

Easysites TIP SHEET

Tip Sheet 8: Comments

Introduction: Comments are replies by your site's readers to the entries that you create. Each entry can be individually configured to accept comments. Users leave comments using the comment form found on each entry's page. The comments are also displayed on this page once accepted. Comments are different from a discussion forum. Comments can only be left in relation to an existing entry, although, a collection a comments from a range of people can combine to form a 'discussion' on the entry that is commented on. It is up to you which entries on your site can be commented on.

Entries and Comments

When you add an entry to your Easysite, the system creates and changes a number of pages to show that entry on. The entry is shown on the category page of the category it is assigned to, along with any other entries assigned to that category. The entry also has its own individual page, where it is displayed on its own with no other entries. Usually clicking on the title of an entry or the 'read more' or 'continue reading' link will bring you to the entries own individual page as will clicking on that entries permalink.

When a comment is added to an entry and accepted by the site author, the comment will appear on the entries own individual page. Similarly, the form that visitors to the site will use to comment an entry, is found at the bottom of the entries own individual page. **There is also usually a link to the entry's comments and comments input form at the bottom of the entry on the category page that entry is on.**

A screenshot of a website interface showing two links: 'Permalink' and 'Comments (0)'. The 'Comments (0)' link is highlighted with a red rectangular box.

A visitor to your website can only comment a published entry on your site that you have set to receive comments. They cannot add comments anywhere they want.

Setting Up Comments

If you want to be able to accept comments on your site, inform your site administrator. The site administrator will configure your Easysite so that it can accept comments. If you would like to prohibit the accepting comments to your site, inform your site administrator.


Comments in Action

To see a website (which uses the same technology as your easysite) which uses comments well, go to http://www.learningmovabletype.com/a/beginner_tips/ . You have to click into each entry/post to see the comments. Perhaps you can even leave a comment yourself.

Configuring Entries to Receive Comments

When you are adding or editing an entry you can configure that entry to allow comments.

1. At the bottom of the entry editing screen tick the tick box for 'Accept Comments'.
2. Save your entry and Rebuild your site if it was a pre-existing entry.
3. This will only work if your site is configured to accept comments (see your site administrator about this).



The screenshot shows the bottom of the entry editing screen. It includes fields for 'Post Status' (set to 'Published'), 'Text Formatting' (set to 'Convert Line Breaks'), 'Authored On' (2007-03-23 16:12:30), and 'Basename' (links). The 'Accept Comments' checkbox is checked and highlighted with a red box. Other options include 'Accept TrackBacks' (checked) and 'Outbound TrackBack URLs'. At the bottom are 'Save', 'Preview', and 'Delete' buttons.

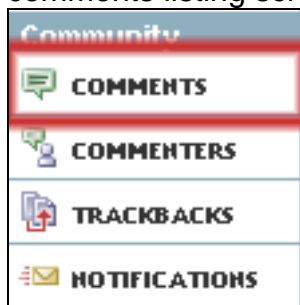
The bottom of the Entry Editing Screen



Quick Tip: To get to the entry editing screen, click 'ENTRIES' on the sidebar nav menu, then click on the title of an entry to open the entry editing screen for that entry. For more information on editing an entry see **Tip Sheet 3 - Entries**. Not seen this tip sheet yet, ask your site administrator for a copy.

Viewing, Managing and Accepting Comments

1. In the back-end of your easysite, click the COMMENTS link found in the Community section of the left navigation bar. This will open the comments listing screen for your site.





2. **To publish queued comments:** In the comments listing table, select the comment or comments you would like to publish by clicking anywhere in the corresponding item rows, or by checking the box next to each of the desired comments.

- Click the button labeled Publish located in the action bar above the comment listing table. This will automatically publish the selected comment to your public facing site. (You may have to rebuild your site for this to work)

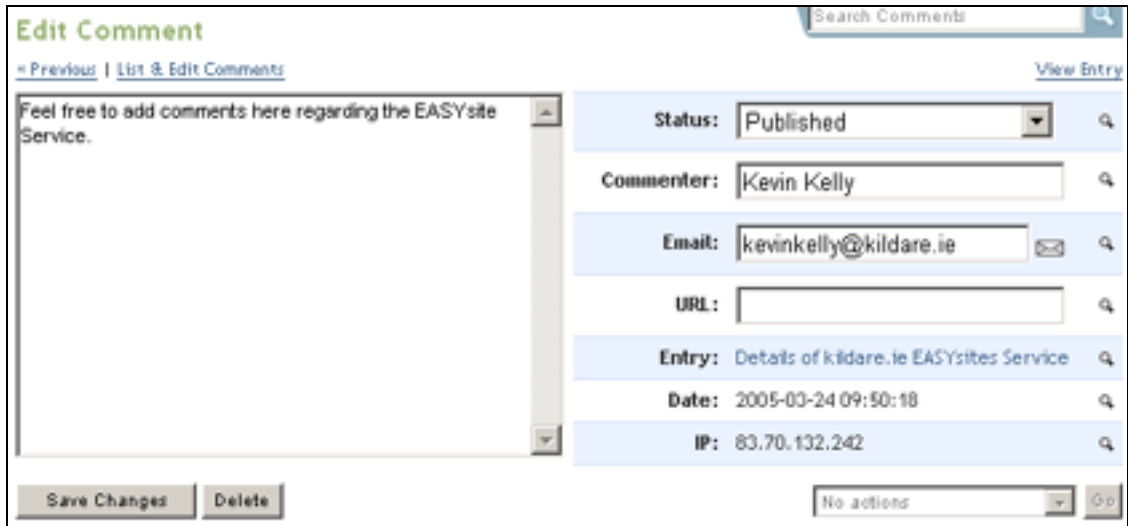


The Comments Listing Table

- Unpublished comments are identified by the following symbol: 
- Successfully published comments are identified by the following symbol: 
- You could also choose to delete the selected comment or mark it as junk.
- To read any comment in full just click on the comment title to open the **Edit Comment Screen**.

Comment Details

The **comment listing table** (shown above in part) lists the title of the comment, the name of the commenter, the name of the entry the comment was added to and the date the comment was added. To see further details of the comment or read the comment in full, click on the comment title to see the **Edit Comment Screen** for that comment (shown below).



The Edit Comment Screen

You can use the edit comment screen to change the actual comment text, although the commenter may not appreciate you doing this. The Edit Comment Screen will also show you the email address of the commenter incase you want to contact them privately, and the IP address of the computer which they used to place the comment from.

Comments from the Site Visitor Point of View

To leave a comment on your website, a visitor has to scroll to the bottom of an entry's individual page and then fill in the form at the bottom of the page under 'Post a Comment'. The comment will not show under the entry until a site author goes into the back-end of the site and publishes the comment. There is currently no email notification for comments in Easysites. You will have to check the back end of your site regularly to see if you need to approve comments.

Post a comment

Name:

Email Address:

URL:
 Remember Me? Yes No

Comments:

