blogs.ed.ac.uk
Managing Comments
Workbook

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1. Managing comments in Settings

[1] Log into your blog via EASE from blogs.ed.ac.uk.

[2] Go down the side dashboard to Settings/ Discussion. This page will allow to make modifications to comments and the way they are moderated.

[3] In the Default article settings, you can decide whether you want to allow outward links to other blogs. These options give you the possibility to notify blogs when you link to them and, reciprocally, to be notified if somebody links to your blog. The last default option allows you to switch off all comments for any new article.

In Other comment settings, you can decide if the author of the comment has to identify him/herself, if they must be logged in as well as other options (featured below).

[4] Options below include the possibility to receive an email if somebody comments (see Email me whenever) or the possibility to manually approve every comment before they are published (see Before a comment appears). Tick the box if you want to enable the modification.
At the bottom of the page, you have the possibility to change settings for the avatars of people commenting. Tick the box if you want to enable the modification.

Remember to click the Save Changes button at the bottom of the page.
2. Managing comments directly in Comments section

[1] Once logged into your blog, click on Comments in the sidebar. This will load a page featuring all the comments on your blog from most recent to oldest. Here you can approve, unapprove, delete or spam comments. You can also sort them depending on their status (pending, approved, spam, trash) at the top.

[2] To modify your comments, tick the box on the left of the comment you wish to act upon. Then, click on Bulk Actions to see a list of possible actions.

[3] Once you have decided on your desired action from the list, click Apply. You can also make modifications by hovering over the comment. When doing so, a list of actions will appear. You have the possibility to Edit or Reply to the comment as well.
3. Restricting Comments

Find out more about switching off the comment option completely for your whole blog or for an individual post.

➢ Switching off comments for your entire blog


[2] In the Default Settings, untick the third option: ‘allow People to post comments on new articles’.

![Default article settings]

Please note that doing this will not delete already existing comments. If you wish to delete all past articles, you can do this either by deleting each one in the Comment section (see above) or turn to Other comment settings.

In Other comments, tick ‘Automatically close comments on articles older than [] days’ and change the number to 0 so that it resembles the screenshot below. This will disable all comments for any article on your blog.

![Other comment settings]

Switching off comments for an individual article

You can turn off comments for a specific article while you are editing it. Follow these instructions to learn how to do so.

1. Go to the relevant post or page edit mode.
2. At the top of the page you will see a Screen Option drop down menu. Click on it.

3. Different boxes will appear. Tick the Discussion box to enable a modification panel to appear at the bottom of your article.

4. Scroll down to the very bottom of your article to the Discussion tab. Here you will see two boxes that let you pick whether comments and trackbacks and pingbacks are allowed. Untick the boxes to disable comments on this specific article.

5. Update your page/post to save changes.