



[blogs.ed.ac.uk](https://blogs.ed.ac.uk)  
Managing Comments

Workbook

Edition #1  
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## 1. Managing comments in Settings

[1] Log into your blog via **EASE** from [blogs.ed.ac.uk](https://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.

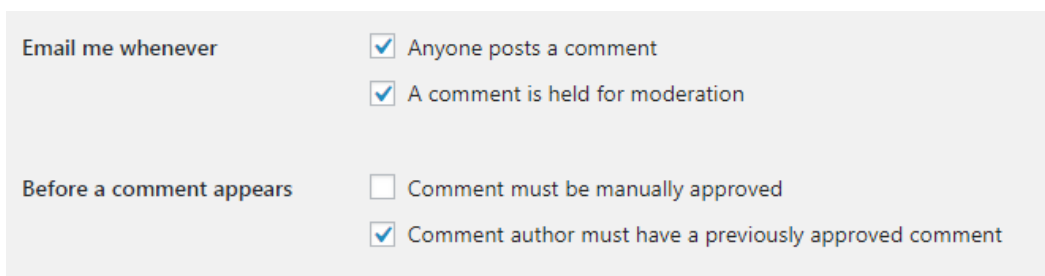
In **Other comment settings**, you can decide if the author of the comment has to identify him/herself, if they must be logged in as well as other options (featured below).



Other comment settings

- Comment author must fill out name and email
- Users must be registered and logged in to comment
- Automatically close comments on articles older than  days
- Show comments cookies opt-in checkbox.
- Enable threaded (nested) comments  levels deep
- Break comments into pages with  top level comments per page and the  page displayed by default
- Comments should be displayed with the  comments at the top of each page

[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.



Email me whenever

- Anyone posts a comment
- A comment is held for moderation

Before a comment appears

- Comment must be manually approved
- Comment author must have a previously approved comment

[5] 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.

**Avatars**

An avatar is an image that follows you from weblog to weblog appearing beside your name when you comment on avatar enabled sites. Here you can enable the display of avatars for people who comment on your site.







Avatar Display  Show Avatars

Maximum Rating

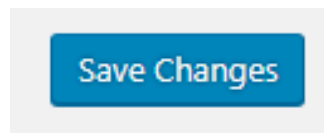
- G — Suitable for all audiences
- PG — Possibly offensive, usually for audiences 13 and above
- R — Intended for adult audiences above 17
- X — Even more mature than above

Default Avatar

For users without a custom avatar of their own, you can either display a generic logo or a generated one based on their email address.

-  Mystery Person
- Blank
-  Gravatar Logo
-  Identicon (Generated)
-  Wavatar (Generated)
-  MonsterID (Generated)
-  Retro (Generated)

[6] Remember to click the **Save Changes** button at the bottom of the page

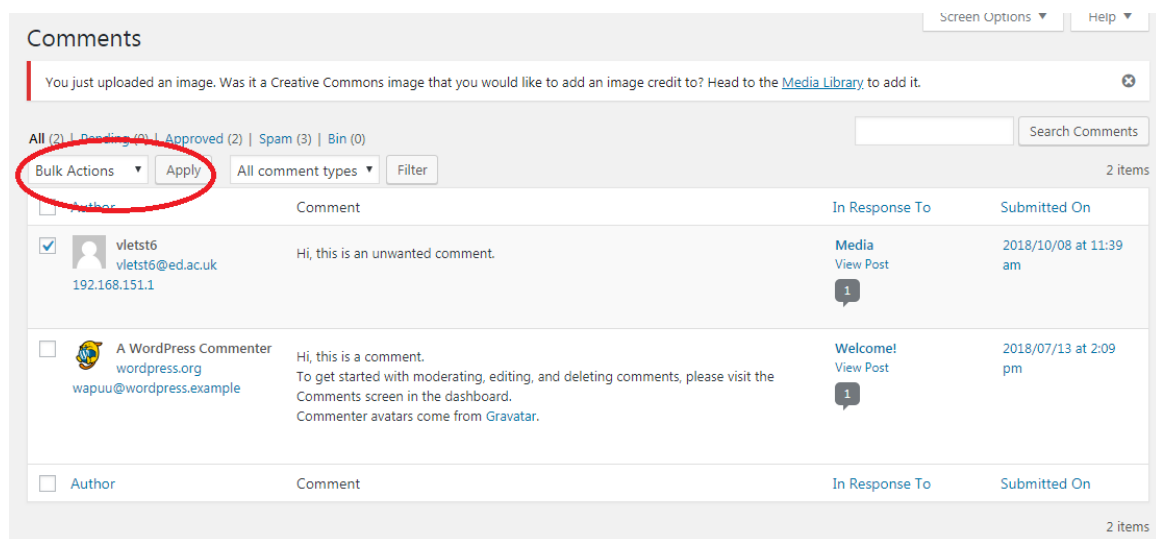


## 2. Managing comments directly in Comments section

[1] Once logged into your blog, click on **Comments** in the sidebar.

