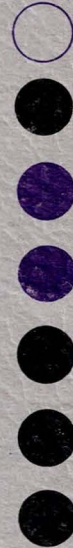
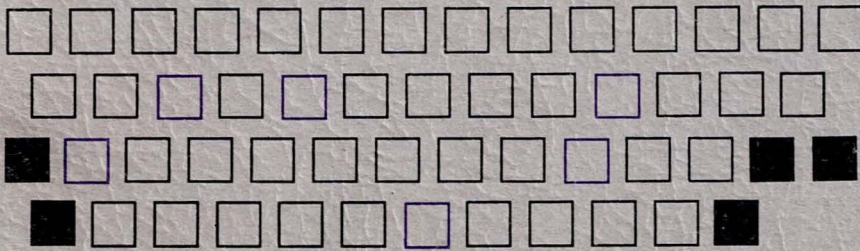


# PLANET

USER

GUIDE





This user's guide is published by the Institute for the Future, 2740 Sand Hill Road, Menlo Park, California 94025. A **CREATE Users Guide** describes how to set up a PLANET activity using the CREATE program; it is available from the Institute by special request.

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As an experiment in computer communication, sponsored by the National Science Foundation, the Institute for the Future is making available to selected users an interactive computer program named PLANET. This system allows people who are geographically separated to engage in group planning and information retrieval, either by agreeing in advance to a particular "meeting" time or simply by running the program at their convenience to review each other's comments. The PLANET program is accessible through the Tymshare network which may be reached conveniently anywhere in the continental United States, as well as London, Paris, Brussels, Lausanne, and The Hague. Each participant may run the PLANET program at any time by following the instructions in this manual.



# Entering PLANET

The first step in using PLANET is to find a suitable computer terminal. For efficient operation, a full-duplex terminal which prints at a rate of 30 characters per second is best. Also, paper-printing terminals are better than cathode-ray tube (CRT) terminals for most applications.

Once you have a terminal, you must contact the Tymshare computer:

First, turn on the terminal (and the acoustic coupler or data phone if separate) in the on-line, full-duplex mode with the printing rate set at 30 characters per second.

Then, dial the local Tymshare network telephone number (see page 24). When it answers with a high-pitched sound, insert the telephone in the coupler as the instructions on the terminal indicate.

```
?X!Q,PQ%$ █
PLEASE LOG IN:  STUDY1↓
PASSWORD:      █↓
PROJ CODE:    1 ↓
TYMSHARE 1422  10-SEP-1974
```

*You type a character to identify your terminal-- for example, **E**.*

*↓ indicates that you must strike the carriage return key.*

*Account name*

*For security, the password does not print.*

*Time of day*

*The project code is optional, but you must strike the carriage return to continue.*



As soon as you have connected the phone to the terminal, the Tymshare network activates the terminal and sends a message which prints legibly only on 10-character-per-second terminals. On terminals of other speeds, a sequence of random characters appears, and then the terminal pauses. You must type a character to identify the type of terminal you are using. This character tells the network which code and transmission speed to use to communicate with the terminal. For a 30-character-per-second terminal that prints on paper, the letter is **E** ; for other terminals, please see page 27.

After the Tymshare system prints **PLEASE LOG IN:**, you type your user account name and a password, both registered with Tymshare. Tymshare checks both the user account name and the password before admitting you and, for security, does not print the password. You may also type a project code if there is a need to separate the billing among different individuals in the group. If a mistake is made during signing in, it is easiest to hang up the phone and begin again. After you enter the requested information successfully, the Tymshare system prints the time and date, and you can then start the PLANET program.

*Note: You type only what is shaded in the examples in this manual. The computer types everything else.*



# Entering PLANET

To start the PLANET program, type:

*You may type in either upper or lower case.*

- RUN (FUTURE) PLANET ↵

Welcome.

Please type your last name (and then strike the CR key).

- Smith ↵

Please set a three character password

- WTP ↵

*This is a sample password. Please set an original one and REMEMBER IT; you will need it each time you enter.*

Thank you.

