nterchange   user guide

Access the nterchange login screen
In your web browser, type: www.YourWebsiteAddress.com/nterchange/
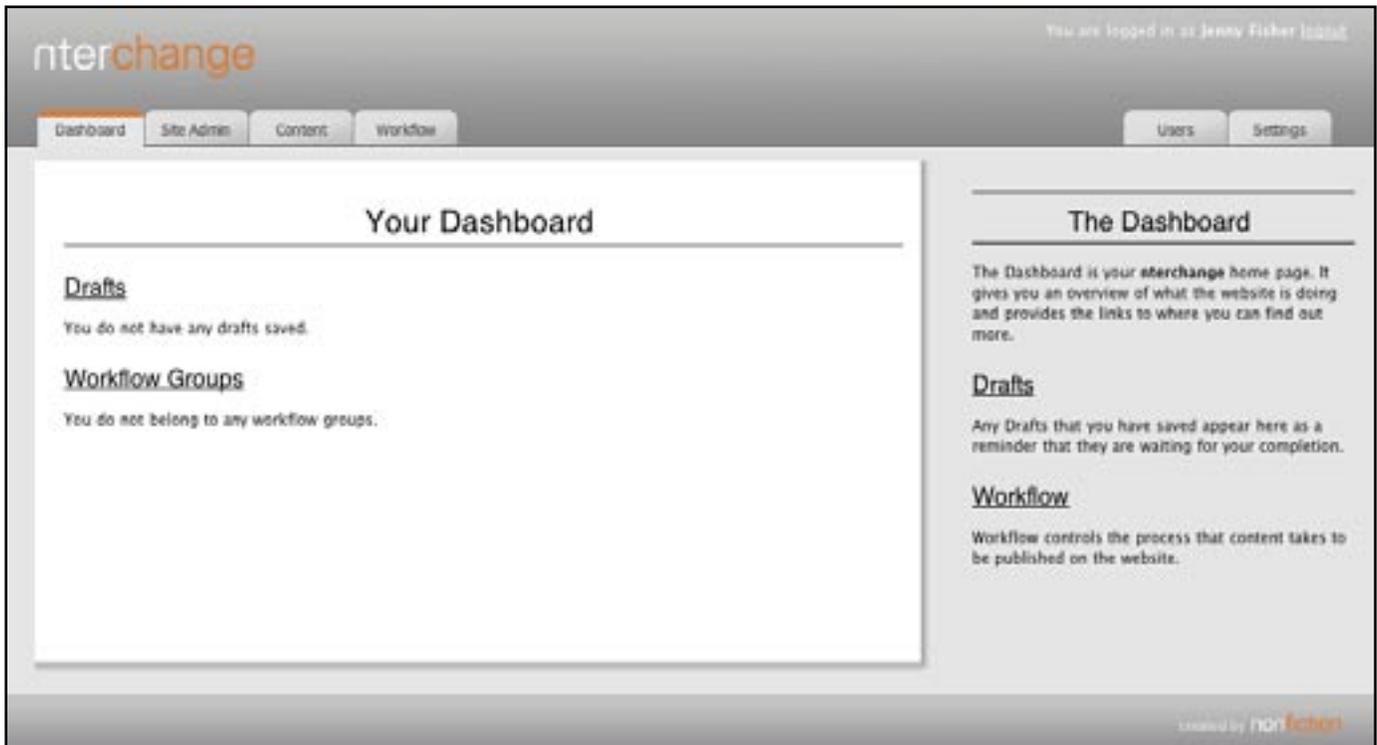
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dashboard

Welcome to nterchange

Please note that some users have been assigned limited access to the nterchange website management tool. If you do not see all the tabs or menus illustrated in this guide, your user access may be limited, or some aspects of nterchange may not be enabled for your website. Most users will find the editing options available through the **Site Admin** tab are the most effective way to manage and update a website.
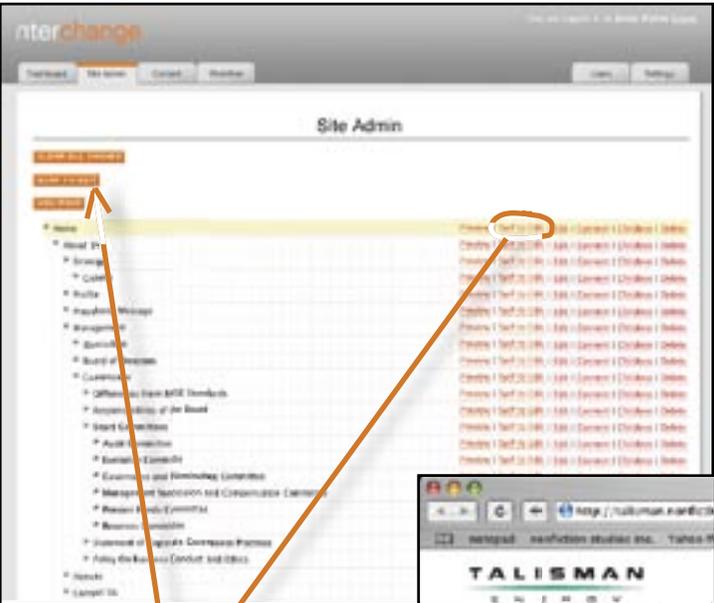
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site admin

