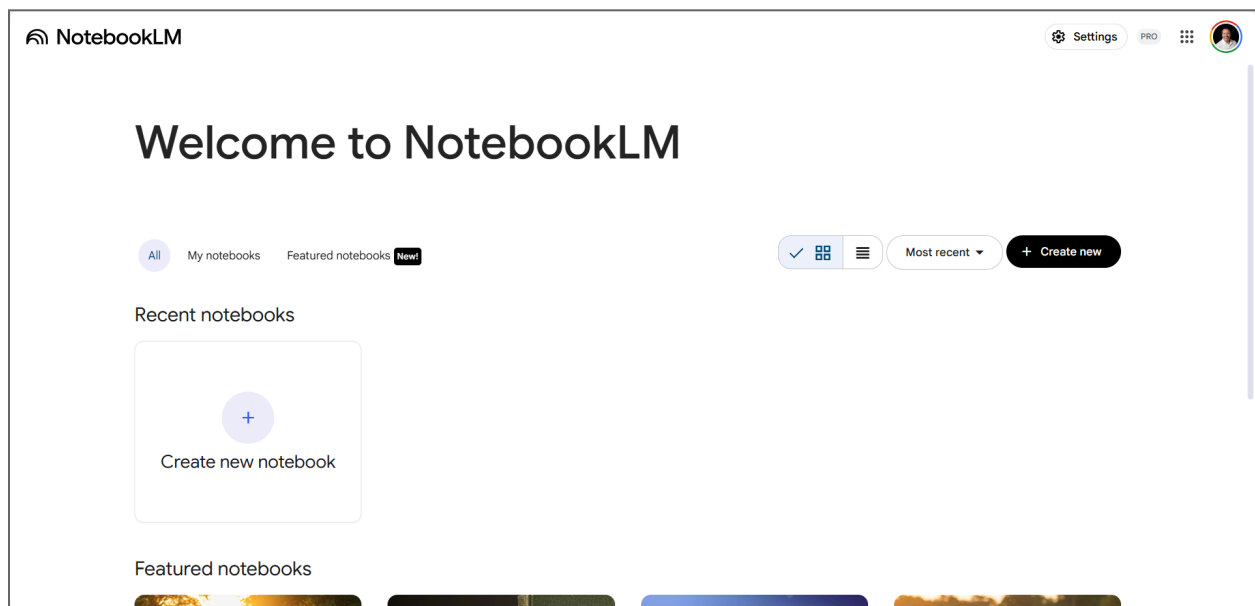


NotebookLM Quick Reference Guide

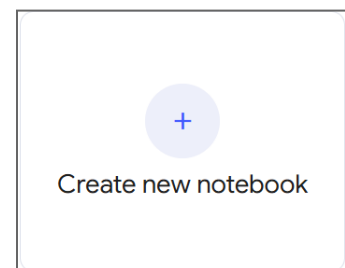
(AI.Edge Edition)

NotebookLM is Google's AI-powered research and note-taking assistant that helps you organize information and gain insights from your own sources. It works by letting you create "notebooks" of documents or content and then chat with an AI that provides answers grounded in those sources. NotebookLM supports a wide range of content (PDFs, web pages, Google Docs/Slides, YouTube transcripts, audio files, etc.) and works in 50+ languages. Below is an exhaustive list of NotebookLM's features (including experimental/beta ones) and instructions on how to use them, updated as of today.