10-SEP-74

PLANET-1

Page 1

The title of the activity is:

Conference on Mineral Resources

The participants in the activity are:

Lee (Org)

Jones

Smith

Green

Hill

Wellesly

Miller

Lapin

*Indicates Lee is organizer of this activity.*



The first time you enter, PLANET will ask you to set your own personal password after you have typed your last name;\* this password may consist of any three letters or numbers. It is needed to prevent others from reading private messages that are sent to you or making entries under your name. PLANET will ask you for your password every time you enter and will not allow you to proceed if it is not correct. Thus, it is imperative that you remember your password.

If you are registered in only one activity, you are automatically placed in that activity. However, if you are registered in more than one activity, PLANET will print the first line of each activity title and ask you to choose which one you wish to enter. (An asterisk will indicate those activities in which new entries have been made since you last participated.) Once you have selected an activity, PLANET will print an informational heading and the full title, as well as a list of participants.

After you have entered an activity, PLANET will tell you if anyone is present at that moment; it will print all the messages that have been made since you last entered and notify you when you are up to date. In addition, while you are present, PLANET will

---

\* If you should misspell your last name, type a **CONTROL X**. (Hold down the **CTRL** key, and while it is depressed, strike the letter **X**. Notice that the use of the **CTRL** key is similar to the use of the **SHIFT** key.) Then enter your last name again when prompted.



automatically let you know if anyone else joins, leaves, or is currently typing a public message. Similarly, it will let other participants know when you join, leave, or begin typing a public message. For example:

Lee (Org), Green, Miller are present

[1] Lee (Org) 10-SEP-74 10:02AM

Welcome. I am glad to see you here.

Let me summarize what we wish to accomplish this morning.

You are up to date.

Now joining: Hill

Now typing: Lee



## Making a public entry

Once you are in an activity, you can make an entry at any time, even if someone else is already typing; just start typing. As you type, PLANET will automatically assign a number to your entry, print your name, and then begin displaying the text as you enter it:

```
[3] Smith
- Bert Brown and Rich Quint are here with me this morning.
- I think they can contribute a great deal to the discussion.
- ↵
```

Do not worry about the length of the line as you are typing; after 60 characters, PLANET looks for the end of a word, inserts a carriage return, and continues your text on the next line. Because of technical delays, it may appear that PLANET has broken the word in the middle. However, the broken word will appear on the new line for everyone else. To end your entry, strike the carriage return key twice.



## Making a private entry

You may send a private message to another participant by typing a left parenthesis ( as the first character you type. PLANET will automatically print the word **To** . You should then enter the name of the person to receive your message, followed by one carriage return. PLANET will close the parentheses and prompt you for the text of your entry with a hyphen at the beginning of the next line. You may then begin typing your message. As before, end your message by typing two carriage returns. For example:

```
(To Jones ↵)  
- Sometime later we need to talk about the budget review I am  
- planning here. ↵  
- ↵
```

Once the message is sent, only Jones will receive it; if he is not present, he will see the message the next time he joins.

## Making an anonymous entry

There may be times when you wish to make an anonymous entry. You begin such an entry by typing an exclamation point ! as the first character you type. You then type your text as in a



You type **!**, but it does not print.

public entry. Once you have completed the entry, it is sent to all participants, including yourself. For example:

```
[4] Anonymous
- This discussion is going nowhere.
- Let's stick to the subject. ↵
- ↵
```

## Correcting an entry

Your entry is not sent to the other participants until you have ended it by striking the carriage return key twice. Thus, while you are typing your text, you may make corrections by using the following **CONTROL** characters:

- CONTROL A** deletes the last character you typed
- CONTROL W** deletes the last word you typed
- CONTROL Q** deletes the last line you typed
- CONTROL X** deletes the entire entry
- CONTROL R** retypes the last line as corrected
- CONTROL S** retypes the entire entry as corrected

Hold down the **CTRL** key, and while it is depressed, strike the character. (Notice that the use of the **CTRL** key is similar to the use of the **SHIFT** key.) You may use these editing characters throughout PLANET.