The **Site Admin** tab gives nterchange users a view of all the pages that can be edited. Pages are listed here in a tree-format site map.
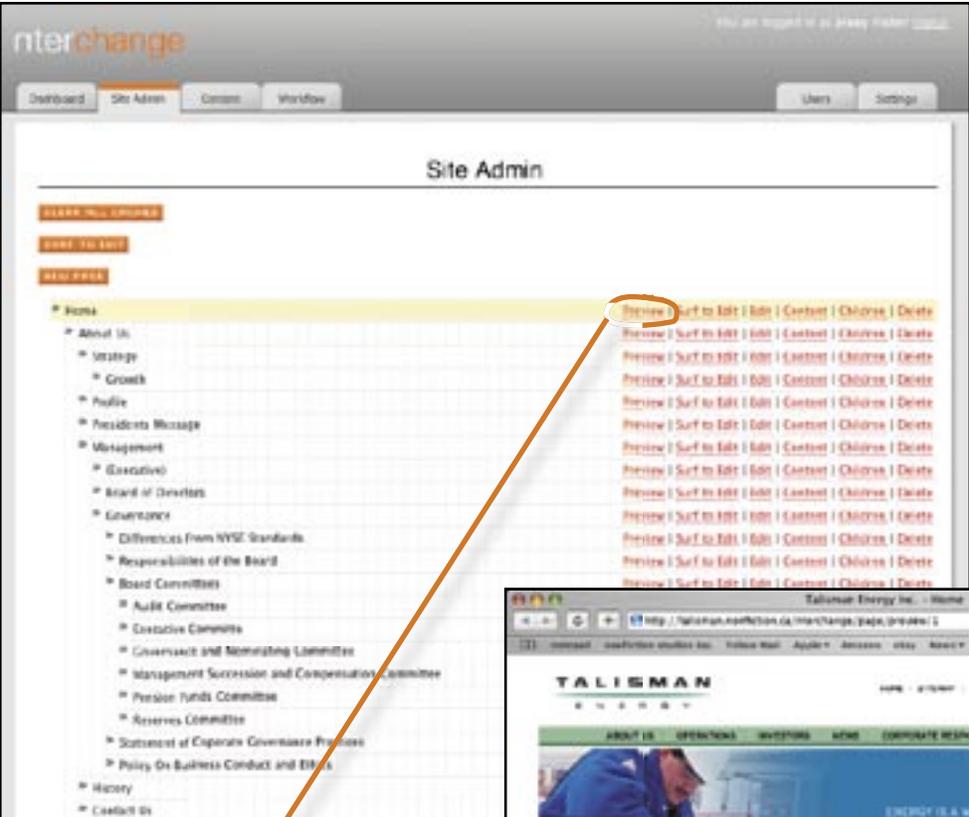
Preview

Opens a new window showing the highlighted website page. Allows you to preview the existing web page and navigate through the website to check the content and layout.

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EDIT   Edit this content.

➕   Add content to this container.

☰   Order content in this container.

➖   Remove content from this page.

Surf to Edit

Opens a new window showing the highlighted website page. Allows you to navigate through the whole website with the ability to edit content. Each area of content is a "container." Each portion of content within a container is an "asset."

Use **Surf to Edit** to choose which assets you wish to edit within a container, including adding or reordering content (text and images) and removing content from the page.

Each orange box represents a separate container.
Anywhere the ➕ symbol appears indicates the start of a new container.

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site admin

 Edit this content.
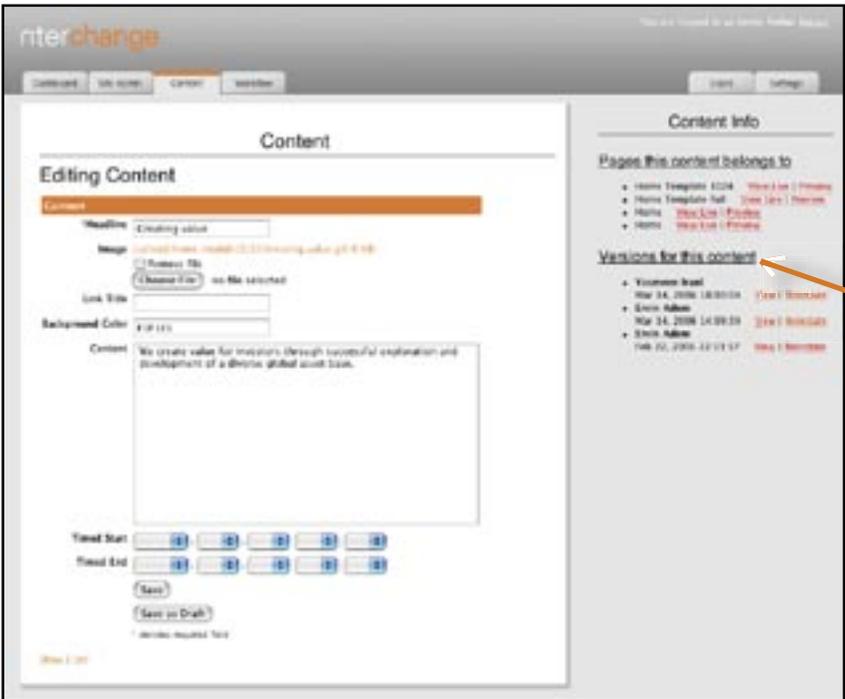
 Add content to this container.

 Order content in this container.

 Remove content from this page.

Edit an Asset

The content in each container can be accessed through its editing icons. Image and text assets can be added and changed within each individual container. Deleting content here removes it from the page, but not from the overall website content database.

A history of changes that are made to an asset are tracked in the **Content Info** section of the nterchange screen.

Previous versions of content can be viewed or reinstated at any time.

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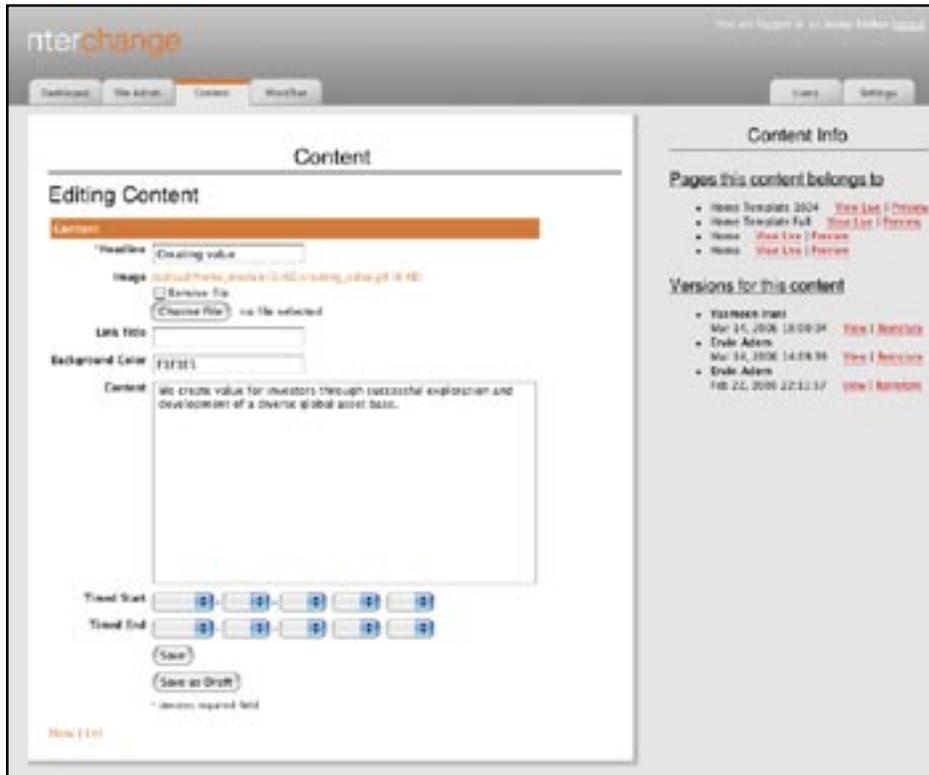
The **Edit Content** fields for each asset depend on the the type of asset, whether it is an image, a section of text or a pdf upload.

