

NOTEBOOKLM

STARTER GUIDE

(Updated November 2025)



Jen Lehner Media, LLC



WELCOME....

Welcome! I'm Jen Lehner, founder of the Front Row AI Club.

Congratulations on opening this guide, "NotebookLM Starter Guide: Get Organized, Think Smarter, and Create Faster with AI." Your decision to be here tells me you're ready to work more strategically—without burning out—and leverage the smartest tools available to do it.

NotebookLM is one of the most powerful (yet underrated!) AI tools available today. Built by Google and powered by Gemini, it's designed to help you synthesize, summarize, and surface insights—using only your own content. That means no noise, no overwhelm... just clarity.

Whether you're a course creator, coach, service provider, or content strategist, this guide will show you exactly how to start using NotebookLM to manage your knowledge, make better decisions, and produce high-quality content faster. You'll learn how to upload your materials, ask the right questions, and turn your docs into podcasts, videos, email sequences, FAQs, and more.

What's New in This Edition: This guide has been completely updated with NotebookLM's latest features from 2025, including:

- Video Overviews with stunning visual styles powered by Nano Banana
- Enhanced chat with 8x larger context and custom personas
- Flashcards & Quizzes for active learning
- New Audio Overview formats (Brief, Critique, Debate)
- Mobile app improvements and much more

You don't need to be "techy." You just need curiosity—and a willingness to try a smarter way of working.

Let's open up your first notebook and get you Front Row ready.


Jen Lehner
Founder, Front Row AI Club
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WHAT IS NOTEBOOKLM?

GOOGLE'S AI-POWERED NOTEBOOK, BUILT TO THINK WITH YOU—NOT FOR YOU

NotebookLM (short for "Notebook Language Model") is an AI tool created by Google that helps you organize, explore, and summarize your own content—things like PDFs, Google Docs, transcripts, research notes, and more.

What Makes It Different

Unlike tools like ChatGPT or Gemini Chat, NotebookLM only uses the sources you upload. It doesn't pull from the internet or make up answers. That means your responses are:

- Grounded in your actual content
- Accurate with citations to your sources
- Contextually relevant to your work

What You Can Do with NotebookLM

Whether you're a business owner, content creator, coach, or student, NotebookLM helps you:

- Ask questions about your files (with citations!)
- Summarize complex content in seconds
- Transform documents into FAQs, outlines, or email drafts
- Create podcasts or video overviews of your research
- Generate flashcards and quizzes for learning
- Save and annotate key insights along the way
- Visualize your content with interactive mind maps

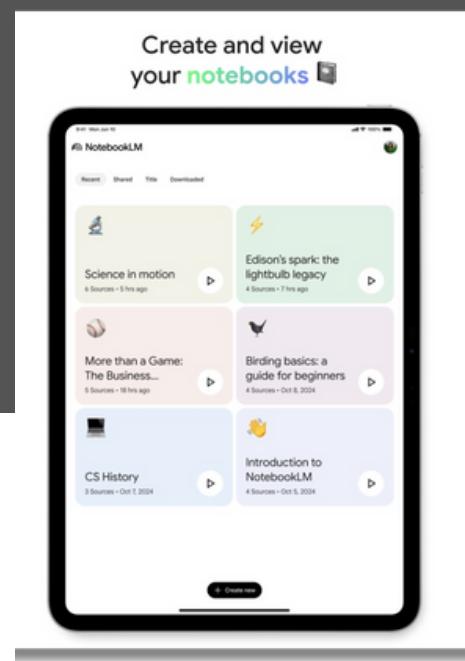
Free vs. NotebookLM Plus

Free Version:

NotebookLM Plus (via Google AI Pro subscription):

- 50 sources per notebook
- All core features included
- Audio & Video Overviews
- Chat, Notes, Mind Maps

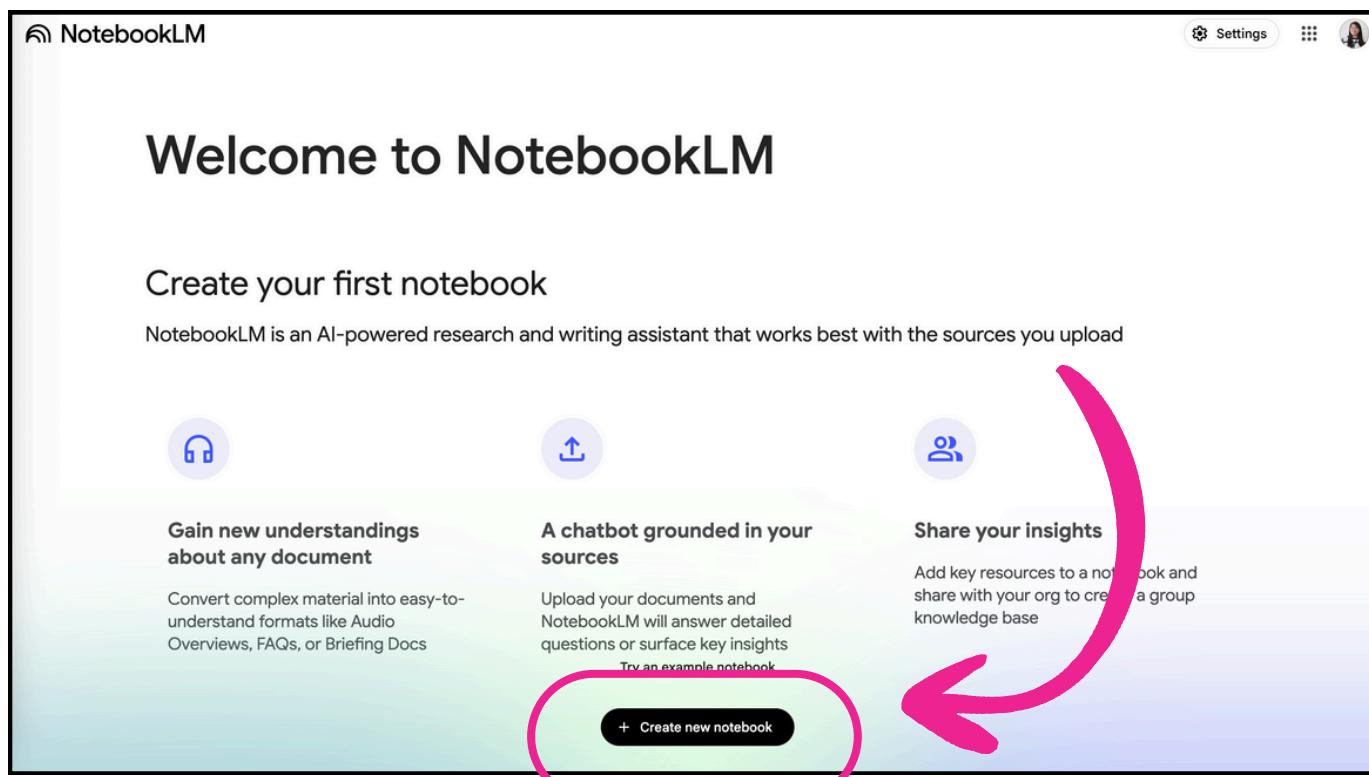
- 300 sources per notebook
- Priority access to new features
- Enhanced performance
- Available for Google Workspace customers



GETTING STARTED: SET UP YOUR FIRST NOTEBOOK

Step 1: Create Your Notebook

- Go to notebooklm.google.com
- Sign in with your Google account
- Click "+ New Notebook"
- Name your notebook (e.g., "Podcast Planning" or "Q3 Launch Plan")



Pro Tips:

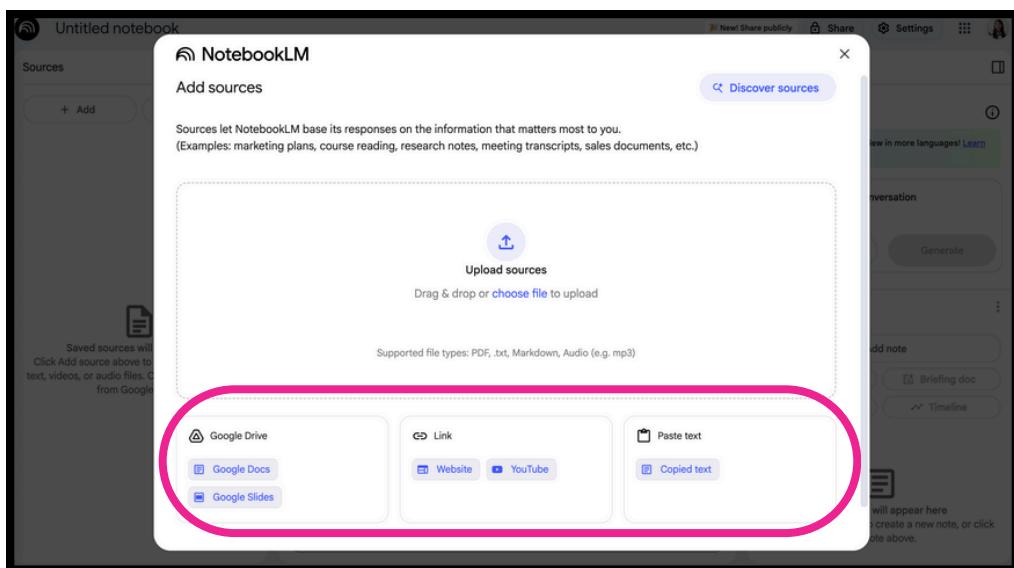
- ✓ Keep one notebook per topic or client
- ✓ Use clear names so you can quickly find what you need later
- ✓ You can create unlimited notebooks

Step 2: Add Your Content/Sources

- Click "+ Add Source" and upload up to 50 items (300 with Plus):

Supported Sources:

- PDFs (with text, images, and graphs)
- Google Docs
- Web URLs (with readable content)
- YouTube links (with transcript)
- Audio files (.mp3, .m4a – auto-transcribed)
- Google Slides
- Plain text (copy/paste)



NEW: Multimodal PDFs

NotebookLM now understands all content within PDFs, including text, images, diagrams, and graphs—not just the text!

Pro Tips:

- Group files by theme or project
- Use short tags like "Client Brief" or "Webinar Notes"
- Select/deselect sources in the left panel to focus your queries

Step 3: Discover Sources from the Web (NEW!)

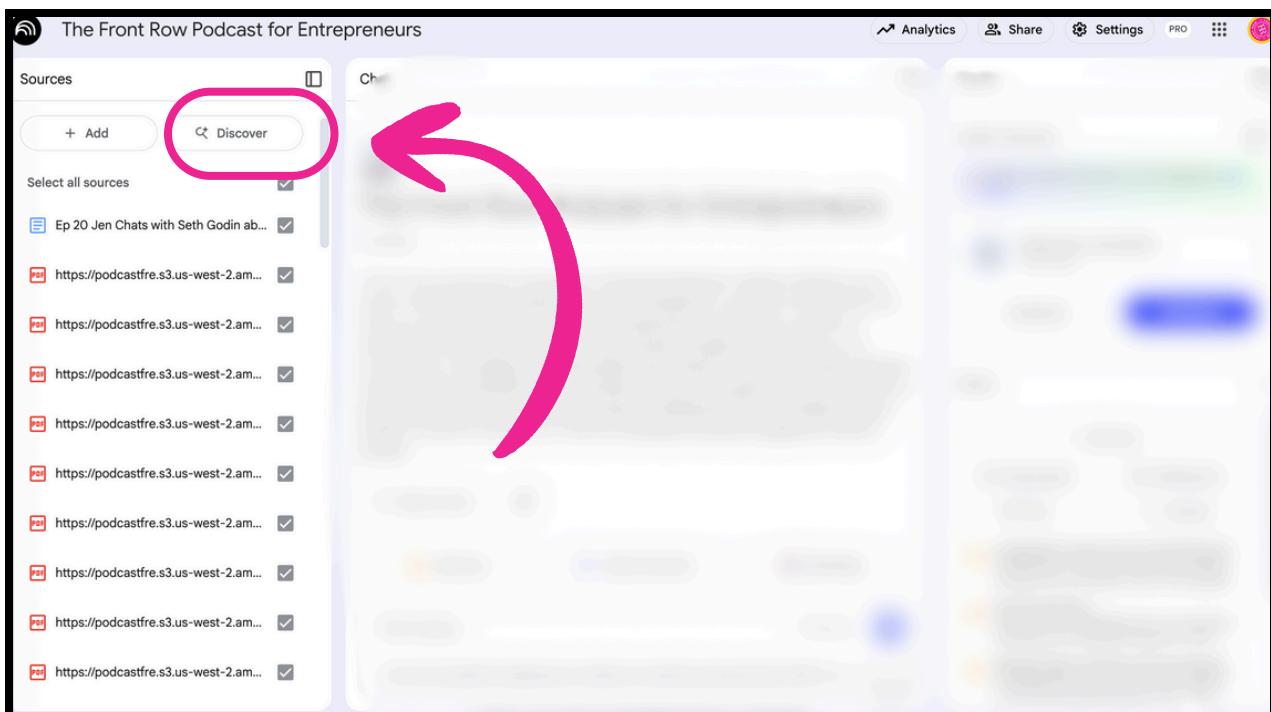
Sometimes the files you upload won't cover everything you need. The Discover Sources tool lets you search the web right inside NotebookLM and pull in helpful articles, blog posts, or research to complement what you've already added.

