

Metro Quick Start

Register for Technical Support

Please be sure to complete and return the registration card in the product package, or register your product on our Web site (www.cakewalk.com). If you do not register, we cannot provide you with technical support, or notify you of future upgrades.

If you need more information than you can find in the on-line help, here are two great places to look:

- Check the Support page of our Web site (www.cakewalk.com) for updated technical information and answers to frequently asked questions.
- Post messages to the Cakewalk user community using one of the Cakewalk newsgroups. For more information about the newsgroups, visit www.cakewalk.com.

You can also get technical support directly from Cakewalk. To get technical support, you must submit the product registration card included with your Cakewalk product, or register your product on our Web site. You can obtain technical support for this product in the following ways:

- E-mail your questions to **metro.support@cakewalk.com**. Be sure to include your serial number and product name in your e-mail.
- Call Cakewalk Technical Support at (617) 441-7891 on weekdays, 10:00AM to 6:00PM, Eastern time. Be sure to have your serial number ready when you call.


Technical support hours, policies, and procedures are subject to change. Check our Web site for the latest support information.

Getting More Information and On-line Help

To learn more Cakewalk Metro, you can access the on-line help system by one of the following methods:

- Click on the help icon in a dialog or press the keyboard help button in a window.
- Select a help option from the Help menu.

The help system is a complete on-line User's Guide for Cakewalk Metro which allows you instant access to the information you need. You can use the help index or table of contents to find topics or use the context-sensitivity to learn about dialog boxes and windows. To invoke the help system in Metro:

- Click on the question mark icon  in any dialog for context-sensitive help.
- Press the Help key on your keyboard for context-sensitive help an active window.
- Select Help | Metro Help Contents from the main menu.

Are you new to Cakewalk Metro?

If so, you may want to try our on-line tutorials. To find out how, select the Getting Started topic in the on-line help. A PDF file, *The Metro Getting Started Guide*, is available in the Metro folder. You need Adobe Acrobat Reader 3.0, available on your CD, to view this guide.

Installation

Cakewalk Metro is easy to install. All you need to do is choose the folder where the program files should be stored. You must install from a local CD-ROM drive, using the original product CD. You cannot install the product from a networked drive, nor can you copy the files from the CD to a hard disk and install from the copy.

To install Cakewalk Metro...

1. Insert the Metro CD.
2. Double-click on the Metro Installer icon.
3. First time users should choose **easy install**, unless disk space is an issue. Choose **custom install** if you need to install or replace specific components.
4. Choose the install location, if desired, and click install.

The first time you run Metro, you must have the original product CD in the CD ROM drive.

The setup program walks you through the installation process, making suggestions as you go. When installation is complete, be sure to look at the Readme file for information which was unavailable when this Quick Start card or the On-line Help system was completed.

Cakewalk

Metro Menu Reference

Menus

File	Edit	Options	Windows
New	⌘N		
Open...	⌘O		
Open Movie...			
Close Movie			
Close Window	⌘W		
Save	⌘S		
Save As...	⇧⌘S		
Save As Portable Bundle...			
Revert			
Import Audio File...			
Export Audio Track...			
Mix Audio Tracks...			
Save Compacted Movie...			
Import MIDI File...			
Export MIDI File...			
Insert SysEx Data...			
Links...			
Preferences...			
Page Setup...			
Print...	⌘P		
Quit	⌘Q		

Edit	Options	Windows
Undo	⌘Z	
Cut	⌘X	
Copy	⌘C	
Paste	⌘V	
Clear		
Delete Tracks		
Archive Tracks		Archive Unarchive
Audio		
Paste And...	⇧⌘V	
Expand		SubSections By Channel Loops Drums
Get Section Events		
Merge Data	⌘M	
Merge Tracks to New		
Extract Data...	⇧⌘E	
Delete Duplicates...		
Delete Time	⇧⌘D	
Insert Time	⇧⌘I	
Select All	⌘A	
Set Selection...	⇧⌘=	

Normalize...
Group Normalize...
Reverse
Scale Amplitude...
Fade...
Cross Fade...
Split Stereo Tracks
H-VST High Pass...
H-VST Low Pass...
H-VST Ring Modulator...
Cakewalk Delay...
Cakewalk Parametric EQ...
Cakewalk Reverb...
Cakewalk Stereo Chorus...
Cakewalk Stereo Delay...
Cakewalk Stereo Flange...
Cakewalk Stereo Parametric EQ...
Cakewalk Stereo Reverb...
Cakewalk Tremolo...
SFX Machine Lite™ 1.12...

