

National Society, Sons of the American Revolution

DAR Finder Form Instructions

PDF fillable forms **require** that you *have the latest version* of Adobe Reader. These are free downloads from <http://get.adobe.com/reader/>. Use caution in choosing the correct operating system for your computer. In addition, make sure you check for updates by going to the Adobe website or by opening up Reader, clicking on HELP and then click on “Check for Updates”.

BEFORE starting this DAR Finder Form, follow the “Save” instructions.

Use the “Click to Save to Your PC” button. Add the name of the SAR Applicant to the front of the Saved file Name.

For example, “George Compatriot DAR Finder Form.PDF.”

The folder you save the document in is your choice. Just remember where you saved it.

Once saved, please **CLOSE** this web page and **OPEN** the saved File on your PC to Continue.

Once the Finder Form has been completed and saved using the “Click to Save to Your PC” button, Email a copy of the Finder Form to the DAR Member making the referral. **A printed copy of the finder form must be included with the Application Fee Check to NSSAR.**

Special Notice regarding a Failure to Complete an SAR PDF Form Successfully. The most frequent complaint that is received centers on the inability to fill-in forms successfully and save the completed form. Such a problem usually occurs because (1) Instructions are not followed. (2) The computer you are using does not have an authentic copy of **Adobe Reader** installed on it. (3) The computer you are using has not been programmed to associate PDF files with your authentic **Adobe Reader** software. And/or (4) the user does not realize that Microsoft Windows 10 uses Edge as the default internet browser.

To correct the inability to fill-in any Form correctly, we advise you to take the following steps, knowing that the first two steps will solve most problems. Steps to follow: (1) Open the form you want to use. (2) Immediately, save the PDF file to your computer with a file name such as **MY Form.pdf**. Make sure you remember what you named the file and where you saved the PDF file on your computer. (3) Open your newly named file and fill it out, following the instructions. (4) Once you have completed and saved the Form, you can attach the file to an email. It is important that you use an authentic copy of **Adobe Reader**, preferably version XI or later as your default PDF reader.

Please be aware that some computer software manufacturers install alternative software instead of the “**FREE**” **Adobe Reader**. While these PDF viewers will open and let you read almost all PDF files / forms, they will NOT allow you to complete or fill in a PDF fillable Form. Again, let me say it is crucial that one’s computer has an authentic copy of **Adobe Reader**, preferably Adobe Reader XI or later.

Notice we stated “**Authentic**” **Adobe Reader**. We did not say PDF Pro 10, which is not an authentic Adobe PDF reader—it is a cheap imitation reader bundle with some computers just so you think your system can do all things. Other PDF Readers that are not an “**Authentic**” **Adobe Reader** include Sumatra PDF, Nitro Reader, Foxit Reader, PDF-XChange, and PDF Preview for Microsoft. By now we trust you have gotten the point that you must have an “**Authentic**” **Adobe Reader**, preferably version XI or later, to complete or fill in a PDF Form.

Please ensure that **Adobe Reader** is the default PDF reader by verifying that it has been “associated” properly by following these instructions (Using Windows 10 as the Example): On the left end of the taskbar, Right click on the “Start Icon”. Left click on “Search” and then at the very bottom type in “Default Programs”. Then select “Choose a Default App for each type of file”. This will give you a screen that on the left gives you the file name like “.docx” for Microsoft Word. Scroll down until you find “.pdf” – Adobe Acrobat Document. The associated file type on the right should say “**Adobe Acrobat Reader DC**” – if you have the latest FREE version. If it does not say Adobe Reader but says Microsoft Edge or some other program, then Left Click on the file name and choose **Adobe Acrobat Reader DC**. If you are using the recent free Windows 10 software, know that your browser is EDGE and not Explore. The Edge and Explore icons look alike but on close examination it is not so. Edge does not work currently with certain PDF files, especially Adobe created files. The cure is to download Mozilla Firefox or Google Chrome or reinstall Explorer. Windows 10 does not tell you that Explorer is in the Windows 10 bundle, but it is there. Many feel that it is simpler to download Mozilla Firefox or Google Chrome than to uncover where Explore is hidden. The Bottom line – the Edge Browser will not work with PDF fillable forms. So download Mozilla Firefox or Google Chrome and use it.

