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[Continued on next page]

(54) Title: MAKING DOCUMENT CHANGES BY REPLYING TO ELECTRONIC MESSAGES

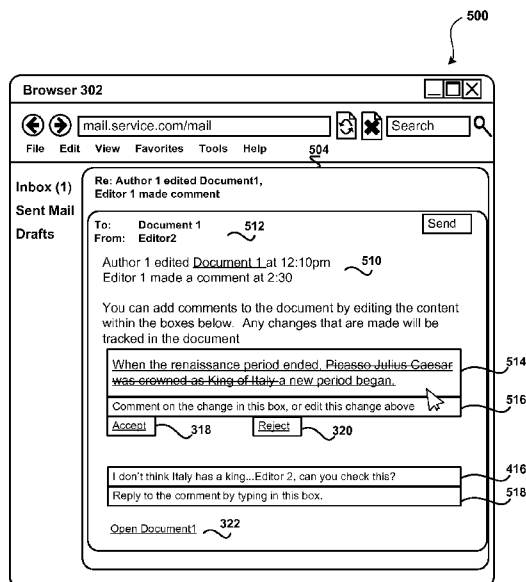


FIG.5

(57) Abstract: Document changes are sent within a body of an electronic message to reviewers that are collaborating on the document. The document may be any type of document to which changes/comments are made, such as word processing documents, spreadsheets, slides, and the like. A reviewer receiving the electronic message may accept/reject changes and/or make comments/modifications to the document changes that are contained within the electronic message. For example, a reviewer may edit the document changes that are included within the body of the electronic message to add a comment and/or make changes to the change. A reviewer may also have the option to accept/reject changes directly from within the electronic message. After making any changes, the reviewer replies to the electronic message and the changes that are included within the electronic message are applied to the document.

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## MAKING DOCUMENT CHANGES BY REPLYING TO ELECTRONIC MESSAGES

### BACKGROUND

[0001] Authors of documents routinely email documents to other users for review. A  
5 user receiving the document for review opens the attached document, makes any  
changes/comments in the document and emails the document back to the author. It is  
often difficult for users to keep up with all of the different changes made to the document  
by their co-authors or editors.

### SUMMARY

10 [0002] This Summary is provided to introduce a selection of concepts in a simplified  
form that are further described below in the Detailed Description. This Summary is not  
intended to identify key features or essential features of the claimed subject matter, nor is  
it intended to be used as an aid in determining the scope of the claimed subject matter.

[0003] Document changes are sent within a body of an electronic message to  
15 reviewers that are collaborating on the document. The document may be any type of  
document to which changes/comments are made, such as word processing documents,  
spreadsheets, slides, and the like. A reviewer receiving the electronic message may  
accept/reject changes and/or make comments/modifications to the document changes that  
are contained within the electronic message. For example, a reviewer may edit the  
20 document changes that are included within the body of the electronic message to add a  
comment and/or make changes to the change. A reviewer may also have the option to  
accept/reject changes directly from within the electronic message. After making any  
changes, the reviewer replies to the electronic message and the changes that are included  
within the electronic message are applied to the document.

### 25 BRIEF DESCRIPTION OF THE DRAWINGS

[0004] FIGURE 1 illustrates an exemplary computing environment;

[0005] FIGURE 2 shows a system for notifying reviewers of changes to documents  
and making changes to documents using electronic messages;

[0006] FIGURE 3 shows a display of an electronic message including changes made  
30 within a document;

[0007] FIGURE 4 shows a display of creating a reply to an electronic message to  
make changes to a document;

[0008] FIGURE 5 shows a display of creating a reply to an electronic message to  
make changes to a document;

[0009] FIGURE 6 shows a display of accepting/rejecting changes and adding comments in a reply to an electronic message to make changes to a document;

[0010] FIGURE 7 shows a display of accepting/rejecting changes and adding comments in a reply to an electronic message to make changes to a document;

5 [0011] FIGURE 8 illustrates a process for sending electronic messages with changes and receiving changes to apply to a document; and

[0012] FIGURE 9 shows a process for creating an electronic message including changes made to a document.

#### DETAILED DESCRIPTION

10 [0013] Referring now to the drawings, in which like numerals represent like elements, various embodiment will be described. In particular, FIGURE 1 and the corresponding discussion are intended to provide a brief, general description of a suitable computing environment in which embodiments may be implemented.

[0014] Generally, program modules include routines, programs, components, data  
15 structures, and other types of structures that perform particular tasks or implement particular abstract data types. Other computer system configurations may also be used, including hand-held devices, multiprocessor systems, microprocessor-based or programmable consumer electronics, minicomputers, mainframe computers, and the like. Distributed computing environments may also be used where tasks are performed by  
20 remote processing devices that are linked through a communications network. In a distributed computing environment, program modules may be located in both local and remote memory storage devices.

[0015] Referring now to FIGURE 1, an illustrative computer environment for a  
computer 100 utilized in the various embodiments will be described. The computer  
25 environment shown in FIGURE 1 includes computing devices that each may be configured as a mobile computing device (e.g. phone, tablet, net book, laptop), server, a desktop, or some other type of computing device and includes a central processing unit 5 ("CPU"), a system memory 7, including a random access memory 9 ("RAM") and a read-only memory ("ROM") 10, and a system bus 12 that couples the memory to the central  
30 processing unit ("CPU") 5.

[0016] A basic input/output system containing the basic routines that help to transfer information between elements within the computer, such as during startup, is stored in the ROM 10. The computer 100 further includes a mass storage device 14 for storing an operating system 16, document 11, messaging application(s) 24, Web Browser 25,

document editing application 19 and change manager 26 which will be described in greater detail below.

5 [0017] The mass storage device 14 is connected to the CPU 5 through a mass storage controller (not shown) connected to the bus 12. The mass storage device 14 and its associated computer-readable media provide non-volatile storage for the computer 100. Although the description of computer-readable media contained herein refers to a mass storage device, such as a hard disk or CD-ROM drive, the computer-readable media can be any available media that can be accessed by the computer 100.

10 [0018] By way of example, and not limitation, computer-readable media may comprise computer storage media and communication media. Computer storage media includes volatile and non-volatile, removable and non-removable media implemented in any method or technology for storage of information such as computer-readable instructions, data structures, program modules or other data. Computer storage media includes, but is not limited to, RAM, ROM, Erasable Programmable Read Only Memory  
15 (“EPROM”), Electrically Erasable Programmable Read Only Memory (“EEPROM”), flash memory or other solid state memory technology, CD-ROM, digital versatile disks (“DVD”), or other optical storage, magnetic cassettes, magnetic tape, magnetic disk storage or other magnetic storage devices, or any other medium which can be used to store the desired information and which can be accessed by the computer 100.

20 [0019] Computer 100 operates in a networked environment using logical connections to remote computers through a network 18, such as the Internet. The computer 100 may connect to the network 18 through a network interface unit 20 connected to the bus 12. The network connection may be wireless and/or wired. The network interface unit 20 may also be utilized to connect to other types of networks and remote computer systems. The  
25 computer 100 may also include an input/output controller 22 for receiving and processing input from a number of other devices, including a keyboard, mouse, or electronic stylus (not shown in FIGURE 1). Similarly, an input/output controller 22 may provide input/output to a display screen 23, a printer, or other type of output device.

30 [0020] As mentioned briefly above, a number of program modules and data files may be stored in the mass storage device 14 and RAM 9 of the computer 100, including an operating system 16 suitable for controlling the operation of a computer, such as the WINDOWS PHONE 7®, WINDOWS 7®, or WINDOWS SERVER® operating system from MICROSOFT CORPORATION of Redmond, Washington. The mass storage device 14 and RAM 9 may also store one or more program modules. In particular, the

mass storage device 14 and the RAM 9 may store one or more application programs, including a document editing application 19, messaging application(s) 24 and Web Browser 25. According to an embodiment, the document editing application 19 is a word processing application, such as the MICROSOFT WORD application. Other document editing applications may also be used. The document editing application may be configured to interact with spreadsheets, slides, notes, and the like.

