

# Manage accessibility settings in Content Hubs

Last Modified on 04/11/2026 8:35 pm IDT

 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


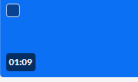
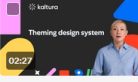
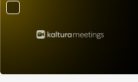
Ownership

Captions

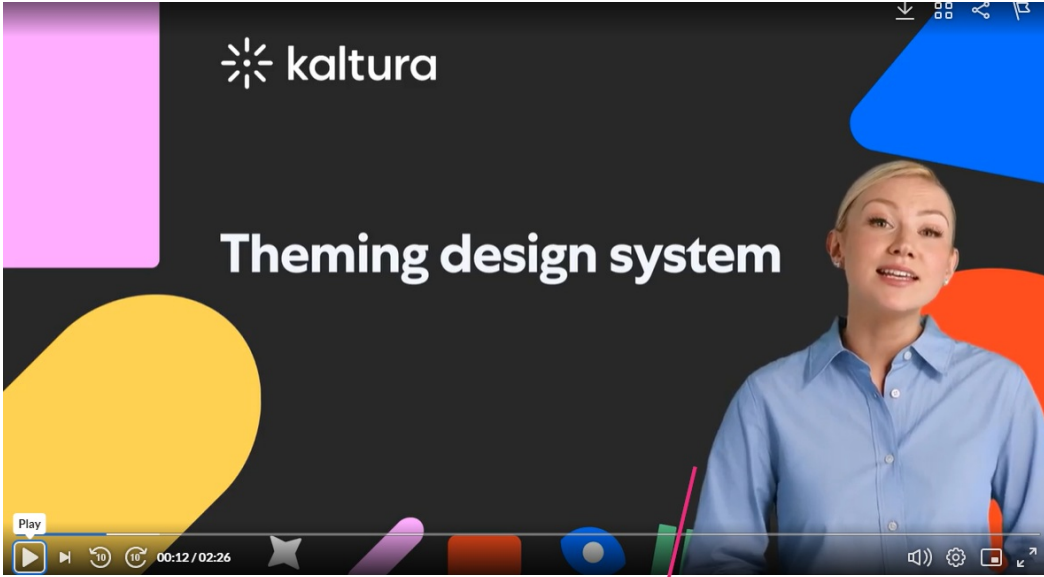
Duration

Creation Date

Last Update Date

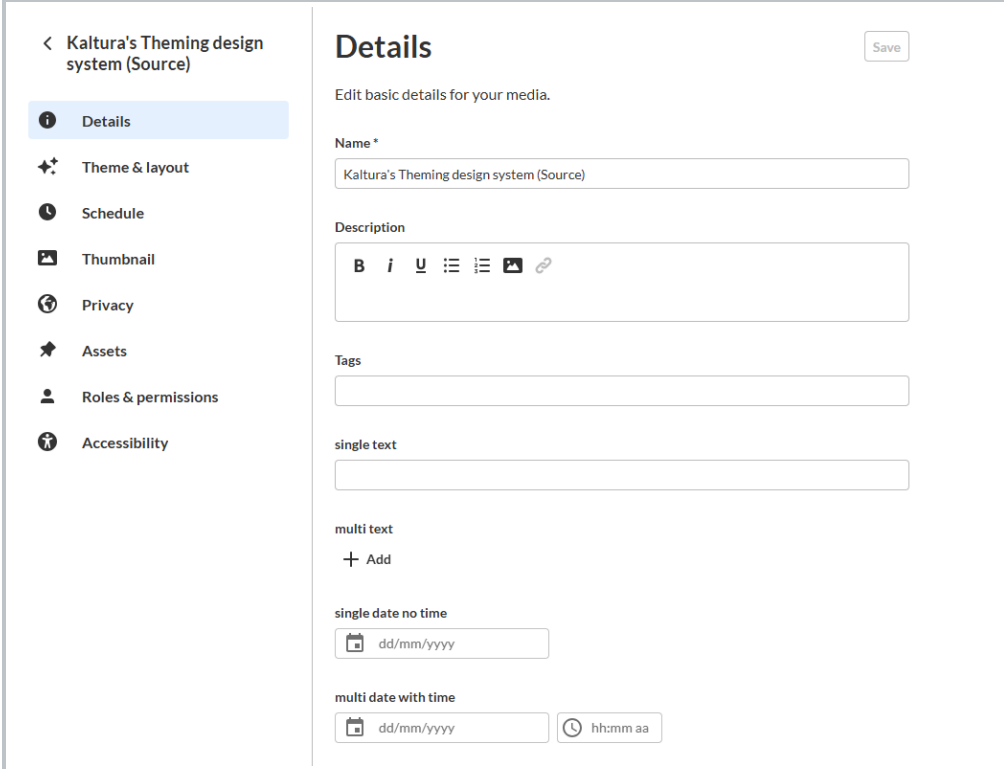
-  **Kaltura Architecture - APIs, UI Components & Management Tools (Source)**  
Video • Owner • 1 View • 1 Play • Private Explore
-  **Kaltura LMS & CMS Extensions - Unified Experience & Analytics (Source)**  
Video • Owner • 0 Views • 0 Plays • Private Explore
-  **Kaltura's Theming design system (Source)**  
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**.

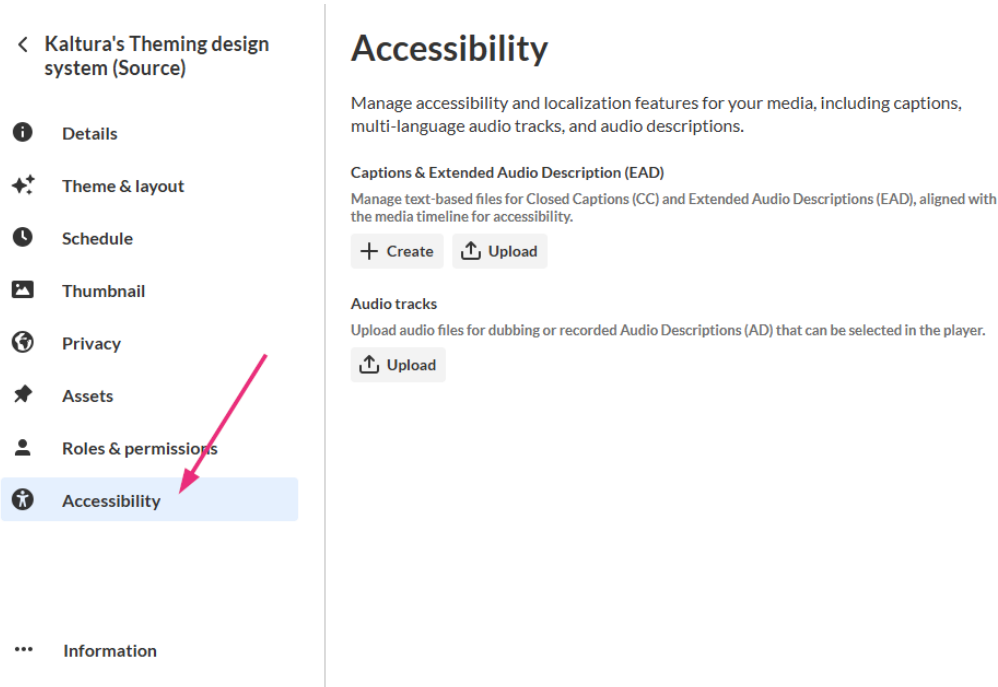


Kaltura's Theming design system (Source) 0 Share ⋮

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



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



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.

+ Create

Upload

#### Audio tracks

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

Upload

The 'Reach captions & enrich' window opens.

#### Reach captions & enrich

Order Captions

Feature

Captions

Service type

Machine

Source media language

English

Turnaround time

30 minutes

Close **Order**

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