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Other technical tips can be found at: [HTTPS://SITES.GOOGLE.COM/VIEW/HTT-HELPFUL-TECH-TIPS](https://sites.google.com/view/htt-helpful-tech-tips)

Introduction:

NotebookLM is a powerful AI-based research tool, in which “you” control the sources; then create summaries and extrapolated information in the form of text notes, podcasts, and visual guides.

(**Use Cases:** YouTube video analysis, Student course manuals, Work related documents, & Home hobby notes.)

Here are two [NotebookLM Tutorials](#) (YouTube videos)

- <https://youtu.be/-NI6hz2nYFA?si=kW6zse3ja-Ky5XKs>
- https://youtu.be/8ir1Lrrxv5k?si=L_9ITVa_Pd15UUS6

Overview:

The goal of NotebookLM is for you to quickly gain insight from your source documents.

NotebookLM is a Google website application that allows you to use “your own” materials as input documents.

Common AI chatbots, such as ChatGPT, are trained with resources from the entire internet, whereas

NotebookLM will only use “your” resources.

- This is a [Google](#) program, therefore a Google Gmail account login is required
- Sources include Google Docs, Google Slides, PDF & Text files, Web & YouTube URLs & Audio files
- [Help](#) is available by clicking the Settings button (Help has a great “[Get Started](#)” section)
- The [paid version](#) of NotebookLM Plus allows expanded features. (Refer to Help for details.)

Seminar Objective: Create and Analyze sources from your own Notebook:

- (1) Add: [source](#) documents. (Use the [rename](#) feature to improve the description of source.)
- (2) In [Chat](#): use prompts to extract information; create personal Note files, Audio Overview and Mind Map
- (3) In the [Studio](#) column: create Notes using the option (buttons). Play the podcast, then try to interrupt it.

Website: <https://notebooklm.google/>

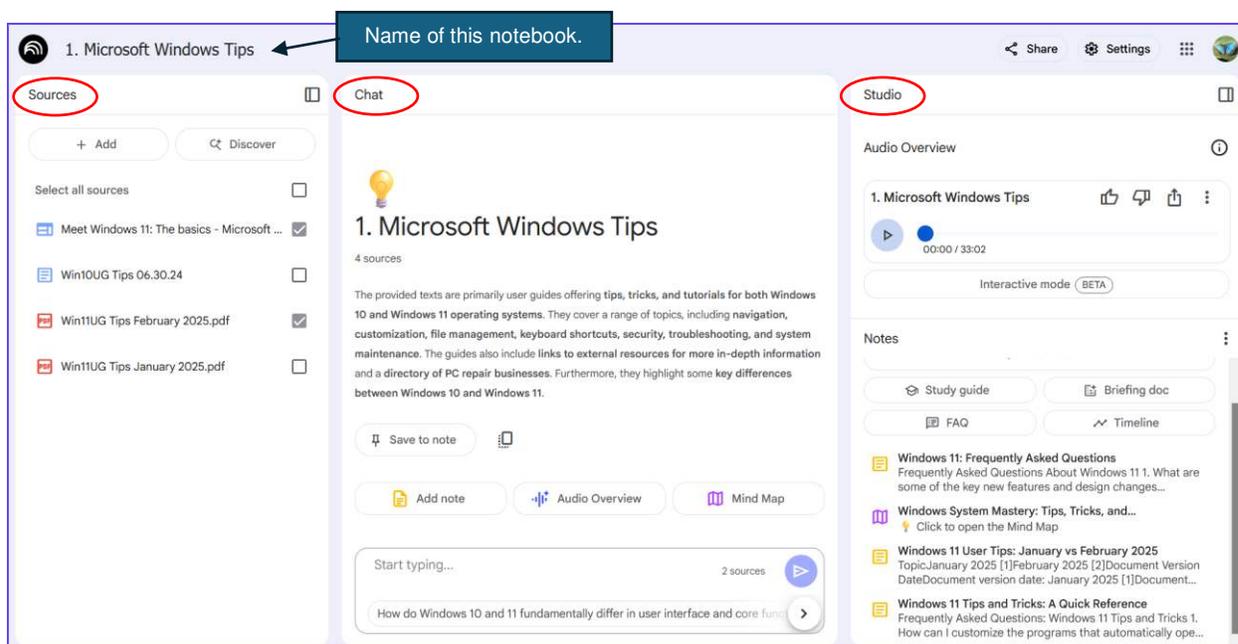
This website initially displays an [overview of NotebookLM features](#). To create a new Notebook, click on the [Try NotebookLM](#) button. A “Welcome to NotebookLM” window open.