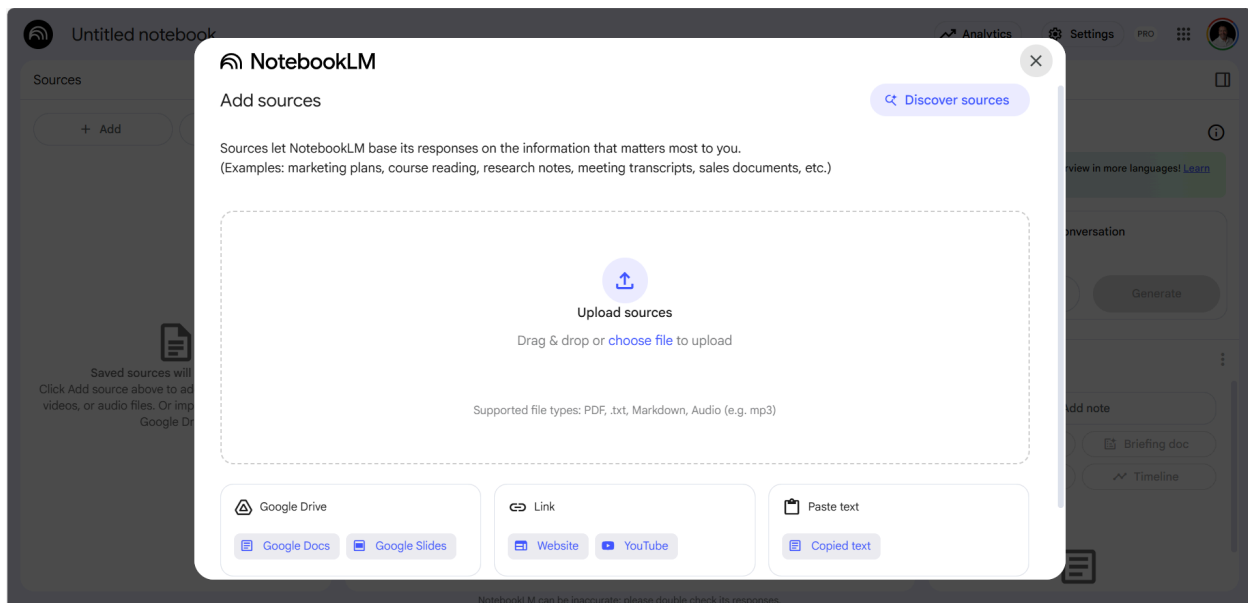


Creating and Managing Notebooks

- Notebook Structure:** A *notebook* is a collection of sources focused on a project or topic. Notebooks are independent; the AI will not mix information across different notebooks. On the NotebookLM homepage, click Create new notebook to start a fresh notebook. Each notebook can have up to 1000 saved *notes* (your personal annotations) and, by default, up to 50 sources (this limit expands with premium plans – see NotebookLM Plus below).



- **Adding Sources:** You can import a variety of source types into a notebook:
 - **Documents:** PDF files, text/Markdown files, Google Docs, Google Slides, Google Drive documents are copied into NotebookLM (your originals aren't altered), and you can manually re-sync them if the originals change. *Note:* Footnotes in Google Docs aren't imported, and content in deeply nested outlines may be skipped.
 - **Web Pages:** Public webpage URLs (NotebookLM will scrape the text; images and embedded media are ignored). Paywalled pages aren't supported.
 - **YouTube Videos:** Public YouTube links with captions (auto or human-generated). The video's transcript text is imported as a source. Very recent videos (<72 hours old) or videos without captions or with unsupported languages cannot be imported.
 - **Audio Files:** You can upload audio (e.g. MP3, WAV) which NotebookLM will transcribe into text for use as a source. Non-speech audio isn't supported. Dozens of languages are supported for transcription (e.g. English, Spanish, Hindi, etc.).
 - **Text Snippets:** You can also paste plain text directly to create a source.



