

- The only restriction to the number of sub-levels you can create is that the entire path specification from the ROOT must be less than 64 characters in length.

Theoretically you could make 29 sub-levels if each directory was given a one- or two-letter name, e.g.

**C:\A\B\C\D\E\F\G\H\I\J\K\L\M\N\O\P\Q\R\S\T\U\V\W\X\Y\Z\AA\AB\AC**

However, getting to subdirectory **\AC** would be quite a chore.

### 2.1.5.2 A Proven Organization Scheme

One of the best ways to organize your hard disk is by program. On the level just below the ROOT, create one directory for each program you use. Then create directories under each program to store your data files. These directories may be by project, by data type, or any method that makes sense to you. By creating only two levels of sub-directories, navigating the paths is quite easy. By storing your data by type under each program, finding files is also easy. The chart below shows a typical Tree, using as a base some of the programs currently supported by the Department.

