title: How to use the checking tools (1.4)

Paratext has several tools for checking the consistency and accuracy of a translation. These Checks are listed in the My Tasks view in the Assignments and progress window. Some checks require some set-up.

It is important to correct any problems with chapter and verse markers, so Paratext can show exactly where problems are found.

You do not need to have finished drafting a book before you start looking at the issues.

## To view Chapter/Verse Number issues

* Click the issue count.
  + *Paratext lists the items in a window panel*.
* Close the **Assignments and progress window**.
* You may need to adjust your window layout to view the issues and the translation in a convenient way.
* Double click an issue
  + *Paratext moves to that reference*.

### Typical issues

* **Duplicated verse**: This can often be due to an error later in this chapter.
* **Verse Number in heading** : When there is a section heading followed by a cross reference heading, you need to add a paragraph before the verse number (e.g. \p).
* **Verse Missing** :
* Is there a space between the v and the verse number? If not add a space.
* Is there is a space after the verse number?
* Is there a space after the \? If so, delete it.
* Click **Rerun**, click **Yes** to save the changes.

Next time you open the Assignments and Progress dialog it will display the up-to-date number of issues left to be dealt with for this check.

## To run the checks without a project plan

* Open the menu for the **project** and under Tools, click **Run Basic Checks**.
* Click **OK** to run the selected checks.
  + *Paratext lists the items in a window panel*.

There will be a Verses Missing issue shown for a span of text that hasn’t been drafted yet.

**Rerun** the check whenever you want to remove resolved issues from the list.