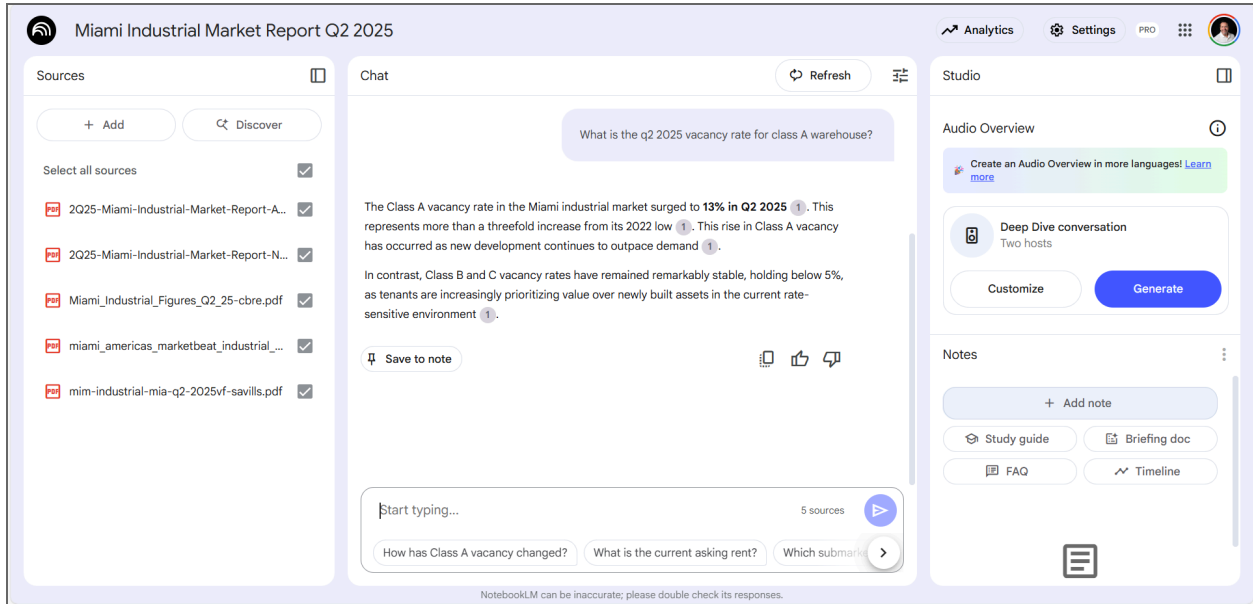
- **How to add:** In the Sources panel of your notebook, click + Add source and choose files or links to upload. You can add multiple URLs at once by separating them with spaces or new lines. Each source can be up to 200 MB or ~500,000 words in length. *Tip:* If a source is very short, NotebookLM might cite the entire document rather than specific sentences.
- **“Discover Sources” (Built-in Web Search):** NotebookLM offers a Discover Sources feature to find relevant content online to add to your notebook. Click Discover Sources (next to the Add button in the Sources panel) to search the web for materials on a topic. Enter a query (or tap “I’m feeling curious” for a random suggestion). You’ll get a list of search results with titles, a brief note on relevance, and a link. Select one or multiple results and click Import to add them as sources to your notebook. This helps you quickly build a knowledge base of high-quality sources relevant to your project.
- **Source Summaries:** NotebookLM automatically generates a Source Guide for each source – a brief summary of the entire document – which you can view in the source viewer pane. To see it, open a source from the list; the left-hand pane shows the content and an *auto-generated summary* at the top for a quick overview. You can also ask the AI in chat to summarize a source or specific aspect of it (e.g. “Summarize the key findings of *Report X*”). When multiple sources are selected, be more specific in your question (mention a source by name or ask about a particular subtopic) to get a focused summary.
- **Editing and Removing Sources:** Sources are static snapshots – if you need to update one (say a PDF with a new version), you’ll have to remove and re-upload it (or use the Drive re-sync for Google Docs/Slides as noted). Remove a source by unchecking it (to exclude from queries) or deleting it from the Sources panel (via the 3-dot menu). You can always add more sources later (up to your limit).
- **Notebook Notes:** Alongside sources, you can create notes in your notebook to jot down ideas, summaries, or to save content for later reference. In the Studio panel under Notes, click Add note to create a new note and type or paste text into it. You can use notes to record your own insights or copy important info from the AI chat. *Tip:* If the AI gives an especially useful answer, click Save to note next to the response – this will add the full response (with any tables or citations intact) as a note in your notebook. (Saved chat notes are not editable later, whereas notes you write are editable.) All your notes appear in a noteboard area (often above the chat input) for easy reference, and collaborators with edit access can see them update in real-time.
- **Converting Notes to Sources:** If you have written a lot of notes and want the AI to treat them as source material (for instance, you’ve summarized points in notes and now want to ask questions about those notes), you can convert notes into sources. In the Notes section, use the More ⋮ menu to select Convert all notes to source (or open a single note and choose Convert to source for just that one). This will bundle your notes into a static

“Notes Source” that the AI can cite and draw from when answering questions.