How to Use Discover Sources:

1. Click the  Discover button in the Sources panel (top right)
2. Type a keyword, topic, or question (e.g., "AI marketing trends 2025")
3. Look through the suggested articles
4. Click Add to bring any article into your notebook as a new source

What to Know:

- NotebookLM only adds the text from the article
- Be sure the content is trustworthy
- Articles behind a paywall or on private sites can't be added
- This expands your research without leaving NotebookLM



WORKING WITH YOUR CONTENT

Step 4: Chat - Ask Questions, Get Clear Answers

What It Does:

NotebookLM's Chat panel lets you ask questions about your uploaded files. It reads all selected sources and gives answers based only on your content, not external sources.

Answers Include:

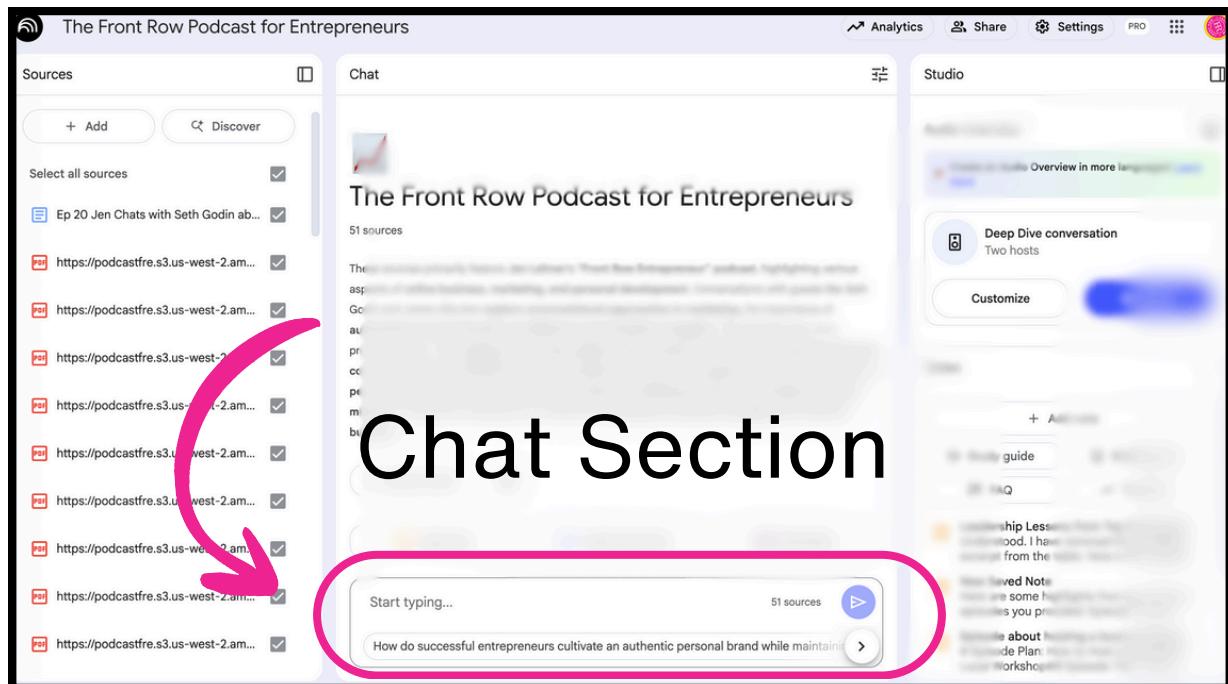
- ✓ Quotes straight from your documents
- ✓ Inline citations with clickable context links
- ✓ Natural, conversational responses

How to Use It:

Use the chat box at the bottom of the panel to enter any question in plain language:

Examples:

- "Summarize the key findings from Document 2"
- "List 5 marketing ideas based on the client brief"
- "What are the main themes across all sources?"



Follow-Up Questions:

- "Simplify that idea for me"
- "Give examples based on that section"
- "Compare Doc A and Doc B on this topic"

NEW: Enhanced Chat Performance (November 2025)

NotebookLM's chat just got significantly smarter:

Performance Improvements:

- ⚡ 8x larger context window (full 1 million tokens)
- 🧠 6x longer conversation memory
- 📈 50% improvement in response quality
- 🎯 More seamless and natural conversations

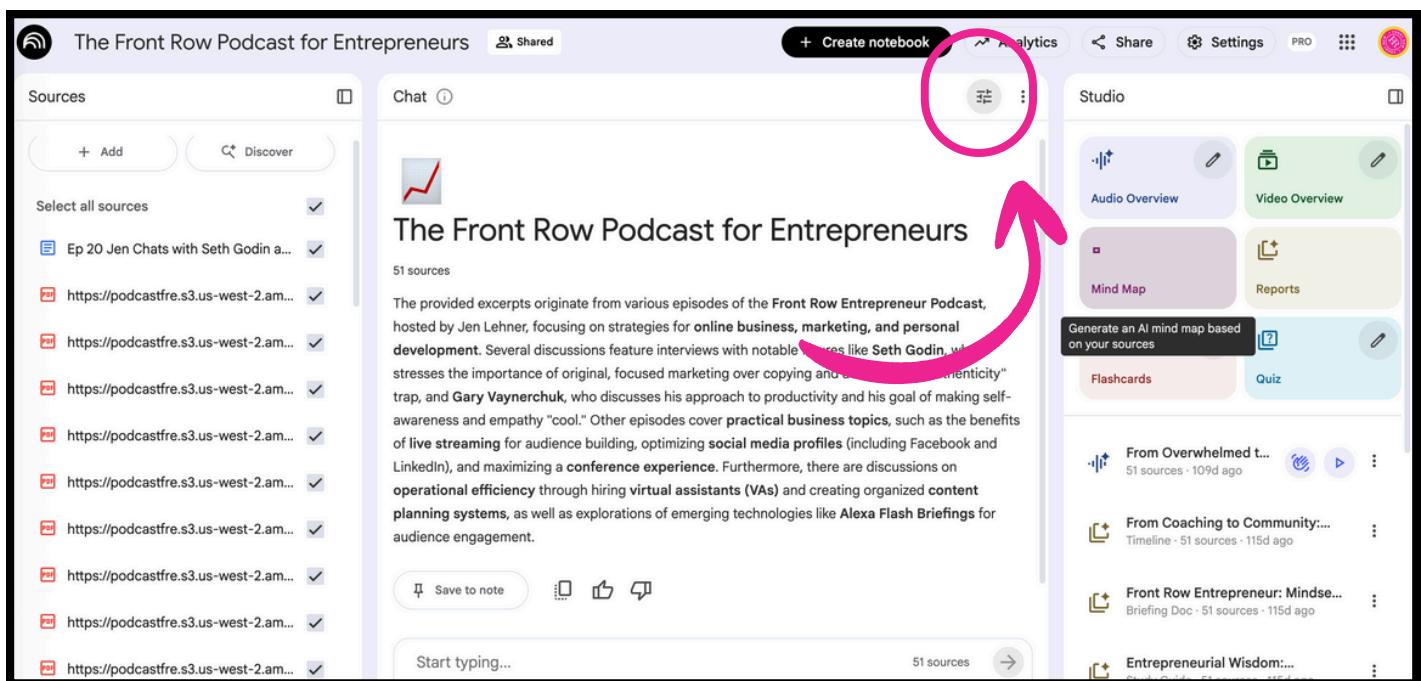
This means you can:

- Work with much larger document collections
- Have longer, more coherent conversations
- Get better answers when analyzing multiple sources

Configure Chat (Custom Personas)

NEW FEATURE: You can now customize NotebookLM to adopt a specific goal, voice, or role!

Click "Configure Chat" (gear icon in Chat panel) to:



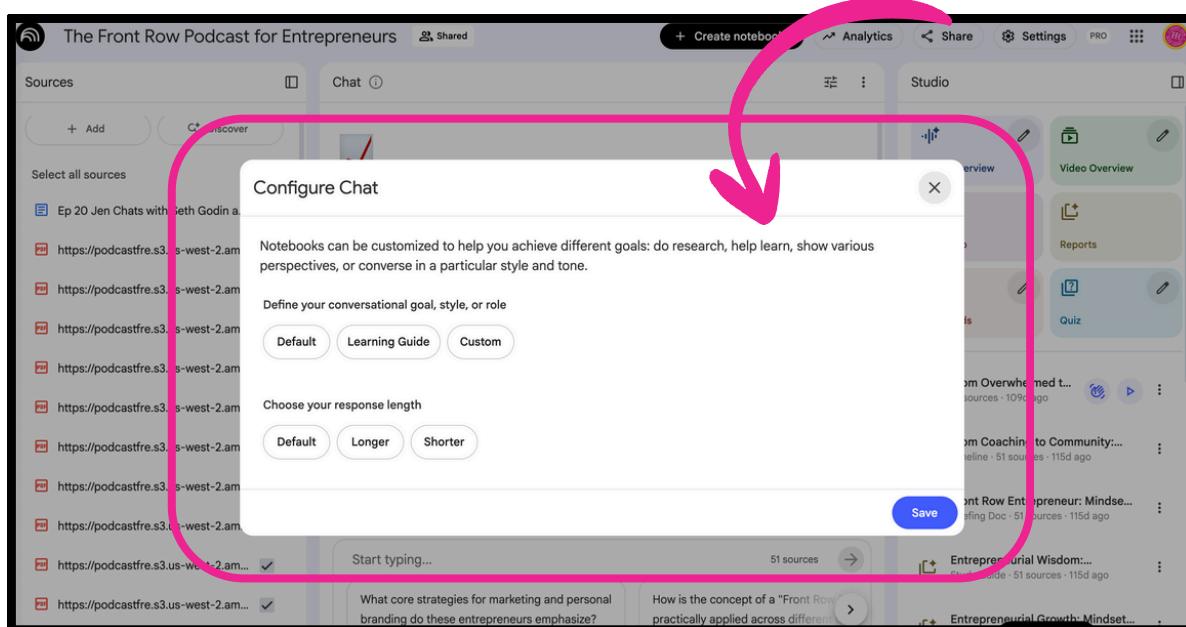
The screenshot shows the NotebookLM application interface. On the left, the 'Sources' panel lists various podcast episodes from 'The Front Row Podcast for Entrepreneurs'. In the center, the 'Chat' panel displays a summary of the podcast's content, mentioning guests like Seth Godin and Gary Vaynerchuk. On the right, the 'Studio' panel contains various AI-generated insights and tools, including 'Audio Overview', 'Video Overview', 'Mind Map', and 'Reports'. A prominent pink circle highlights the gear icon in the Chat panel, and a pink arrow points from this icon to the 'Configure Chat' feature in the Studio panel, which is described as 'Generate an AI mind map based on your sources'.

Choose a Conversational Style:

Default – General research & brainstorming

Learning Guide – Best for educational content, helping you grasp new concepts and skills efficiently.

Custom – Any role or audience you define!