[0021] A user interface 15 is used by a user to interact with applications and documents. For example, document 11 may be edited using the user interface. Document editing application 19 is configured to perform editing operations on a document, such as document 11. For example, a user may change/add/remove words from a document, change the formatting of the document, add a picture, table, and the like using document editing application 19.

[0022] Messaging application(s) 24 may be one or more different messaging applications. For example, computing device 100 may include an email application, an Instant Messaging (IM) application, an SMS, MMS application, a real-time information network (e.g. Twitter® interface), a social networking application, and the like. According to an embodiment, messaging application 24 is an email application, such as MICROSOFT OUTLOOK®. The messaging application(s) may be client based and/or web based. For example, a network based message service 17 may be used, such as: MICROSOFT WINDOWS LIVE or some other network based email and messaging service.

[0023] Network share 27 is configured to store documents that are accessible to one or more users through IP network 18. For example, network share 27 may store a document that is being collaborated on by different reviewers located at one or more locations. A document may be stored in more than one location. For example, a copy of document 11 may be stored on computing device 100 and at network share 27. A copy of the document may also be maintained in other locations.

[0024] Change manager 26 is configured to create and process electronic messages that are used in making document changes. Change manager 26 may be located externally from a document editing application 19 as shown or may be a part of document editing application 19 an/or some other application. Further, all/some of the functionality provided by change manager 26 may be located internally/externally from document editing application 19. Change manager 26 is configured to determine and place document changes within a body of an electronic message that is sent to reviewers that are

collaborating on the document. The document may be any type of document to which changes are made, such as word processing documents, spreadsheets, slides, and the like. A reviewer receiving the electronic message may accept/reject changes and/or make comments/text modifications to the document changes that are contained within the electronic message. For example, a reviewer may edit the document changes that are included within the body of the electronic message to add a comment and/or make changes. A reviewer may also accept/reject changes directly from within the electronic message. After making any changes, the reviewer replies to the electronic message and the changes that are included within the electronic message are applied to the document. More details regarding the change manager are disclosed below.

[0025] FIGURE 2 shows a system for notifying reviewers of changes to documents and making changes to documents using electronic messages. As illustrated, system 200 includes computing device 1 (210), computing device 2 (220), network share 230, document service 240, messaging service 250 and computing device 3 (260).

[0026] The computing devices may be any type of computing device that is configured to perform the operations relating to using electronic messages for making changes to documents. For example, some of the computing devices may be: mobile computing devices (e.g. cellular phones, tablets, smart phones, laptops, and the like); desktop computing devices and servers. Some computing devices may be arranged to provide an online cloud based service (e.g. document service 240 that is configured for interacting with documents online), some may be arranged as data shares, some may be arranged in local networks, some may be arranged in networks accessible through the Internet, and the like.

[0027] The computing devices are coupled through network 18. Network 18 may be many different types of networks. For example, network 18 may be an IP network, a carrier network for cellular communications, and the like. Generally, network 18 is used to transmit data between computing devices, such as computing device 1, computing device 2, computing device 3, network share 230, document service 240 and messaging service 250.

[0028] Computing device 1 includes word processing application 212, document 214, user interface 216 and messaging application 218. As illustrated, computing device 1 is used by a user to interact with documents, such as document 214, documents in a network share (e.g. document 232) and the like.

[0029] User interface (UI) 216 is used to interact with a document, such as document 214. One or more user interfaces of one or more types may be used to interact with the document. For example, UI 216 may include the use of a context menu, a menu within a menu bar, a menu item selected from a ribbon user interface, a graphical menu, and the like. Generally, UI 216 is configured such that a user may easily interact with a document. For example, a user may simply select an option within UI 216 that creates new electronic messages that are addressed to other reviewers that are collaborating on a document that include the changes to the document within the body of the electronic messages. Upon receipt, the reviewers may accept/reject changes and/or make comments/text modifications to the document changes that are contained within the email.

[0030] Messaging application 218 may be a client based application, such as an email application, a Instant Messaging Application, a social media application, and the like. Generally, messaging application 218 may be used to send electronic messages of one or more types to the reviewers that are collaborating on the document. A network based messaging application may be used in addition to messaging application(s) 218 or instead of one or more of the different messaging applications. For example, a web interface may be used to access a messaging service.

[0031] Change manager 26 determines the changes made to a document by an editor and creates an electronic message that includes a summary of the changes. Change manager 26 sends this message to one or more of the reviewers of the document. For example, a document may be collaborated on by author 1 using computing device 1, reviewer 1 using computing device 2 and reviewer 2 using computing device 3. Author 1 may edit a document, such as document 232 on network share 230 that requires input from one or more reviewers (e.g. Reviewer 1 and Reviewer 2). The electronic message(s) including the changes may be created automatically in response to the changes and/or manually (e.g. selection of a user interface option through UI 216). According to an embodiment, the electronic messages are emails. The electronic messages may also be a combination. For example, Reviewer 1 may specify to receive an email message with changes and a text message with the changes, whereas Reviewer 2 specifies to receive email messages with the changes. Change manager 26 formats the electronic messages based on a type of message being created. For example, emails may include more information as compared to text messages. When the electronic message created is a text message, the changes to the document may be spread out among a plurality of text messages (e.g. each change included within a different text message). According to an



embodiment, when the electronic message created is an email, then the email includes each of the changes that is to be reviewed by the reviewer along with an entry point for comments and a link that may be accessed to accept/reject changes. Other information may also be included (e.g. summary of changes, contextual information, links to open the document, and the like) (See FIGURES 3-7 and related discussion for more examples). In response to receiving a reply to an electronic message that was sent to a reviewer, change manager 26 parses the electronic message and applies the changes to the document.

According to an embodiment, the document is stored in a shared location. A local copy may be kept on a local computing device and synchronized with the shared location.

Change manager 26 may include functionality for sending/receiving messages and/or may use functionality of other message applications, such as message service 250 and/or a client message application(s) 218.

[0032] A network share 230 may be used to store information relating to one or more documents. Network share 230 is accessible by the computing devices that interact with a document. The network share may be associated with an online service that supports online access/interaction with a document. For example, an online service such as document service 240 may provide online users with the ability to interact/modify documents such as word processing documents, spreadsheets, slides, and the like.

[0033] A messaging service(s) 250 may be used to process electronic messages between one or more computing devices, such as computing device 1, computing device 2 and computing device 3. The messaging service(s) 250 may be configured to process different message types, such as SMS, MMS, email, messages for social networks and the like. Messaging service 250 may be configured with the functionality of change manager 26 and one or more message types may be used to communicate the electronic messages with the editors on a document, such as document 232. As discussed above, a combination of message types may also be used. For example, one editor may receive an email with the document changes while another editor may receive an SMS message with one or more of the changes. According to an embodiment, email is a default message type. A preferred message type may also be configured for the different editors. For example, each user may designate their preferred communication method (e.g. email, SMS).

[0034] Computing device 2 and computer device 3 include one or more applications, such as a web browser (222, 262) that may be configured to access a messaging services, such as a web based email service and to interact with the document through document

service 240. For example, a web browser may be used to access an electronic message through an email service and then perform edits/selections within that electronic message to affect changes to a document, such as document 232 stored in network share 230. This email service then sends the reply back to the sender such that the changes made in the  
5 reply are incorporated into the document.

[0035] Document service 240 includes change manager 26 and web application 242 that comprises web renderer 244. According to an embodiment, document service 240 is configured as an online service that is configured to provide services relating to displaying an interacting with electronic documents, such as word processing document,  
10 spreadsheets, slides and the like. Web application 242 is configured for receiving and responding to requests relating to documents. For example, document service 240 may access document 232 that is stored on network share 230. Web application 242 is operative to provide an interface to a user of a computing device, such as computing device 2, to interact with a document accessible via network 18. Web application 242 may  
15 communicate with other servers that are used for performing operations relating to the document service.