Windows	Switches	Special
Memory		
• Sections	⌘Y	
• Tracks	⌘K	
• Graphic Editor	⌘J	
Event Editor	⌘E	
Section Event Editor	⌘I	
Instruments	⌘/	
Markers		
Notation	⇧⌘N	
Lyrics	⇧⌘L	
• Transport	⌘B	
Remote Control		
Record Loop		
Rhythm Explorer	⇧⌘R	
Note Pad	⇧⌘P	
QuickTime		
Plug-Ins	⌘9	
Effects	⌘0	
Ignore Positions		
Reset		

Special

Looping...	⌘L
Clear Selected Loops	
Create/Add New Instruments...	
Instrument Groupings...	
Restore Instruments	
Chord Entry Method	
Chord Type	
Enter Chord Mode	
Restore Cue	
Set Cue	
Zoom In	⌘=
Zoom Out	⌘-
Program Names to Tracks	

✓ Normal
Keep Same Chord Tones
Random

1 Note
2 Notes
3 Notes
✓ As Defined
4 Notes
5 Notes
6 Notes
7 Notes
8 Notes

Cue 1	⌘1
Cue 2	⌘2
Cue 3	⌘3
Cue 4	⌘4

Cue 1	⌘5
Cue 2	⌘6
Cue 3	⌘7
Cue 4	⌘8

Options	Windows	Switch
Quantize...	⌘U	
Duration...	⇧⌘D	
Transpose...	⌘T	
Human Feel...	⇧⌘H	
Harmony...	⌘H	
Velocity...	⇧⌘V	
Channel...	⇧⌘C	
Reverse...	⇧⌘R	
Shift...		
Continuous Data...		
Pitch Bend...		
Scale Time...		
Limit...		
Thin Continuous...		
Tempo...	⇧⌘T	
Time/Key Signatures...		
MIDI Messages		

GM System On	
GS Reset	
XG System On	
All Notes Off	96.
All Sounds Off	
Local Control Off	
Local Control On	
Reset All Controllers	
Omni Mode Off	
Omni Mode On	
Mono Mode	
Poly Mode	

Switches

Switches	Special	Setup	Help
SMPTE Display	⌘D		
Selection Filter	⌘F		
Playback Scrolling			
Show Sysex in Graphic Editor			
Velocity Stems			
Pitch Bend Display			
✓ Scrubbing			
Edit Notes In Selection Only			
Double Click to Event Editor			
✓ Partial Track Recording			
Automatic MIDI Thru			
✓ Constrain Note Dragging			
✓ Audio Region Editing	⇧⌘A		
✓ Show Audio Regions	⇧⌘R		
Zero Crossing			
Note Edit Quantizing Mode	⌘G		
Connect To DECK	⌘\		

Off
Front
All

Off
Loose
Medium
Tight
✓ Absolute
Relative

Setup	Help
Record Criteria...	F5
Record/Play...	F6
Note Edit Grids	
Color Scheme	
Font	
Size	
Style	
Selection Filter	
Groove Quantize	
Chasing...	F7
Scales/Chords...	
Tap Tempo...	F8
MIDI Monitor...	
Change Ports...	F9
Mac Channel Setup...	F10
Program Names...	F11
Drum Sets...	
Favorite Controllers...	⇧F
Nudging...	F12
Digital Audio...	F13
MIDI Machine Control...	
Time Code...	F14
MIDI Setup...	F15
OMS	

None
Fifths and Octaves
✓ White Keys

Appearance Manager Theme
Blue
Greys
✓ Hoover
Light Greys
LowTech
Marble
Pastels
Tweed

Admisi Display SSI
Aeolian
AGaramond
AGold Face
Aloisen
Aloisen New
Apple Chancery
Arial
Arabic Condensed

✓ 9
10
11
12
14
16
Other...

Assign to...
Edit...

Add Selection as Groove...
Paste Groove
Remove Groove

Open Current OMS Studio Setup...
OMS MIDI Setup...

Help

About Balloon Help...
Show Balloons
Metro Help Contents

Metro Window Reference

Windows

Tools and Editors:

- Forceps Tool**, **Pencil Tool**, **Scale Tool**, **Pitch Bend Note View**, **Spray Paint Tool**, **Selection Tool**, **Eraser tool**, **Notes tool**, **Dynamics tool**, **Text tool**, **Expression tool**, **Barlines tool**, **Transcription Quantize**.
- Graphic Editor**: Includes **Note Duration**, **Drum Strike**, **Channel**, **Velocity Range**, **Enable Direct MIDI in**, **Zoom In**, **Zoom Out**, **Velocity Tool**, **Track name**, **1 guitar**, **2 bass**, **3 keyboards**, **New Track**, **Aux 1**, **Aux 2**.

