

**Creating A Lead Sheet 5/23/26**  
**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) Time Signature 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**

**\*\*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.

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

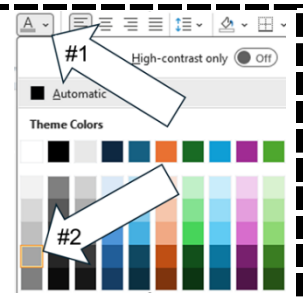
xxx bmp **SOLO:** 1 2 3 4 **ALL:** G7(2) C7(2) F(4) G7(2) C7(2) F(4)

**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