Edit an Asset

Pages throughout the website that contain the asset being edited are listed in the **Content Info** section. Once content changes have been made to the asset, those changes show up wherever that asset appears on the website.

Headlines should be named so that content can be easily found in the website database. These names do not show up on the public view of the website, but are useful for finding, linking and editing content within nterchange.

The **Timed Content** fields allow you to specify when content will be visible to website users. Content that is time-specific can be programmed to appear on a web page at a certain future date, and can be scheduled to be removed from a page automatically.
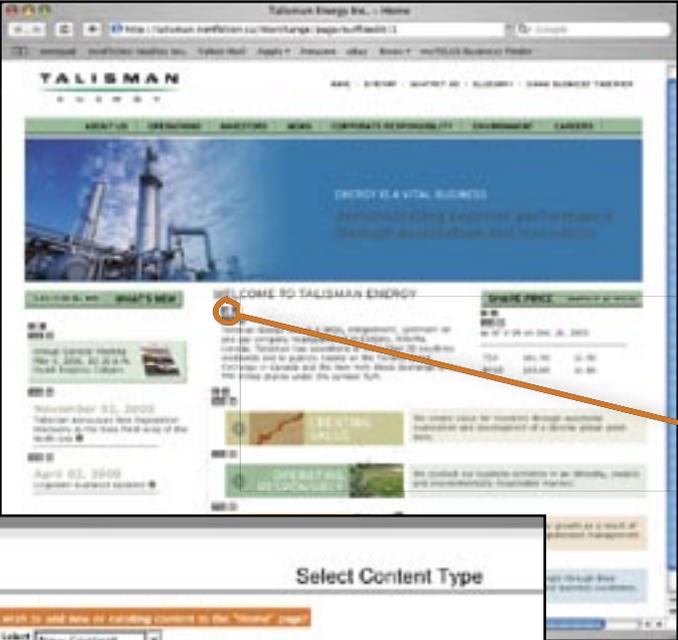
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site admin

EDIT Edit this content.

[+] Add content to this container.

[≡] Order content in this container.

[–] Remove content from this page.

Create an Asset

Choosing the [+] icon opens a screen in nterchange that gives you options for what type of asset you can add to a container. Existing assets can be selected from the website database, or new assets can be created.
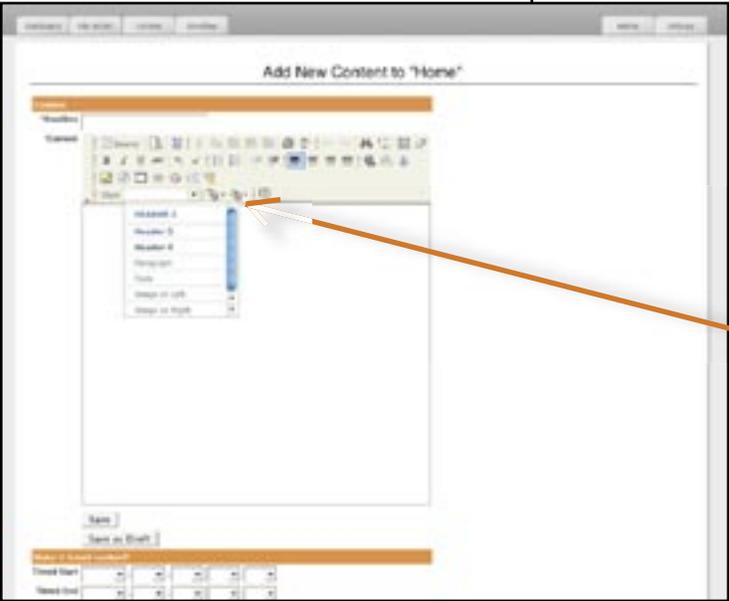
The **WYSIWYG** editor uses a Microsoft Word-like interface for writing and editing text content.

Use the drop down Style Menu to keep the look and feel of the site consistent.

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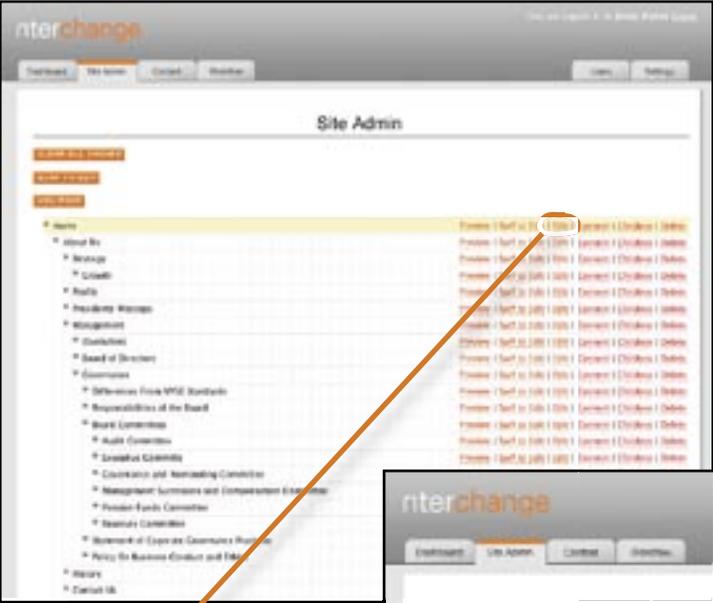
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Edit

Opens a screen in nterchange that gives information about the structure of a web page. This feature shows some of the back-end programming of the website.

