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WordPress - Moderate Comments

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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:**

   - 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:**

   - 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:**

   - Follow the steps above to go to the "Comments" section.

2. **Edit or Reply to Comments:**

   - 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:**

   ○ Follow the steps above to go to the "Comments" section.

2. **Mark Comments as Spam:**

   ○ Hover over the comment you want to mark as spam.
   ○ Click the "Spam" link that appears.

Deleting Comments:

1. **Access the Comments Section:**

   ○ Follow the steps above to go to the "Comments" section.

2. **Delete Comments:**

   ○ Hover over the comment you want to delete.
   ○ Click the "Trash" link that appears.

Managing Comment Moderation Settings:

1. **Access Discussion Settings:**

   ○ 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.