



blogs.ed.ac.uk
Managing Comments

Workbook

Edition #1
October 2018

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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).

The screenshot shows the 'Other comment settings' section. It includes several configuration options:

- 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.

The screenshot shows two sections of the EASE dashboard:

- 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

Save Changes

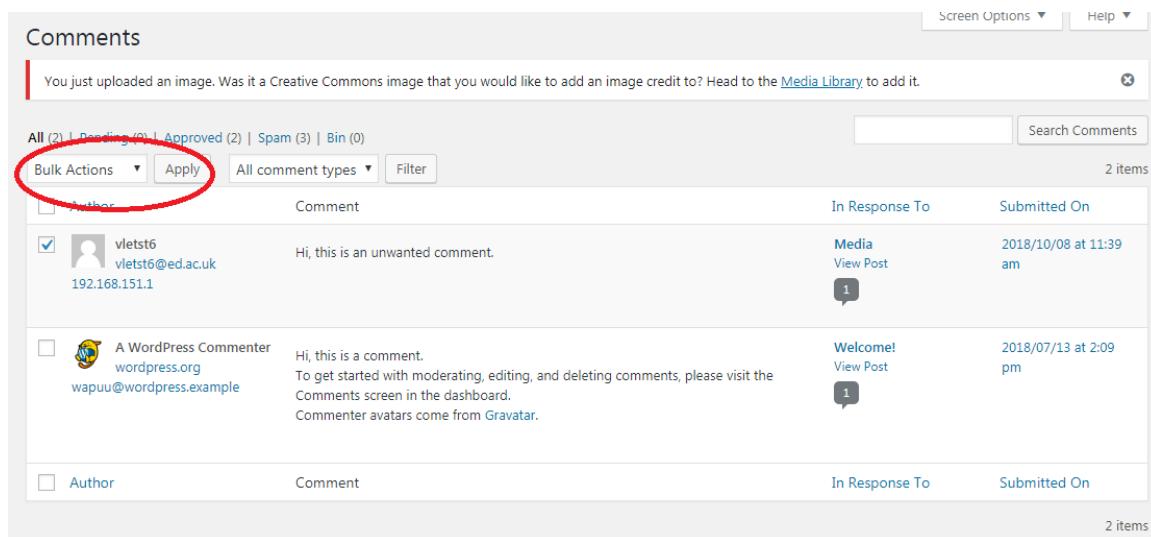
2. Managing comments directly in Comments section

[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.

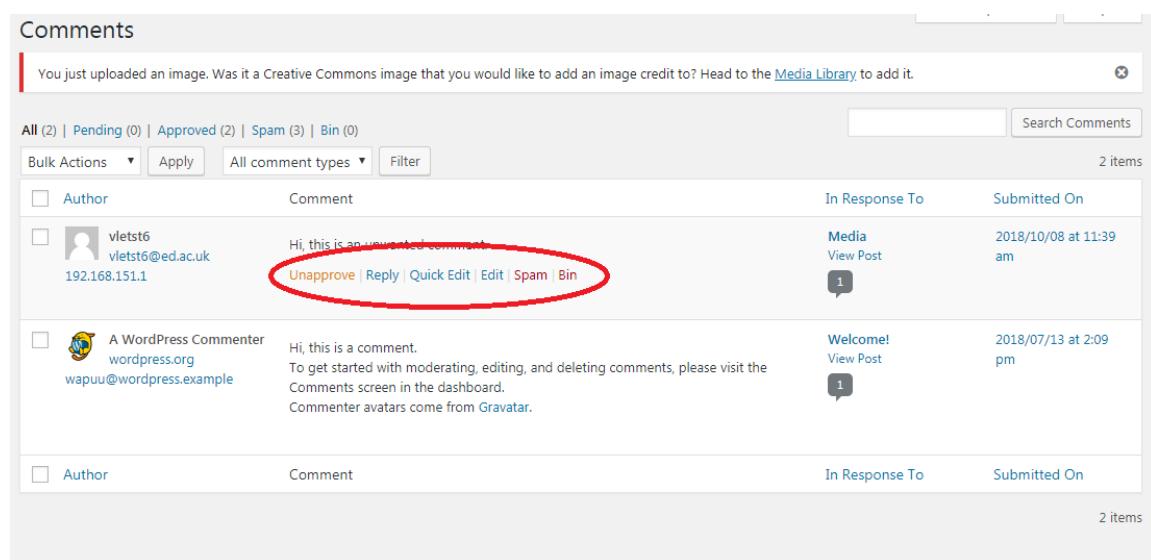
[2] To modify your comments, tick the box on the left of the comment you wish to act upon. Then, click on **Bulk Actions** to see a list of possible actions.