- **Quick Note Actions:** NotebookLM provides one-click transformations for notes to help organize and analyze them. For example, you can select multiple notes and:
 - *Merge notes:* Gather all notes into one unified note.
 - *Feedback on writing:* Ask the AI to give constructive feedback on your writing or argument in the notes.
 - *Summarize notes:* Create an overview of selected notes – a concise summary for quick reading.
 - *Outline generation:* Convert notes into an outline organized by topic.
 - *Study guide from notes:* Generate a study guide including key questions and a glossary based on your notes.
 - *Idea prompts:* Get related idea prompts drawn from your sources, inspired by the content of your notes.
 - *Export notes to source:* Quickly create a new source from all current notes (same as convert-to-source, noted above).
- These quick actions allow you to leverage the AI to restructure and glean insights from your personal notes with minimal effort.

Conversational Q&A (Chat with Your Notebook)

- **Asking Questions with Citations:** The core of NotebookLM is the chat panel, where you ask the AI questions or give it tasks based on your uploaded sources. Simply type a question about your content (e.g. “What are the main arguments in these papers?”) or an instruction (“Draft a summary combining insights from Source A and B”). The AI will respond with a grounded answer that includes inline citations pointing to your sources. You can hover over a citation to preview the quoted text, and click it to open the source at that passage – this makes it easy to verify facts and context. NotebookLM’s answers only use the data in your selected sources, ensuring factual grounding. (If you ask something unrelated to your sources or request purely creative content beyond them, it may politely refuse or say it can’t be answered).



- **Source Selection:** By default, the AI considers all sources in your notebook when answering. You can, however, include or exclude specific sources for a query by toggling the checkboxes next to each source in the Sources panel. For instance, if you only want the answer based on one of five documents, check that one and un-check the others before asking your question. This gives you control to focus on particular materials.
- **Chat Persistence:** The conversation in a notebook is persistent – you can ask follow-ups referencing earlier answers, and it will remember context from earlier in the chat. Use this to have a deeper dialogue about the materials. If you want to reset the conversation, click the Refresh icon to clear the chat history (this does not remove your sources or notes, just the conversation context).
- **Pinned Answers as Notes:** If an answer is important, use Save to note to pin it to the notebook for later reference. This moves the answer to the Notes section (with all formatting and citations preserved) so you don't lose it when resetting or closing the chat.
- **Advanced Chat Settings (Style & Length – Pro feature):** NotebookLM allows customization of the AI's response tone and length for subscribers with premium access. In the chat panel, click Configure Chat (gear icon) to adjust these settings:
 - *Conversational Style:* Choose from presets like Default (general purpose), Analyst (more business/strategy oriented), Guide (tutorial or help-center style), or Custom (enter your own style instructions, e.g. "Respond as a friendly professor").

- **Response Length:** Select Shorter, Default, or Longer to influence how detailed the answers will be. After setting these, click Save and subsequent answers will follow the chosen style and length. (These options are part of NotebookLM’s *Pro* capabilities – see NotebookLM Plus for details on upgrading.)
- **Multilingual Q&A:** NotebookLM can understand and respond in over 50 languages. You can set a preferred Output Language in the settings menu: click Settings → Output Language, then pick your language. All generated text – chat answers, summaries, study guides, Audio Overview narration, etc. – will then be produced in that language. (By default it uses your Google account’s language preference.) Supported languages include Spanish, French, Chinese, Arabic, Hindi, and many more. This means you can ask questions in, say, German and get answers cited from your English sources, translated into German, for example.

“Studio” Generative Tools (One-Click Outputs)

NotebookLM’s Studio panel lets you automatically generate various kinds of documents or overviews from your sources with a single click. These AI-generated “artifacts” can help you digest and present the information in different formats:

- **Study Guides & FAQs:** Create a study guide or FAQ sheet to review the material. When you select a “Study Guide” or “FAQ” in the Studio panel, NotebookLM will produce a structured Q&A list or summary of key points from your sources. For example, a study guide might include important questions about the content with answers, a summary of main themes, or even a glossary of terms. An FAQ generation will pull out common questions and their answers from the source content (useful for turning a long document into a quick-reference Q&A). These are great for learning or teaching purposes, allowing quick recall of the content’s essentials. *(In the interface, after adding sources you may see buttons like “Generate FAQ” or “Generate study guide” – click one to produce that artifact.)*



- **Briefing Documents:** A briefing (or “briefing doc”) is essentially an executive summary or report distilled from your sources. This tool compiles the most pertinent information into a narrative form, often with bullet points of key findings or a high-level synopsis. Use this when you need a concise report of all your materials combined. For instance, if you upload several market research reports, the Briefing generator can create a short

summary highlighting the main insights from all of them.

