## --- title: Quotations (3.4b)

The Quotations check examines quotation marks in the text, and verifies that they follow the project’s rules for quotations.

## Quotation rules

Only administrators can change the rules, but you can look at them.

* Open the **menu** for the project.
* Expand the menu.
* Under **Project Settings** click **Quotation Rules**.

See the example at the bottom of the dialog box to see the three levels of quotes.

1. Quotes
2. quotes within quotes, and
3. quotes within quotes within quotes.

In addition to opening and closing quotation marks, there is a continuer quotation mark.

## Project plan

To view a list of the errors

* Click the blue Assignments and progress button
* Check for outstanding issues for Quotations
* Click the **number of issues.**
  + *Paratext opens a panel showing the quotation errors*.
* To view an error in the scripture text, double click the item in the list.
  + *Paratext selects the quotation mark or text it finds problematic*.

You do need to have **permission to edit** the relevant chapter in order to correct each issue.

* Correct problems adding missing quotation marks and continuers.
* Click **Rerun** and see if the error goes away.

:::tip Several issues listed can be caused by one error. It can take some careful detective work to figure out the cause of the problem. :::

## List all quotation marks near the error

If you are struggling to see the cause of an error, it can help to see a list of all the quotation marks near the error.

Ask your administrator to turn this option on for you.

* Open the **menu** for the project.
* **Expand** the menu.
* Under **Project Settings** click **Quotation Rules.**
* Check the box labelled **Flag all quotes near other errors".**
  + *When you rerun the check, there are many more items listed (but not all are errors)*.
  + *Nearby quotation marks have …… at the start*.
* Double-click elements in the list to step through the opening and closing quotation marks and discover what is missing.

## See a single list of quotation marks for the entire project

* Open the **menu** for the project.
* Under **Tools**, click **Run Basic Checks…**
* Select the **Quotations check**.
* Select the books you wish to check.
* Click **OK**.
  + *The list now displays errors from all the checks that were selected and in all the books selected*.