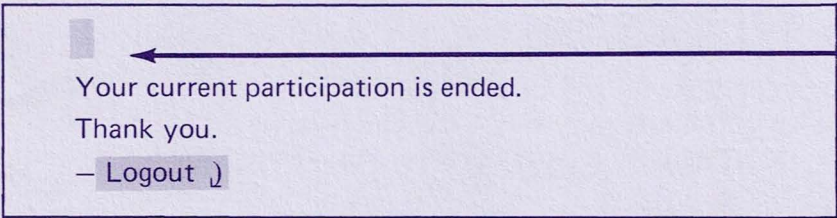
## Receiving entries

All messages are sent to you automatically as they are finished. If you are not present, they will be reprinted the next time you enter the activity. In this case, each entry will include the date and time it was started.

If you do not wish to see the entire text of an entry, you may type **CONTROL O** (hold down the **CTRL** key, and while it is depressed, strike the letter **O**) to interrupt the printing of the entry.

## Leaving PLANET

You can leave PLANET at any time by typing **CONTROL C** (hold down the **CTRL** key, and while it is depressed, strike the letter **C**) to interrupt the program. You may then type the command **LOGOUT** and hang up the phone.



Your current participation is ended.  
Thank you.  
- Logout ↵

*You type CONTROL C,  
but it does not  
print.*

*If you t  
it will  
the comp  
address  
message*

Please disregard the "PLEASE LOG IN" message which may appear after you have typed **LOGOUT**.



PLANET offers a number of services for experienced users who wish to perform specialized tasks. To request these services, type **CONTROL P**: hold down the **CTRL** key, and while it is depressed, strike the letter **P** (this has the same effect as sending a private message to PLANET). Then type the name of the service. If needed, a list of all PLANET services can be obtained by typing **CONTROL P** and then striking the question mark key **?**. For example:

*If you type CONTROL P, it will not print, but the computer will address a private message to PLANET.*

```
(To Planet)
- ?
The following PLANET services are available to you:
Review (entries)
Status (of participants)
Save (entries)
Submit (file)
Join (activity)
Quit
If you do not wish to use any of these services, strike the CR
key to return to the discussion.
(To Planet)
-
```



To use any of these services, type the first word of the service as the text of a private message to PLANET, then type a space or carriage return. (PLANET will fill in the words in parentheses.) PLANET will carry out the service as described below. If you do not wish to use any of these services or if PLANET has completed the service you requested, strike the carriage return key to return to the discussion.

## Review (entries)

The **REVIEW** command is a major feature that distinguishes PLANET from other modes of communication that simply enable people to exchange messages. PLANET allows you to retrieve and display public entries according to various criteria. You may use any of the following options, alone or in combination:

**BY** and one or more participant names (or the word **ALL**).  
For example:

*Indicates you type CONTROL P.*

```
■ (To Planet)  
- Review (entries) by Smith and Jones ↵
```

*You type a space.*



A list of entry numbers (or the word ALL). For example:

■  
(To Planet)  
- Review (entries) 2, 5-9 ↵

or

■  
(To Planet)  
- Review (entries) by Smith in 20 - 100 ↵

Space

Space

**LAST N** entries (to see only the previous entry, simply type **LAST**). For example:

■  
(To Planet)  
- Review (entries) Last 3 ↵

or

■  
(To Planet)  
- Review (entries) by Smith in 10-Last ↵



**BEFORE, ON, or AFTER** a date or **BETWEEN** one date **AND** another date. For example:

(To Planet)

– Review (entries) after 1-SEP-74 ↵

**RE** and a text string in quotation marks. For example:

(To Planet)

– Review (entries) re "energy" on 10-SEP-74 ↵

**BY FIRST LINE**  
**NO TEXT**  
**NO HEADING**

**BY FIRST N LINES**

(This suppresses the printing of the author's name, date, and time stamp.)



