

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

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