The screenshot shows the 'Comments' screen in the WordPress admin area. At the top, there's a message about uploaded images and links for Media Library, Screen Options, and Help. Below that is a toolbar with filters for All (2), Pending (0), Approved (2), Spam (3), and Bin (0). A 'Bulk Actions' dropdown is circled in red, with an 'Apply' button next to it. Other buttons include 'All comment types' and 'Filter'. The main area displays two comment entries in a table format. The first comment, by 'vletst6', has its checkbox checked. The second comment, by 'A WordPress Commenter', does not have its checkbox checked. Each comment row includes columns for Author, Comment, In Response To, and Submitted On. The bottom right corner of the table area shows '2 items'.

[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.



The screenshot shows the same 'Comments' screen as above, but with a different focus. The first comment by 'vletst6' now has its checkbox unchecked. Instead, the 'Unapprove' link in the comment preview is circled in red. The rest of the interface and data are identical to the previous screenshot.

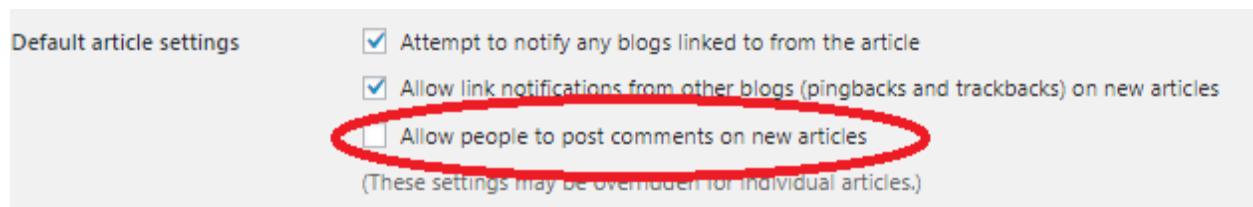
3. Restricting Comments

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

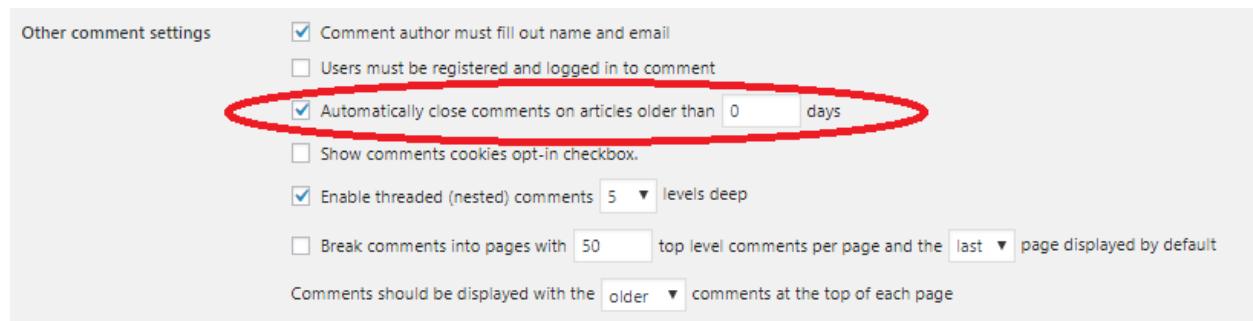
[1] Go to **Settings/Discussion**.

[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.

Boxes

EASE Syndication Categories Tags Featured Image OpenAttribute Revisions Excerpt Send Trackbacks Custom Fields Discussion Comments Slug Author

Layout

1 column 2 columns

Additional settings

Enable full-height editor and distraction-free functionality.

- [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.

Discussion

Allow comments
 Allow [trackbacks and pingbacks](#) on this page

- [5] Update your page/post to save changes.