For example:

(To Planet)

– Review (entries) by Smith re “energy” by first 3 lines ↵

or

(To Planet)

– Review (entries) by Smith on 10-SEP-74 no heading ↵

Note that by proper structuring and use of keywords, PLANET can effectively serve the function of an information retrieval or simple data-base system. If you wish to interrupt the review service, simply type a **CONTROL P** to return to PLANET or, if you wish, a **CONTROL O** to skip the entry that is currently printing.



## Status (of participants)

The **STATUS** command prints the names of all the participants, the time they last entered, and the last entry they have seen. For example:

(To Planet)

– Status ↵ (of participants)

The title of the activity is:

Conference on Mineral Resources

Name	Last Time Entered	Last Entry Seen
Lee	20-SEP-74 11:30 AM	100
Jones	never entered	
Smith	19-SEP-74 10:00 AM	100
Green	present	18
Hill	16-SEP-74 2:45 PM	62
Wellesly	never entered	
Miller	10-SEP-74 9:40 AM	40
Lapin	never entered	



## Save (entries)

The **SAVE** command saves public entries in a personal file which you name. To specify the entries you wish to save, you may use any of the options listed under **Review (entries)**. For example:

```
(To Planet)
- Save (entries) by Smith ↵
(in file) JOE ↵
```

Note that **JOE** is the name given by the user of the file for this example.

## Submit (file)

The **SUBMIT** command in conjunction with the **SAVE** command allows you to transfer relevant information between activities or to supply data to and from other programs, such as text editors, data-base systems, and mathematical models. The **SUBMIT** command inserts the text file you specify as your next public entry. For example:



```
(To Planet)
```

```
- Submit (file) JOE ↵
```

```
Your file has been submitted as entry [101]
```

## Join (activity)

If you are a participant in more than one activity, you may use the **JOIN** command to leave your current activity and join another. If you type a space after **JOIN**, PLANET will prompt you for the number of the activity you wish to join. If you type a carriage return or a question mark after **JOIN**, PLANET will print the list of available activities over again. The first alternative—**JOIN** followed by a space—is faster, however. For example, to join activity 2:

```
(To Planet)
```

```
- Join (activity) 2 ↵
```



## Quit

The **QUIT** command, like a **CONTROL C**, ends your current participation in PLANET and returns you to the Tymshare system. You may use either of these to leave an activity. If you hang up the telephone without a **QUIT** command or a **CONTROL C**, PLANET may record your status incorrectly.

(To Planet)

– Quit ↵

Your current participation is ended.

Thank you.

– LOGOUT ↵



## Some cautions

PLANET does not provide any more security than is afforded by the password and the computer directory protection. For example, the activity is private (as though the doors to the conference room were locked), but within the activity there is no way to ensure absolutely that any participant will not attempt to tamper with the activity file.

A person may participate in as many as 32 separate activities, providing the organizer of each one has registered that person's name. The number of active participants in any one activity at any one time is limited to 36. The number of registered participants in an activity is limited to 100. There is no limit on the length of an entry or the number of entries in an activity. Once an entry is in the transcript, it cannot be altered, although it can be deleted by the organizer. Because of the special nature of the file protection, any tampering with it outside PLANET itself may result in the destruction of the activity.

If the computer fails or your telephone is inadvertently disconnected, all the entries that you submitted are saved. (However, when you enter again, PLANET may print some entries you have already seen because your own status is not completely up-to-date.)

PLANET-1 is made available at no additional cost to selected Tymshare users in the context of a research project designed to provide better understanding of computer-based group planning. In the course of this project, simple usage statistics will be gathered. They relate to the number and average length of activity entries.



The actual text of entries is not accessible. The Institute for the Future may terminate access to the PLANET program at any time. Furthermore, the Institute for the Future shall not be liable for any injury or damage to a user or to any other person, or for any loss of or injury to earnings, profits, or goodwill suffered by any person, including the user, caused directly or indirectly by the furnishing of these services.