Examples of Custom Goals:

- "Act as a marketing strategist reviewing campaign ideas"
- "Be a teaching assistant helping me understand complex concepts"
- "Function as a project manager helping me organize tasks"

Choose Response Length:

- Shorter – Quick, concise answers
- Default – Standard depth
- Longer – Detailed, comprehensive responses

Choose Output Language:

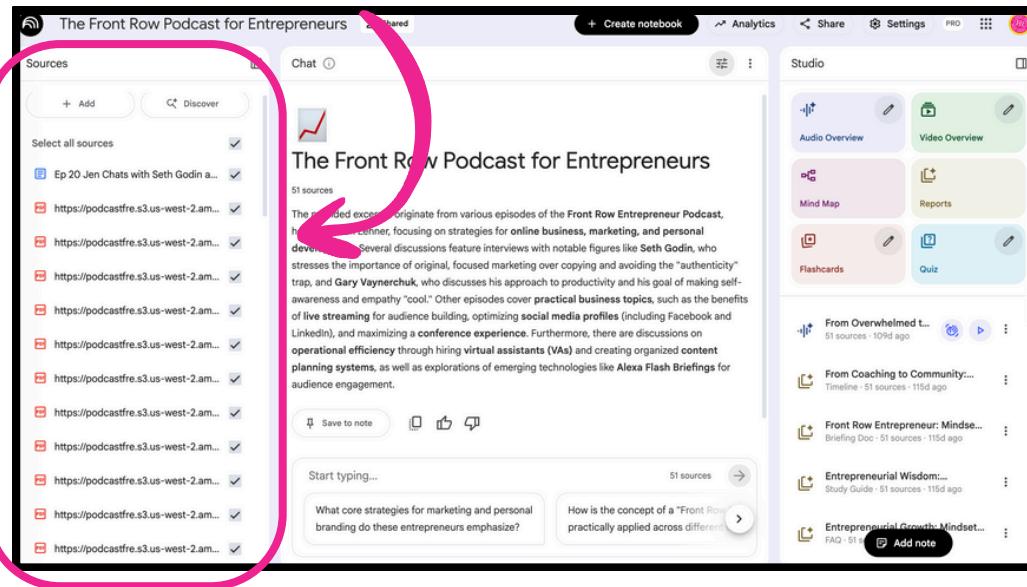
- Select from 35+ supported languages
- Perfect for multilingual teams or translation work

These settings help tailor tone, depth, and format of the output to match your exact needs.

Focus on Specific Sources

In the left Sources panel, you can:

- ✓ Check or uncheck sources to include only certain files in the current chat
- ✓ This is helpful when you want to zoom in on one document or a specific section
- ✓ See which sources are being used for each response

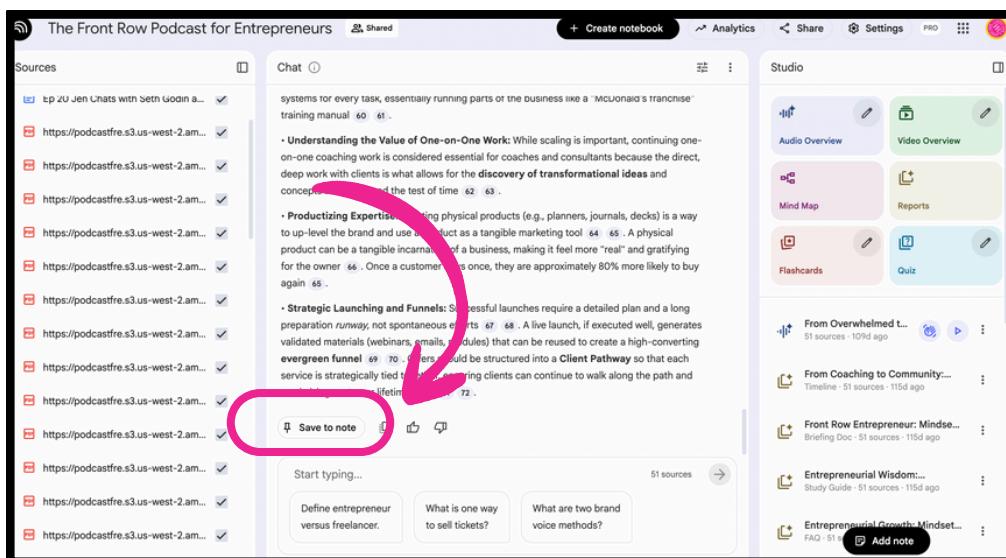


The screenshot shows the 'Sources' panel on the left, which lists various links and files. A pink circle highlights this panel. A pink arrow points from the 'Sources' panel to the 'Chat' panel on the right, which displays a transcript of a podcast episode. The transcript includes several links that are checked, indicating they are included in the current chat session.

Save Helpful Responses

To keep a useful answer:

1. Click "Save to note" below any chat response
2. This preserves the original reply with formatting, tables, and citations intact
3. Find it later in the Studio > Notes section



The screenshot shows the 'Sources' panel on the left and the 'Chat' panel on the right. In the 'Chat' panel, a pink circle highlights the 'Save to note' button. A pink arrow points from this button to the note content in the Chat panel, which is a preserved version of a previous message. The note content includes the original text and its original styling.

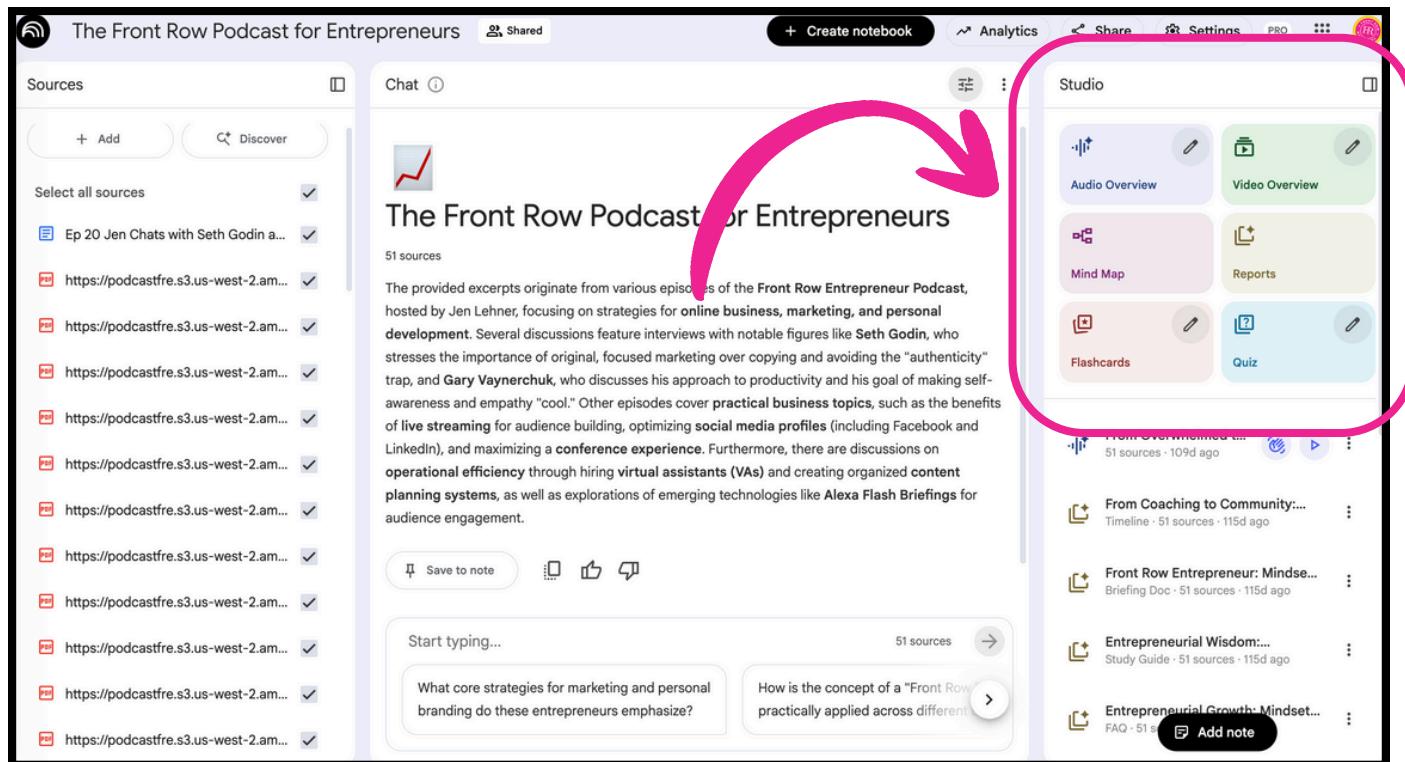
STUDIO PANEL: CREATE PROFESSIONAL OUTPUTS

The Studio panel is where NotebookLM transforms your sources into finished assets. Think of it as your content creation powerhouse.

What You Can Create:

1. Audio Overviews – Podcast-style conversations
2. Video Overviews (NEW!) – Narrated videos with AI-generated visuals
3. Mind Maps – Visual concept mapping
4. Notes – Your saved insights and responses
5. Notebook Guides – Study guides, FAQs, timelines, briefing docs

NEW: The Studio panel now lets you create and store multiple outputs of the same type in a single notebook. No more overwriting!



The screenshot shows the NotebookLM interface for the notebook "The Front Row Podcast for Entrepreneurs". The left side of the screen displays the "Sources" panel, which lists 51 sources from the podcast. The main panel shows a summary of the sources, mentioning discussions on marketing, personal development, and operational efficiency. The right side of the screen is the "Studio" panel, which is highlighted with a pink circle and a pink arrow pointing from the main content area. The Studio panel contains five cards: "Audio Overview" (blue), "Video Overview" (green), "Mind Map" (orange), "Reports" (yellow), and "Flashcards" (purple). Below the Studio panel, there is a list of previously created outputs, such as "From Coaching to Community..." and "Front Row Entrepreneur: Mindset...".

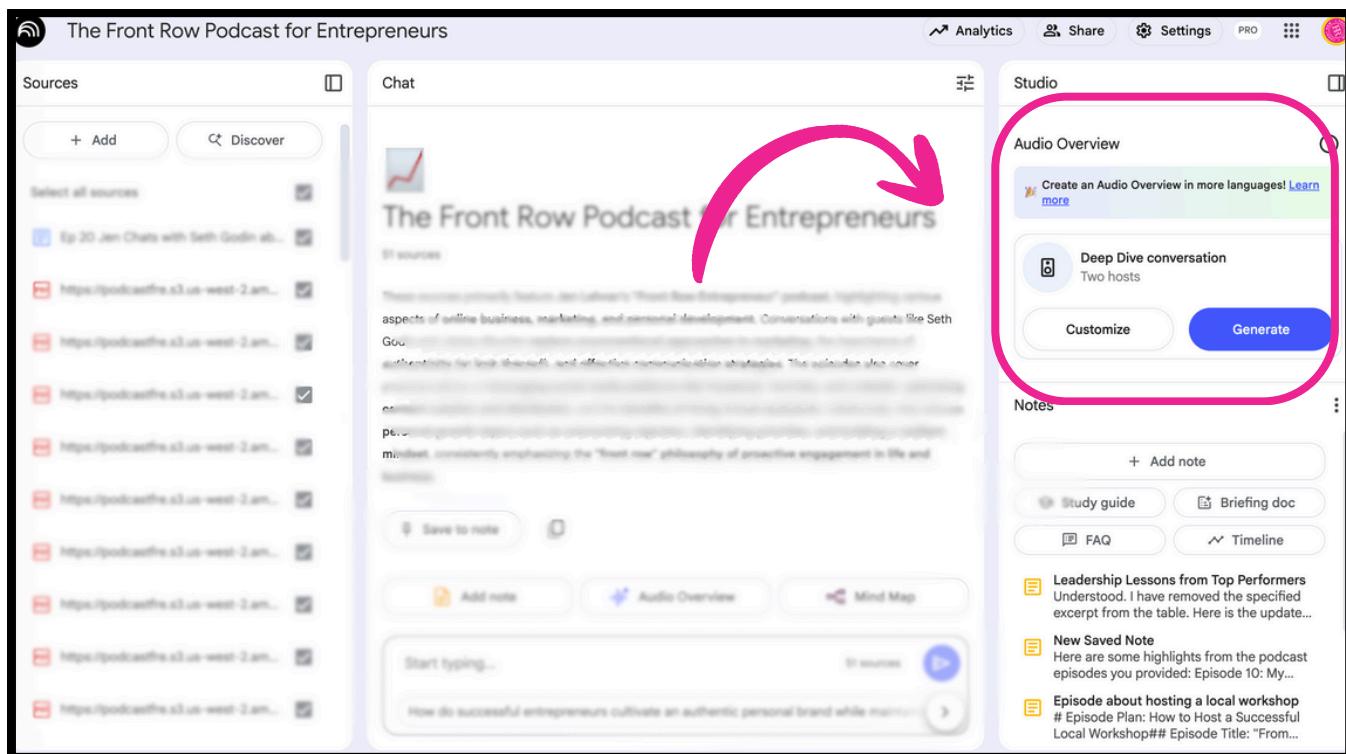
Step 5: Audio Overviews - Your Personal Podcast

What It Does:

The Audio Overview feature turns your uploaded files into a friendly, podcast-style conversation between two AI hosts. They summarize your content in a way that's clear, engaging, and easy to understand.