Notation Window: Shows musical notation for **100%** **Voice: All** **Track: Franz Schu...** **Bar: 1** **Page: 10**.

MIDI track data and **Audio track data** windows show track details and data.

Transport Window: Includes **Play**, **Play Cue**, **Record**, **Stop**, **Bar, Beat, Clock time**, **Cue Loop**, **Cue Set**, **Record Loop**, **Time and Key Signatures**, **Tempo**, **Fast Forward**, **Return**, **SMPT time**, **Punch Setting**, **Metronome**, **MIDI Thru**.

Instruments Window: Includes **Automation**, **Record automation**, **Playback automation**, **Port setting**, **Channel field**, **Bank menu**, **Pan Setting**, **Data field**, **Fader**, **Mute and Solo buttons**, **Instrument name**, **Pan controller**, **Snapshot button**, **Master Fader**, **Aux bus**, **VU meter**.

Sections Window: Includes **Section Timing Options**, **Auto-Play mode**, **Auto-Advance mode**, **Sections**.

Metro Keyboard Shortcuts

Transport Window

Command	Shortcut
Start and Stop Playback	Spacebar
Record	Option-R
Play from Cue Start Time	Option-C
Rewind	Return
Play	Enter
Set Cue Times 1-4	Command-1-4
Goto Cue Times 1-4	Command-5-8

Step Entry Shortcuts

Command	Shortcut
Set Step Entry Note Value to Whole	1
Set Step Entry Note Value to Half	2
Set Step Entry Note Value to Quarter	4
Set Step Entry Note Value to Sixteenth	6
Set Step Entry Note Value to Eighth	8
Set Step Entry Note Value to Triplet	3
Set Step Entry Note Value to Quintuplet	5
Set Step Entry Note Value to Septuplet	7
Add Rest	R
Dot	.
Delete the Last Step-Entered Event	Delete

Notation Window

Command	Shortcut
Scroll up the score	Page Up
Scroll down the score	Page Down
Move to the previous page	Option-Page Up
Move to the next page	Option-Page Down
Select whole note, activate Notes tool	1
Select half note, activate Notes tool	2
Toggle triplet for the current note value, activate Notes tool	3
Select quarter note, activate Notes tool	4
Select sixteenth note, activate Notes tool	6
Select eighth note, activate Notes tool	8
Toggle Augmentation Dot on/off, activate Notes tool	. (period)
Toggle flat accidental on/off, activate Notes tool	f
Toggle sharp accidental, activate Notes tool	s
Toggle naturals accidental, activate Notes tool	n

Graphic Editor Window

Command	Shortcut
Nudge Note Velocities	Up/Down Arrows
Nudge Note Start Times	Left/Right Arrows
Change Track	Option-Up/Down Arrows
Move Selection	Option-Left/Right Arrows
Arrow Tool	Q
Velocity Tool	V
Pencil Tool	W
Notes View	N
Drums View	D
Pitch Bend View	P
Controllers View	K
Average Velocity View	V
Aftertouch View	A
Program Change View	G
Poly Aftertouch View	F
Tempo View	T
Goto Song Beginning	Home
Goto Song End	End

Track Window

Command	Shortcut
Solo/Unsolo Current Track	Option-S
Mute/Unmute Current Track	Option-M
Unsolo All Tracks	Shift-Option-S

Function Keys

Command	Shortcut
Undo	F1
Cut	F2
Copy	F3
Paste	F4

HELP: To invoke on-line help from a dialog box, click on the Help icon. To invoke help from a window, press the Help button on your keyboard or press Shift+Command+?

Legend:

A plus sign (+) indicates that both keys must be held down at the same time, for example, Ctrl+F6.

TWELVE TONE SYSTEMS, INC.

d/b/a CAKEWALK

LICENSE AGREEMENT

YOU SHOULD CAREFULLY READ ALL OF THE FOLLOWING TERMS AND CONDITIONS BEFORE USING THIS PRODUCT. INSTALLING AND USING THE PRODUCT INDICATES YOUR ACCEPTANCE OF THESE TERMS AND CONDITIONS. IF YOU DO NOT AGREE WITH THEM, YOU SHOULD PROMPTLY RETURN THE PRODUCT UNUSED AND YOUR MONEY WILL BE REFUNDED.