# Tymnet telephone numbers

## ARIZONA

Phoenix 602-249-9261

## CALIFORNIA

Colton 714-825-9372

Cupertino 408-257-9050

Cupertino 408-255-3050

Cupertino 408-996-1000

Cupertino 408-996-2200

El Segundo 213-640-1570

Los Angeles 213-629-1561

Los Angeles 213-683-0451

Mountain View 415-965-8815

Newport Beach 714-540-9560

Oakland ~~415-465-7000~~

Palo Alto 415-494-3900

Palo Alto 415-326-7015

Sacramento 916-441-5450

San Diego 714-291-8700

San Francisco 415-391-9325

San Francisco 415-421-9240

Ventura 805-458-0482

## COLORADO

Denver 303-458-7921

## CONNECTICUT

Darien 203-655-8931

Hartford 203-568-2610

## FLORIDA

St. Petersburg 813-536-7823

Tampa 813-223-3787

## GEORGIA

Atlanta 404-659-6670

## ILLINOIS

Chicago 312-346-4961

Chicago 312-368-4607

Freeport 815-232-2181 (30 CPS)

Freeport 815-232-2186 (10 CPS)

## IOWA

Des Moines 515-280-9600

## KANSAS

Wichita 816-265-7781

## LOUISIANA

Baton Rouge 504-927-6400

New Orleans 504-586-1071



**MARYLAND**

Baltimore 301-547-8100

**MASSACHUSETTS**

Boston 617-964-3900

Boston 617-964-3925

Cambridge 617-491-5476

**MICHIGAN**

Detroit 313-963-3388

Livonia 313-522-6380

**MINNESOTA**

Minneapolis 612-854-6659

**MISSOURI**

Kansas City 816-421-7444

St. Louis 314-421-5110

**NEW JERSEY**

Englewood Cliffs 201-894-8250

Union 201-964-3801

Wayne 201-785-4777

**NEW YORK**

Buffalo 716-856-1400

New York 212-750-9445

New York 212-551-9322

New York 212-750-9433

New York 212-532-7615

Rochester 716-546-1410

Syracuse 315-473-7111

**NORTH CAROLINA**

Durham 919-549-0441

**OHIO**

Columbus 614-421-7270

**OKLAHOMA**

Oklahoma City 405-947-0561

**OREGON**

Portland 503-224-0750

**PENNSYLVANIA**

Philadelphia 215-561-6120

Pittsburgh 412-765-3511

Valley Forge 215-666-9190



# Tymnet telephone numbers

## SOUTH CAROLINA

West Columbia 803-796-9710

## TEXAS

Dallas 214-638-5800

El Paso 915-544-9590

Houston 713-785-4411

Houston 713-785-4420

Midland 915-683-5645

San Antonio 512-734-7381

## VIRGINIA

Arlington 703-841-9560

Arlington 703-521-6520

## WASHINGTON

Seattle 206-622-7930

## WISCONSIN

Milwaukee 414-257-3482

## EUROPE

Brussels, Belgium 640-02-15

The Hague (070) 46-97-61

London, England 01-568-4455

Paris, France 602-55-00

Paris, France 260-36-35

Lausanne, Switzerland (21) 25-66-34

(30 CPS)

Lausanne, Switzerland (21) 25-43-57

(10 CPS)

These telephone numbers may change from time to time and others will be added to the list. Contact your local TYMSHARE representative for details.



A List of Terminals Acceptable to Tymshare

**Terminals**

Terminal name	Printing speed	Character to be typed
Texas Instruments, Execuport, NCR	30	E
CRT terminals	30	A
Memorex 1240 and 1280, Terminet 300	30	G
Teletype Model 33	10	D
Teletype Model 37	15	B (without parity) J (with even parity)
IBM 2741, Datel/UCC, Itel/Dura, Novar, Trendata, AJ841	Please obtain a PLANET half-duplex supplement from the Institute for the Future.	

Note: Terminals not shown on this table may also be acceptable. Please check with the nearest Tymshare representative.



408-257-5329

446-6180

Armando

Ted Kalm - P.A.R.C. -