[0036] Document service 240 receives requests from computing devices, such as computing devices 1-3. A computing device may transmit a request to document service 240 to interact with a document, such as a collaborated document that is being  
20 reviewed/edited by more than one author/reviewer. In response to such a request, Web application 242 obtains the document from a location, such as network share 230. The document to display is converted into a markup language format, such as the ISO/IEC 29500 format. The document may be converted by document service 240 or by one or more other computing devices. Once the Web application 242 has received the markup  
25 language representation of the document, the document service utilizes the spreadsheet Web renderer 244 to convert the markup language formatted document into a representation of the document that may be rendered by a Web browser application, such as Web browser 222 on computing device 2 and Web browser 262 on computing device 3. The rendered document appears substantially similar to the output of the word processing  
30 application 212 on computing device 1 when utilized to view the same document. Once Web renderer 244 has completed rendering the file, it is returned by the document service 240 to the requesting computing device where it may be rendered by the Web browser 222.

[0037] The Web renderer 244 is also configured to render into the markup language file one or more scripts for allowing the user of a computing device, such as computing device 2 to interact with the document within the context of the Web browser 22. Web renderer 244 is operative to render script code that is executable by the Web browser application 222 into the returned Web page. The scripts may provide functionality, for instance, for allowing a user to change a section of the document and/or to modify values that are related to the document. In response to certain types of user input, the scripts may be executed. When a script is executed, a response may be transmitted to the document service 240 indicating that the document has been acted upon, to identify the type of interaction that was made, and to further identify to the Web application 242 the function that should be performed upon the document. The change manager 26 illustrated in document service 240 and messaging service(s) 250 operate as described with regard to computing device 1 and further defined below.

[0038] FIGURES 3-7 show exemplary electronic messages for making changes to a document. FIGURES 3-7 are for exemplary purpose and are not intended to be limiting.

[0039] FIGURE 3 shows a display of an electronic message including changes made within a document. As illustrated, display 300 includes browser 302 that is displaying electronic message 304.

[0040] In the example illustrated, a reviewer (Editor1) has received an email message summarizing changes that were made to a document (Document1.doc) by another author/reviewer. The changes may be made to any type of document. For example, the changes may be made to a text file, a spreadsheet, a web page, a slide presentation, a word processing document, and the like. The electronic message may be accessed a number of ways. For example, a web browser may access an electronic mail service, an email application on a computing device may be configured to receive emails from one or more different services, and the like.

[0041] As illustrated, electronic message 304 includes To:/From: fields 310 that show that the changes included within the email are from the Document1.doc document and they are sent to Editor1 that is a reviewer that is assigned to collaborate on Document1.doc. Editing summary 311 shows that the user Author1 edited Document1.doc at 12:10 pm of the current day. More or less information may be shown in editing summary 311. For example, a number of changes made, a number of paragraphs changed, a number of sections that Editor1 is collaborating on, and the like. Reply 312 is used to reply to the electronic message. Instructions for making changes and

adding comments to the changes may also be displayed. Other menu options may also be used to reply to the electronic message.

[0042] In the current example, a single change 314 is included in Document1.doc. In other messages, there may be many more changes included. For example, the electronic message may include ten different changes. The number of changes displayed within a single electronic message may also be limited. For example, when a text message is used to deliver changes, each change may be included within a separate text message. Box 316 allows a user to add a comment to the change shown in box 314. The number of changes may also be limited to the changes that relate to the reviewer that is receiving the message. For example, while ten changes may have been made to a document, only five of those changes are related to the reviewer receiving the message.

[0043] Accept 318 and Reject 320 links are used to accept/reject the change illustrated in box 314. Open Document1 322 link allows a user to open Document1.doc from within the email.

[0044] FIGURE 4 shows a display of creating a reply to an electronic message to make changes to a document. As illustrated, display 400 includes browser 302 that is displaying electronic message 404 that is a reply to the message displayed in FIGURE 3.

[0045] The To:/From: fields 412 indicate the reply is to be sent to the Document1 address and it is sent by Editor1. In the current example, Editor1 has decided to add a comment in response to change 314. According to an embodiment, the user adds their comment "I don't think Italy has a king...Editor 2, can you check this?" to box 416. The comment may be made in other locations. For example, the user could type their comment/change in box 410. The comment/change may be automatically/manually identified. The change manager discussed above could parse the text and determine that the text entered is a comment or change based on the content of the entered text (e.g. doesn't include a number of the words within the change for a comment). An identifier may also be included with the comment/change (e.g. typing "Comment:" or "Change:") to identify that entered text is a change or comment. An identifier may also be used to identify the change to which the comment/change is applied too (e.g. typing "Comment C1:" or "Change C1:" to indicate that the change/comment is for the first change). Once the user has made their comments/changes the user sends the reply (e.g. selecting button 414) to Document1. After the reply is received, the changes/comments made by Editor1 are included within the document "Document1."

[0046] FIGURE 5 shows a display of creating a reply to an electronic message to make changes to a document. As illustrated, display 500 includes browser 302 that is displaying electronic message 504 that is a reply to the comment added in FIGURE 4 and the change displayed in FIGURE 3.

5 [0047] The To:/From: fields 512 indicate the reply is to be sent to the Document1 address and it is sent by Editor2. Editing summary 510 shows that Author1 edited the document and Editor1 made a comment. In the current example, Editor2 has decided to make changes to the change originally made by Author1. In the message 504, a reply to comment box 516 is shown below change box 514 and another comment box 518 is  
10 shown below the comment 416 that was entered by Editor1.

[0048] FIGURE 6 shows a display of accepting/rejecting changes and adding comments in a reply to an electronic message to make changes to a document. As illustrated, display 600 includes browser 302 that is displaying electronic message 604 that is a reply to the comment added in FIGURE 4 and the change displayed in FIGURE 3.

15 [0049] Editing summary 610 shows that Author1 edited the document and Editor1 made a comment. Editing summary 610 also includes a link to Document 1 directly within the editing summary that may be used to open Document 1 from the shared location. In the current example, Editor2 has decided to make changes to the change originally made by Author1 and also add a comment 614. As previously mentioned,  
20 different input methods may be used to determine the actions to perform. In the current example, option menu 612 is used to select options relating to the electronic message (e.g. selecting Add Comment to add comment 614).

[0050] FIGURE 7 shows a display of accepting/rejecting changes and adding comments in a reply to an electronic message to make changes to a document. As  
25 illustrated, display 700 includes browser 302 that is displaying electronic message 704 that is a reply to the comment added in FIGURE 4 and the change displayed in FIGURE 3.

[0051] Electronic message 704 includes change 710 that shows the change made by Author 1 and options 712. Options 712 includes an option to go to the section of the document where the change was made as well as options to accept/reject the change.  
30 Comment 714 includes information in addition to the comment that provides context for the comment.

[0052] FIGURES 8 and 9 show an illustrative process for making changes to a document using electronic messages. When reading the discussion of the routines presented herein, it should be appreciated that the logical operations of various

embodiments are implemented (1) as a sequence of computer implemented acts or program modules running on a computing system and/or (2) as interconnected machine logic circuits or circuit modules within the computing system. The implementation is a matter of choice dependent on the performance requirements of the computing system  
5 implementing the invention. Accordingly, the logical operations illustrated and making up the embodiments described herein are referred to variously as operations, structural devices, acts or modules. These operations, structural devices, acts and modules may be implemented in software, in firmware, in special purpose digital logic, and any combination thereof.

10 [0053] FIGURE 8 illustrates a process for sending electronic messages with changes and receiving changes to apply to a document.