How You Can Use It:

- Listen to a spoken summary of one or more files
- Great for learning while walking, cooking, or relaxing
- Choose how long you want it: Shorter, Standard, or Longer
- Use custom prompts to guide the focus



The Front Row Podcast for Entrepreneurs

Sources

+ Add C Discover

Select all sources

Ep 20 Jan Chats with Seth Godin ab...
https://podcastrfr.e3.us-west-2.am...
https://podcastrfr.e3.us-west-2.am...
https://podcastrfr.e3.us-west-2.am...
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Chat

The Front Row Podcast for Entrepreneurs

81 sources

These recent entries focus on the host's "Front Row Entrepreneurs" podcast, highlighting various aspects of online business, marketing, and personal development. Conversations with guests like Seth Godin, Gary Vaynerchuk, and others provide valuable insights and actionable steps for entrepreneurs. The audio files cover a wide range of topics, from marketing strategies to personal development, all presented in a conversational and informative manner, consistently emphasizing the "front row" philosophy of proactive engagement in life and business.

Save to note Add note Audio Overview Mind Map

Start typing... 81 sources

How do successful entrepreneurs cultivate an authentic personal brand while running a...

Studio

Audio Overview

Create an Audio Overview in more languages! [Learn more](#)

Deep Dive conversation
Two hosts

Customize Generate

Notes

+ Add note

Study guide Briefing doc

FAQ Timeline

Leadership Lessons from Top Performers
Understood. I have removed the specified excerpt from the table. Here is the update...

New Saved Note
Here are some highlights from the podcast episodes you provided: Episode 10: My...

Episode about hosting a local workshop
Episode Plan: How to Host a Successful Local Workshop## Episode Title: "From...

NEW: Audio Overview Formats

You can now choose from four different formats:

1. Deep Dive (Classic) Two AI hosts have an in-depth, engaging conversation
Best for: Comprehensive understanding, complex topics

2. Brief ★ NEW!

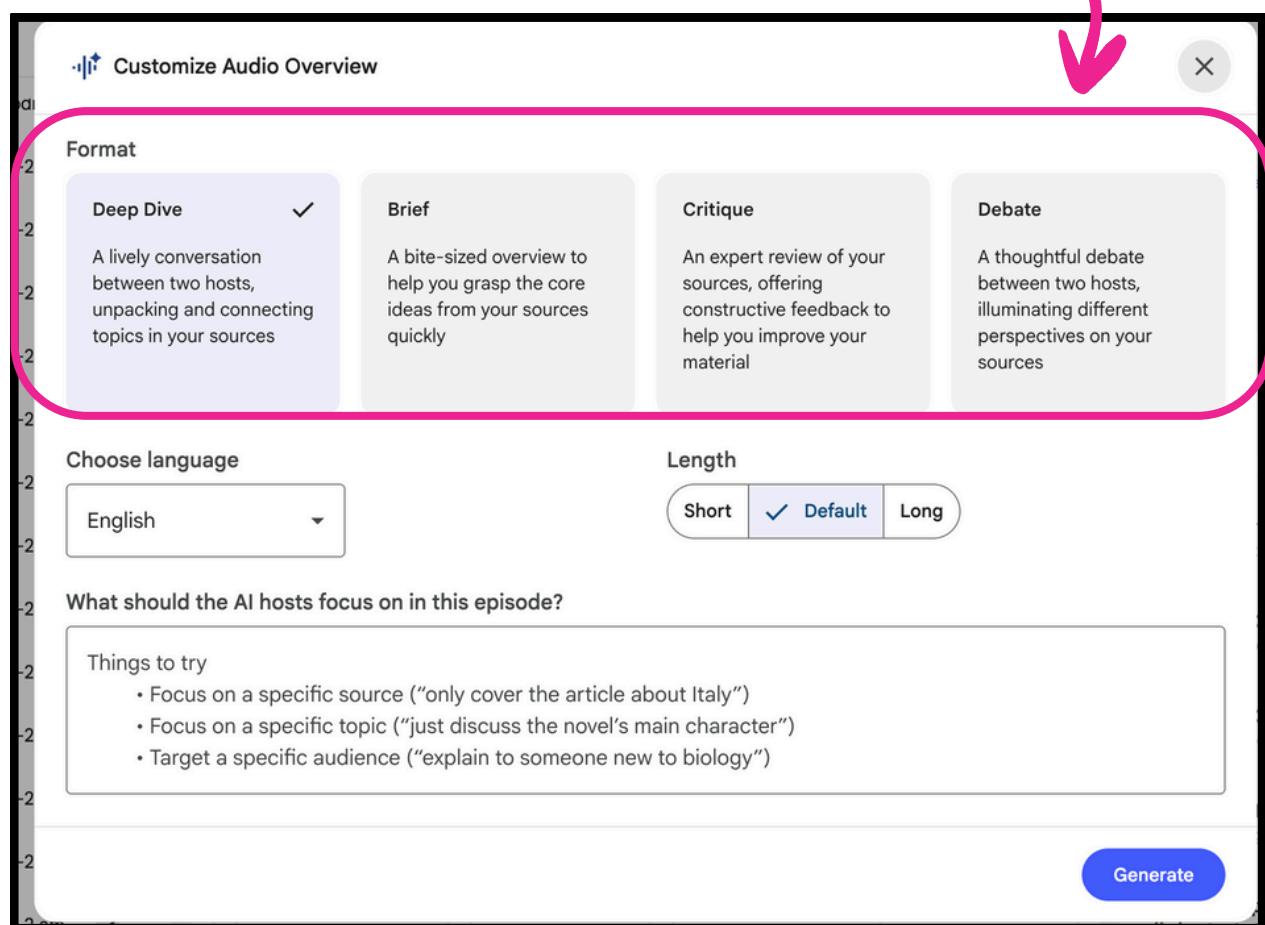
Single AI host delivers a short summary of core ideas
Best for: Quick overviews, time-sensitive reviews

3. Critique ★ NEW!

Two AI hosts review material, offering constructive feedback
Best for: Essays, design documents, proposals, creative work

4. Debate ★ NEW!

Two AI hosts discuss different perspectives on topics in your sources
Best for: Exploring multiple viewpoints, critical thinking



Customizing Audio Overviews

Before generating, click "Customize" to:

Set the Focus:

- "Only talk about the article on Italy"
- "Just focus on the main character in the novel"
- "Explain this in simple language—no tech jargon"

Choose the Length:

- Shorter (~5-7 minutes)
- Standard (~10-15 minutes)
- Longer (~20-30 minutes)

Select the Format:

- Deep Dive, Brief, Critique, or Debate

Customize Tone:

- Professional, casual, educational, etc.

Customize Audio Overview

Format

Deep Dive

A lively conversation between two hosts, unpacking and connecting topics in your sources

Brief

A bite-sized overview to help you grasp the core ideas from your sources quickly

Critique

An expert review of your sources, offering constructive feedback to help you improve your material

Debate

A thoughtful debate between two hosts, illuminating different perspectives on your sources

Choose language

English

Length

Short Long

What should the AI hosts focus on in this episode?

Things to try

- Focus on a specific source ("only cover the article about Italy")
- Focus on a specific topic ("just discuss the novel's main character")
- Target a specific audience ("explain to someone new to biology")

Generate

Interactive Audio Mode (BETA)

Join the Conversation!

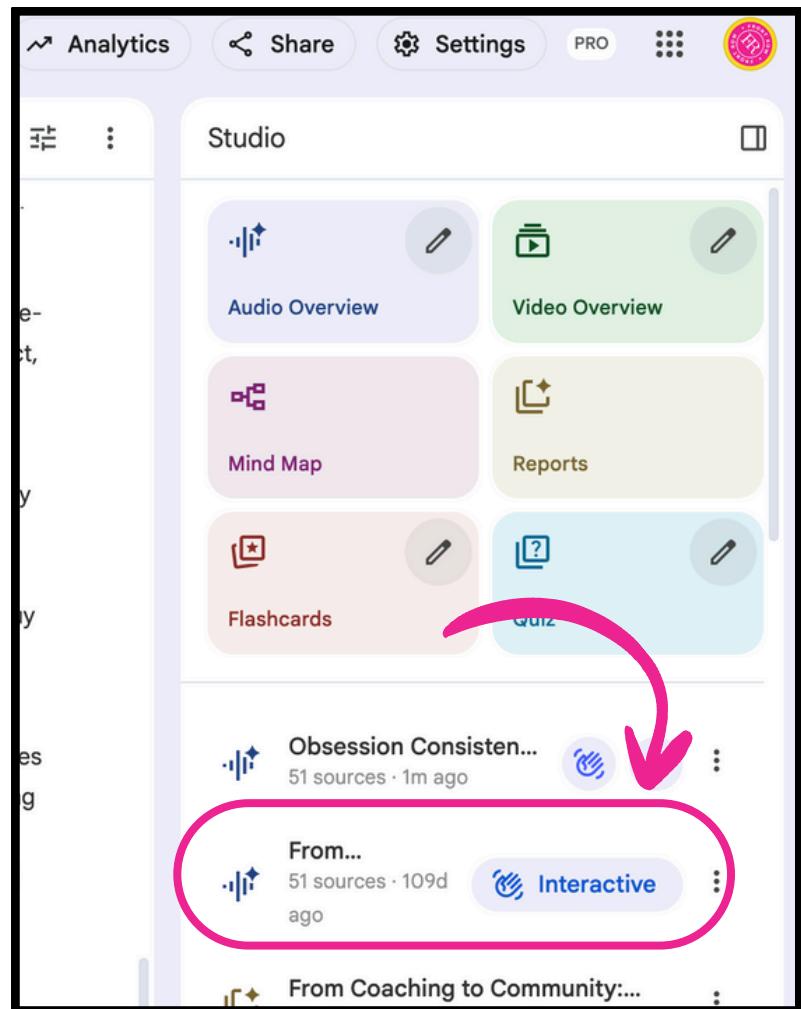
For newly generated Audio Overviews, you can now interrupt and ask questions during playback:

How to Join:

1. Generate a new Audio Overview
2. During playback, look for the "Join" button
3. Tap Join — one of the AI hosts will invite you into the conversation
4. Ask your question using your microphone
5. The hosts respond with a personalized answer, then resume

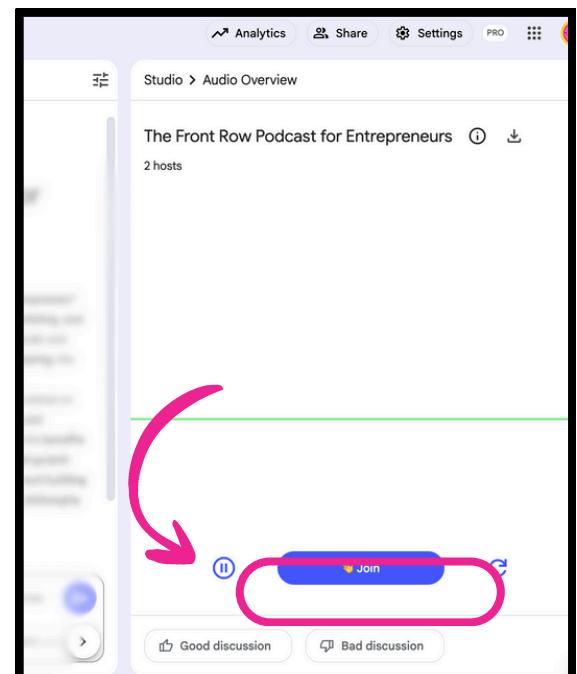
Example Questions:

- "Can you explain that section more simply?"
- "What are the practical applications of this?"
- "How does this compare to [another concept]?"



Important Notes:

- ⚠ Only available for newly generated audio (not older files)
- ⚠ Currently English only
- ⚠ Voice interactions are not stored or shared (privacy preserved)
- ⚠ Experimental mode — may have pauses or glitches



YOU'RE INVITED!



Learn how to stop second-guessing AI and start using it to scale your business with ease. Inside The Front Row AI Club, we'll show you how to:

- Master AI tools without the overwhelm
- Create content that sounds like you (not a robot)
- Automate repetitive tasks so you can focus on what matters most

It's time to work smarter, not harder—and let AI do the heavy lifting.