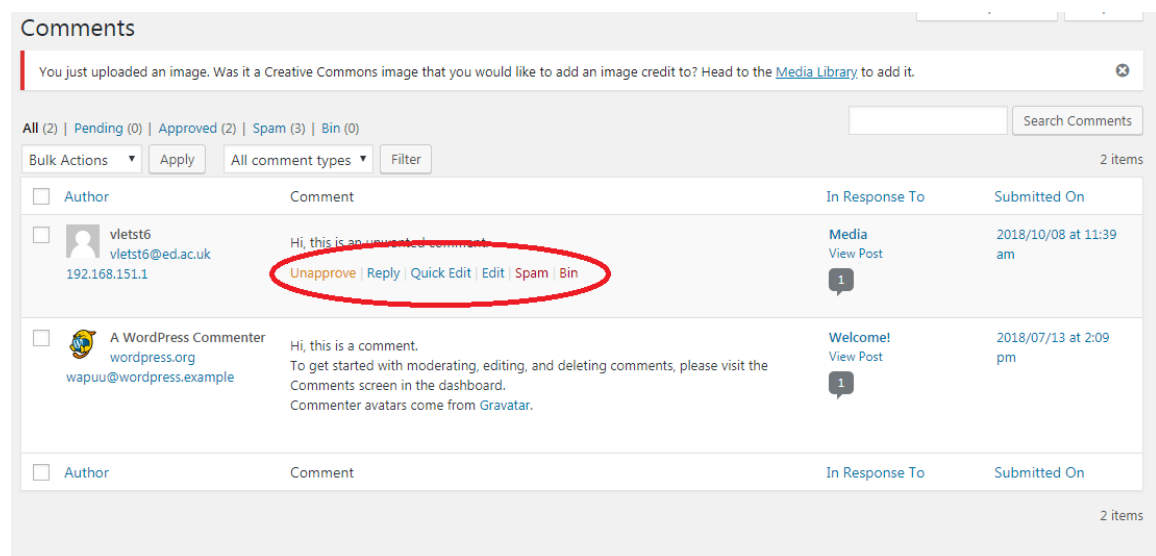
This will load a page featuring all the comments on your blog from most recent to oldest. Here you can approve, unapprove, delete or spam comments. You can also sort them depending on their status (pending, approved, spam, trash) at the top.

[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.



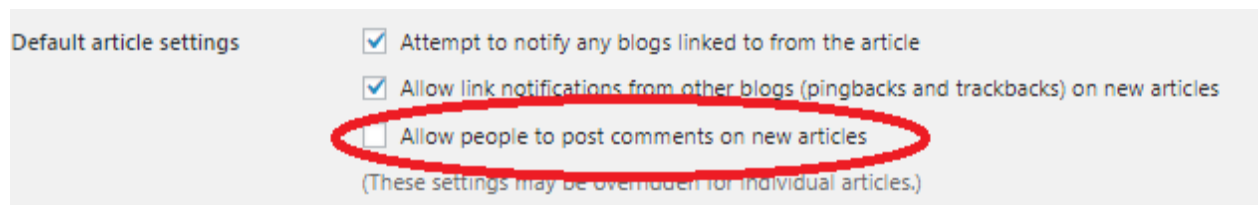
### 3. Restricting Comments

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

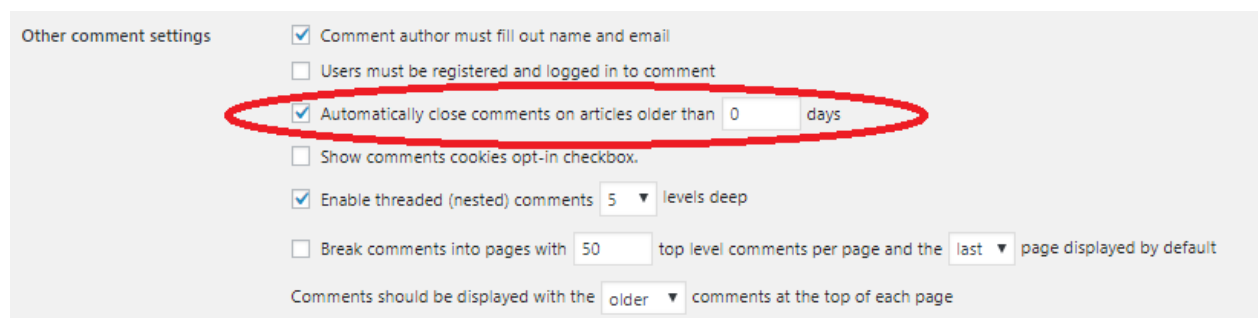
[1] Go to **Settings/Discussion**.

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



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.



[3] Remember to **Save Changes**.

## ➤ Switching off comments for an individual article

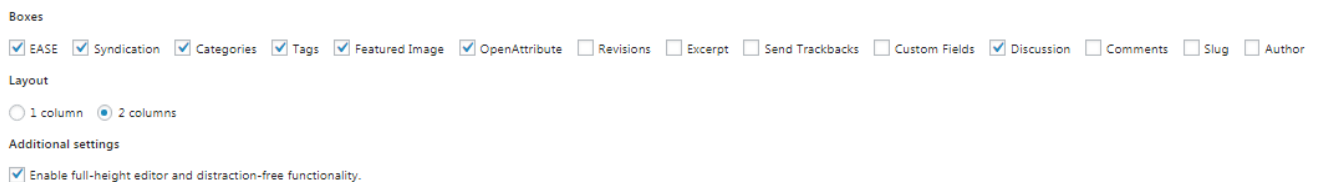
You can turn off comments for a specific article while you are editing it. Follow these instructions to learn how to do so.

[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.

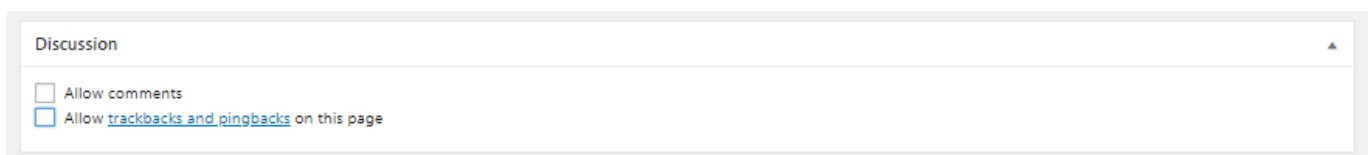
### Screen Options ▼

[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.