[0054] After a start block, process 800 moves to operation 810, where the document to which changes have been made is accessed.

15 [0055] Flowing to operation 815, the changes to the document are determined (See FIGURE 9 and related discussion). Generally, the changes relate to content changes of the document. The changes, however, may also include changes to formatting and/or metadata that is associated with the document.

20 [0056] Moving to operation 820, an electronic message is created that includes the changes made to the document within the body of the electronic message. According to an embodiment, each of the changes include portions of the document that come before the change and after the change in order to help provide context for the change. The message may include a summary section that provides information on the changes to the document over a period of time and options for accepting/rejecting changes, adding comments, opening the document from within the message, and the like. Different  
25 versions of the electronic message may also be created. For example, different electronic messages may be created based on the editors of the document such that each editor receives the changes to which they are responsible for reviewing. The different versions may also be created for different devices and/or message types.

30 [0057] Transitioning to operation 825, a determination is made as to what reviewers are to receive an electronic message that contains the changes. Each reviewer on the document may receive the electronic message or a portion of the reviewers may receive the electronic message. For example, the electronic message may be sent to only the reviewers that are authorized to collaborate on the section(s) of the document to which the

changes were made. The determination may also be made as to what version of the electronic message to send to the reviewers.

5 [0058] Flowing to operation 830, the electronic message is sent to the determined reviewers. The message is sent using the appropriate method depending on the type of message (e.g. email, SMS, MMS, and the like).

[0059] Moving to operation 835, one or more replies may be received in response to the sent electronic message(s). For example, a reply may be received from all/portion of the reviewers.

10 [0060] Transitioning to operation 840, the changes that are contained within the reply message are determined. The changes may include one or more comments and/or additions/deletions to the changes that were included in the electronic message that was received by the reviewer.

[0061] Flowing to operation 845, the changes are incorporated into the document. According to an embodiment, the changes are made to the document at a shared location. 15 For example, the document is stored at a shared location that is accessible by each of the reviewers/authors. According to another embodiment, the changes may be supplied to a computing device that incorporates the changes into a document that is not shared.

[0062] FIGURE 9 shows a process for creating an electronic message including changes made to a document.

20 [0063] After a start block, the process moves to operation 910, where the document is parsed to determine the changes made by one or more reviewers/authors. Many different methods may be used for determining the changes. For example, an application may keep track of the changes within the document, a difference comparison may be made between the current state of the document and a previous version of the document, and the 25 like.

[0064] Flowing to operation 920, a different change section is created for each change within the electronic message. For example, FIGURES 3-7 show that each change is included within a separate section of the email (e.g. change box 314) and includes a portion of text before and after the change. According to an embodiment, a comment 30 space (e.g. comment box 316) is provided below the display of the change within the message.

[0065] Moving to operation 930, the change sections are inserted into the electronic message(s). Varying levels of formatting may be used for the message(s). For example, some messages may include more detailed formatting while other messages (e.g. text

messages) include little or no formatting. The formatting may also be controlled by a user. For instance, a user may specify a level of formatting to be used in an electronic message. This may be specified by the user receiving the electronic messages and/or specified by another user (e.g. administrator, main author of document).

5           **[0066]** Transitioning to operation 940, links to content are included within the message. According to an embodiment, a link is inserted to: access a portion or the full document; accept a change; and reject a change. Other links may also be included/excluded. For example, a link may be inserted to: accept all changes; reject all changes; access a related document; access a document service; and the like.

10           **[0067]** The process then flows to an end block and returns to processing other actions.

**[0068]** The above specification, examples and data provide a complete description of the manufacture and use of the composition of the invention. Since many embodiments of the invention can be made without departing from the spirit and scope of the invention, the  
15   invention resides in the claims hereinafter appended.



## CLAIMS

### WHAT IS CLAIMED IS:

1. A method for making document changes using electronic messages, comprising:
  - 5 creating an electronic message that includes a change made to a document within a body of the electronic message that includes a predetermined amount of content of the document before each change and after each change, wherein the document is collaborated on by reviewers;
    - 10 sending the electronic message to at least a portion of the reviewers that includes the change made to the document within the body of the electronic message;
      - receiving a reply to the electronic message that includes a received change that is to be incorporated into the document; and
      - incorporating the received change into the document in response to content that is associated with the reply.
- 15 2. The method of Claim 1, further comprising determining the reviewers that are to receive the document based on whether the change is within a section of the document that is assigned to each of the reviewers.
- 20 3. The method of Claim 1, wherein creating the electronic message comprises including a first selectable option to accept the change and a second selectable option to reject the change.
4. The method of Claim 1, wherein creating the electronic message comprises including a comment area that is used to enter a comment for the change made to the document.
- 25 5. The method of Claim 1, wherein creating the electronic message comprises including a link within the electronic message that is used to open the document from the shared data store.
6. The method of Claim 1, wherein receiving the reply to the electronic message that includes the received change that is to be incorporated into the document comprises determining when the received change is at least one of: a comment to the  
30 change and a revised change to the change included within the electronic message.
7. The method of Claim 1, wherein the reply is sent to a document service that hosts the document.
8. A computer-readable storage medium storing computer-executable instructions for making document changes using electronic messages, comprising:

creating an electronic message that includes: a change made to a shared document and a comment area that is used to enter a comment for the change made to the document within a body of the electronic message, wherein the document is collaborated on by reviewers;

5 sending the electronic message to at least a portion of the reviewers that includes the change made to the document within the body of the electronic message;

receiving a reply to the electronic message that includes a received change that is to be incorporated into the document; and

10 incorporating the received change into the document in response to content that is associated with the reply.

9. A system for making document changes using electronic messages, comprising:

a network connection that is configured to connect to a network;

a processor, memory, and a computer-readable storage medium;

15 an operating environment stored on the computer-readable storage medium and executing on the processor;

a document; and

a change manager operating in conjunction with the that is configured to perform actions comprising:

20 creating an electronic message that includes: a first selectable option to accept the change and a second selectable option to reject the change and a selectable option to open the document a change made to a shared document and a comment area that is used to enter a comment for the change made to the document within a body of the electronic message, wherein the document is collaborated on by reviewers;

25 sending the electronic message to at least a portion of the reviewers that includes the change made to the document within the body of the electronic message;

receiving a reply to the electronic message that includes a received change that is to be incorporated into the document; and

30 incorporating the received change into the document in response to content that is associated with the reply.

10. The system of Claim 9, wherein receiving the reply to the electronic message that includes the received change that is to be incorporated into the document comprises determining when the received change is at least one of: a comment to the change and a revised change to the change included within the electronic message.