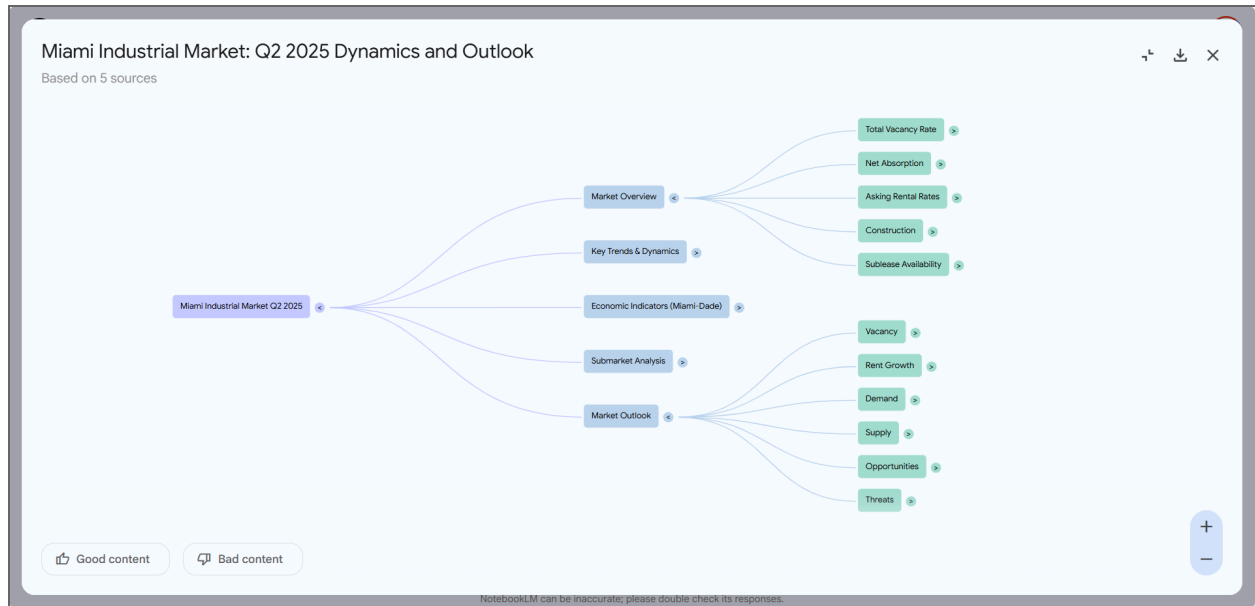
- **Timelines:** If your sources include historical data or chronological information (such as event logs, project histories, or articles with dates), the Timeline feature can arrange the facts into a chronological timeline. This output will list events or developments in order, helping you visualize how things progressed over time. It's useful for understanding sequences (e.g. "project timeline of milestones based on meeting notes" or "historical events described across these papers").

How to use: In the Studio panel, choose the type of document you want (Study Guide, FAQ, Timeline, Briefing, etc.) – the exact UI may list these as buttons or a dropdown. Upon clicking, NotebookLM will generate the artifact and display it as a new Note in your notebook (or directly in the Studio view). You can then edit or refine it as needed, or save it for sharing.

- **Mind Maps:** NotebookLM can produce an interactive Mind Map that visually maps out the main topics and subtopics within your sources. This appears as a branching diagram of ideas, giving you a bird's-eye view of the content. Use a Mind Map to quickly grasp how concepts are connected or to discover relationships between ideas in your materials. To generate one, click the Mind Map chip (button) in the chat interface or Studio panel. The AI will create a Mind Map (it shows up as a special note in the Studio panel) which you can open to explore.