What You Get:

- Step-by-step AI training modules—Easy, actionable lessons to get AI working for you fast
- AI Prompt Library & Templates—Swipe these proven prompts and get instant results
- Live Office Hours & AI Workshops—Personalized support + AI strategy sessions
- Exclusive AI Community—Connect with other AI-savvy entrepreneurs

JOIN NOW

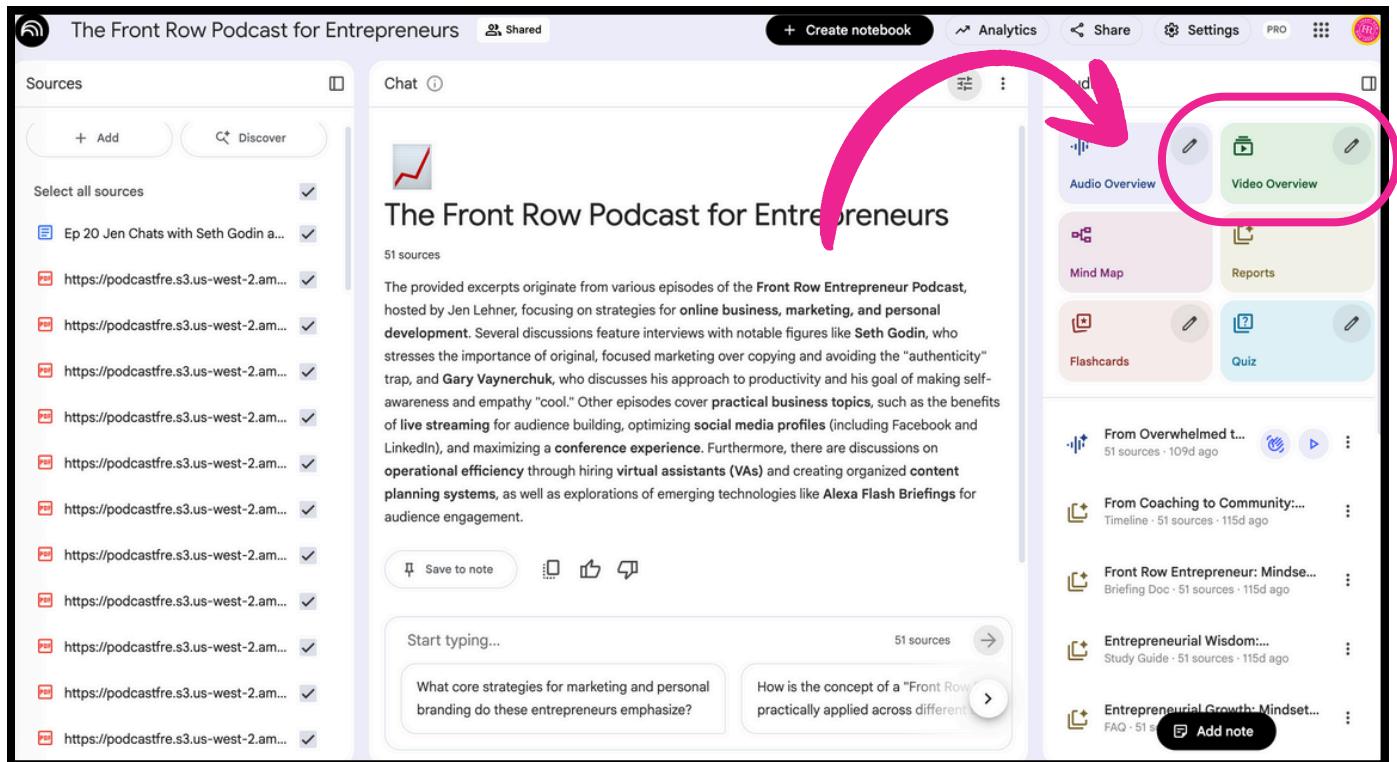
Step 6: Video Overviews with Nano Banana (NEW!)

One of NotebookLM's Most Exciting Features

Video Overviews transform your sources into AI-narrated videos with contextual illustrations. Powered by Google's Nano Banana image generation model (Gemini 2.5 Flash), these aren't generic stock images—they're custom visuals based on your actual content.

What You Get:

- 🎬 Narrated video presentation of your sources
- 🎨 AI-generated illustrations that match your content
- 🖼️ Six stunning visual styles to choose from
- 🌐 Available in 80+ languages globally



The screenshot shows the NotebookLM interface for the 'The Front Row Podcast for Entrepreneurs' notebook. The left sidebar lists sources, and the main content area displays a summary of the podcast's content. A pink arrow points from the 'Video Overview' button in the top right to a circled area on the right side of the screen, which contains a list of study tools: Audio Overview, Video Overview, Mind Map, Reports, Flashcards, and Quiz. The 'Video Overview' button is highlighted with a pink circle.

Visual Styles (Powered by Nano Banana)

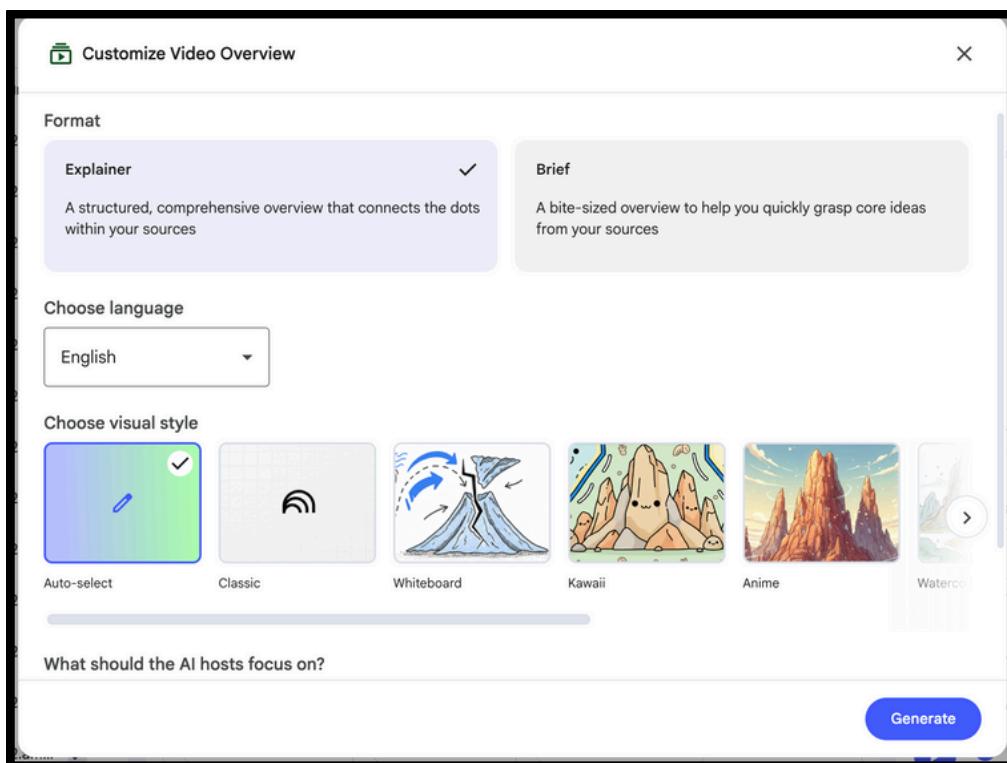
Choose the style that best fits your content and audience:

1. Classic — Clean, professional look (original style)
2. Whiteboard — Analytical, diagram-based style
3. Watercolor — Artistic, abstract/conceptual approach
4. Retro Print — Vintage, nostalgic aesthetic
5. Heritage — Traditional, classic design
6. Paper-craft — Textured, handmade feel
7. Anime — Engaging, story-based illustrations

Auto-Select: Let NotebookLM choose the best style for your content

Strategic Style Selection:

- Whiteboard → Best for educational content, step-by-step processes
- Watercolor → Best for conceptual topics, creative briefs
- Anime → Best for storytelling, engagement, younger audiences
- Retro Print → Best for historical content, vintage branding



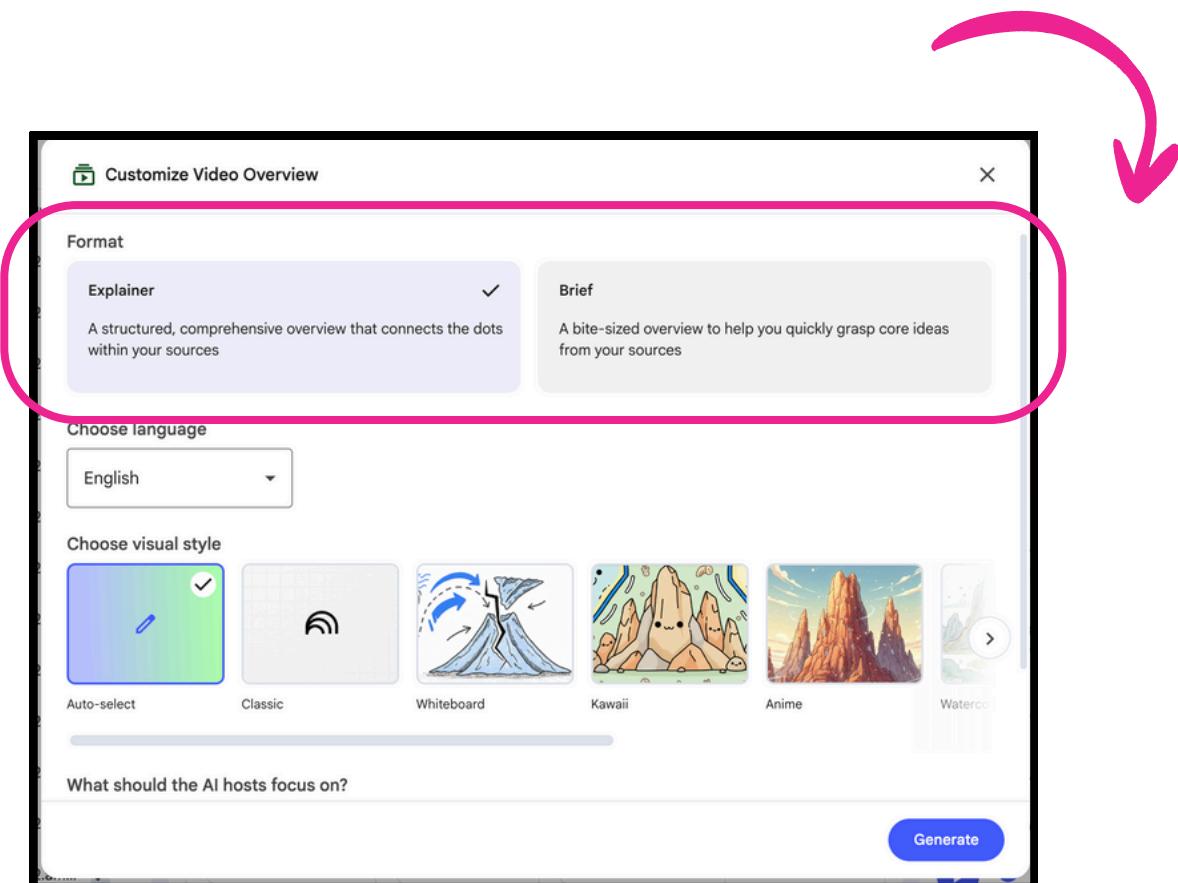
Two Video Formats

1. Explainer

- Structured, comprehensive video based on your sources
- Best for: In-depth understanding, detailed presentations
- Length: Typically 5-15 minutes

2. Brief ★ NEW!

- Bite-sized overview to help you quickly grasp core ideas
- Best for: Quick summaries, busy schedules, social media
- Length: Typically 2-5 minutes

