## --- title: Numbers (3.4e)

The Numbers check verifies the consistent formatting of numbers. It does not check that the correct number occurs in a verse.

## Number settings

* Click on the **menu** for the project.
* **Expand** the menu.
* Hover over **Project Settings**.
* Click **Number** Settings.
  + *The number Settings dialog box opens*.

These settings govern the formatting, mainly punctuation, that is used in and around numbers. The Numbers check verifies these settings are being followed in scripture, glossary entries and footnotes.

## Run Check from Assignments and Progress

Depending on your project plan and assignments, the tally of Number formatting issues will be shown in the Assignments and Progress dialog.

* Click the issue count to view the issues.
  + *Paratext opens a panel to show the issues or updates a previously opened panel*.
* Double click an issue to see the problem in context.
* Correct the text.

## Checking scripture references

Paratext will only check references when they have been correctly identified with an appropriate format marker!

* Select the text
* Type backslash (\) and select (\xt).
* Click **Rerun** to verify the problems have been fixed.

## Run Numbers Check - range of books

* Open the **menu** for the project
* Under **Tools**, click **Run Basic Checks**.
* Select the **Numbers** check and the book range you wish to check.
* Click **OK**.
* Click **Rerun** to verify the problems have been fixed.

:::tip

Common errors are using the wrong thousands separator (often a space). :::