Using the Mind Map: You can pan and zoom around the mind map to view different sections. Click on nodes (topics) to see subtopics or to ask a follow-up question about that specific node directly from the map_(this will open the chat focused on that topic). You can also expand or collapse branches to show more or less detail. Controls in the top-right of the Mind Map viewer let you download the Mind Map (e.g. as an image or file) or exit the view. The mind map is saved with your notebook, so you can revisit it anytime; if you want to regenerate it from scratch (maybe after adding new sources), you can delete the Mind Map note and create a new one. *(Mind Maps are currently desktop-only; the mobile app doesn't support viewing or generating them yet.)*

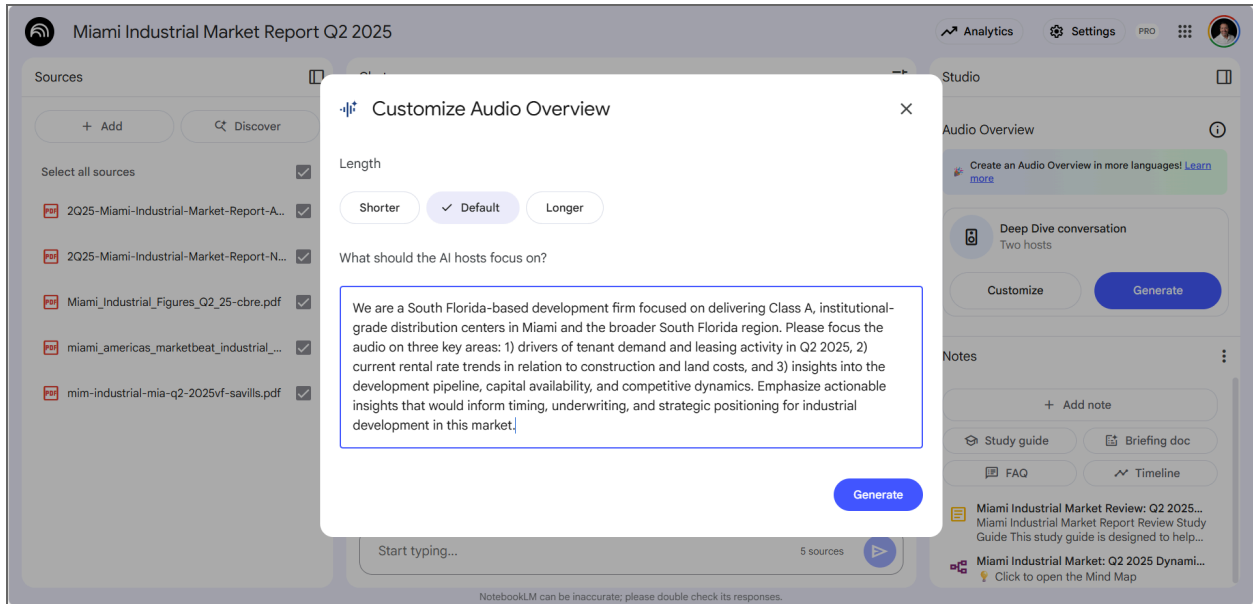
You can share a Mind Map by either sharing the entire notebook (others can then load the Mind Map in their view) or by downloading the map image and sending it.



Audio Overviews (with Interactive Mode)

One of NotebookLM’s signature features is the Audio Overview – an AI-generated audio summary of your sources that you can listen to, like a mini-podcast of your content. Audio Overviews are presented as a conversation between two AI “hosts” who discuss the key points of your materials, providing an in-depth overview of the notebook’s content. This is great for absorbing information on the go, or for auditory learners who prefer listening over reading.

- Generating an Audio Overview:** To create an Audio Overview, ensure you have at least one source in your notebook. Go to the Studio panel and find the Audio Overview section. You can choose a length *preference* before generating: Shorter, Default, or Longer overview (this setting currently works for English and will expand to more languages). Click Generate to have NotebookLM produce the audio summary. The generation can take a couple of minutes as the AI processes your sources and synthesizes the dialogue. Once done, an audio player appears with the overview. *Tip:* If you want the overview to focus on certain topics or have a specific style, click Customize before generating and enter a brief *steering prompt* (instructions to guide the AI’s focus or expertise level) – for example, “Focus only on the findings related to climate change” or “Explain at a beginner level.”