1. GRANT OF LICENSE. In consideration of payment of the license fee, Twelve Tone Systems, Inc., d/b/a Cakewalk ("Cakewalk" or the "Licensor") grants to you, the Licensee, a nonexclusive license to have one person use the enclosed Cakewalk software product (the "Product") on one personal computer at a time. If you want to use the Product on more than one personal computer at a time, or if you want to network the Product, you must obtain separate licenses from Cakewalk by calling (617) 441-7870. This license does not grant you any right to any enhancement or update to the Product. Enhancements and updates, if available, may be obtained by you at Cakewalk's then current standard pricing, terms and conditions.

2. OWNERSHIP OF THE PRODUCT. Portions of the Product incorporate certain material proprietary to third parties. Cakewalk and licensors of Cakewalk own and will retain all title, copyright, trademark and other proprietary rights in and to the Product. This License is NOT a sale of the Product or any copy of it. You, the Licensee, obtain only such rights as are provided in this Agreement. You understand and agree as follows:

2.1. You may NOT make any copies of all or any part of the Product except for archival copies of the computer software components of the Product as permitted by law,

2.2. You may NOT reverse compile, reverse assemble, reverse engineer, modify, incorporate in whole or in part in any other product or create derivative works based on all or any part of the Product.

2.3. You may NOT remove any copyright, trademark, proprietary rights, disclaimer or warning notice included on or embedded in any part of the Product.

2.4. You may NOT transfer the Product. If transferred, the original and subsequent owners forfeit all rights to use the software.

2.5 You may not use the documentation for any purpose other than to support your use of the SOFTWARE PRODUCT.

2.6 You may not perform engineering analyses of the SOFTWARE PRODUCT, including performance analyses, or benchmark analyses, without the written permission of Cakewalk.

3. CONTENT RESTRICTIONS. Unless specified elsewhere in your product package, the following restrictions apply to all digitally recorded sounds, MIDI or Cakewalk-format song files or rhythm patterns, and printed or digitally reproduced sheet music contained in the product package (the "content"):

All content is protected by copyright and owned by Cakewalk or other parties that have licensed these works to Cakewalk.

Any duplication, adaptation, or arrangement of the content without written consent of the owner is an infringement of U.S. or foreign copyright law and subject to the penalties and liabilities provided therein.

You may not synchronize the content with any videotape or film, or print the content in the form of standard music notation, without the express written permission of the copyright owner.

The content may not be used for broadcast or transmission of any kind.

You may not resell or redistribute the content "as is" (i.e., stand alone) in any way, including for use in sampling or sample playback units, or in any sound library product, or in any radio or television broadcast, soundtrack, film or other commercial product in any media, whether the works remain in their original form or are reformatted, mixed, filtered, re-synthesized or otherwise edited.

4. LICENSEE'S RESPONSIBILITIES FOR SELECTION AND USE OF THE PRODUCT. Cakewalk hopes the Product will be useful to your business or personal endeavors. HOWEVER, CAKEWALK DOES NOT WARRANT THE OPERATION OF THE PRODUCT OR THE ACCURACY OR COMPLETENESS OF ANY INFORMATION CONTAINED IN THE PRODUCT. You, and not Cakewalk, are responsible for all uses of the Product.

5. WARRANTY.

5.1. Limited Warranty. Subject to the other provisions in Articles 4 and 5 of this Agreement, Cakewalk warrants to you, the original licensee, that the media on which the Product is recorded will be free of defects in material and workmanship under normal use for a period of thirty (30) days from purchase, and that the Product will perform substantially in accordance with the user guide for a period of thirty (30) days from purchase. Cakewalk's sole responsibility under this warranty will be, at its option, (1) to use reasonable efforts to correct any defects that are reported to it within the foregoing warranty period or (2) to refund the full purchase price. Cakewalk does not warrant that the Product will be error free, nor that all program errors will be corrected. In addition, Cakewalk makes no warranties if the failure of the Product results from accident, abuse or misapplication. Outside the United States, these remedies are not available without proof of purchase from an authorized international source. All requests for warranty assistance shall be directed to Cakewalk at the following address:

Cakewalk , 5 Cambridge Center, Cambridge, MA 02142 U.S.A. 617/441-7870

5.2. Limitations on Warranties. THE EXPRESS WARRANTY SET FORTH IN THIS ARTICLE 4 IS THE ONLY WARRANTY GIVEN BY CAKEWALK WITH RESPECT TO THE ENTIRE PRODUCT; CAKEWALK MAKES NO OTHER WARRANTIES, EXPRESS, IMPLIED OR ARISING BY CUSTOM OR TRADE USAGE, AND SPECIFICALLY DISCLAIMS THE IMPLIED WARRANTIES OF NON-INFRINGEMENT, MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE. CAKEWALK SHALL NOT BE HELD RESPONSIBLE FOR THE PERFORMANCE OF THE PRODUCT NOR FOR ANY LIABILITY TO ANY OTHER PARTY ARISING OUT OF USE OF THE PRODUCT.

SOME STATES DO NOT ALLOW LIMITATIONS ON HOW LONG AN IMPLIED WARRANTY LASTS, SO THE ABOVE LIMITATION MAY NOT APPLY TO YOU. THIS WARRANTY GIVES YOU SPECIFIC LEGAL RIGHTS, AND YOU MAY ALSO HAVE OTHER RIGHTS WHICH VARY FROM STATE TO STATE.

6. LIMITATIONS ON REMEDIES. Cakewalk's liability in contract, tort or otherwise arising in connection with the Product shall not exceed the purchase price of the Product. IN NO EVENT SHALL CAKEWALK BE LIABLE FOR SPECIAL, INCIDENTAL, TORT OR CONSEQUENTIAL DAMAGES (INCLUDING ANY DAMAGES RESULTING FROM LOSS OF USE, LOSS OF DATA, LOSS OF PROFITS OR LOSS OF BUSINESS) ARISING OUT OF OR IN CONNECTION WITH THE PERFORMANCE OF THE PRODUCT, EVEN IF CAKEWALK HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

SOME STATES DO NOT ALLOW THE EXCLUSION OR LIMITATION OF INCIDENTAL OR CONSEQUENTIAL DAMAGES SO THE ABOVE EXCLUSION OR LIMITATION MAY NOT APPLY TO YOU.

7. U.S. GOVERNMENT RESTRICTED RIGHTS. If you are a government agency, you acknowledge that the Product was developed at private expense and that the computer software component is provided to you subject to RESTRICTED RIGHTS. The rights of the government regarding its use, duplication, reproduction or disclosure by the Government is subject to the restrictions set forth in subparagraph (c)(1)(ii) of the rights in Technical Data and Computer Software clause at DFARS 252.227-7013, and (c)(1) and (2) of the Commercial Computer Software -- Restricted Rights clause at FAR 52.227-19. Contractor is Twelve Tone Systems, Inc., d/b/a Cakewalk.

8. TERMINATION. This License Agreement will terminate immediately if you breach any of its terms. Upon termination, you will be required promptly to return to Cakewalk or to destroy all copies of the Product covered by this License Agreement.

9. MISCELLANEOUS.

9.1. Governing Law. The terms of this License shall be construed in accordance with the substantive laws of the United States and/or Commonwealth of Massachusetts, U.S.A.

9.2. No Waiver. The failure of either party to enforce any rights granted hereunder or to take any action against the other party in the event of any breach hereunder shall not be deemed a waiver by that party as to subsequent enforcement of rights or subsequent actions in the event of future breaches.

9.3. Litigation Expenses. If any action is brought by either party to this Agreement against the other party regarding the subject matter hereof, the prevailing party shall be entitled to recover, in addition to any other relief granted, reasonable attorneys' fees and litigation expenses.

9.4. Unenforceable Terms. Should any term of this License Agreement be declared void or unenforceable by any court of competent jurisdiction, such declaration shall have no effect on the remaining terms hereof.

YOU ACKNOWLEDGE THAT YOU HAVE READ THIS LICENSE AGREEMENT, UNDERSTAND IT AND AGREE TO BE BOUND BY ITS TERMS AND CONDITIONS. YOU FURTHER AGREE THAT IT IS THE COMPLETE AND EXCLUSIVE STATEMENT OF THE LICENSE AGREEMENT BETWEEN YOU AND CAKEWALK WHICH SUPERSEDES ANY PROPOSALS, OR PRIOR AGREEMENT, ORAL OR WRITTEN, AND ANY OTHER COMMUNICATIONS BETWEEN YOU AND CAKEWALK RELATING TO THE SUBJECT MATTER OF THIS LICENSE AGREEMENT.