Only certain users have access to this option to edit the web page.

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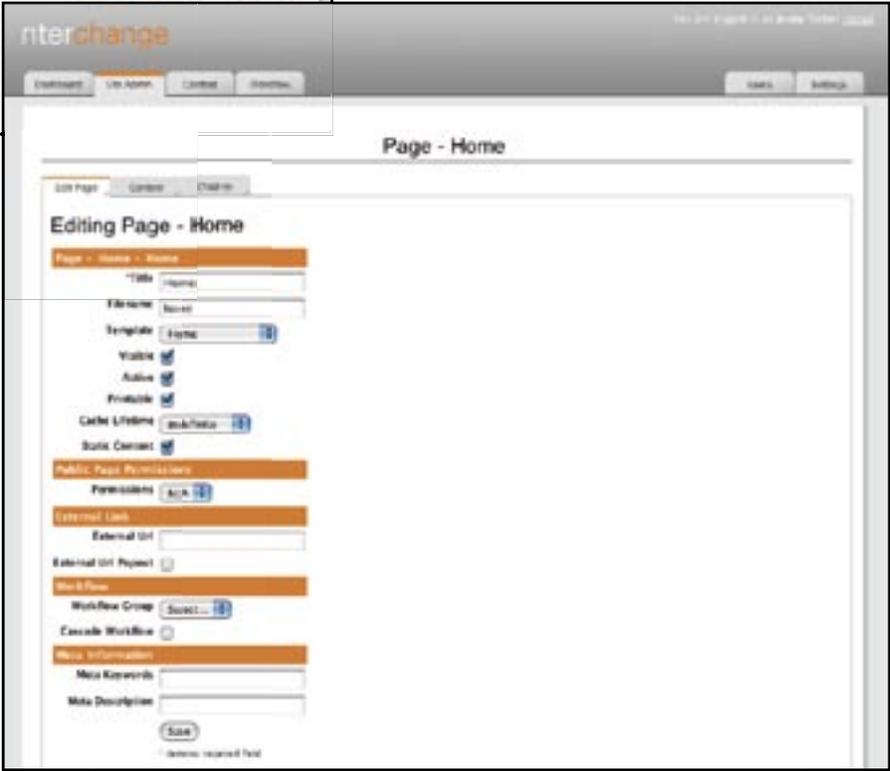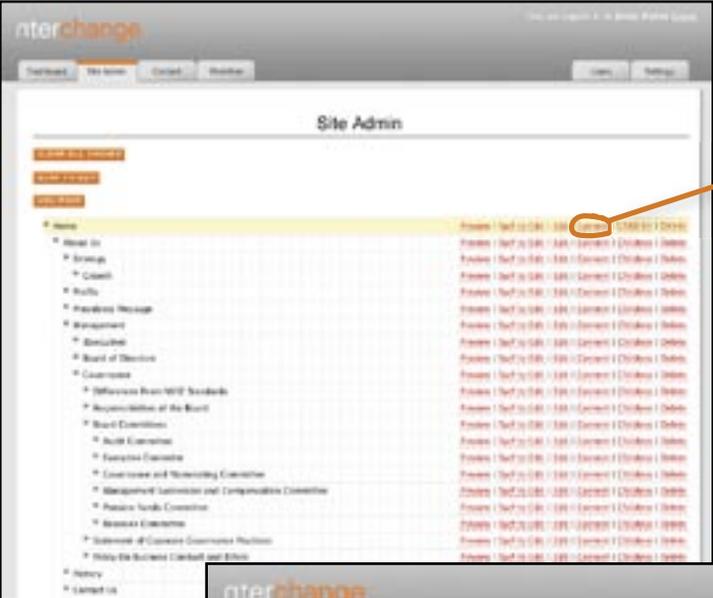
site admin

