Comments

Using WordPress · https://sitecrafter.uk/docs/comments/

Comments are an essential feature of WordPress, allowing visitors to engage with your content and fostering community interaction. This guide outlines how to manage comments effectively in the WordPress backend, including approving, editing, deleting, and configuring settings.

Accessing the Comments Section

1. **Log into Your WordPress Admin Dashboard**: Use your credentials to access your site's admin area.
2. **Navigate to Comments**: Click on **Comments** in the left sidebar. This will display a list of all comments made on your posts.

Understanding Comment Statuses

In the Comments section, you can view comments categorised by their status:

- **Pending**: Comments that require approval before being visible on your site.
- **Approved**: Comments that have been approved and are publicly visible.
- **Spam**: Comments marked as spam, which will not be shown to visitors.
- **Trash**: Deleted comments that can be restored or permanently deleted.

Approving or Un-approving Comments

To manage comment visibility:

1. **Approve a Comment**:
    - Hover over a pending comment.
    - Click on the **Approve** link to make it visible on your site.
2. **Un-approve a Comment**:

- For already approved comments, hover over the comment and select **Un-approve** to remove it from public view.

Editing Comments

To modify an existing comment:

1. **Select the Comment**: Hover over the comment you wish to edit.
2. **Click on Edit**: This opens an interface where you can change the text of the comment or update user information (like name and URL).
3. **Update Changes**: After making edits, click on the **Update Comment** button to save your changes.

Deleting Comments

To remove comments from your site:

1. **Delete a Comment**:
   - Hover over the comment and select **Trash** to move it to the trash bin.
2. **Restore or Permanently Delete Comments**:
   - Click on the **Trash** tab at the top of the Comments page to view trashed comments.
   - You can restore comments by clicking **Restore**, or permanently delete them by selecting **Delete Permanently**.
3. **Bulk Delete Comments**:
   - Check multiple comments using their checkboxes.
   - From the "Bulk Actions" dropdown menu, select **Move to Trash**, then click **Apply**.

Managing Comment Settings

You can configure how comments function on your site by going to:

1. **Settings > Discussion**: Here you can adjust various comment settings, including:
   - Whether comments require manual approval.
   - Options for notifying you of new comments via email.

- Rules for marking comments as spam automatically.

Enabling or Disabling Comments

- To enable comments on new posts, ensure that "Allow people to submit comments on new posts" is checked in Discussion Settings.
- To disable comments on specific posts, navigate to that post's editing screen and find the **Discussion** options in the settings sidebar. Here you can check or uncheck "Allow comments" as needed.

Engaging with Comments

Engaging with your audience through replies is crucial for building community:

1. **Replying to a Comment**:
   - In the Comments section, click on the **Reply** link under any comment to respond directly from the dashboard.

By effectively managing comments in WordPress, you can foster a vibrant community around your content while maintaining control over what is displayed on your site. Regularly monitoring and engaging with comments will enhance user experience and encourage further interaction.