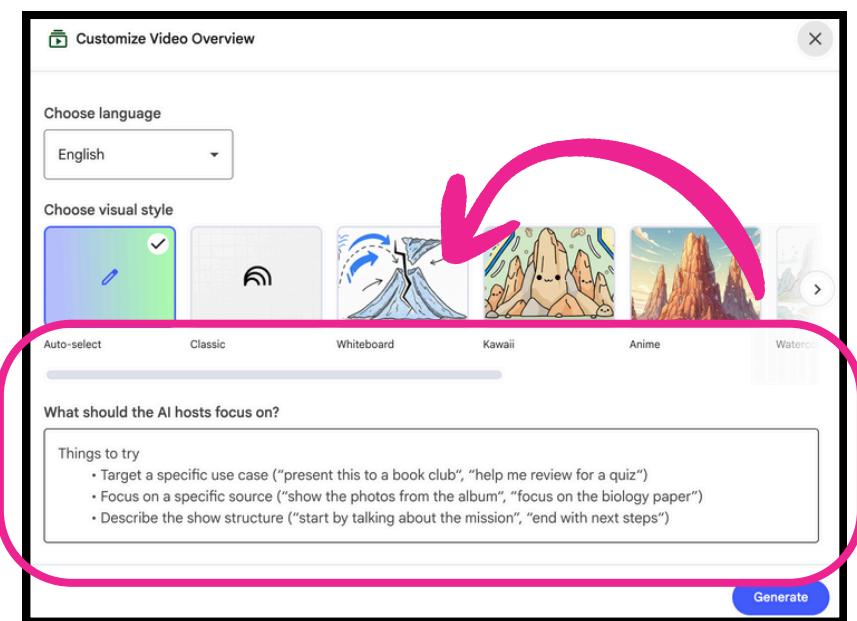
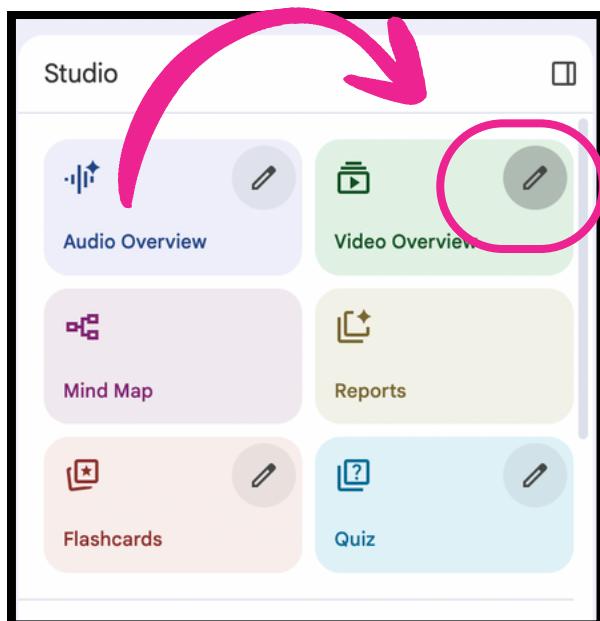


How to Create a Video Overview

1. Open your notebook with sources uploaded
2. Click the "Video Overview" button in Studio
 - o Click the pencil icon to customize: Choose your format (Explainer or Brief)
 - o Select your visual style
 - o Add a custom prompt (optional)
3. Click "Generate"
4. Wait 2-10 minutes (complexity-dependent)

Custom Prompt Examples:

- "Focus only on the cost analysis sections of the business plan"
- "Convert these recipes into an easy-to-follow video focusing on prep time and cooking steps"
- "Highlight the methodology and key findings from the research paper"



Pro Tips:

- Try different visual styles for different content types
- Use Whiteboard for data-heavy presentations
- Use Anime for engaging, story-driven content
- Use Brief format for social media or quick reviews

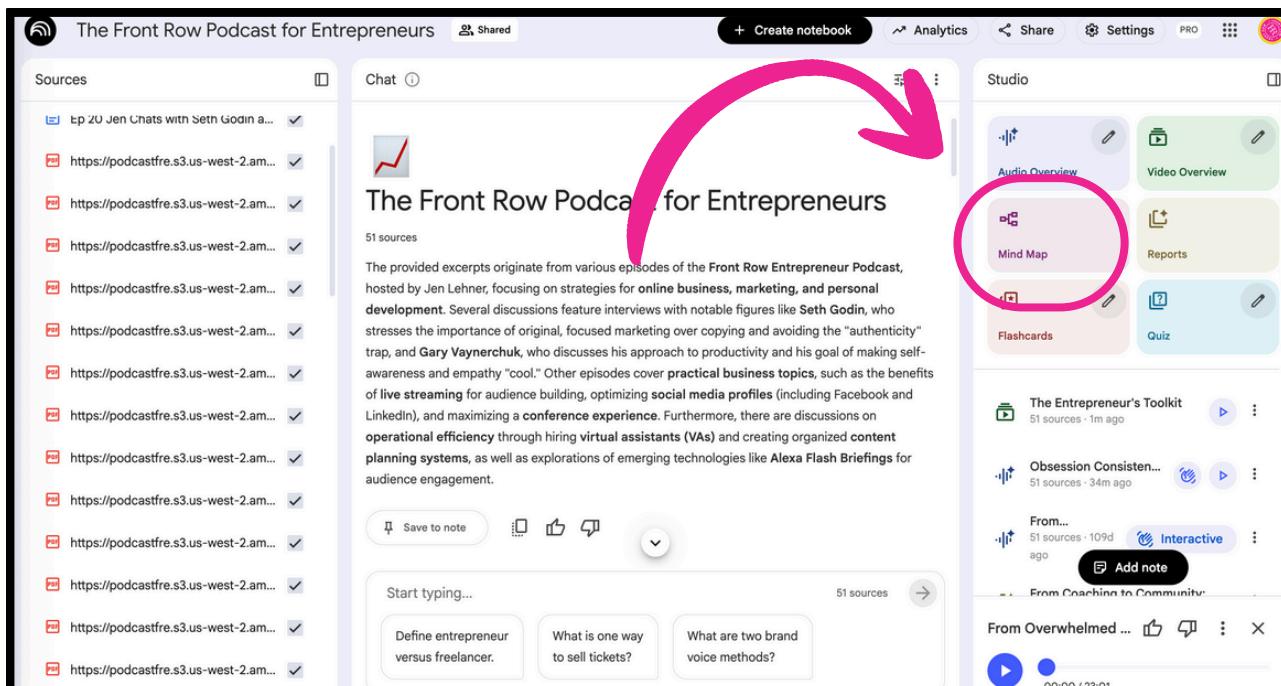
Step 7: Mind Maps - Visualize Your Content

NEW FEATURE: Interactive Mind Maps

NotebookLM's Mind Maps turn your uploaded documents into a branching visual diagram of concepts and subtopics. It helps you see how ideas connect—all in one view—without reading everything line by line.

Why Use Mind Maps:

- Quickly see the big picture and main themes
- Reveal connections between different ideas
- Click nodes to dive deeper with NotebookLM's chat
- Understand complex topics at a glance



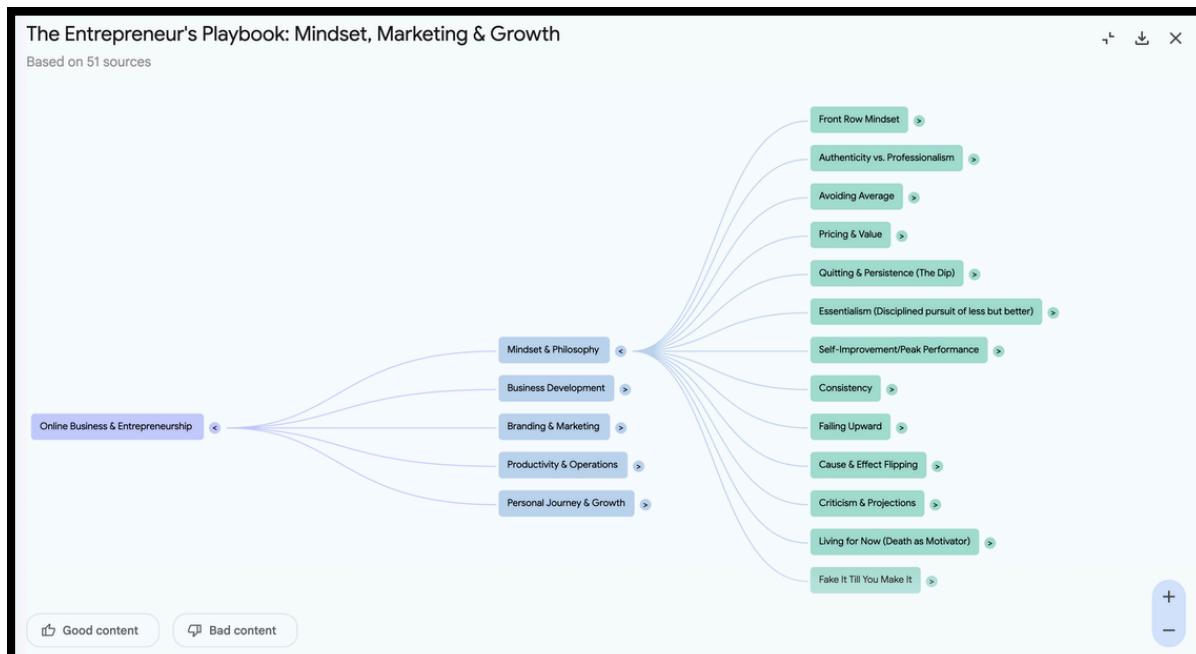
The screenshot shows the NotebookLM interface for the 'The Front Row Podcast for Entrepreneurs' notebook. The left panel displays a list of 51 sources, and the main content area shows an excerpt from the podcast. A large pink arrow points from the text area to the 'Studio' panel on the right. The 'Studio' panel contains several cards: 'Audio Overview', 'Video Overview', 'Mind Map' (which is circled in pink), 'Reports', 'Flashcards', and 'Quiz'. Below these cards, there are several notes and a progress bar at the bottom.

How to Generate a Mind Map

1. Open a notebook with your sources
2. In the Chat panel, click the "Mind Map" suggestion chip
3. NotebookLM generates the Mind Map and saves it under Notes in Studio
4. To regenerate: Delete the existing Mind Map and click the chip again

How to Interact:

- Zoom and scroll to navigate branches
- Expand or collapse branches
- Click nodes to ask NotebookLM follow-up questions
- Download as PNG for presentations or study materials
- Share the entire notebook (Mind Map stays interactive)



Pro Tips:

- Use with multiple sources or long documents
- Click unclear nodes and ask NotebookLM to clarify
- Great for thesis planning, project mapping, content strategy
- Note: Manual editing isn't available—maps are auto-generated

Step 8: Flashcards & Quizzes (NEW!)

Active Learning Made Easy

Turn your notes, research papers, or work reports into customized flashcards and quizzes with AI.

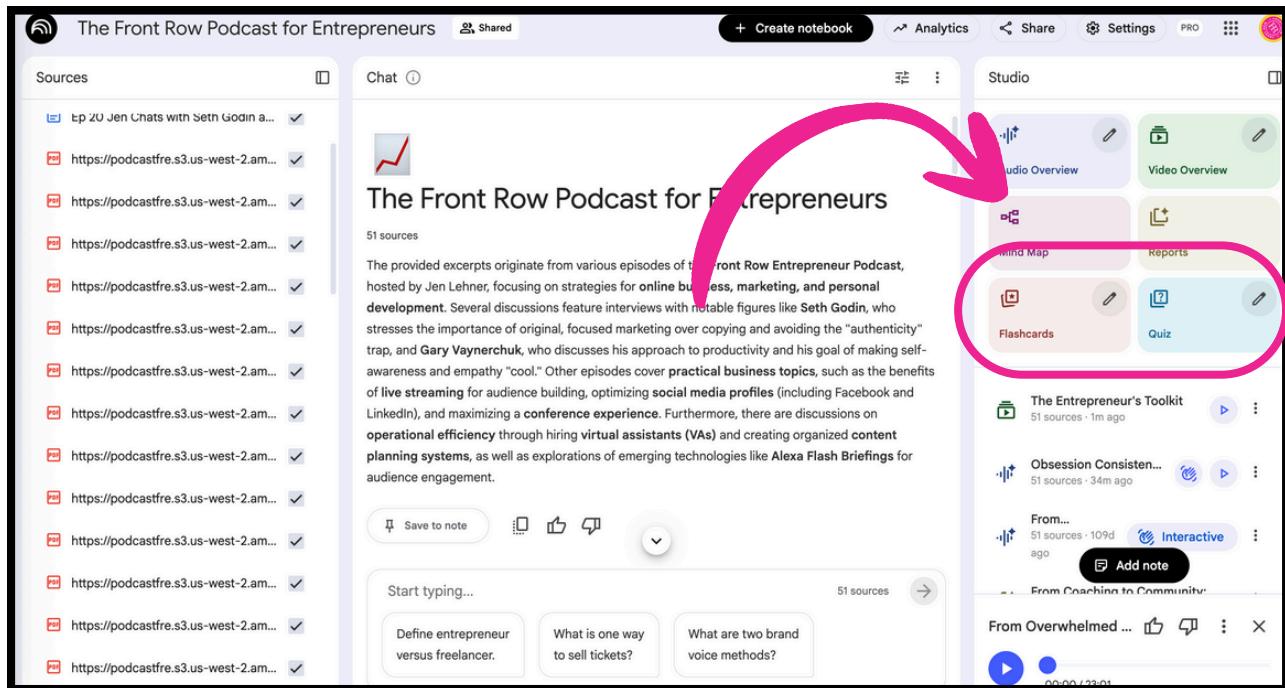
Available Formats:

Flashcards:

- Memorize key terms, important dates, core concepts
- Tap to flip and reveal answers
- Swipe through full-screen cards

Quizzes:

- Test your comprehension with multiple-choice questions
- Get instant feedback on answers
- Challenge yourself with difficulty levels



The screenshot shows the 'Studio' tab of the Front Row AI Club interface. On the left, the 'Sources' panel lists numerous links from the 'The Front Row Podcast for Entrepreneurs' notebook. The central 'Chat' panel displays a summary of the podcast's content, mentioning guests like Seth Godin and Gary Vaynerchuk. The 'Studio' panel on the right contains several tools: 'Audio Overview' and 'Video Overview' (disabled), 'Mind Map' and 'Reports' (disabled), and two buttons highlighted with a pink oval: 'Flashcards' and 'Quiz'. A large pink arrow points from the 'Sources' panel towards the 'Flashcards' and 'Quiz' buttons. The bottom of the screen shows a list of other notebooks and a play button.