Content

Opens a screen in nterchange that offers another way to see the assets and their containers on a selected page. You can also edit, add or remove content from here.
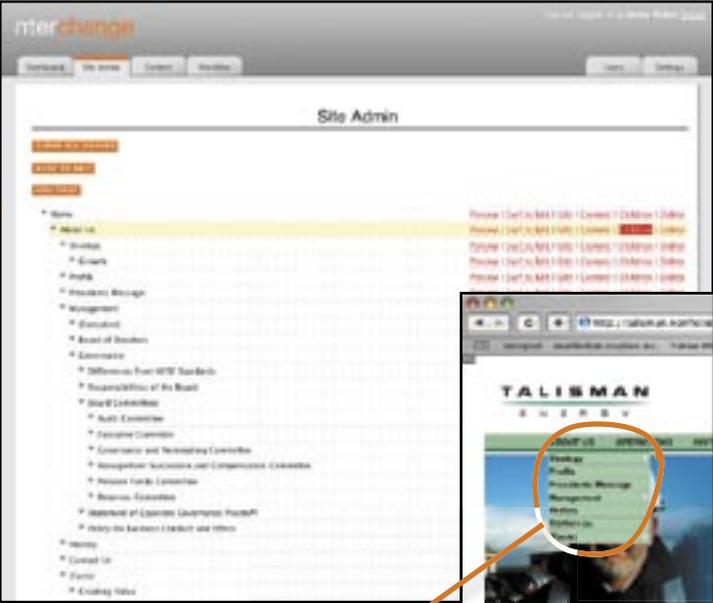
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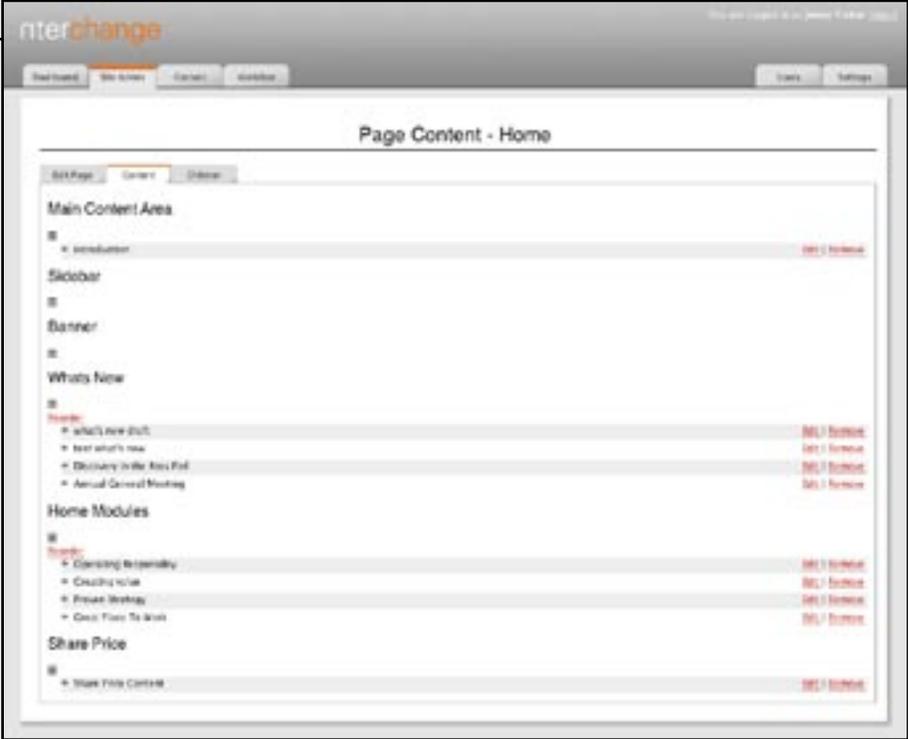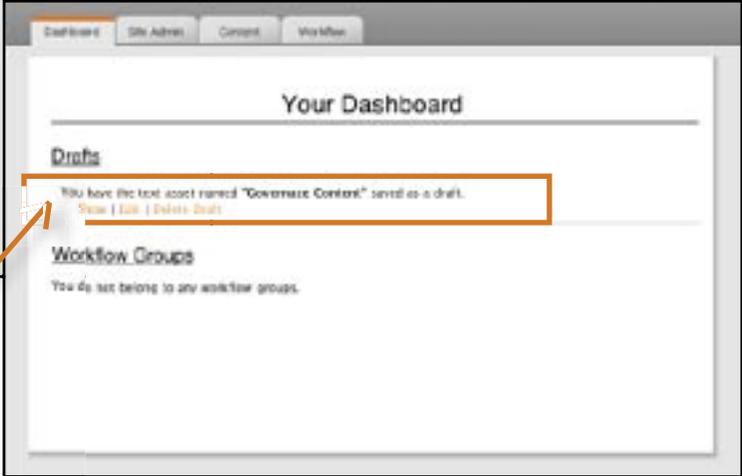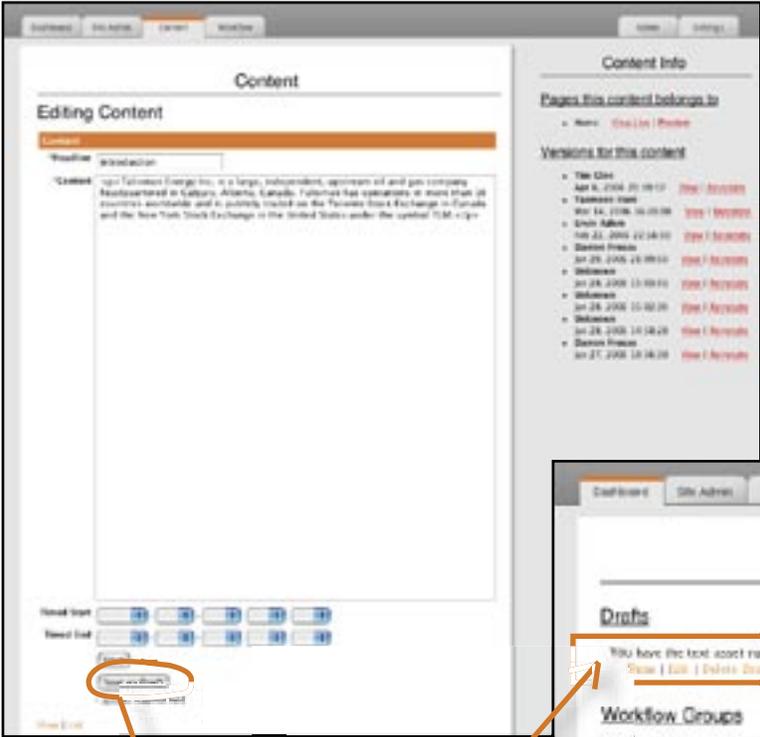
site admin

Drafts

When editing content, all your changes can be saved as a draft until you are ready to implement them.
All saved drafts will appear on your **Dashboard** home page for future access or changes.

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Children

Children are the secondary web pages that appear under a "Parent" heading. For example, the Children belonging to the About Us parent heading appear in a drop down menu on the home page of the website.

Children can be reordered using the nterchange screen to drag them to a new position, or you can add a new "child"page under the parent heading.

