

Creating A Lead Sheet 7/13/26
Advanced formatters may add personal style preferences.

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

Default

- **Margins: Top and Bottom 0.5" - Left and Right 0.6"** allows room for binder holes.
- **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.
- **Line spacing: 1.0.**

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)	or	G G(3)
Da Da Da Da Da Da		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 25%"

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