The **Welcome to NotebookLM** is your home page for links to the different notebooks you have.

The screenshot shows the 'Welcome to NotebookLM' interface. At the top left is the NotebookLM logo. At the top right are 'Settings' and a globe icon. Below the title 'Welcome to NotebookLM' is a '+ Create new' button. Below that are two notebook cards. The first card is titled '1. Microsoft Windows Tips' with a date of 'Mar 25, 2025' and '4 sources'. The second card is titled 'Introduction to NotebookLM' with a date of 'Dec 5, 2023' and '7 sources'. Callouts point to various elements: 'Settings (Help is located here)' points to the Settings icon; 'Return to this Welcome “home” page' points to the NotebookLM logo; 'Create a new notebook' points to the '+ Create new' button; 'Notebooks are listed on this Welcome page' points to the notebook cards; 'Click the ellipsis to “edit” the title or “delete” the notebook' points to the three-dot menu on the second notebook card; and 'Click on your notebook to enter it.' points to the notebook card itself.

Layout of a Notebook: There are three working panels in a notebook.

1. **Sources:** Add your materials; **Discover** internet sources and use **Copied Text** to type or paste from other sources (ie: ChatGPT). Sources selected are used in the Chat and Studio panels. (**Collapse button available**)
2. **Chat:** Prompt or select an optional button to perform an operation on your sources:
 - a. The **Refresh** button is used to clear your prompt history and then start a new chat
 - b. A **Start Typing** window for your chat prompts
 - c. **Above the buttons** = An autogenerated summary of your notebook
 - d. **Below the buttons** = Results from your Prompt
 - e. Button: **Save to note** will save the prompt's result as a Note in the Studio column
 - f. Button: **Add note** allows you to create a custom Note and save it in the Studio column
 - g. Button: **Audio Overview** (the podcast) is saved in the Studio column
 - h. Button: **Mind Map** creates an expandable hierarchy of topics or nodes. Saved in the Studio column.
3. **Studio:** Location of all created "Notes" and the Podcast: (**Collapse button available**)
 - a. Podcast control; along with Interactive mode to interrupt the presenters.
 - b. **Option buttons** are used to create "structured" Notes documents.
 - c. Use the **Add note** button as your own "personal note taking" feature.



Tips

- 1) Use the **Customize** button to focus an **Audio Overview** on a specific topic.
- 2) The **Discover Sources** button, in the Source column, searches the internet for extra source materials. To open the "discovered" source, click on the "external link" icon. 
- 3) When you click on a **Mind Map** node, or multiple nodes, the Mind Map screen compresses, allowing the Chat column to contain the selected Mind Map topic. Navigating and zooming in/out is possible.
- 4) **Create a Mind Map from a YouTube video.** Add the YouTube link, deselect all sources except the video, then create your Mind Map. In Chat, the transcript of the selected topic is displayed, not the video.
- 5) Remember that NotebookLM doesn't **keep track of changes** to the original Source doc automatically, so you must manually refresh; remove and re-add them. Some sources, that came from Google Drive have a "sync" button when opened.
- 6) Methods to move **Sources, Chats and Notes outside** of NotebookLM to the likes of: Microsoft Word or Google Docs...
 - a) If a source came from Google Drive and opened; there may be an **"Open in new tab"** button that creates a Google Doc.
 - b) Contents in **Chat** may be **copied to the clipboard**. So, with the notes in the **Studio** column, you can use the **Convert to source** button, then select that source and use this prompt in the Chat column: *"Copy everything to the chat panel, including all formatting."*
 - c) Chats (not the Notes) can be **converted to Word or PDF** files, keeping most of the format, using the free **MassiveMark** website: [HTTPS://bibt.com/en/massivemark](https://bibt.com/en/massivemark) YouTube: <https://youtu.be/D-S9peG8i4>