Use the Surf to Edit button to view the parent page and access the content of each of its child pages.
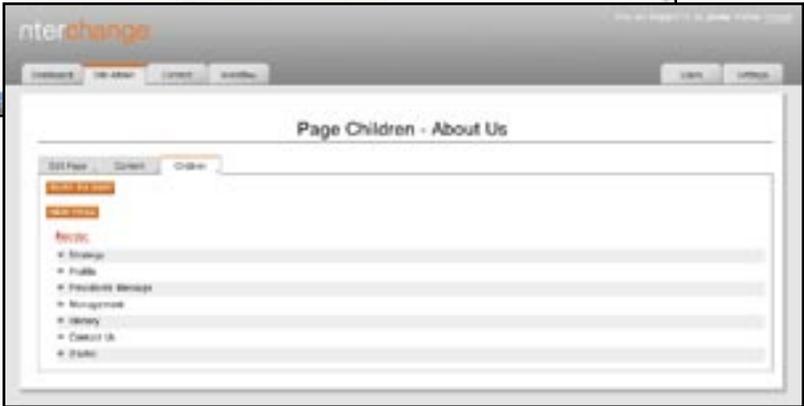
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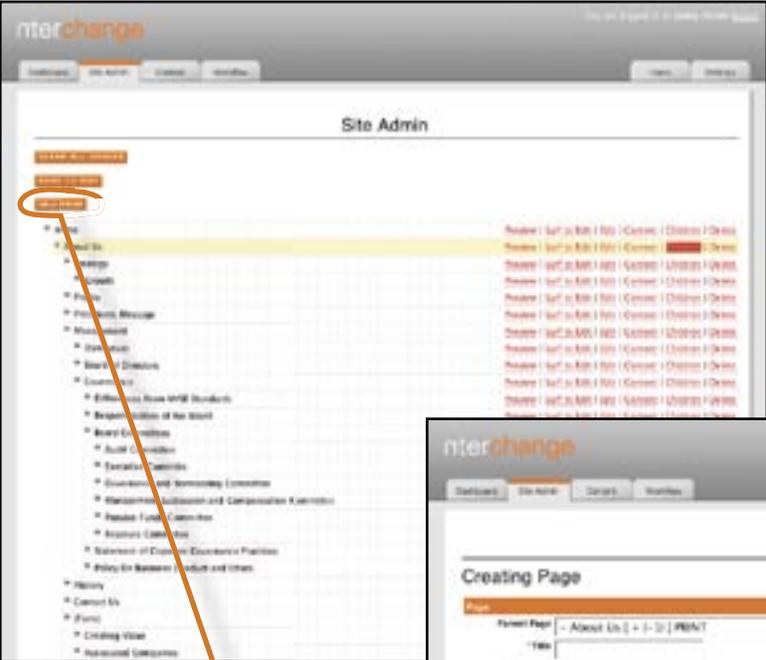
New Page

Create a new page for the web site by assigning it under a parent page. The nterchange **Page** screen allows you to choose the layout of the new page based on the available templates with pre-set containers for content assets.

Once the new page has been created, it will be visible in the Site Admin menu, and you can add content to its containers using the Surf to Edit or Content options.

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Link a Page

Create a link between internal website pages by specifying an **External Url**.

For example - to create a second way to access the "People" page (located under the "Careers" menu) via the About Us page, first you create a child page belonging to the About Us parent.

• To name your new page, the Title field is what will show up on the actual website as a menu item under About Us

• By filling in the External Url field, you create a link that opens directly to the existing People page. The External Url address is always written: **/_page#**

• Locate the page number of the desired destination page (the People page in this case) by locating the destination page in nterchange and using **Surf to Edit** to open the page in a new window. the page number shows up at the end of the address in your web browser.

Once your page "People (test)" has been saved, you will see that it is now added to the About Us menu on the website. When you click on that menu item, it links directly to the pre-existing People page - which until now was only accessible throught the Careers menu.
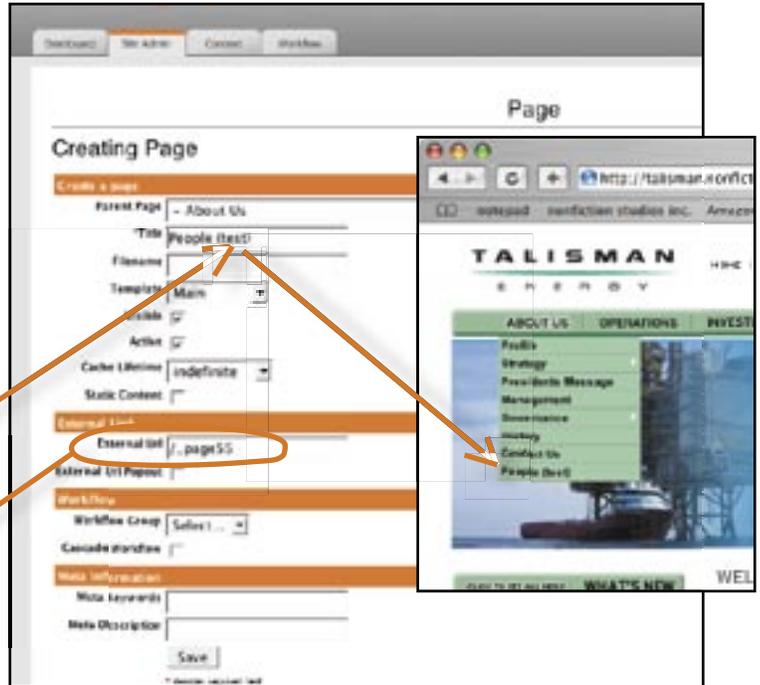
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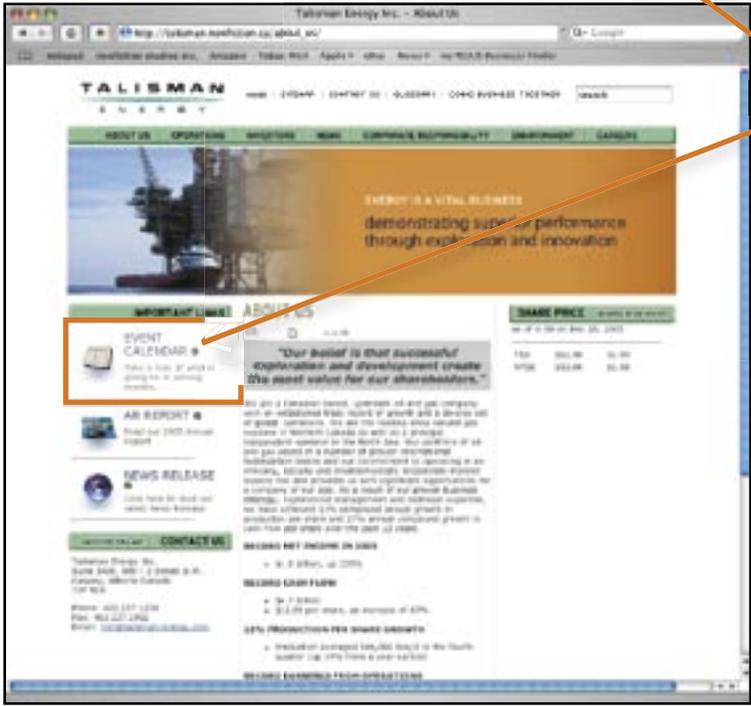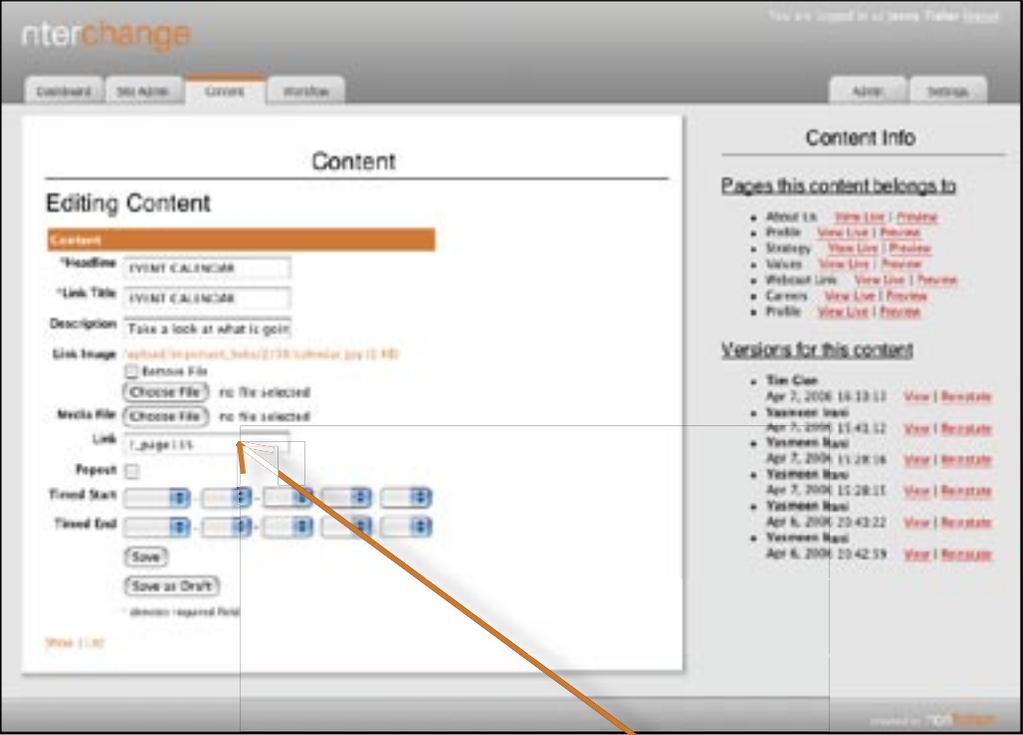
Link an Asset