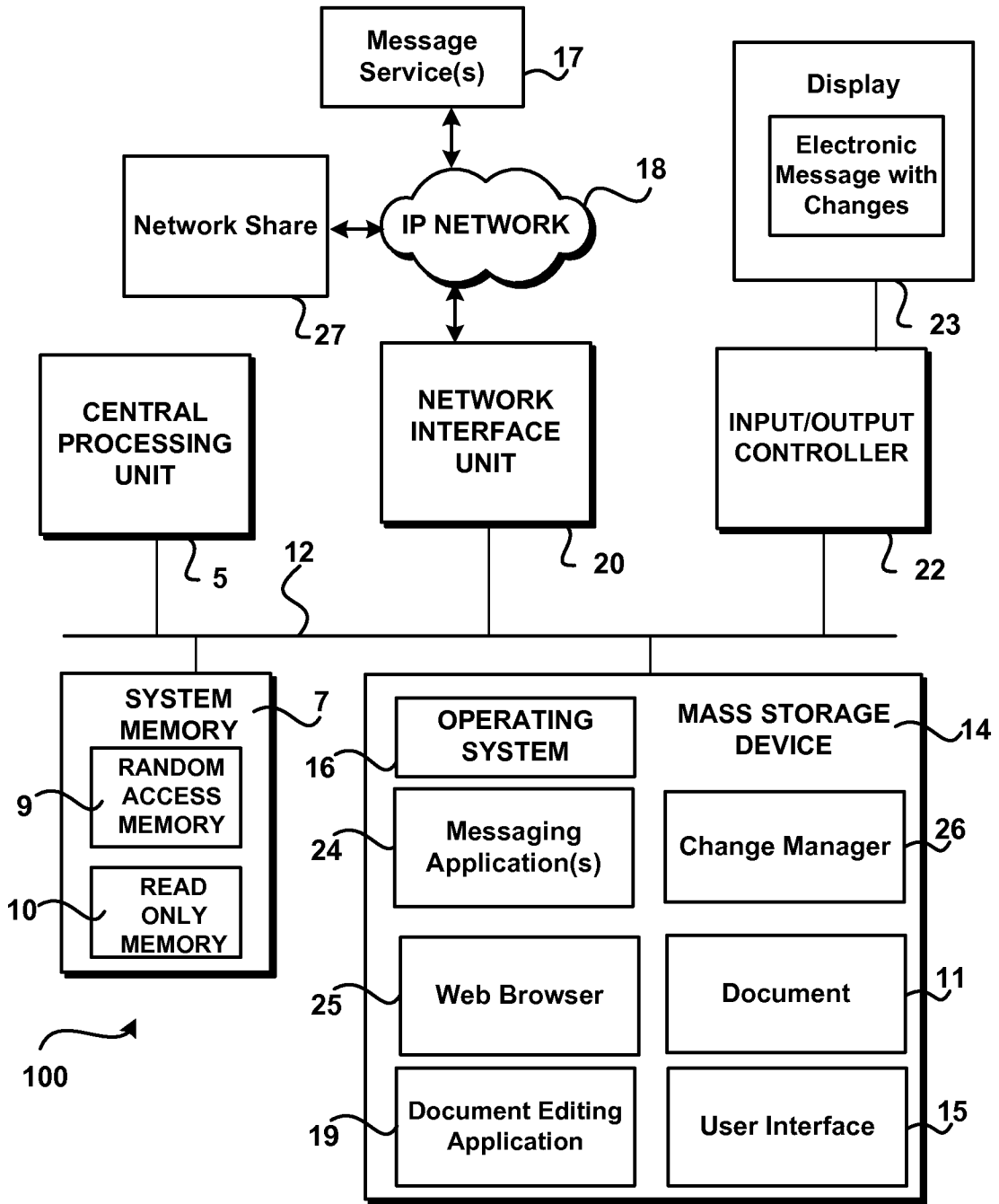


FIG.1

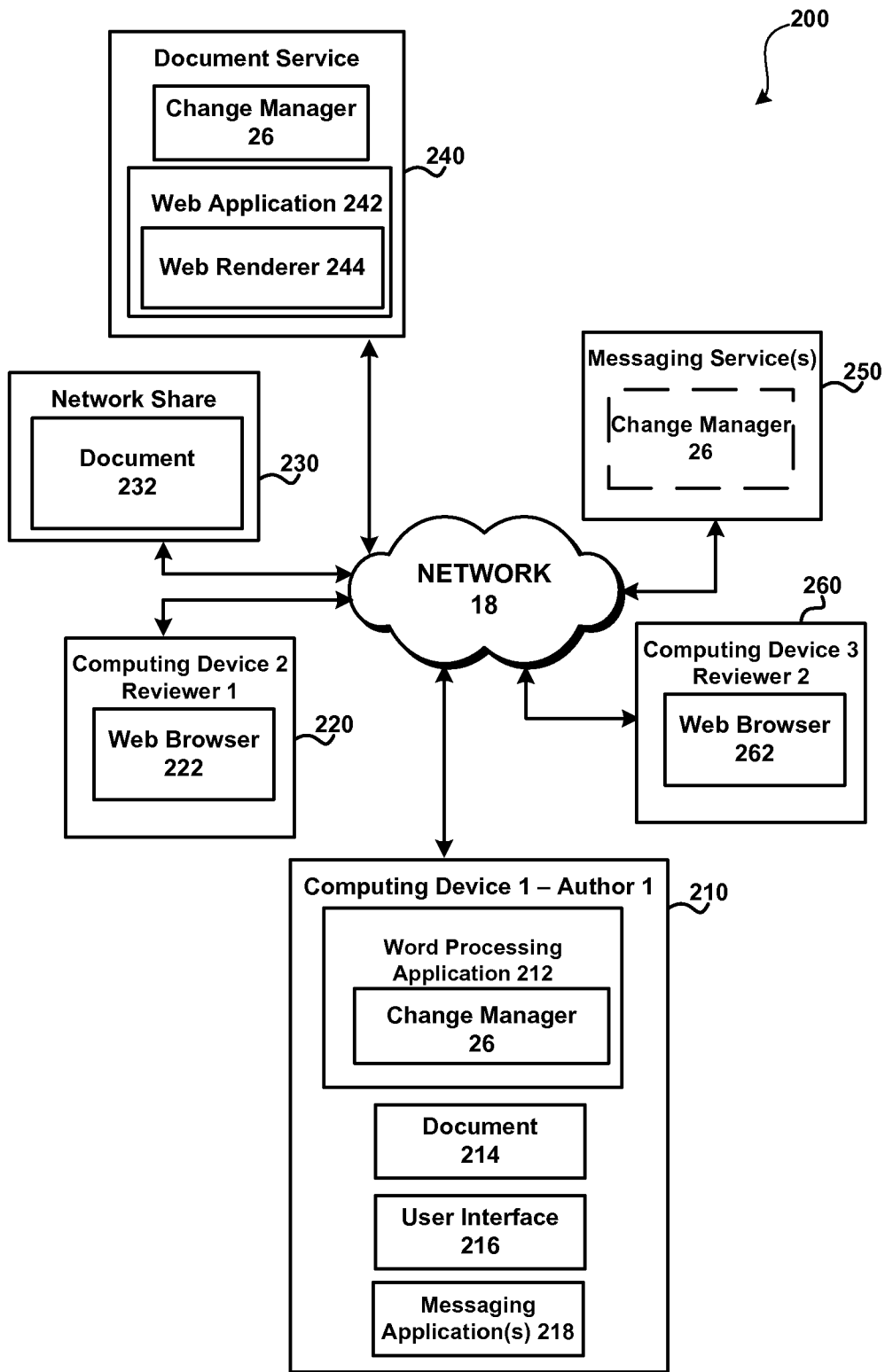


FIG.2