If the default software used by your computer to read Acrobat (PDF) files is something other than Adobe's Reader, you can choose to open them with Adobe Reader anyway - this allows you to take advantage of fillable forms, hyperlinks, buttons and other features that Acrobat (PDF) documents often contain. To ensure that you are opening an Acrobat file (PDF) in **Adobe Reader**, first find the file in your computer. Instead of double clicking to open the file, you should right-click on the file instead. This will open a small action menu. Look down the list of options for a selection named "open with". If you hover over that selection, it will expand to show a list of options for opening the PDF. You should left click on **Adobe Reader** in the list. Your PDF will now open the the program it was intended to be used in. NOTE: This will not change the defaults of your computer. It will only use **Adobe Reader** this one time.

Mac users have also informed us that Apple has its own program to open Adobe Reader files. One problem in using OS X Preview to fill in form fields is that the filled in forms will probably not be viewable on a Windows system. They tell me the solution is to change the “Open With” default application to “**Adobe Reader**”. You might also want to do an internet search on your favorite search engine like "Google" using the phrase "**adobe reader for pdf files on a mac**" to give you more information. You might also want to do an internet search for the phrase "**how to configure Mac OS X to open PDF files with Adobe Reader**". It has been suggested that to configure Mac OS X to open PDFs with Reader or Acrobat, do the following, but there may be other options:

1. Click the PDF file's icon in the Finder to select it.
2. Choose File > Get Info.
3. Click the triangle next to Open With.
4. Choose “**Adobe Reader**” from the Open With menu (if it's not on the list, choose “Other” to select it).
5. Click Change All.

If you have followed the above instructions and still have a problem with PDF files and fillable forms, please contact the National DAR Liaison Committee Chairman at DARliaison@SAR.org.

DAR State Society Making Referral

DAR Finder Report Form

The DAR/SAR Membership Award ([SAR Handbook Vol. VI](#)). This award, authorized in 1990, is presented to the DAR State Society that recruits the most new members to SAR.

This is a two track system:

1. The first track is using a leveling formula by percentage using the highest percentage with the number of application that have the DAR form finder submitted versus the total number of applications submitted taking into account the State Society total of active members. The DAR State Society that has the highest score of participation as a factor of participation in the program will be awarded certificates and \$300 for 1st place, \$200 for 2nd place, and \$100 for 3rd place to to the DAR State Societies.
2. The second track is State Societies with the highest raw numbers of approved SAR members using the DAR Finder Form, with \$300 for 1st place, \$200 for 2nd place, and \$100 for 3rd place to the DAR State Societies with the highest number of approved SAR members using the DAR Finder Form.

This is a total of six awards totaling \$1,200. The competition runs from January 1 to December 31 of each year. In order to be counted, a DAR Finder Report Form must be included with the Application Fee Check to SAR. The SAR Staff Registrar uses these forms to determine the winner.

See <https://www.sar.org/compatriots/committees/dar-liaison-committee> for details.

A printed copy of the finder form must be included with the Application Fee Check to NSSAR.

When you place your mouse over most of the "text" data entry fields below, a feature called a "tooltip" will display as a window/popup to give you additional instructions concerning what should be entered in that field.

This Applicant is from the	Chapter,	SSAR.
Name of SAR Applicant		
Name of DAR Member making referral	NSDAR #	
Name of her DAR Chapter	DAR Chap. #	
First Line Sponsor (SAR)	NSSAR#	

It is imperative that we maintain an accurate record of the DAR members who assist us in obtaining new members into our society. We encourage them to do so because we reward their efforts by presenting them with SAR medals based on their level of participation. Individual SAR State Society guidelines may be different. An accurate record must be kept by Sponsors (first line signers), all chapters and at the state society level because a DAR Finder may assist with new members at multiple chapters or even in other state societies.

Medal of Appreciation



Martha Washington Medal



Daughters of Liberty Medal



As a courtesy, it is suggested that you send the "renamed" form as an Email Attachment to the DAR Member making the referral.