

Weekly Dose Writing Email Addresses and File Names

RULE Use contractions in **computer material**, such as email addresses and file names when it is embedded in regular text.

But, don't forget other rules apply ...

- **Shortforms** MUST stand alone so they CANNOT be used in email addresses or file names.

Example:

www.afterschool.com

- **Strong Contractions** (and, for, of, the, with) CAN be used in an email address and file name but **Lower Wordsigns** cannot be used because they MUST stand alone.

Example:

enoughforall.com 

- **Numbers** appearing within an email address and file name start numeric mode. Contractions CANNOT be used in numeric mode, however, use the **Grade 1 terminator** to restart (contracted) Grade 2 mode.

Example:

<http://www.99chances.com>