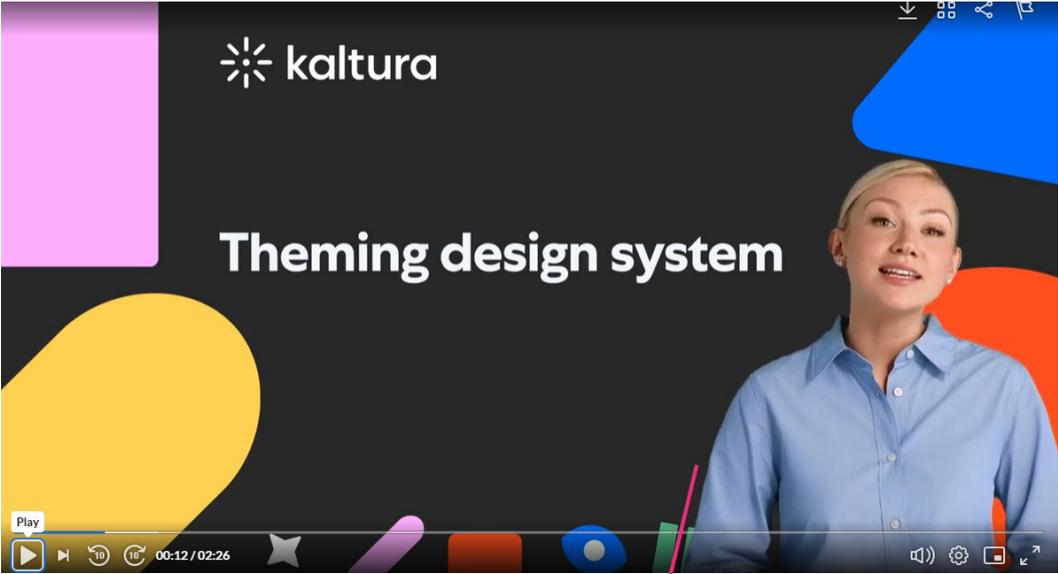
Duration

Creation Date

Last Update Date

-  **Kaltura Architecture - APIs, UI Components & Management Tools (Source)**
Video • Owner • 1 View • 1 Play • Private Explore
-  **Kaltura LMS & CMS Extensions - Unified Experience & Analytics (Source)**
Video • Owner • 0 Views • 0 Plays • Private Explore
-  **Kaltura's Theming design system (Source)**
Video • Owner • 5 Views • 5 Plays • Private Explore
 - Publish status
 - Edit**
 - Analytics
 - Delete
-  **Test room**
Meeting • Owner • Unlisted Explore

Alternatively, you can access the edit page from the [media page](#) by clicking the **three-dot menu** and selecting **Edit**.



Kaltura's Theming design system (Source) 0 Share ⋮

The edit page opens on the **Details** tab by default, with a left-hand navigation.

< Kaltura's Theming design system (Source)
Save

- Details
- Theme & layout
- Schedule
- Thumbnail
- Privacy
- Assets
- Roles & permissions
- Accessibility

Details

Edit basic details for your media.

Name *

Description

B *i* U

Tags

single text

multi text

+ Add

single date no time

multi date with time

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

< Kaltura's Theming design system (Source)

Accessibility

- Details
- Theme & layout
- Schedule
- Thumbnail
- Privacy
- Assets
- Roles & permissions
- Accessibility

... Information

Manage accessibility and localization features for your media, including captions, multi-language audio tracks, and audio descriptions.

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

Audio tracks

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

All edit actions apply immediately. There is no **Save** button on this page.



Available features depend on your site configuration. Some features are shown only if enabled for your site.

Order captions & enrich

Use this section to order professional captioning, translation, and audio description services.

Click **Reach captions & enrich** to open the ordering window.

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.

Audio tracks

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



The 'Reach captions & enrich' window opens.

Reach captions & enrich

Order Captions

Feature	Service type
<input type="text" value="Captions"/>	<input type="text" value="Machine"/>
Source media language	Turnaround time
<input type="text" value="English"/>	<input type="text" value="30 minutes"/>

Close 

All ordering, pricing, and tracking are managed through [REACH](#).

To learn more about ordering specific services, see:

- [Order captions in Content Hubs](#)
- [Order translations in Content Hubs](#)
- [Order audio description in Content Hubs](#)
- [Order extended audio description in Content Hubs](#)
- [Order dubbing in Content Hubs](#)

- [Order chaptering in Content Hubs](#)
- [Order alignment in Content Hubs](#)

Completed caption and audio assets are automatically added to the relevant sections in the Accessibility tab.

Captions & Extended Audio Description (EAD)

Use this section to upload and manage text-based files for Closed Captions (CC) and Extended Audio Description (EAD), aligned with the media timeline.

You can:

- Create captions or EAD using the editor
- Upload caption files
- Set default tracks
- Control caption visibility in the player
- Edit or delete existing files

To learn how to upload and manage captions and EAD, see:

- [Upload and manage captions in Content Hubs](#)
- [Upload and manage extended audio description \(EAD\)](#)

Audio tracks

Use this section to upload audio files for dubbing or recorded audio description (AD), which viewers can select in the player.

You can:

- Upload audio tracks
- Manage existing tracks
- Remove tracks