How to Create Flashcards or Quizzes

1. Open Studio panel in your notebook
2. Click "Flashcards" or "Quiz" tile
3. Click the pencil icon to customize:

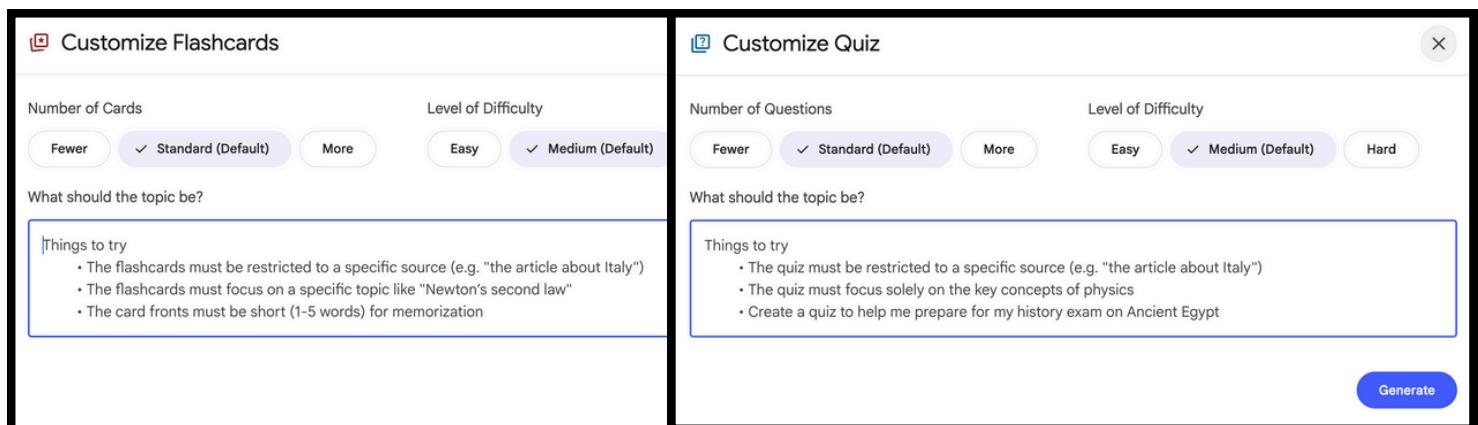
Customize Your Study Set:

- Topic: Focus on specific concepts or terms
- Number of Cards/Questions: Fewer, Standard, or More
- Difficulty Level: Easy, Medium, or Hard
- Language: Choose from 35+ languages
- Custom Prompt: Add specific focus areas

4. Click "Generate"
5. Study on desktop or mobile!

Sharing Study Sets:

- Share with students or team members via a simple link
- Perfect for teachers, trainers, or study groups



Customize Flashcards

Number of Cards

Fewer Standard (Default) More

Level of Difficulty

Easy Medium (Default)

What should the topic be?

Things to try

- The flashcards must be restricted to a specific source (e.g. "the article about Italy")
- The flashcards must focus on a specific topic like "Newton's second law"
- The card fronts must be short (1-5 words) for memorization

Customize Quiz

Number of Questions

Fewer Standard (Default) More

Level of Difficulty

Easy Medium (Default) Hard

What should the topic be?

Things to try

- The quiz must be restricted to a specific source (e.g. "the article about Italy")
- The quiz must focus solely on the key concepts of physics
- Create a quiz to help me prepare for my history exam on Ancient Egypt

Generate

Pro Tips:

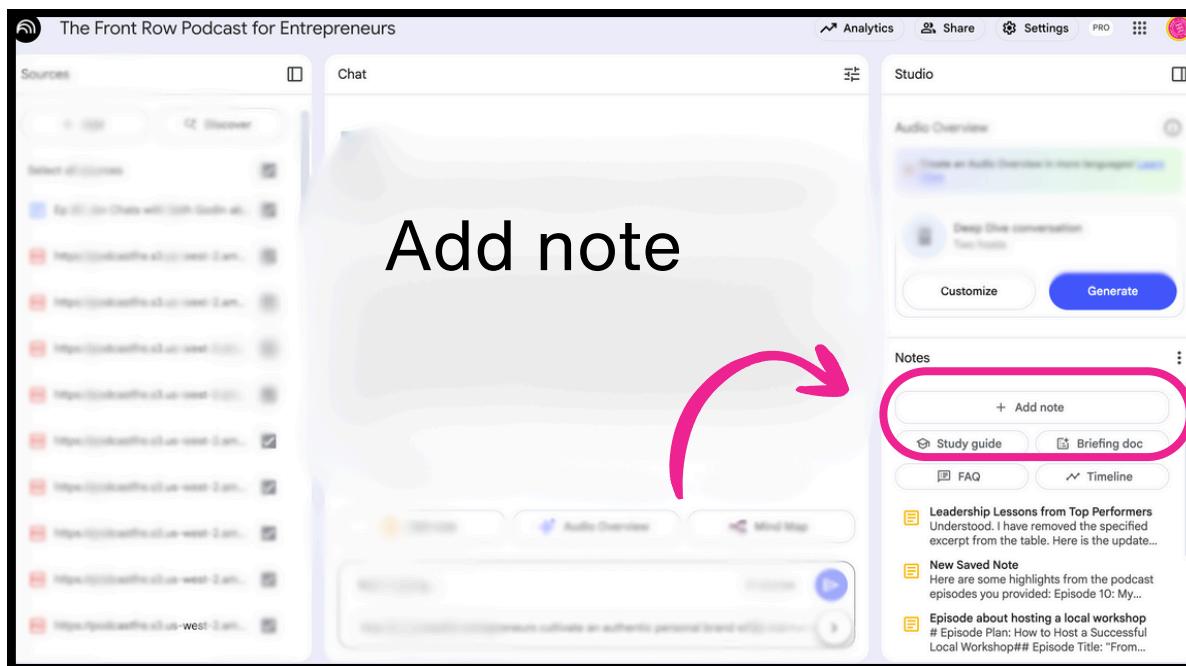
- 🕒 Great for test prep, certification studies, onboarding
- 🎯 Use custom prompts to focus on specific sections
- 📱 Now available on mobile apps (iOS & Android)!
- 🔄 Regenerate anytime to get fresh questions

Step 9: Notes - Your Personal Knowledge Base

Capture Insights, Summarize Responses, Build Your Library

What You Can Do with Notes:

- Add personal thoughts or observations
- Save AI-generated responses from Chat
- Compile ideas together manually or with AI suggestions
- Convert notes into sources for deeper analysis



How to Add a Note

Option 1: Write Your Own

1. Open Studio panel → Notes section
2. Click "+ Add note" in the upper-right corner
3. Write or paste your text directly

Option 2: Pin a Chat Response

1. In the Chat panel, find a useful answer
2. Click the pin icon ("Save to note") on that response
3. The AI's reply is saved as a new note—non-editable, with full citations

The screenshot shows the Front Row Podcast for Entrepreneurs interface. The Sources panel on the left lists various podcast episodes. The Chat panel in the center displays a transcript of a conversation, with a specific message highlighted and a pink arrow pointing to the "Save to note" button. The Studio panel on the right shows a list of saved notes, each with a title, source, and timestamp. A pink box highlights the "New Saved Note" button at the bottom of the Studio panel.

Pro Tips:

- 📝 Use notes for synthesis across multiple sources
- 💡 Add your own insights alongside AI summaries
- 🔗 Notes with citations preserve the original source links
- 📊 Build a personal knowledge library over time

Step 10: Notebook Guides - One-Click Outputs

Transform Your Notes into Useful Tools

Notebook Guide outputs give you instant formatted documents from your sources:

Format	What It Produces	Ideal For
Study Guide	Overview with quizzes, key terms, essay prompts, answer keys	Learning, teaching, knowledge review
FAQ	Key questions and answers extracted from sources	Support docs, onboarding, audience Q&A
Timeline	Chronological sequence of events or milestones	Project planning, historical context
Briefing Doc	Structured executive summary with themes and takeaways	Presentations, client updates, quick overviews
Blog Post ★ NEW!	Thematic article suggestions based on your sources	Content creation, marketing

How to Generate Any Format

1. Open your notebook with relevant sources uploaded
2. Click the Notebook Guide panel in Studio
3. Choose a format button: Study Guide, FAQ, Timeline, Briefing Doc, or Blog Post
4. NotebookLM automatically generates the document and saves it under Notes
5. To regenerate, go to Notes, delete it, and create again

The Front Row Podcast for Entrepreneurs

Sources

Chat

The Front Row Podcast for Entrepreneurs

These sources primarily feature Jen Lehner's "Front Row Entrepreneur" podcast, highlighting various aspects of online business, marketing, and personal development. Several episodes focus on practical strategies, such as leveraging social media platforms like Facebook, Instagram, LinkedIn, and YouTube, along with exploring emerging technologies like Alexa Flash Briefings. The discussions also emphasize the importance of consistency in content creation, strategic planning for business growth, and the value of building strong relationships with clients and audiences. Interspersed are insights into personal attributes crucial for success, including self-awareness, persistence, and adopting an "essentialist" mindset to prioritize what truly matters.

Save to note

Add note

Audio Overview

Mind Map

Start typing...

51 sources

Study guide

Briefing doc

FAQ

Timeline

From Coaching to Community...

Front Row Entrepreneur: Mindset...

Entrepreneurial Wisdom: Concepts...

When to Use Each:

Study Guide:

- Best when you need to learn or teach
- Includes quiz questions, terms, summaries

FAQ:

- Pulls core Q&A from your content
- Great for training or customer support

Timeline:

- Ideal when material includes dates, steps, or milestones
- Avoid if content isn't time-based (results may be vague)

Briefing Doc:

- Creates organized report with intro, key themes, summary
- Perfect for sharing insights quickly with executives

Blog Post:

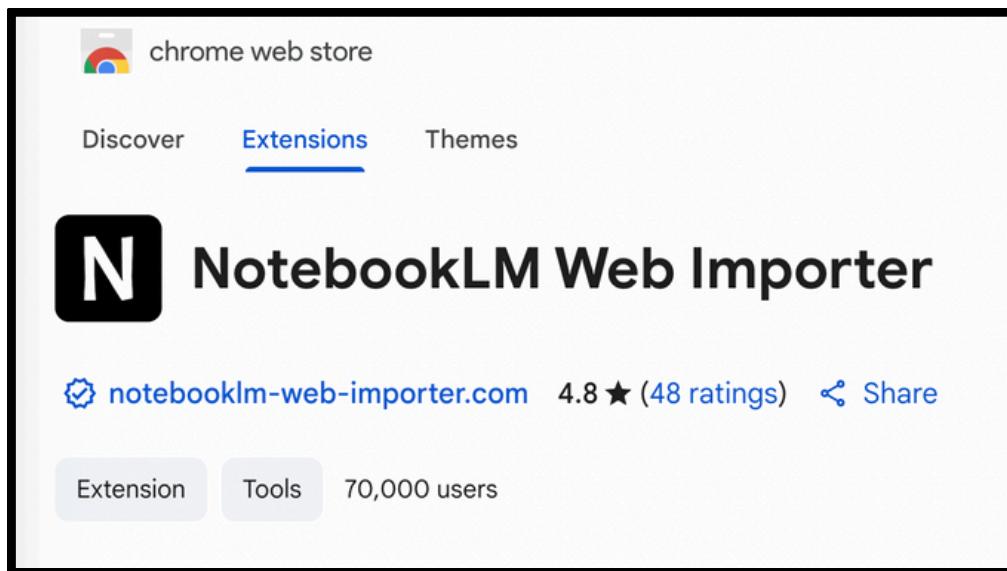
- Suggests content themes and angles from your sources
- Jump-starts your content creation process

Pro Tips:

- 🎯 Select specific sources from the panel to focus your output
- 🔄 Combine formats (e.g., Study Guide first, then FAQ)
- 📤 Share or export generated outputs to use elsewhere

Advanced Features & Tips

NotebookLM Web Importer (Chrome Extension)



Save Content Directly to Your Notebooks

A free Chrome (and Firefox) extension that lets you save any web page or YouTube video directly into NotebookLM with one click.

