

# **WordPress - Moderate Comments**

Topics : <u>Wordpress</u> Written on <u>December 15, 2023</u>

Moderating comments in WordPress is an essential task to ensure that your website's comment section remains respectful, relevant, and free from spam. Here's how you can moderate comments:

# **Approving Comments:**

## 1. Login to Your WordPress Dashboard:

- Open your web browser and navigate to the login page of your WordPress site.
- Enter your username and password to log in.

## 2. Access the Comments Section:

 $\circ\,$  In the left sidebar, find and click on "Comments."

## 3. Review Pending Comments:

- On the "Comments" page, you'll see a list of comments awaiting moderation.
- Comments that are pending approval are marked as "Pending" and have options to "Approve," "Reply," "Quick Edit," "Edit," "Spam," and "Trash."

## 4. Approve Comments:

- $\circ\,$  To approve a comment, hover over the comment you want to approve.
- Click the "Approve" link that appears.

# **Editing or Replying to Comments:**

## 1. Access the Comments Section:

 $\circ\,$  Follow the steps above to go to the "Comments" section.

## 2. Edit or Reply to Comments:

- $\circ\,$  Hover over the comment you want to edit or reply to.
- Click "Edit" or "Reply" to make changes or respond.

# Marking Comments as Spam:

## 1. Access the Comments Section:

 $\circ\,$  Follow the steps above to go to the "Comments" section.

## 2. Mark Comments as Spam:

- $\circ\,$  Hover over the comment you want to mark as spam.
- Click the "Spam" link that appears.

## **Deleting Comments:**

## 1. Access the Comments Section:

 $\circ\,$  Follow the steps above to go to the "Comments" section.

#### 2. Delete Comments:

- $\circ\,$  Hover over the comment you want to delete.
- $\circ\,$  Click the "Trash" link that appears.

## **Managing Comment Moderation Settings:**

#### 1. Access Discussion Settings:

 $\circ\,$  Go to "Settings" > "Discussion" in the WordPress Dashboard.

## 2. Adjust Moderation Settings:

• Adjust settings related to comment moderation, such as the number of links allowed before moderation, and the moderation of comments containing specific words.

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🆚 Dashboard	Discussion Settings		Help 🔻
<ul> <li>≁ Posts</li> <li>Ŷ Media</li> <li>Pages</li> <li>Comments</li> </ul>	Default post settings	<ul> <li>Attempt to notify any blogs linked to from the post</li> <li>Allow link notifications from other blogs (pingbacks and trackbacks) on new posts</li> <li>Allow people to submit comments on new posts</li> <li>Individual posts may override these settings. Changes here will only be applied to new posts.</li> </ul>	
Appearance     Plugins     Users     Tools     Settings     General     Writing     Reading     Discussion	Other comment settings	<ul> <li>Comment author must fill out name and email</li> <li>Users must be registered and logged in to comment</li> <li>Automatically close comments on posts older than 14 days</li> <li>Show comments cookies opt-in checkbox, allowing comment author cookies to be set</li> <li>Enable threaded (nested) comments 5 v levels deep</li> <li>Break comments into pages with 50 top level comments per page and the last v page displayed by default</li> <li>Comments should be displayed with the lolder v comments at the top of each page</li> </ul>	
Media Permalinks Privacy	Email me whenever	<ul> <li>Anyone posts a comment</li> <li>A comment is held for moderation</li> </ul>	

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