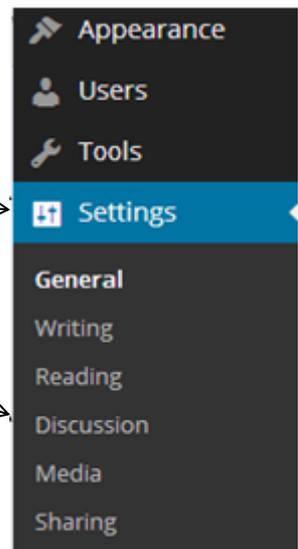


# Managing Comments

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It is recommended that you do not allow comments to appear on your page without them being approved by you the administrator. To change the settings to ensure this:

1. Go to the **Dashboard**:
2. Select **Settings**:
3. Select **Discussion**:



4. Scroll down to **Before a comment appears**:

Before a comment appears  Comment must be manually approved  
 Comment author must have a previously approved comment

5. Ensure that 'comment must be manually approved' is selected.

*N.B on this page there are various settings you can edit i.e. email notifications*

## Managing Comments

If you decide to allow comments you will need to manage any comments parents or members of the public leave. It is important to remember that no comments will appear on your website unless they have been approved.

If someone leaves a comment you will know as when you go to your dashboard there will be a notification:

1. To view and approve a comment click on **Comments:**
2. Hover over the comment and options will appear
3. Click on **Approve:**

Pages

Comments **1**

Feedback

Appearance

Users

Tools

Victoria  
victoria6589@hotmail.com  
193.195.238.102

Submitted on 2014/01/16 at 10:44 am

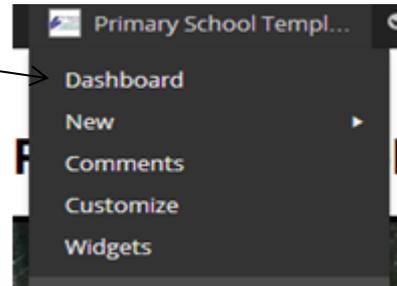
Managing Comments

[Approve](#) | [Reply](#) | [Quick Edit](#) | [Edit](#) | [History](#) | [Spam](#) | [Trash](#)

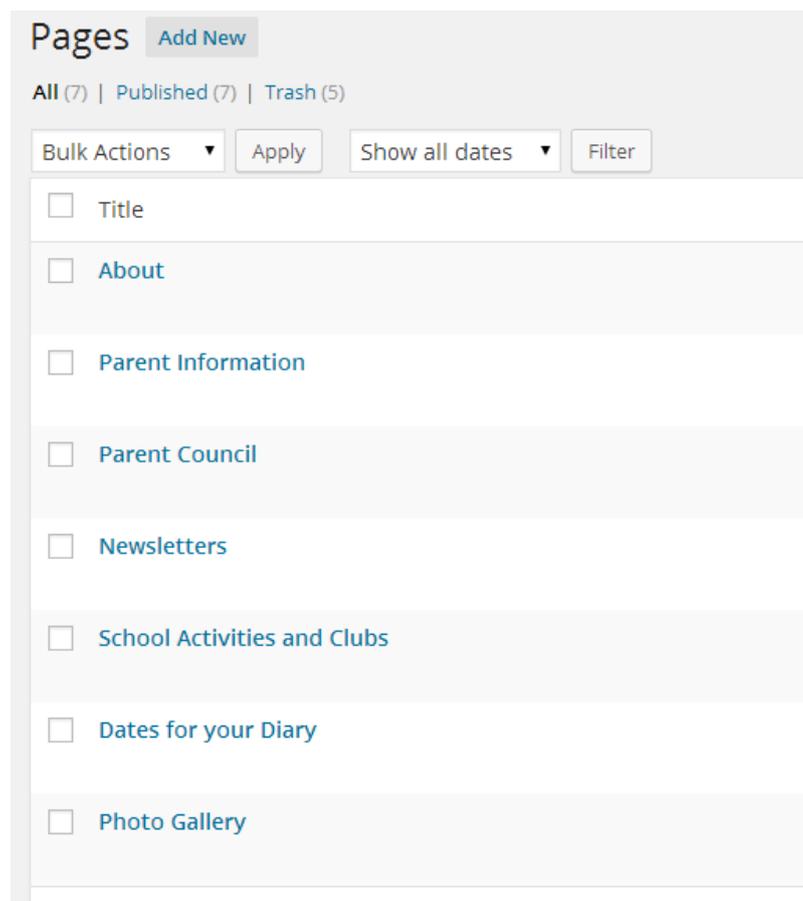
Every new page which is created by default is set to allow comments from members of the public. You have the option to remove this if you wish.

## To remove the option to comment on an individual page or post

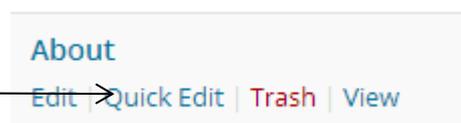
1. Go to the **dashboard**:



2. Select pages or posts on the left hand side of the page (select page if you are removing comment from a page and select post if you are wanting to remove comments from the blog post).
3. Hover over the page or post you want to remove the option to comment on.



4. Select **Quick Edit**:



5. Untick the **Allow Comments** and then click on **Update**:

Pages [Add New](#)

All (7) | [Published \(7\)](#) | [Trash \(5\)](#)  [Search Pages](#)

Bulk Actions  Show all dates  7 items

<input type="checkbox"/>	Title	Author	Stats			Date
--------------------------	-------	--------	-------	--	--	------

**QUICK EDIT**

Title  Parent

Slug  Order

Date   , 2013 @  :  Template

Author   Allow Comments

Password  -OR-  Private Status

## To remove the option to comment from all Blog Posts

1. Go to **Dashboard > Settings > Discussion**
2. Default article settings – Untick “allow people to post comments on New articles”

### Discussion Settings

Default article settings

- Attempt to notify any blogs linked to from the article
- Allow link notifications from other blogs (pingbacks and trackbacks)
- Allow people to post comments on new articles

*(These settings may be overridden for individual articles.)*

3. Save

(comments on blogs will still appear on old posts where you have allowed comments, this will only effect any future blog posts)