
Comments

Drupal 7 Web Content Management



The Comments feature allows people visiting your site to post comments. This feature can be used with any content type, like basic pages, panel pages, or collapsing field pages, for example. You have the option to have the comments published automatically or only upon approval by a Site Administrator.

Acquiring the Comments Feature

Contact the WCM Support team to request that the Comments feature be enabled on your site. To do so, go to www.ucalgary.ca/it/help.

When the feature is enabled on your site, the default settings are as follows: Comments will be available on all content types, but you will have to turn them on manually for any given page; any user can submit a comment (whether they are logged in or not); only comments from anonymous users (those who are not logged in) will require approval in order to be published. If these settings do not meet your needs, you may indicate the following preferences:

- Specify if you want Comments to automatically appear on all instances of a given content type (e.g. Basic pages), otherwise you will be required to manually turn on comments on any type of webpage when you need them.
- Specify if you only want users of a given type to be able to submit comments, otherwise all users (people who are not logged into your site and those who are) will be able to submit.
- Specify if you want to have to approve comments for a given type of user or if you want comments to be published automatically without approval.

Please see the following pages to learn more about these topics:

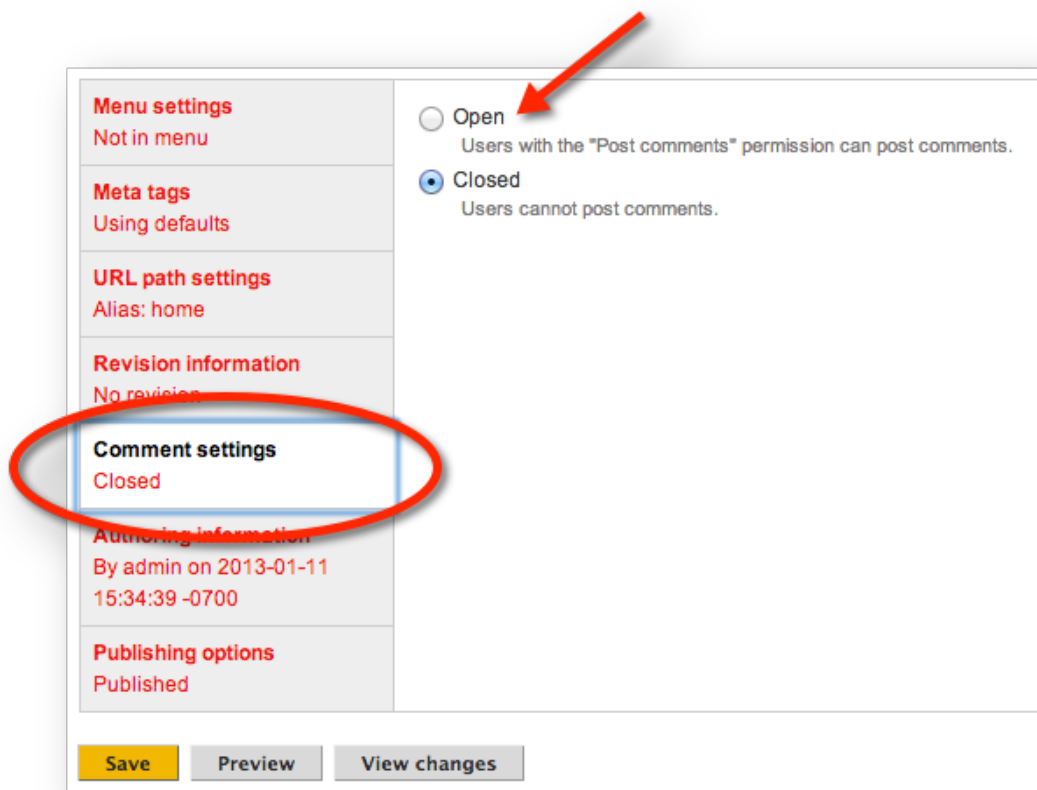
- [How to activate, or open, the comments section on one of your pages.](#)
- [How users will submit comments on your site.](#)
- [How to approve or deny comments for publication.](#)

Activating the Comments Section on a Page

When active on a webpage, or **Open**, the Comments section is located at the bottom of that page, as viewed by the person visiting your site. By default (unless you asked WCM Support set the feature up differently), the Comment section will be turned off, or **Closed**, on all pages. In this case, it will simply not appear.

