

Upload and manage extended audio description (EAD) in Content Hubs

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 This article is designated for all users.

About

You can upload and manage extended audio description (EAD) files for media that you own or have permission to edit.

Extended audio descriptions are time-coded text descriptions of visual content. The player converts the text into spoken narration using browser speech synthesis, making visual information in videos accessible to viewers with visual impairments.

EAD files use VTT format and are managed in the **Accessibility** tab of the edit page.



This feature requires the following to be enabled:

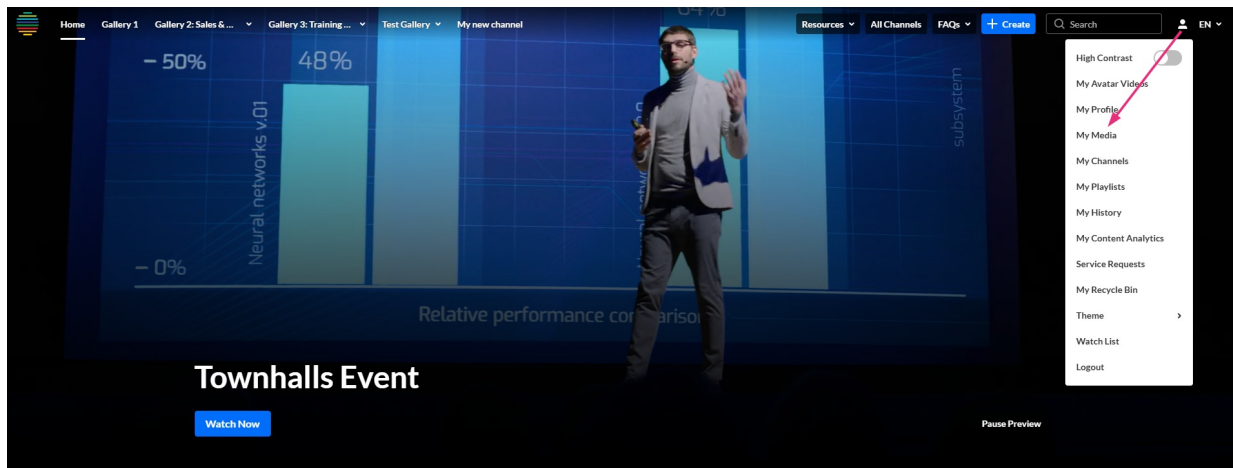
- [Captions module](#)
- [Theming module](#) with the 'mediaedit' feature set to 'Yes'

Who can use this

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

Access the Accessibility tab

1. Select [My Media](#) from the user menu.



The My Media page displays.

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

My Media

97 Results found

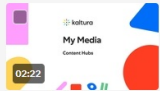
[Clear all filters](#)

My folders +
Sort By
Media Type
Publish Status
External applications
Scheduling
Captions
Duration
Creation Date
Last Update Date
Choose department



Overview of Content Hubs for Content Creators

Video • Owner • 0 Views • 0 Plays • Private



My Media in Content Hubs

Video • Owner • 19 Views • 2 Plays • Private



Upload media in Content Hubs

Video • Owner • 3 Views • 2 Plays • Private



Welcome video - Content Creators

Video • Owner • 18 Views • 16 Plays • Private

Publish status
Edit
Add/Remove from folders
Analytics
Delete

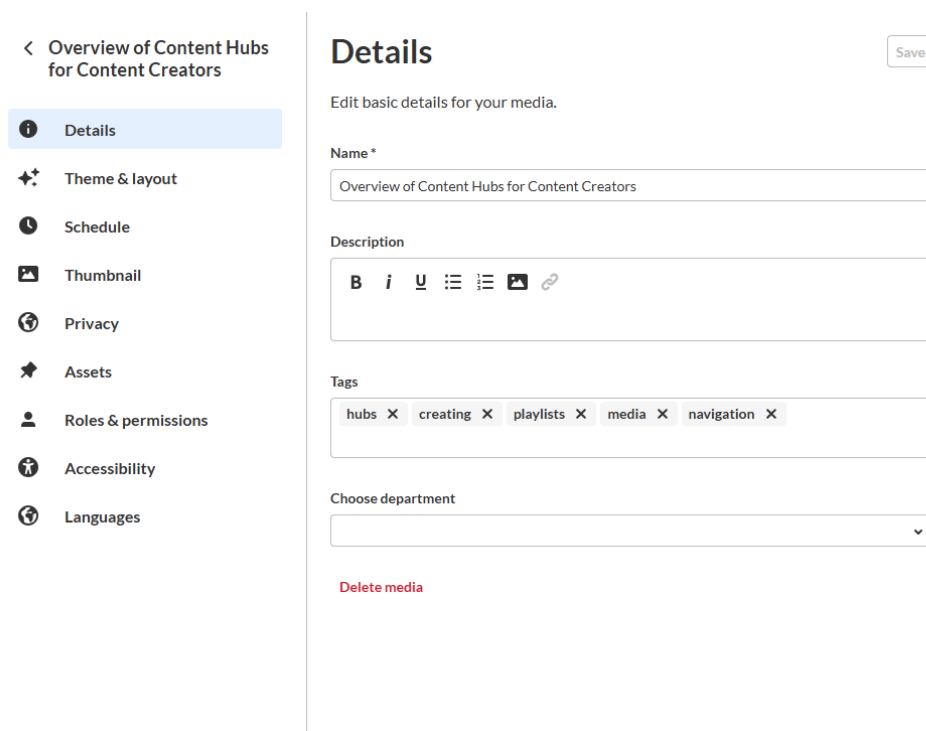
Explore

Explore

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



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.

< Overview of Content Hubs for Content Creators

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

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

Upload an extended audio description file

1. In the **Captions & Extended Audio Description (EAD)** section, click **Upload** and select **Extended Audio Description (EAD)**.

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 Upload

Closed Captions (CC)

Extended Audio Description (EAD)

The Upload Extended Audio Description (EAD) window opens.

Upload Extended Audio Description (EAD)

Upload your own extended audio description (EAD). Supported file types are: VTT.

File *

 Upload

Label ⓘ

Language

English

Accuracy

100%

Cancel
Add

2. Click **Upload** and select a VTT file from your device.

3. Complete the following fields:

- **Label** - (Optional) Enter a label for the EAD. The label appears in the player selector.
- **Language** - Select the language. The default is English.
- **Accuracy** - Set the estimated accuracy of the EAD. The default is 100%. Keep 100% for content that has been reviewed and confirmed as accurate.

4. Click **Add**.

Upload Extended Audio Description (EAD)

Upload your own extended audio description (EAD). Supported file types are: VTT.

File *

 English.vtt

Label ⓘ

Language

English

Accuracy

100%

Cancel
Add

The EAD file appears immediately under **Available captions & audio descriptions assets**.

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+ Create

Upload

Available captions & audio descriptions assets



English - EAD

VTT • English • 100% accuracy



Audio tracks

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

Upload

To upload another file, click **Upload** again and repeat these steps.

Create extended audio description

You can create an EAD track and add or edit its content in the editor.

1. In the **Captions & Extended Audio Description (EAD)** section, click **Create** and select **Extended Audio Description (EAD)**.

Accessibility

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

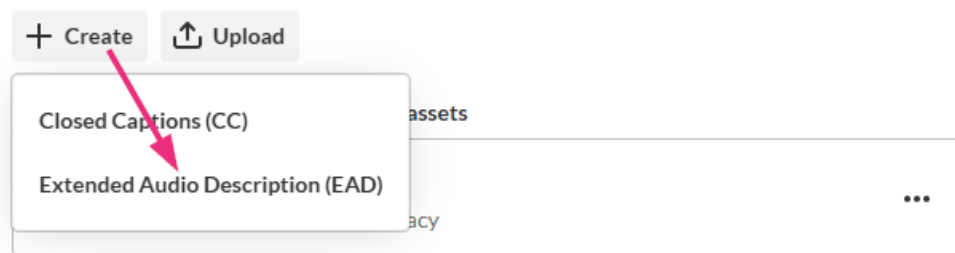
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Reach captions & enrich

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.



Audio tracks

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

Upload

The Create Extended Audio Description (EAD) window displays.

2. Complete the following fields:
 - **Label** - (Optional) Enter a label for the EAD. The label appears in the player selector.
 - **Language** - Select the language. The default is English.
 - **Accuracy** - Set the estimated accuracy of the EAD. The default is 100%. Keep 100% for content that has been reviewed and confirmed as accurate.
3. Click **Save & open editor**.

Create Extended Audio Description (EAD)

Create a new extended audio description track and continue to the editor to generate and refine captions.

Label ⓘ

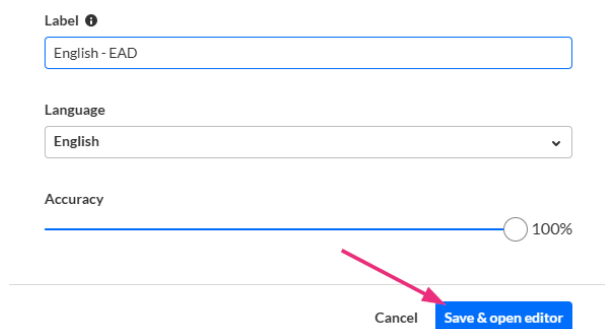
Language

English ▼

Accuracy

100%

Cancel Save & open editor



The EAD editor opens.

For information on editing EAD, see [Use the extended audio description \(EAD\) editor in Content Hubs](#).

Manage extended audio descriptions

Uploaded and created EAD files are listed under **Available captions & audio descriptions assets**.

Click the **three dots** on an EAD file to access its management options.

Accessibility

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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 - EAD

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 player

[Upload](#)

Edit details

You can change the label, language, and accuracy of an existing EAD file.

1. Click the **three dots** on the EAD file you want to edit.
2. Select **Edit details**.

The Edit extended audio description window displays.

Edit extended audio description

Edit your Extended Audio Description (EAD) file.

Label ⓘ

English - EAD

Language

English

Accuracy

100%

Cancel

Done

3. Edit any of the following:

- **Label** - (Optional) Change the label used to identify the file in the player.
- **Language** - Select the language.
- **Accuracy** - Adjust the estimated accuracy of the EAD. Use 100% for content that has been reviewed and confirmed as accurate.

4. Click **Done**.

Edit extended audio description

1. Click the **three dots** on the EAD file you want to edit.
2. Select **Launch editor**.

The EAD editor opens.

For information on editing EAD, see [Use the extended audio description \(EAD\) editor in Content Hubs](#).

Download an EAD file

1. Click the **three dots** on the EAD file you want to download.
2. Select **Download**.

The EAD file downloads to your device.

Delete an EAD file

1. Click the **three dots** on the EAD file you want to delete.
2. Select **Delete**.

A confirmation message displays.

3. Click **Delete** to confirm.