

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

Last Modified on 06/04/2026 9:16 am 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.

With the editor, you can:

- Refine audio descriptions
- Adjust cue timing
- Preview descriptions during playback
- View EAD segments directly on the player timeline

The editor synchronizes with the player timeline in real time. Changes to cues are reflected immediately in the timeline.



**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

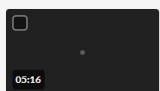
Explore



**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

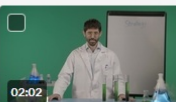
2. Locate the desired media and click the **three dots** at the far right and select **Edit**.



**Accessibility Agent Walkthrough**

Video • Owner • 4 Views • 4 Plays • Private

Explore

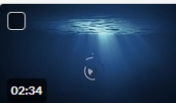


**EAD demo video**

Video • Owner • 37 Views • 4 Plays • Private

- Publish status >
- Edit**
- Analytics
- Delete

Explore



**Lemon & Bull Sharks Jan 2023 - Jupiter FL**

Video • Owner • 0 Views • 0 Plays • Private

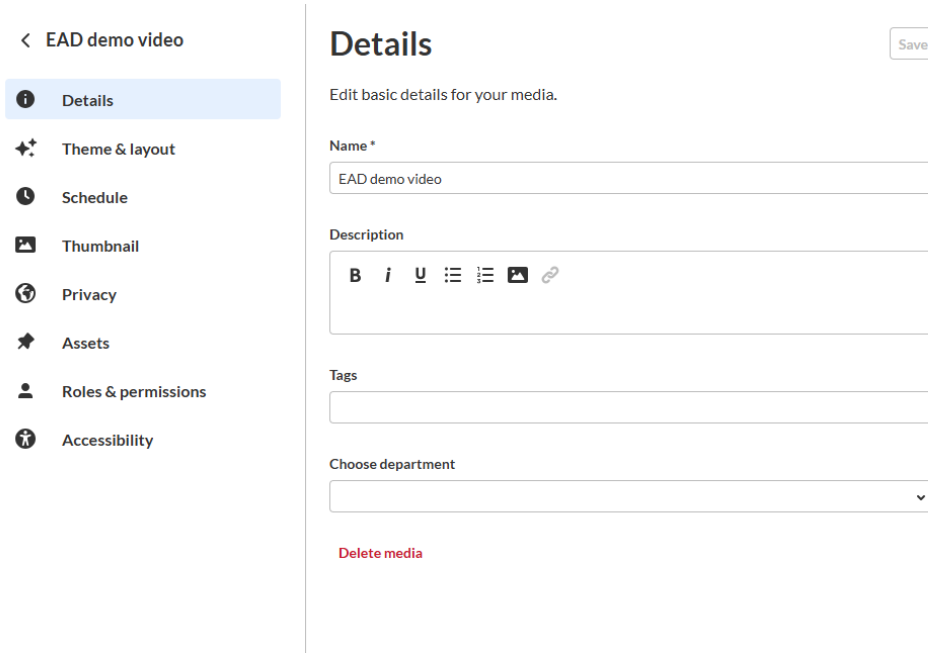
Explore

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

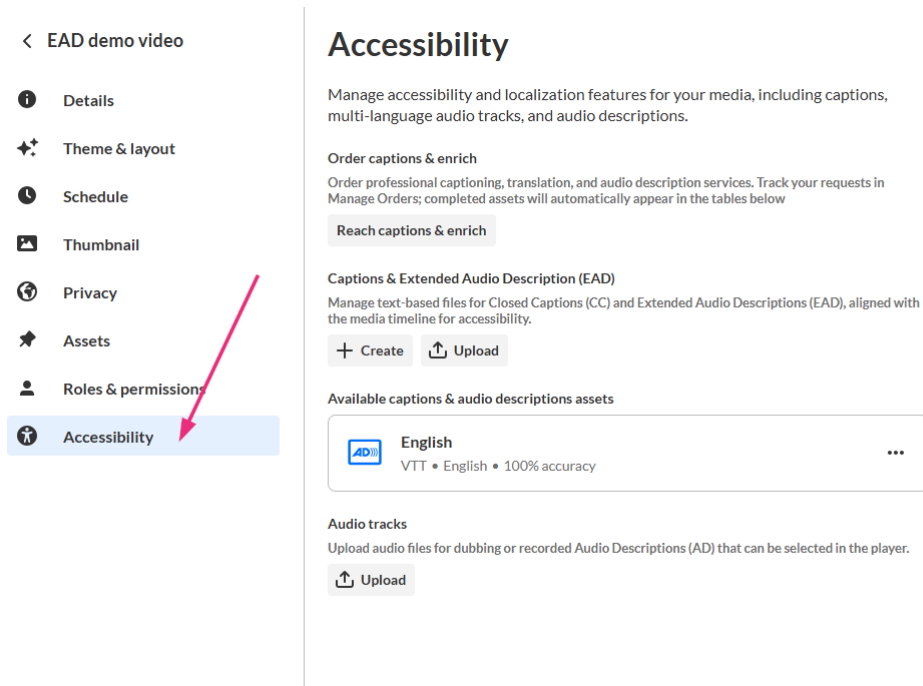


**EAD demo video**  
 By @kaltura.com • March 20, 2026 • 37 Views • 4 Plays

The edit media 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.




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**.

## 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

⋮

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

Search

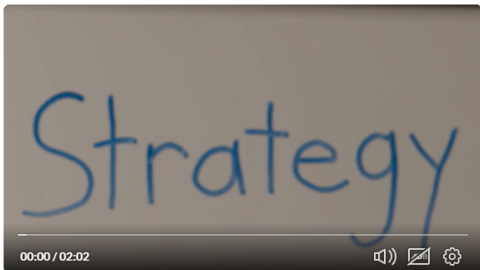
Edit details

Replace Add speaker

Help Revert Save

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.