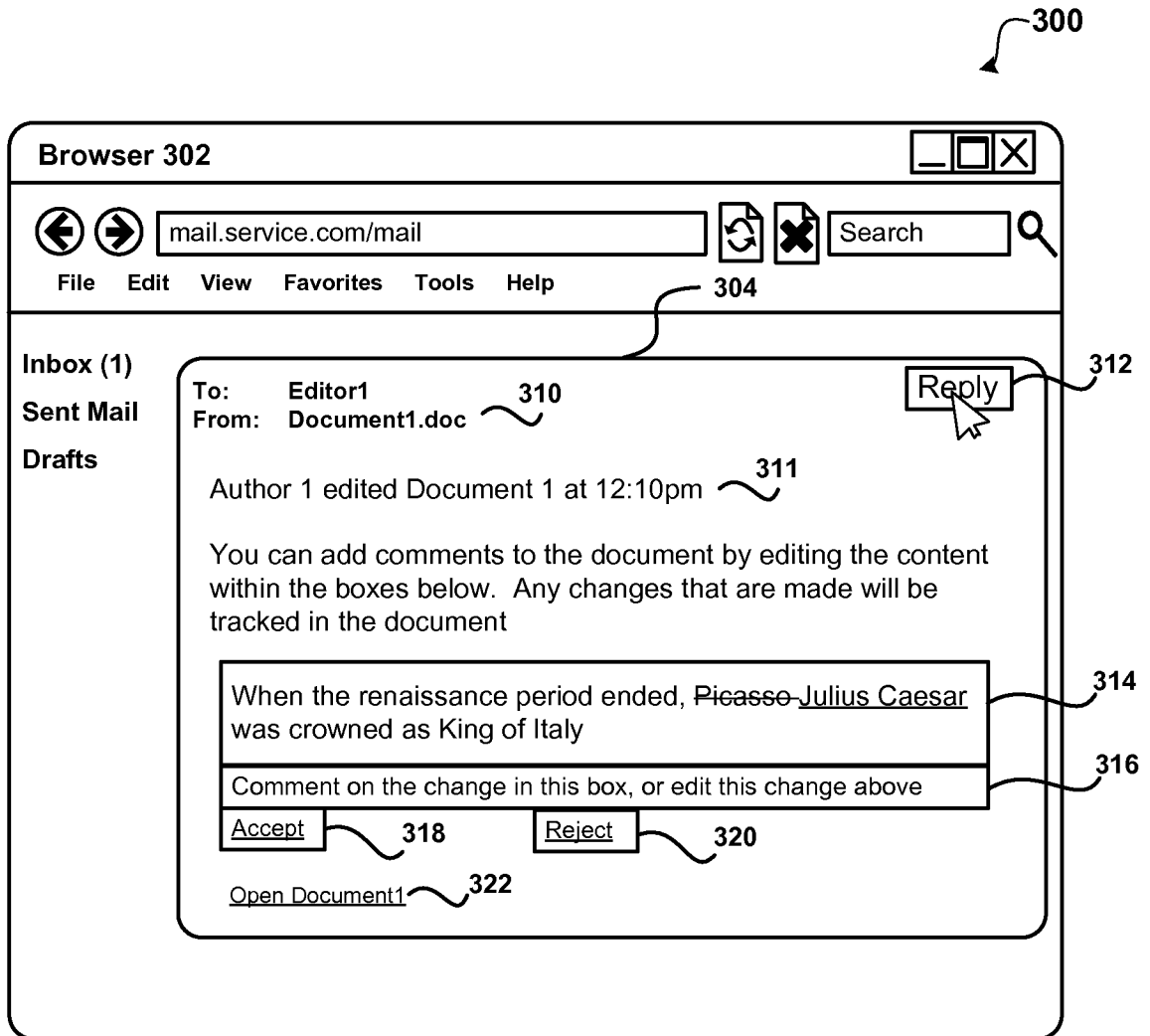


FIG.3

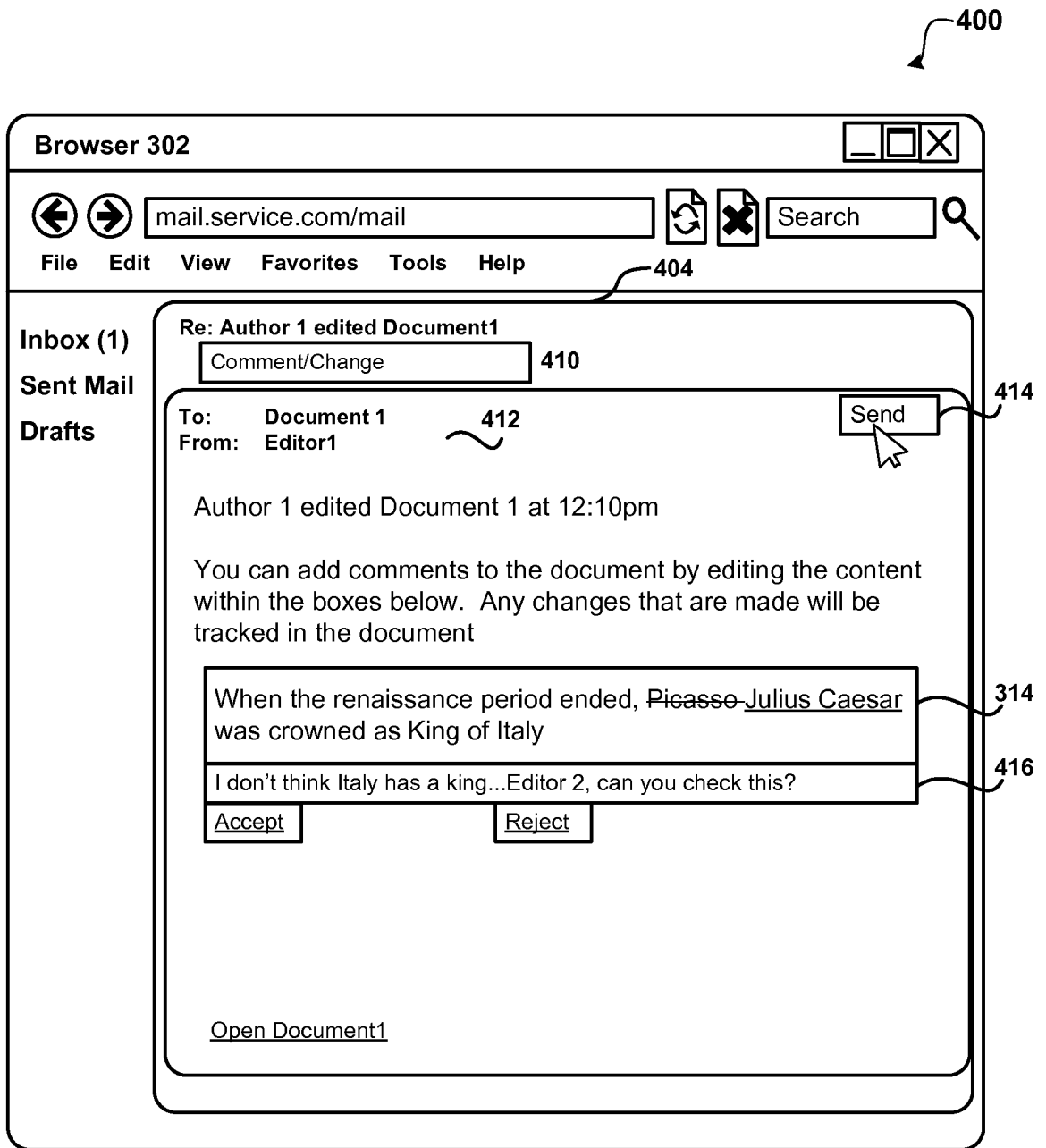


FIG.4

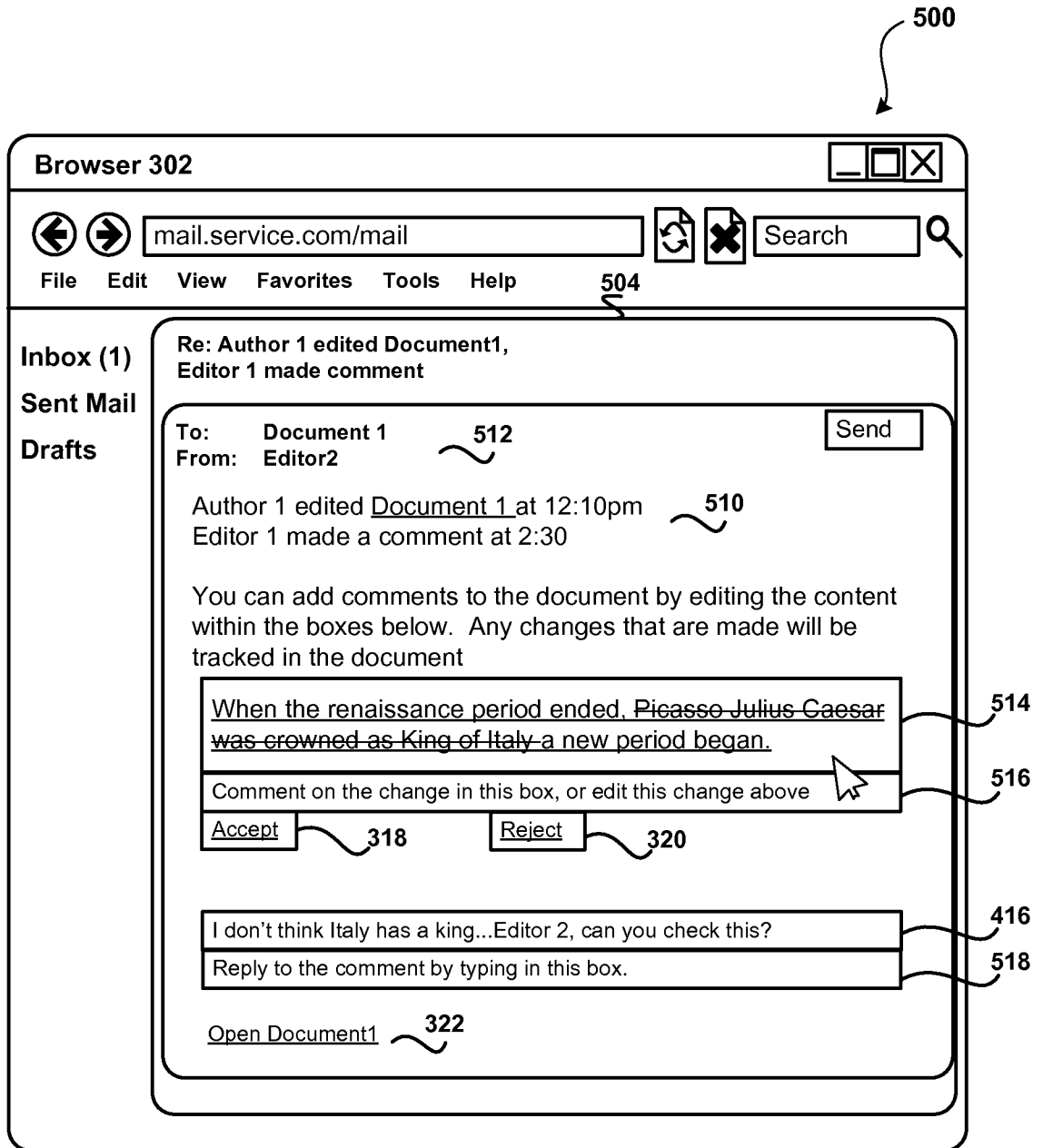