To activate the Comments section on a given page, follow the steps below.

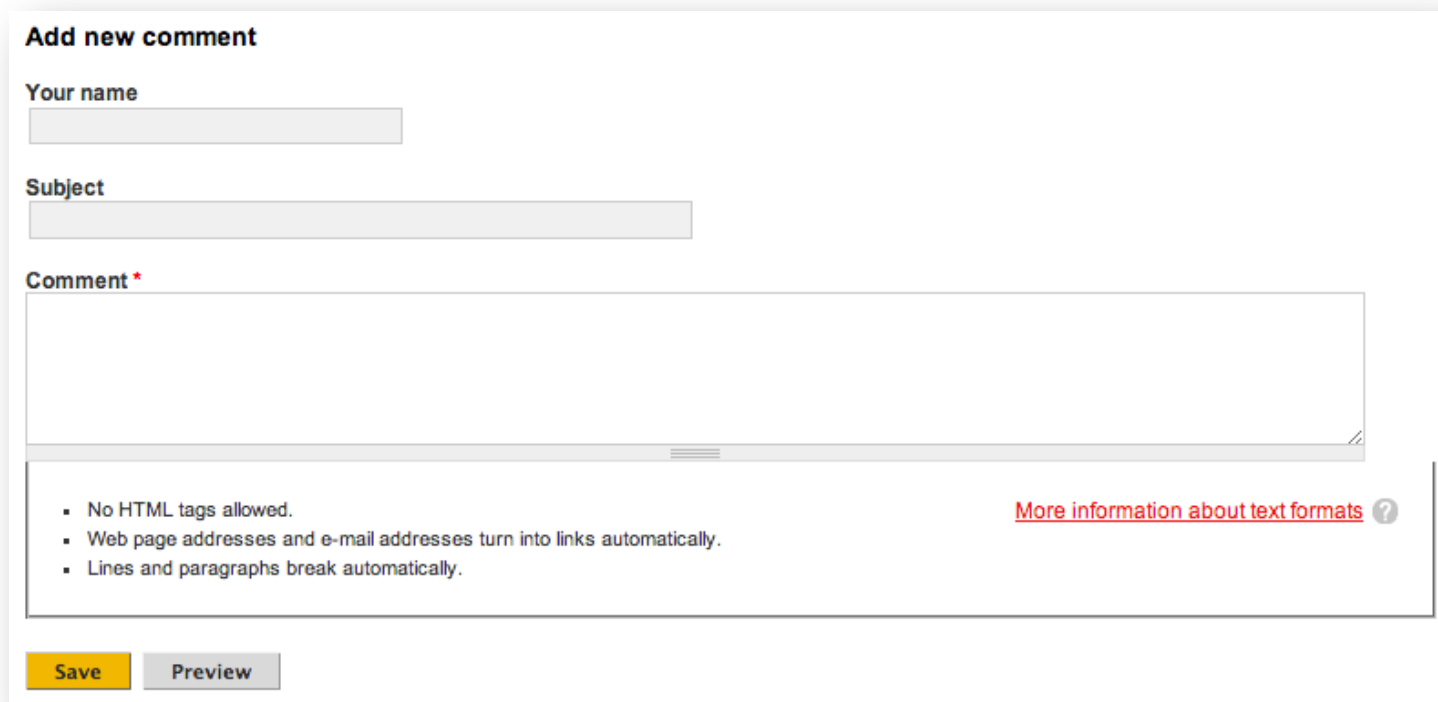
1. Navigate to the page on your site where you wish to turn the Comments section on.
2. Click the **Edit** tab.
3. Scroll to the bottom of the page and click the **Comment settings** section.
4. Click **Open**.



5. **Save** the page.

Submitting Comments

When the Comments section is open on a page, this how it will appear at the bottom of the page.