- Listening and Using Audio Overviews:** Hit the Play button to listen. The interface will show the elapsed and total time (e.g. 3:01 for 3 minutes 1 second) and allow pausing and seeking. You can adjust playback speed via the More (⋮) menu if you want to listen faster or slower. While the audio plays, you can continue to work in NotebookLM – you might scroll through a source or even ask the chat questions; the audio keeps playing in the background. The audio summary often references key points and will sometimes mention which document it's discussing, acting like a narrative walkthrough of your content.

Listen to an Example Audio Overview

- Interactive Q&A Mode (Beta):** A powerful experimental feature is the ability to interactively join the Audio Overview conversation with your voice. This is currently available in English for newly generated overviews. To use it, first generate an Audio Overview as above. Then:
 - Tap the Interactive mode (BETA) button in the audio player and start playback.
 - While listening, click Join when you're ready to ask a question. The audio hosts will pause and prompt you for your question.
 - Ask your question aloud (you'll need a microphone enabled). For example, "Can you explain that term in simpler words?" or "What happened in 1995 as mentioned?".

- The AI hosts will respond to you in audio, providing a personalized answer based on your sources, then resume the overview from where it left off.
- This feature essentially lets you have a hands-free Q&A session with the AI while listening – like interrupting a lecture to ask the teacher for clarification. Keep in mind it's experimental: there might be occasional delays or awkward pauses, and sometimes minor inaccuracies in the reply. Also, only you (the creator) can interact with the audio; if you share the overview via a link, listeners won't be able to voice-interrupt it. NotebookLM does *not* store your voice or the transcript of your spoken questions, so your interactive queries are not saved. If the hosts' answer wasn't helpful, you can give feedback with a thumbs up/down after the discussion.
- **Language Options for Audio:** Just as with text, you can have the Audio Overview generated in different languages. In your settings, set the Output Language (e.g. to Spanish, French, etc.), and the audio voices will speak in that language when summarizing your sources. Over 50 languages are supported for audio output, from Afrikaans to Vietnamese. This is useful if, for example, your sources are English but you want to share an audio summary in another language for non-English-speaking colleagues.
- **Saving, Sharing & Downloading Audio Overviews:** Once generated, an Audio Overview can be:
 - **Replayed or Loaded later:** If you navigate away, you can reload a previously made overview by going to Studio → Audio Overview → Load (so you don't have to regenerate each time).
 - **Shared via Link:** Click the Share icon on the audio player and enable Public access to get a shareable link. Anyone with a Google account can use that link to listen to the overview. (Public sharing for audio is only available for personal Google accounts, not enterprise/edu accounts.) You can revoke access anytime by toggling off public access in the sharing panel.
 - **Shared with Notebook:** If you share the entire notebook (see next section), any viewer or editor of the notebook can play the Audio Overview from the Studio panel.
 - **Downloaded:** Use the Download option (⋮ menu on the player) to save the audio file (in MP3 format) to your device. You can then send this file via email or messaging, or listeners can play it offline.
- **Note:** If you regenerate or delete an Audio Overview, any link you shared earlier will stop working (since the content has changed or been removed). You'd need to share the new overview with a new link if needed.

Sharing and Collaboration

NotebookLM allows you to share your AI-enhanced notebooks with others, either privately or publicly, enabling collaborative knowledge bases or published resources.

