

# Use the extended audio description (EAD) editor in Video Portal

Last Modified on 04/08/2026 5:36 pm IDT

 This article is designated for all users.

## About

The extended audio description (EAD) editor lets you review and edit audio description files for your media.

EAD files are time-coded text files that the player converts into spoken narration using your browser's text-to-speech engine. You can use the editor to refine descriptions, adjust timing, and improve clarity for viewers who rely on audio descriptions.

EAD files are uploaded in VTT format and use the same editing interface as captions. Editing an EAD file doesn't change its type or playback behavior.



**REACH** must be enabled on your account, and you must have the required permissions to use these features.

## Access the editor

1. Go to your **My Media**.

### My Media

92 Results found

[Clear all filters](#)

Sort By ▼

Media Type ▼

Publish Status ▼

External applications ▼

Webcasts ▼

Scheduling ▼


Ownership ▼

Captions ▼

Duration ▼


Creation Date ▼

Last Update Date ▼



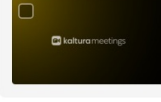
**Draft entry - test** ⋮

Draft • Co-Publisher, Co-Editor, Co-Viewer • 0 Plays • Private Explore



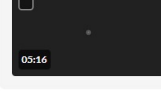
**Rec- Mar 31, 2026 1:59 PM - Kaltura Room.mp4** ⋮

Video • Co-Publisher, Co-Editor, Co-Viewer • 1 View • 1 Play • Private Explore



**Kaltura Room** ⋮

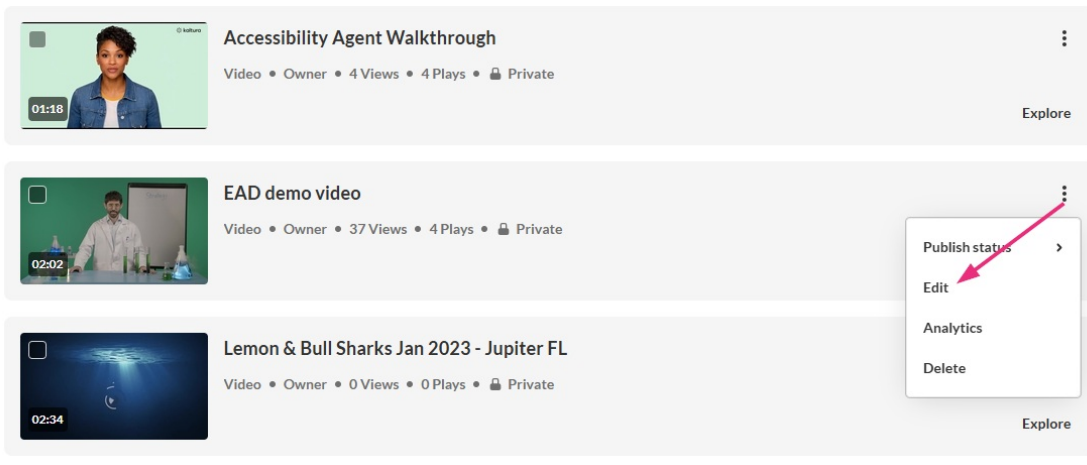
Meeting • Owner • Private Explore



**Rec- Mar 30, 2026 6:55 PM - Meeting room channel.mp4** ⋮

Video • Owner, Co-Publisher, Co-Editor • 0 Views • 0 Plays • Published Explore

2. Locate the desired media and click the **three dots** at the far right and select **Edit**.



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



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

< EAD demo video

**i** Details

Theme & layout

Schedule

Thumbnail

Privacy

Assets

Roles & permissions

**i** Accessibility

## Details

Save

Edit basic details for your media.

Name \*

EAD demo video

Description

**B** *i* U    

Tags

Choose department

Delete media

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

< EAD demo video

**i** Details

Theme & layout

Schedule

Thumbnail

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Roles & permissions

**i** Accessibility

## 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

Available captions & audio descriptions assets

 English  
VTT • English • 100% accuracy

Audio tracks

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

 Upload



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

4. In the **Available captions & audio descriptions assets** section, locate the desired file.

5. Click the **three dots** next to the file and select **Launch editor**.

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[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](#)

#### Available captions & audio descriptions assets


English  
VTT • English • 100% accuracy

- [Edit details](#)
- [Launch editor](#)
- [Download](#)
- [Delete](#)

#### Audio tracks

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

[Upload](#)

The EAD editor opens.

## Editing CC & EAD for EAD demo video

[← Back to media page](#)

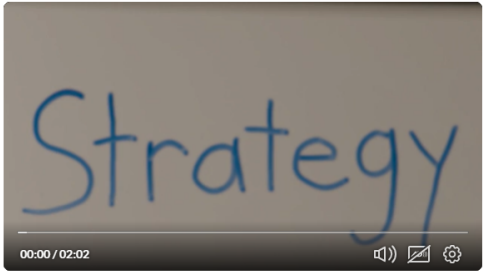
English - English Edit details

[Help](#) [Revert](#) [Save](#)

Replace Add speaker

Autoscroll

<input type="checkbox"/>	00:00:00,000 - 00:00:03,000	The word "strategy" is written on a white board behind a teacher wearing a white lab coat. On the table in front of him are beakers and flasks of
<input type="checkbox"/>	00:00:24,965 - 00:00:27,965	He picks up one of three graduated cylinders, each with slightly different levels of green liquid, and moves it to the other side of the table.
<input type="checkbox"/>	00:00:43,612 - 00:00:46,383	He uncaps a marker and writes "metrics" on the white board.
<input type="checkbox"/>	00:00:57,370 - 00:01:00,370	He tops off the cylinder he had moved aside with green liquid from a second cylinder.
<input type="checkbox"/>	00:01:19,435 - 00:01:21,879	After taking a sniff, he drinks from the cylinder.
<input type="checkbox"/>	00:01:33,834 - 00:01:36,666	He sets down the cylinder and writes "journey" on the whiteboard.



00:00 / 02:02

↺
▶
↻

The word "strategy" is written on a white board wearing a white lab coat. On the table in front of him are beakers and flasks of various shapes and sizes, filled with blue or green liquids. Some of them bubble and emit vapor.