Add new comment

Your name

Subject


Comment *

- No HTML tags allowed.
- Web page addresses and e-mail addresses turn into links automatically.
- Lines and paragraphs break automatically.

[More information about text formats](#) ?

Save **Preview**

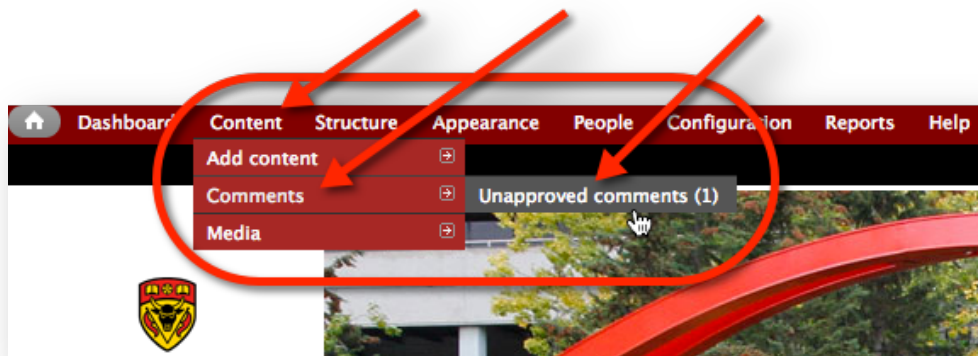
1. To enter a comment, an individual may choose to enter his or her name, or leave it blank to remain anonymous. However, if the person viewing this is logged in, the **Your name** field will already be filled in with his or her IT Username.
2. The **Subject** field is also optional.
3. The comments are entered into the **Comment** field.
4. Clicking **Save** will submit the comment. If approval is required in order for the comment to be published, this is the message that will be displayed.

 Your comment has been queued for review by site administrators and will be published after approval.

Note: The default settings, unless the feature has been configured differently by WCM Support at your request, will have comments made by anonymous users (those not logged into your site, even if they do provide their name) go to a queue for approval by a Site Administrator before they can be published. The default settings allow authenticated users (those who are logged in) to have their comments published automatically, without approval.

Approving or Denying Comments for Publication

1. Hover over **Content** in the **Administration** menu. Move down to **Comments** and then click the **Unapproved comments** option that appears.



Note: The number of comments awaiting approval is indicated beside the **Unapproved comments** menu item. For instance, if there is one unapproved comment, the menu item will appear as "**Unapproved comments (1)**".

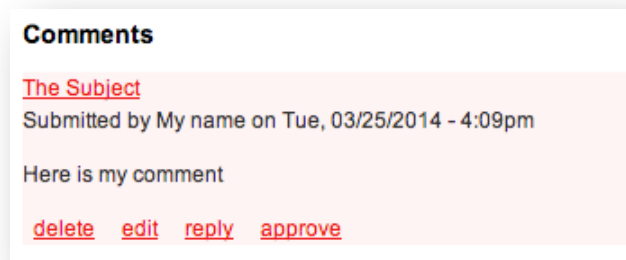
2. You will find a list of all comments awaiting approval across your site. The **Subject**, **Author**, which page is it was submitted from (**Posted in**) and at what time it was submitted (**Updated**) will be displayed. Links are provided that allow you to view the comments on a given page (by clicking its **Subject** or **Posted in** location) or to edit the comment (by clicking **edit**).



3. To approve one or more comments directly from here, check off the boxes beside each comment you wish to approve. Under the **Update options** drop-down menu, make sure **Publish the selected comments** is selected and click **Update**.

To deny one or more comments from here, check off the boxes beside each comment you wish to deny. Under the **Update options** drop-down menu, select **Delete the selected comments** and click **Update**.

4. If you wish to review a comment first, click its **Subject** or **Posted in** location.
5. You will see the page and any comments made on the page. Unapproved comments appear shaded in pink.



6. From here, you can **approve** the comment, deny it by clicking **delete**, or you may **edit** it as well.
7. You or anyone visiting your site that has permission to submit comments may also **reply** to other people's comments.