FIG.5

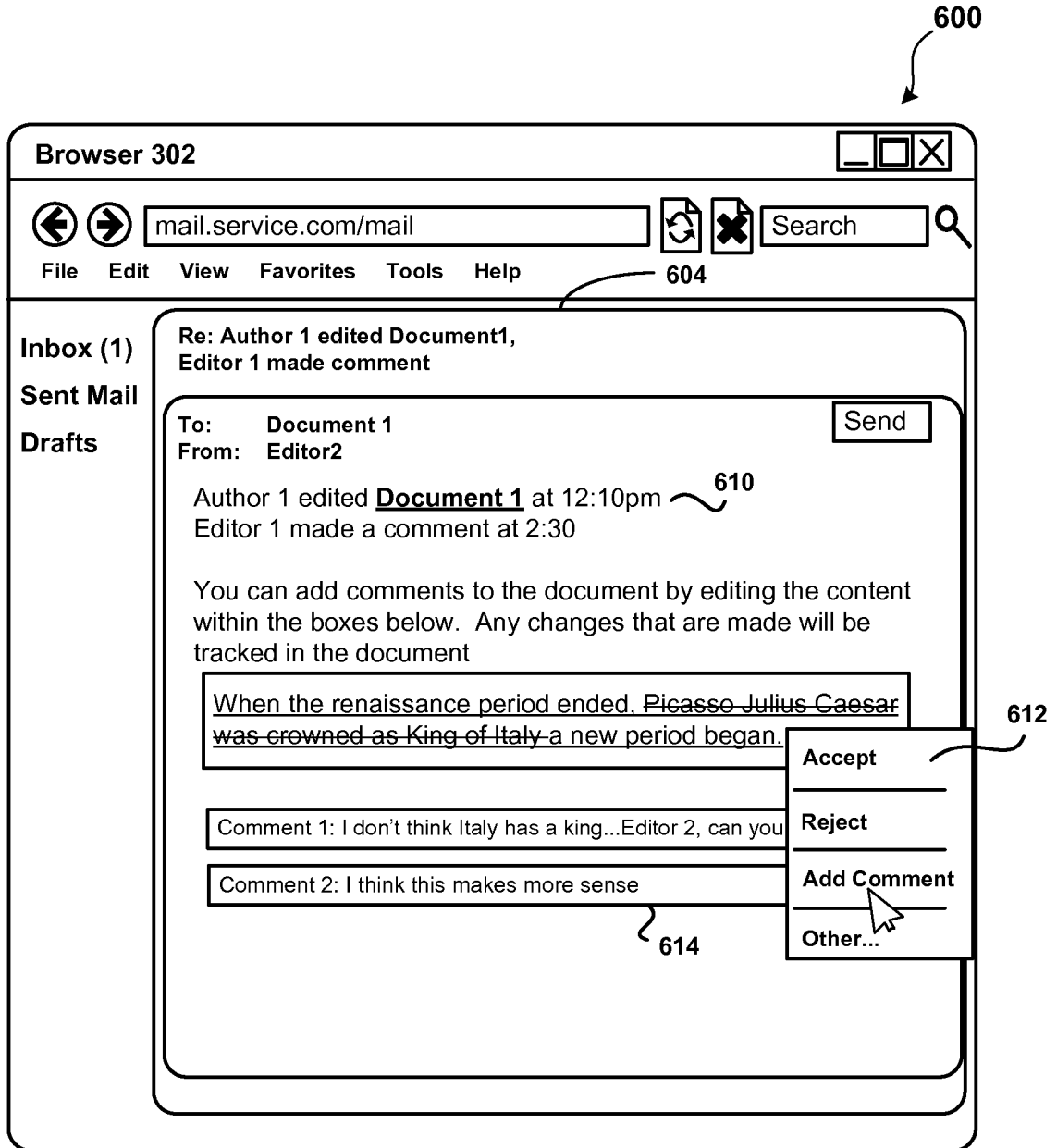


FIG.6



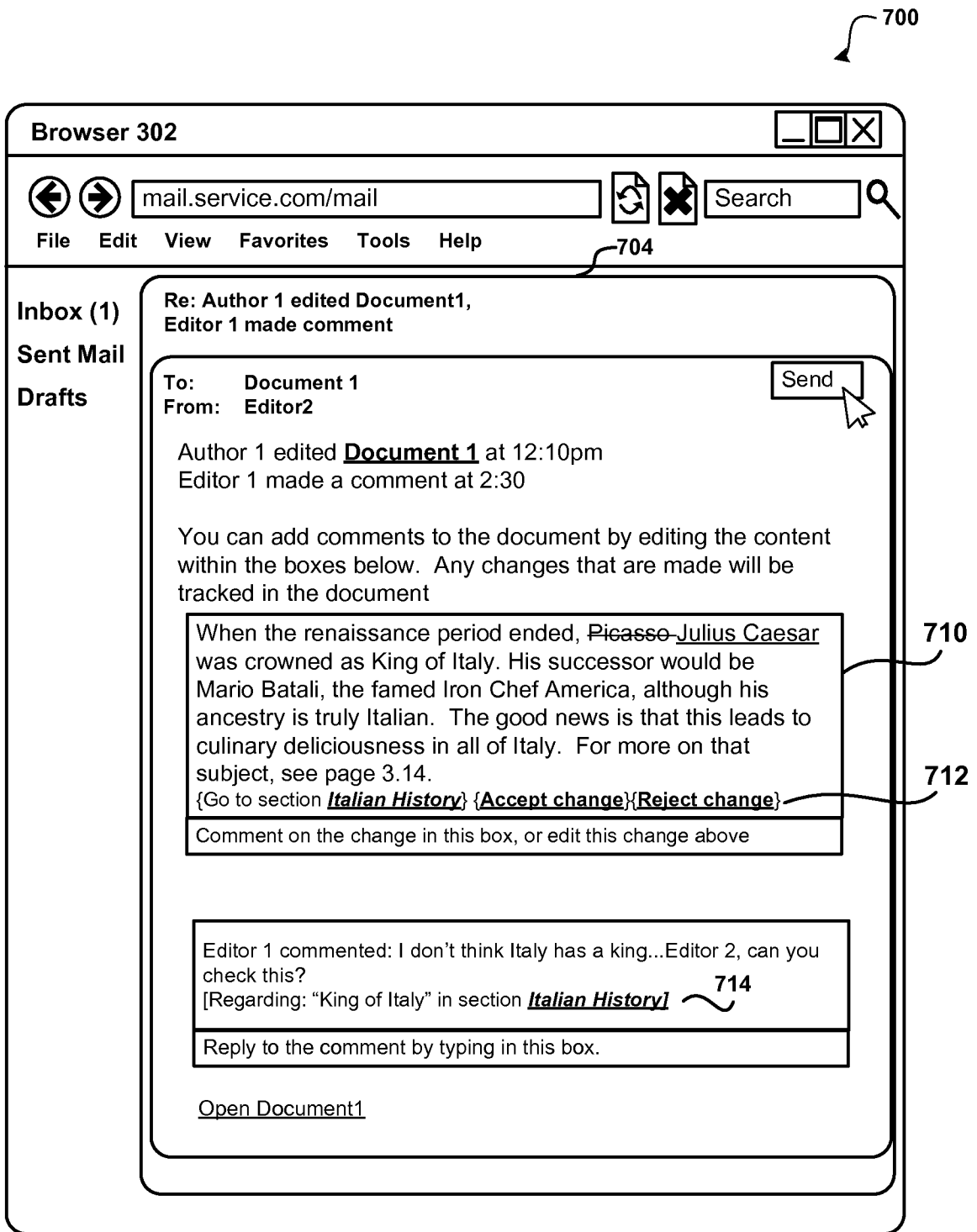


FIG.7

