

Managing Comments

The brilliant thing about blogging is commenting.

When you create a post and others read it, they have the opportunity to leave a comment. This way, you are involving your readers in your site, and you are making links with people all over the world.

One drawback to this could be that you may unknowingly invite unwanted comments. Fortunately, as you are the manager of your own blog, you can manage all the comments that come your way.

2 RESPONSES SO FAR ↓

Joe Blogs // Jul 31st 2007 at 11:38 am

Thanks for the link!

[AB](#) // Jul 31st 2007 at 12:08 pm

Thanks for giving me this link - it'll really help me out!

LEAVE A COMMENT

Name

Mail

Website

Submit

By default, blog posts are 'open'. This means that anyone can leave a comment on your blog.

TIP – *the best advice I can give about blogging, is keep commenting on your blog open. If I come across a blog that is closed to comments, I most probably won't bother going back. What you are effectively saying to visitors is "I've got something to say, but I'm not interested in what you may have to say in return". If this were face-to-face conversation, you would regard that individual as rude.*

If you do however wish to manage the comments, there are a number of things you can do.

- **Pre-Moderating Comments**

First of all, you may wish to be pro-active in managing your comments. To do this, you can 'pre-moderate' your comments.

To begin pre-moderating comments, **click** the **'Options'** tab on the dashboard.

In the Options sub-tabs, **click** **'Discussion'**.

To pre-moderate comments, make sure there is a check in these two boxes:



The screenshot shows the WordPress dashboard's 'Options' menu with the 'Discussion' sub-tab selected. The 'Discussion Options' page is displayed, featuring three sections of settings:

- Usual settings for an article:** (These settings may be overridden for individual articles.)
 - Attempt to notify any Weblogs linked to from the article (slows down posting.)
 - Allow link notifications from other Weblogs (pingbacks and trackbacks.)
 - Allow people to post comments on the article
- E-mail me whenever:**
 - Anyone posts a comment
 - A comment is held for moderation
- Before a comment appears:**
 - An administrator must always approve the comment
 - Comment author must fill out name and e-mail
 - Comment author must have a previously approved comment

under the 'Email me whenever:' category –

'A comment is held for moderation'

and under the 'Before a comment appears:' category –

'An administrator must approve the comment (regardless of any matches below)'

E-mail me whenever:

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

Before a comment appears:

- An administrator must always approve the comment
- Comment author must fill out name and e-mail
- Comment author must have a previously approved comment

Now when an individual reader makes a comment, they are immediately told that their comment must be approved before it appears on the blog, and you as the owner of the blog are sent an email telling you there is a comment awaiting your approval.

- **Post-Moderating Comments**

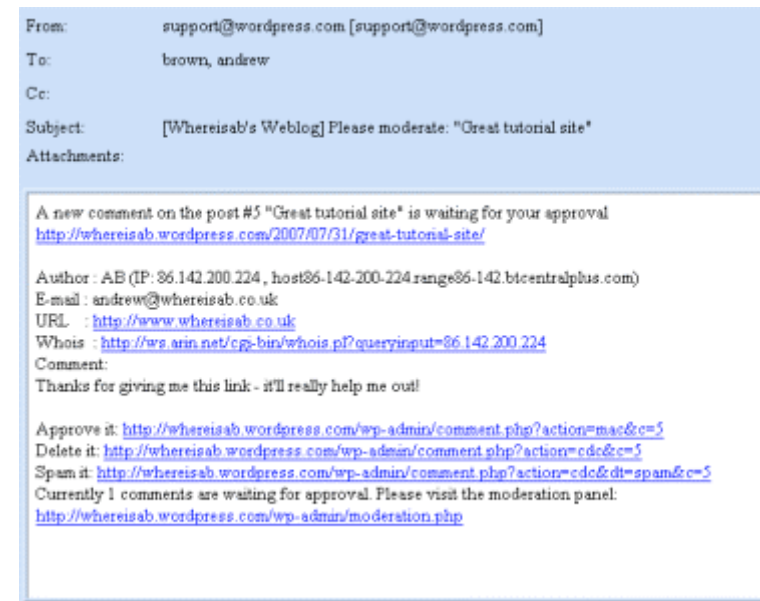
The easiest way to manage comments is to post-moderate. When you post-moderate, the comment appears immediately for the author, but you are still sent an email telling you a comment has been made. If you disapprove of this comment (for whatever reason?) you can then remove or edit it in the dashboard.

To post-moderate a comment you can do it in two ways – click the link in the email sent to you, or select it from the dashboard.

By Email:

In your inbox, **click** the **email** telling you that you have a comment and read the comment.

If you approve, **click** the **‘approve’** link and the comment will appear on the blog. Simple eh?



On the dashboard:

Click the ‘**comments awaiting moderation**’ link on the left of the screen under ‘Your stuff’.



You are shown the comment and give the option to ‘approve’, ‘edit’, ‘delete’ or ‘mark as spam’.

Click the link you wish to use for the comment.