The website has specific places where linked assets can be added or edited. You can use **Surf to Edit** to access these assets, or use the nterchange **Content** tab and find them in the website asset library (in Important Links).

When editing an asset, fill in the Link field with the address of the page that you want the asset to link to.

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content

The **Content** tab gives you access to the master library of website content. All the assets created for the site can be edited from here - although deleting an item here deletes it permanently. Assets are ordered into catagories based on the type of content they contain. For example - opening the **Body Image** library gives you a list of every image available to be used on the website's main body content containers.

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content

A **Media Element** asset is any content that is self contained and linked to the website, such as a pdf document, a video or sound clip.
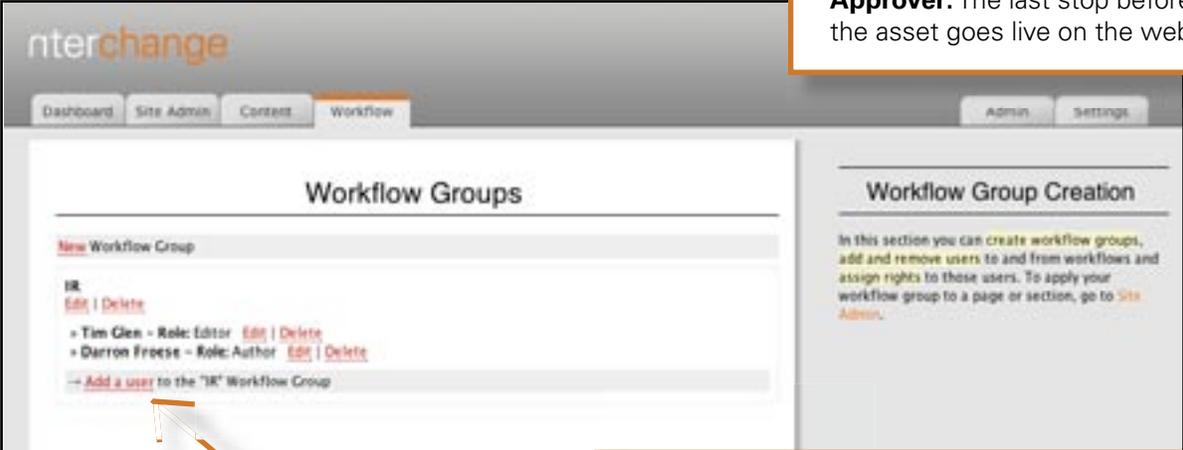
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content

A Job Listing can be added or edited by accessing the asset throught the Content tab.

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workflow

Roles

There are three roles in a workflow group:

Author: The asset creator.

Editor: The final departmental check.

Approver: The last stop before the asset goes live on the web.

nterchange can help to keep website content consistent by using the workflow feature.

Workflow enables the website administrators to define groups who have access to edit different parts of the website.