8/9

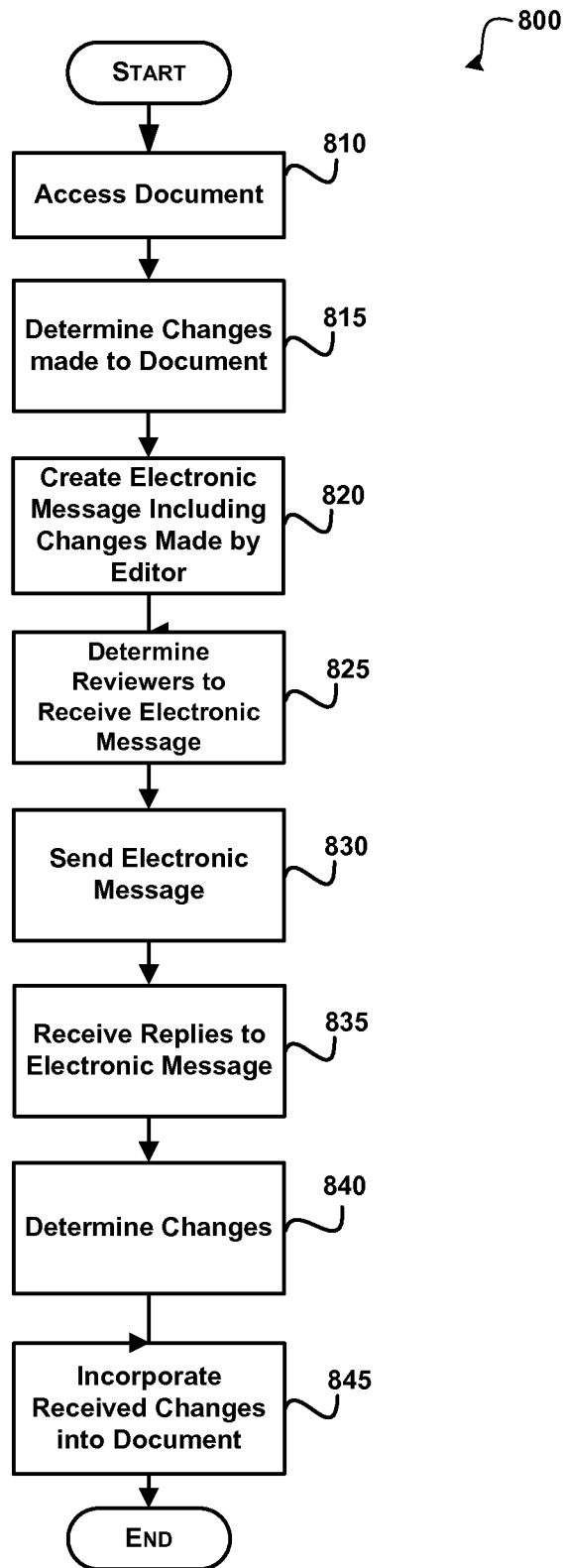
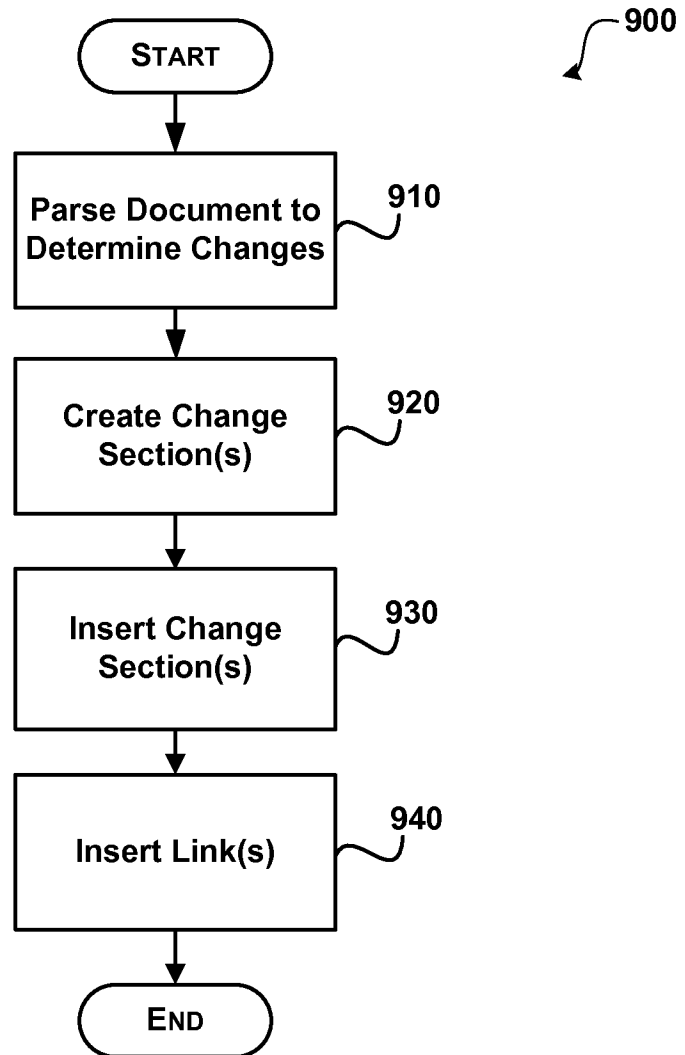


FIG. 8

9/9



**FIG. 9**