title: Reference check (3.4a)

The reference in a parallel passage heading or a cross reference has an icon beside it. When you click on the icon, Paratext opens a Quick Reference window to that passage.

### Problem with reference

If there is a problem with the reference, the icon has a **red X** on it.

By hovering over the red X, you can see a description of the problem.

### Scripture reference settings

:::caution

Only project administrators can change these settings. :::

* Open the menu for the project.
* Expand the menu.
* Hover over **Project Settings** and click **Scripture Reference settings**.
  + *Three tabs are displayed: Reference Format shows the punctuation and Book names*.

### To view a list of the errors

*From the Assignment and progress*

* Click the number of issues beside the check.
  + *Paratext opens a panel showing the reference errors*.

**Using the menu**

* Open the menu for the project.
* Under **Tools**, click **Run Basic Checks**.
* Select the check and the Books to check.
* Click **OK**.

### View an error

* Double click the item in the list.
  + *The project window scrolls to show the error and selects the part Paratext finds problematic*.

### Common errors

You might need to refer to the project’s **Scripture Reference Settings** to see what is valid for your project so you can correct the errors.

* **Invalid chapter/verse separator**
  + The separator is often either a period (full stop) or a colon between the chapter number and the verse number.
  + Correct the character.
    - *When Paratext recognizes that the error is fixed, the* ***red x*** *on the icon goes away*.
* **Invalid verse separator**
  + The separator is usually either comma (with or without a space).
  + For a **range of verses**, use the range of verses separator, which, is usually a hyphen.
* **Invalid book**
  + In the book names tab, you set three names for each book: the long name, the short name, and an abbreviation.
    - Set the names to be used for \xt field and parallel references.
    - Edit the book name.
      * *The error goes away*.
* **Invalid verse separator**
  + Errors for this problem can be harder to see.
  + Check the separator character and any spaces.

### Other Possible Errors

* Paratext only checks for references in \r, \ior, \x, \xo, \xt, \fr.
* Other markers are not checked. A way to spot that a marker isn’t being checked is to notice when the reference icon is **missing**.