People can be a part of many workflow groups in different roles. These roles are defined in the "Workflow" tab.
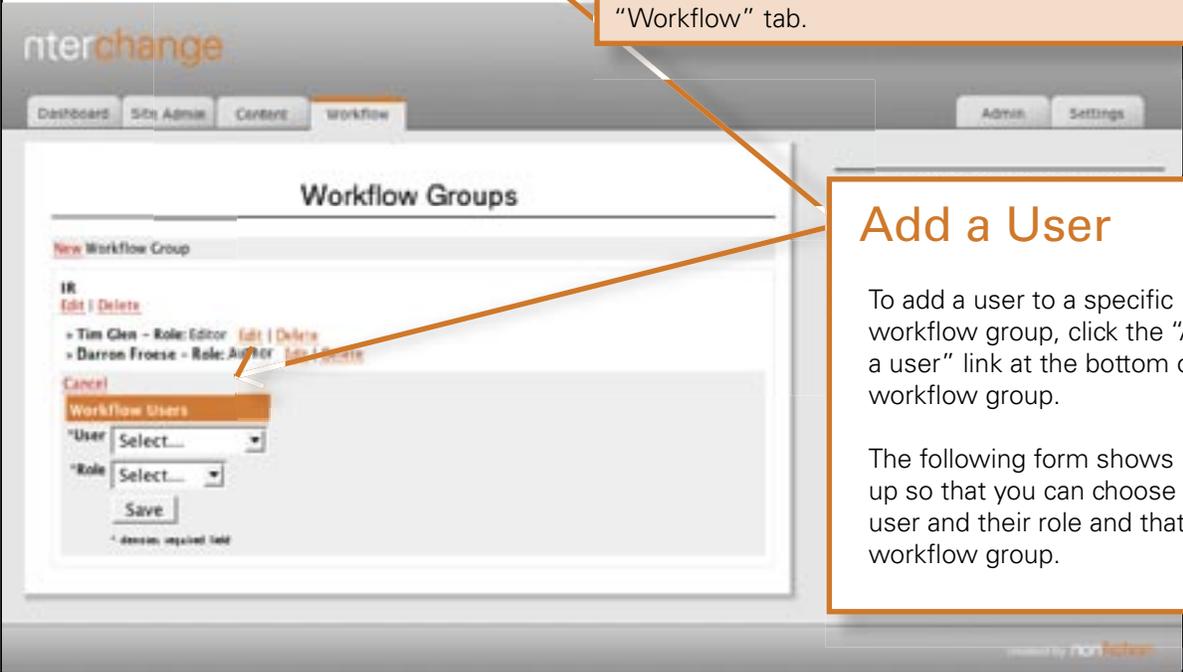
Add a User

To add a user to a specific workflow group, click the "Add a user" link at the bottom of a workflow group.

The following form shows up so that you can choose a user and their role and that workflow group.

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workflow

When a particular page or section of the website is using workflow, a red bar at the top of the page indicates the workflow group.

If you are not a member of the named group, you will not have access to edit the assets on those pages.

Editing assets

When saving an edited asset within workflow, the options you have available to you are:

Start Workflow: Save this item and use the dashboard to submit it for approval.

Save as Draft: Save this item for completion at a later date.

Once you have clicked "Start Workflow" button the following note is added above that asset in the Surf to Edit interface. This indicates that the asset has not yet been submitted for approval.

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workflow

Any unsubmitted workflows live in your Dashboard and can be previewed, submitted for approval, edited or deleted.

Clicking the "Submit to Workflow" button starts the chain of approvals needed for the asset to be placed on the website.

An email is generated and sent out with direct links to view the page with the proposed changes. The next people in the workflow group receive it - Editors and/or Approvers.

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workflow

nterchange

You are logged in as **Tim Glen** logout

Dashboard | Site Admin | Content | Workflow

Admin | Settings

Your Dashboard

Drafts

You do not have any drafts saved.

Workflow Groups

IR

Workflows in Process

"Why Invest in Talisman" Content asset on "Why Invest in Talisman" was **edited** @ Apr 20, 2006 06:33:00 PM by Darron Froese.
Preview Page | Edit & Approve/Decline

"IR – Why Invest – Content" Content asset on "Why Invest in Talisman" was **edited** @ Apr 20, 2006 12:11:20 PM by Darron Froese.
Preview Page | Edit & Approve/Decline

Completed Workflows

Operations

Workflows in Process

There are no workflows currently in process for this group.

Completed Workflows

The Dashboard

The Dashboard is your **nterchange** home page. It gives you an overview of what the website is doing and provides the links to where you can find out more.

Drafts

Any Drafts that you have saved appear here as a reminder that they are waiting for your completion.

Workflow

Workflow controls the process that content takes

> Now, signed in as the Editor, that user can see the workflows that are pending their Approval.
>
> Clicking on "Preview Page" shows the page with the changes submitted to workflow and the indicators locking that asset from edits by other users.
>
> Clicking on "Edit & Approve / Decline" continues the workflow process.

IMPORTANT LINKS

WHY INVEST IN TALISMAN

Investors

SHARE PRICE DELAYED BY 20 MINUTES

as of 4:09 on Dec 16, 2005

TSX	$61.90	$1.90
NYSE	$53.66	$1.66

IR BRIEFCASE ●
Lorem ipsum dolor sit amet.

PAGE TOOLS | EMAIL PAGE | PRINT PAGE A-A+A CHOOSE TEXT SIZE

The following content is currently in workflow and cannot be edited.

INVESTOR NEWS

AR REPORT ●
Read our 2005 Annual Report

"...Value creation is ultimately about increasing the per share interests of shareholder, while conducting the business in a safe, environmentally friendly and socially responsible manner. Our target is 15-20% annual production per share growth."

QUALITY ASSETS ●
High Quality Reserves - Consistent Growth - Click here for more

TRACK RECORD ●
Since 1992, Talisman has grown volumes, click here for more

FINANCIAL RESULTS ●
Click here to view our 2005 Financial Highlights

CLICK FOR FULL LIST **CONTACT US**

Christopher LeGallais
Senior Manager Investor Relations

Phone: 403.237.1957

CREATING SHAREHOLDER VALUE ●
Click here to view

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workflow

At this time, as the Editor or Approver, you are able to:

Make changes to the asset that was submitted.

Approve the asset (edited or as is)

Decline the asset and send it back for reworking.

Publish the asset to the website (if you're the last stop in the workflow group)

Once you click "Submit & Publish" the asset will appear on the website immediately.

(Note that you can also schedule the time that the asset appears on the website if you don't want it to appear right away.)

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