- **Private Sharing (Collaborators):** You can invite specific people to view or edit a notebook. Click the Share button in the top-right of your notebook and enter the person’s email, then choose their access level:
 - *Viewer:* read-only access. Viewers can read all sources, notes, and use the AI chat in that notebook, but cannot add or remove content.
 - *Editor:* can add/remove sources and notes, and share the notebook further. Essentially full access just like the owner.
- Personal (Gmail) accounts can share a notebook with up to 50 individuals (Google Groups not supported for personals). Enterprise/Edu accounts can share with an unlimited number of users or Google Groups *within the same organization*. When someone shares a notebook with you, you typically receive an email notification; once accepted, the shared notebook will appear on your NotebookLM home page.
- **“Chat-Only” Sharing (Pro feature):** If you have NotebookLM’s premium upgrade, you gain an additional sharing option: Chat-Only mode. This lets you share a notebook in a restricted way such that viewers *cannot* see or open the raw sources or notes – they can only interact with the AI chat and read AI-generated artifacts (like the study guide or audio overview). Essentially, it’s like publishing an AI assistant based on your notebook, without exposing the underlying documents. This is useful if your sources are sensitive or you only want to expose the insights, not the raw data. You can also set a Welcome Note for chat-only notebooks (a custom message or instructions that viewers see at the top) to provide context to viewers. To use this feature, your account must be upgraded (Pro); then in the Share dialog, select *“Anyone with the link – Chat only”* or for specific people, choose the chat-only option.
- **Public Sharing (Publish a Notebook):** You can make any notebook publicly accessible via a link, turning it into a shareable resource for the community. To do this, click Share and set access to “Anyone with the link” (as opposed to Restricted). This generates a URL that you can share with others (post it, email it, etc.). Anyone with a Google account can click the link and view the notebook, including its sources (unless it was shared in chat-only mode as noted) and any pre-generated content. Public viewers *cannot* modify your notebook; they get their own “copy” to ask questions and explore, but they can’t add or remove sources or notes, ensuring your originals stay intact. Public sharing essentially turns your notebook into an AI-powered knowledge page: viewers can ask questions about the content, use the AI-generated FAQs, read summaries, and listen to audio overviews that you’ve generated. They won’t be able to create new artifacts (like

they can't generate a new mind map on your public notebook), but they can use whatever you've provided. When a user accesses a public notebook, it will appear on their NotebookLM home for easy return access until they remove it. You as the owner will see a globe icon on the notebook indicating it's public. You can turn off public access anytime (Share -> set back to Restricted) which will invalidate the link and remove it from others' views.

- [Click here to view the sample Notebook created as part of this Guide.](#)



- **Featured Notebooks (Pre-curated by Experts):** In addition to user-created notebooks, Google provides Featured Notebooks – curated collections of high-quality sources on various topics (science, travel, literature, etc.) assembled in collaboration with experts. These are accessible under the Featured tab (for consumer accounts) in NotebookLM. For example, you'll find notebooks like “*Longevity advice*” by a medical expert, “*Year 2025 predictions*” from *The Economist*, “*Complete Works of Shakespeare*”, etc., all ready to explore. You can open a featured notebook and use it just like any other – read the sources, ask the AI questions about them, and enjoy the pre-made Audio Overview or Study Guide that comes with it. (You cannot add your own sources to featured notebooks, since they are fixed collections, and you cannot generate new artifacts in them – you only see what the curators provided.) Featured notebooks are a great way to learn a topic or see NotebookLM’s capabilities with a rich example. If you have an enterprise/school account, you may need the direct URL to access a featured notebook, as the in-app Featured tab is only on personal accounts.
- **Usage Analytics (Pro feature):** If you share a notebook with others (either privately or publicly) and you have NotebookLM Plus, you can access analytics to see how it’s being used. In the notebook, click the Analytics button (chart icon) to view the past 7 days of activity. You’ll see metrics like *Users per day* (how many unique people queried the notebook each day) and *Queries per day* (number of AI questions asked per day). This

can help you gauge engagement, especially for publicly shared notebooks or team knowledge bases. Note that analytics only show data if the notebook has at least 4 viewers (to preserve privacy of individuals) and if there has been recent activity in that timeframe. The data updates about every 24 hours. This feature is particularly useful for educators or teams to see if others are actually using the AI notebook you shared.

- **Data Privacy & Copyright:** Remember that when sharing content, you should have rights to any documents you include. NotebookLM will warn against sharing copyrighted material without permission. Also, Google's Terms of Service and policies apply – Google may remove public notebooks or content if it violates policies (hate, harassment, etc.). For educational and enterprise users, the data remains governed by your organization's terms (no human reviewers for those accounts, etc.). In general, NotebookLM does not use your data to train AI models, and personal account data might only be reviewed by humans if you opt to send feedback.