

Creating A Lead Sheet 6/17/26
Advanced formatters may add personal style preferences.

GOAL: Format our lead sheets so that beginning ukulele players who don't know the song can understand the lead sheet, especially where beats line up with lyrics.

Margins: To maximize the space on each page and allow for binder holes:

Top and Bottom 0.5" - Left and Right 0.6"

Default Font is Arial - 14 point - Bold: If there is an important need to reduce line length, the font size can be reduced, but to no smaller than 12 point.

Common Notations

Unicode (hex)

bpm = Beats Per Minute - How fast you tap your foot.

• = One foot tap beat -> -> -> -> -> -> **2022**

/ = One foot tap beat - fast down strum.

§ = One foot tap beat - slow down strum - let it ring -> -> **00A7**

○ = One foot tap beat tacet - do not strum. -> -> -> **25CB**

(2) (3) (4) (etc.) = The number of foot tap beats.

ALL SING - ALL PLAY unless noted otherwise

•

- = One beat before or after a word.

FORMATTING SYMBOLS

Dots should only be used when there is a specific reason to do so.

How a word should be phrased relative to the beats:

• ••• •• •• ••• •
Some-where Some-where Some-where

How a line should be phrased relative to the beats:

C• • •• C• • • • G(8)
 C• • • • C• • • • G(8)
Day by day, at work or play, in these islands.

Tacet: Where you may sing but don't strum:

○ ○ G(2) C(2) D(2)
Well, shake it up, baby, now (Shake it up, Baby)

In the middle of a line: Avoid having more dots or numbers than the time signature.

Good in 4/4 Time: C•••• C•••• F C - Not so good in 4/4 time: C•••••••• F C
 Good in 4/4 Time: C C F C - Not so good in 4/4 time: C(8) F C

Dashes can be used to separate syllables, making it easier to properly line up symbols.

This: C F **Not This:** C F
 Sweet Car-o-line Sweet Caroline

When a line ends with 2 or 3 beats and there are 1 or 2 more beats on the next line:

G G(2) G G(3)
 Da Da Da Da Da Da or Da Da Da Da Da Da
 G(2) F • F
 Da Da Da Da Da Da Da Da Da Da D

Don't leave extra space at the top of a page. It makes it more difficult for tablet users.

FORMATTING THE PAGE - TOP TO BOTTOM

**Optional notations to use as needed

Song Name (Key) Rev

mm/dd/yy arr. by X X for the Delta Strummers

** 6/8 Fast waltz time - tap your foot on the "1" and "4" of "1 2 3 4 5 6"

** Chords are 4 foot tap beats unless otherwise indicated.

** Chords are 3 foot tap beats unless otherwise indicated.

** Chords are 2 foot tap beats unless otherwise indicated.

** DON'T STRUM - PICK OR THUMB ROLL ONLY

** Singing Melody goes ↑ up or ↓ down

** Extend the vocal

** ~ = One foot tap beat of tremolo

** Antiphonal: "Ladies" Call - ("Men" Respond)

** Possible-> Strum: Pick: 4 1 3 2 4 1 3 2 Thumb Roll: 4 3 2 1

Intro: Split the intro when needed for a strong vocal start to a song.

Time Signature xxx bmp SOLO: G7(2) C7(2) F(4) ALL: G7(2) C7(2) F(4)

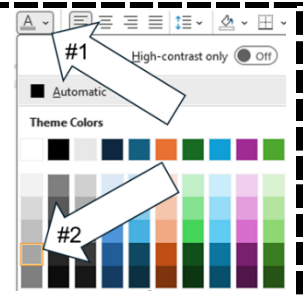
Time Signature xxx bmp SOLO: 1 2 3 4 ALL: G7(2) C7(2) F(4) G7(2) C7(2) F(4)

When it will help visual tracking, place a 2 1/4 point dash border around Solos, Choruses, Bridges, Refrains, Instrumentals, and Outros.

The Font to use for lyrics in an instrumental:

Bold - Italicized - #1: Font Color - #2 "White, Background 1, Darker 35%"

C// . . . C F// . . . F C// . . . C
Where it be-gan I can't be-gin to know-in But then I know



To Sing or Not to Sing, that is the question.

The default is ALL SING - ALL PLAY. Exceptions to the default are located on the top left of the area affected. The area must be clearly identified.

- SOLO - DON'T SING
- SOLO - DON'T SING OR PLAY
- LADIES SING - ALL PLAY
- MEN SING - ALL PLAY
- INSTRUMENTAL - ALL PLAY - DON'T SING

C Cmaj7 C Cmaj7
I'm Singing in the rain, just singing in the rain.

if you want to slow down at the end of a song: Use / or § for single strums and space out the words.

RITARD.
D7/ / / / / / G§ § C§ G§
Soon it will be Christ - mas day