How to Use:

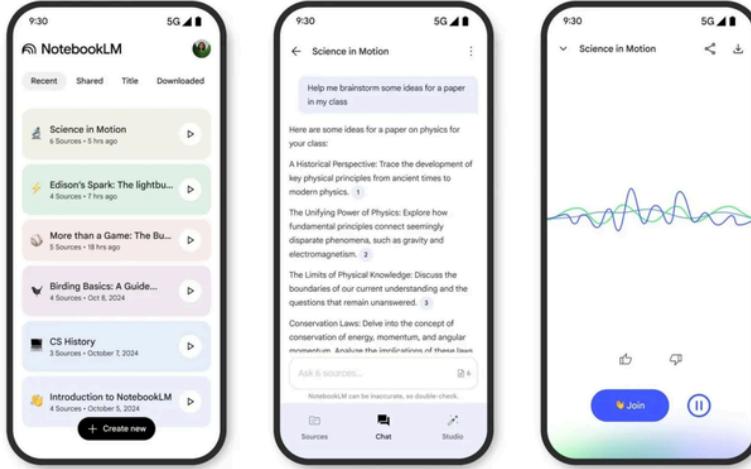
1. Install NotebookLM Web Importer from Chrome Web Store
2. Browse any web page or YouTube video
3. Click the Importer icon in your toolbar
4. Choose the notebook where you want to save the content
5. The page or video is added instantly as a new source

Benefits:

- ⚡ Build knowledge bases faster
- 📄 No manual copy-pasting
- 🎥 Works with YouTube (captures transcript)
- 🌐 Works with most web articles

Note: Some pages behind paywalls or with blocked content may not import.

Mobile App Features (iOS & Android)



NotebookLM has a dedicated mobile app with powerful features:

What's Available on Mobile:

- 🎧 Listen to Audio Overviews on the go
- 📱 One-tap content saving via share button
- 📝 Flashcards & Quizzes (full-screen interface)
- 💬 Chat with improved performance
- 📁 Access all your notebooks

How to Save Content on Mobile:

1. Find a webpage, PDF, or YouTube video
2. Tap the Share button
3. Select NotebookLM
4. Choose your notebook
5. Content is added instantly



Pro Tips:

- 🚶 Perfect for hands-free learning while commuting
- 📚 Study flashcards during breaks
- 🎙 Listen to Audio Overviews while exercising
- 💡 Capture ideas and sources anywhere

Sharing & Collaboration

Share Your Notebooks with Others:

1. Click the "Share" button in your notebook
 - Choose sharing options: Full Access — Others can edit sources and create outputs
 - Chat-Only Access — Others can only chat with sources (read-only)
2. Copy the link and share with your team

What Gets Shared:

- All sources in the notebook
- Audio/Video Overviews (interactive)
- Mind Maps (interactive)
- Generated guides and notes

 Shared sources remain static unless linked to Google Drive files

Use Cases:

-  Teachers sharing study materials with students
-  Teams collaborating on project research
-  Presenting findings to stakeholders
-  Study groups working together

Google Workspace Integration (NEW!)

For Education & Business Customers:

NotebookLM and NotebookLM Plus are now core services for Google Workspace:

Seamless LTI Integration:

- Create and assign Notebooks directly in Canvas by Instructure
- Create and assign Notebooks in PowerSchool Schoology Learning
- Coming soon: Google Classroom integration

Benefits:

-  Perfect for educators assigning research projects
-  Great for corporate training and onboarding
-  Meets organizational security and privacy requirements
-  Data stays within your trust boundary

Trusted Academic Content

NotebookLM has partnered with OpenStax to provide interactive public Notebooks with high-quality, vetted sources.

Available Subjects:

- Biology
- AP Biology
- Chemistry
- Psychology
- Introduction to Business
- Principles of Management

How to Access:

- Browse Featured Notebooks in NotebookLM
- Use vetted, peer-reviewed academic content
- Perfect for students and educators

Real-World Use Cases

Use Case 1: Competitor Analysis with Audio Overviews

Why This Works:

Quickly analyze competitor content—podcasts, articles, webinars—without listening to or reading everything manually. AI hosts summarize key points and compare to your strategy.

How to Set It Up:

1. Create notebook: "Competitor Intel – [Competitor Name] vs Our Content"
 - Add competitor sources: Web pages, transcripts, PDFs, URLs of competitor podcasts/content
 - Upload your own content: Your articles, podcast transcripts, marketing materials
2. Select all sources
 - Generate Audio Overview with custom prompt: "Compare [Competitor] podcast themes with our content. Highlight strengths, gaps, and tone differences."

Ask Follow-Up Questions:

- "How's their delivery style different from ours?"
- "What topics are they covering that we're not?"
- "Where should we improve based on their approach?"

Pro Tips:

- 🎯 Limit sources per notebook to key episodes/flagship content
- 📝 Take notes or pin quotes from audio responses
- 🌐 Follow up with Mind Map to visualize insights
- 📊 Create FAQ for structured competitive analysis

Use Case 2: Case Study Creation with Video Overviews

Why This Works:

Transform project emails, research, and reports into engaging visual case studies that can become blog posts, proposals, or client-facing materials.

How to Set It Up:

1. Create notebook: "Case Study – [Project Name]"
 - Upload all relevant materials: Project emails, client briefing documents
 - Reports, slide decks, summary spreadsheets
 - Final deliverables
 - Generate Video Overview with custom prompt: "Create a case study discussing the challenge, strategy, outcomes, and lessons learned from this project."
 - Choose visual style: Whiteboard for process-focused
 - Heritage for professional/corporate
 - Watercolor for creative projects

Ask Follow-Up Questions:

- "Highlight the biggest impact metric"
- "Explain the strategy timeline and phases"
- "Give me three key takeaways for future projects"

What You Create:

-  Video-style case study with narration
-  Visual summary of project results
-  Content you can repurpose for marketing

Use Case 3: Course Creation & Curriculum Design

How to Use NotebookLM:

1. Upload all course materials:
 - a. Outlines, transcripts, worksheets, presentations
2. Generate Study Guide for each module
3. Create Flashcards for key concepts
4. Build Quizzes for knowledge checks
5. Make Audio Overviews for mobile learning
6. Create Video Overviews for visual learners
7. Use Blog Post format for promotional content

Result: Complete, multi-modal learning experience from your existing content!

Use Case 4: Content Repurposing at Scale

Turn One Long-Form Piece into Multiple Assets:

1. Upload: Webinar transcript, presentation slides, Q&A notes
2. Generate: Blog Post format for written article
 - o Audio Overview (Brief) for podcast episode
 - o Video Overview for YouTube/social
 - o FAQ for email nurture sequence
 - o Mind Map for social media carousel
 - o Flashcards for lead magnet

Pro Tip: Use different visual styles for different platforms (Anime for TikTok, Professional for LinkedIn)

Frequently Asked Questions

Q: Is NotebookLM free?

A: Yes! The free version includes all core features with 50 sources per notebook.

NotebookLM Plus (via Google AI Pro) offers 300 sources and priority access to new features.

Q: Does it work offline?

A: Audio Overviews can be downloaded for offline listening. Most other features require internet.

Q: How accurate are the summaries?

A: Very accurate — NotebookLM only uses your uploaded sources, so there's no hallucination.

Q: Can I share my notebooks?

A: Yes! Share via link with full access or chat-only access.

Q: What file formats are supported?

A: PDFs, Google Docs, Word docs, text files, websites (URLs), YouTube videos, audio files (.mp3, .m4a), and Google Slides.

Q: How many sources can I add?

A: 50 sources per notebook (free), 300 sources (Plus).

Frequently Asked Questions

Q: Is my data private?

A: Yes, your data is not used to train models and remains within your organization's trust boundary. Google doesn't access your content.

Q: Can I edit Audio or Video Overviews after generation?

A: Not directly, but you can regenerate with different prompts and settings.

Q: What languages are supported?

A: NotebookLM is available in 35+ languages for text, and 80+ languages for Video Overviews.

Q: How long does it take to generate outputs?

A: Audio Overviews: 2-5 minutes. Video Overviews: 2-10 minutes. Mind Maps and Guides: Usually under 1 minute.

Q: Can I use this for client work?

A: Absolutely! Many professionals use NotebookLM for research, proposals, case studies, and client presentations.

Q: What's the difference between Audio and Video Overviews?

A: Audio is podcast-style conversation (audio only). Video adds AI-generated visual illustrations with narration.

Best Practices & Pro Tips

Organization Tips

1. One Notebook Per Project/Topic

- Keep focused collections for better results
- Easier to find and share later

2. Name Notebooks Clearly

- Use descriptive names: "Q4 2025 Marketing Campaign" not "Notebook 47"

3. Use Source Selection Strategically

- Uncheck sources you don't need for current query
- Reduces noise and improves response relevance

4. Save Important Responses

- Pin valuable chat responses to Notes
- Build your knowledge library over time

Chat Tips

1. Be Specific with Questions

- Better: "What are the top 3 revenue strategies mentioned in the Q3 report?"
- Worse: "Tell me about revenue"

2. Use Custom Personas

- Set chat to "Analyst" for business queries
- Set to "Guide" for learning/teaching scenarios

3. Ask Follow-Up Questions

- Build on previous responses
- 6x longer conversation memory means more context

4. Reference Specific Sources

- "Based on Document 2, what are the key risks?"
- Gets more targeted, accurate responses

Audio/Video Overview Tips

1. Choose the Right Format

- Deep Dive: Comprehensive understanding
- Brief: Quick review or time-constrained
- Critique: Feedback on your work
- Debate: Explore multiple perspectives

2. Use Custom Prompts

- Guide the focus: "Only discuss the marketing strategy section"
- Set the tone: "Explain this in simple terms for beginners"

3. Match Visual Style to Content

- Whiteboard: Educational, analytical
- Anime: Engaging, storytelling
- Heritage: Professional, corporate
- Watercolor: Creative, conceptual

4. Experiment with Different Styles

- Same content, different visual treatment
- Find what helps YOU learn best

What's Next for NotebookLM?

Google continues to rapidly improve NotebookLM. Based on recent updates, here's what to watch for:

Potential Future Features:

- More audio/video customization options
- Enhanced collaboration tools
- Additional output formats
- More integrations with Google Workspace
- Expanded language support
- Advanced analytics on your knowledge base

Stay Updated:

- Follow @NotebookLM on X/Twitter
- Check the Google Blog
- Join the Front Row AI Club for latest tips and tutorials

You're Ready to Get Started!

NotebookLM has evolved from a simple note-taking experiment into a comprehensive AI research assistant that rivals premium tools—while remaining free for most users.

The 2025 updates with Video Overviews, enhanced chat, flashcards, and custom personas make it more powerful than ever.

Whether you're a student trying to ace exams, a professional drowning in reports, or a content creator synthesizing information, NotebookLM offers a smarter way to work.

The best part? It's free, constantly improving, and built by Google—so it's not going anywhere. Ready to Transform How You Work?

- Head to NotebookLM.google.com
- Create your first notebook
- Upload your sources
- Start exploring!

Your documents are waiting to tell you their story.

YOU'RE INVITED!



Learn how to stop second-guessing AI and start using it to scale your business with ease. Inside The Front Row AI Club, we'll show you how to:

- Master AI tools without the overwhelm
- Create content that sounds like you (not a robot)
- Automate repetitive tasks so you can focus on what matters most

It's time to work smarter, not harder—and let AI do the heavy lifting.

What You Get:

- Step-by-step AI training modules—Easy, actionable lessons to get AI working for you fast
- AI Prompt Library & Templates—Swipe these proven prompts and get instant results
- Live Office Hours & AI Workshops—Personalized support + AI strategy sessions
- Exclusive AI Community—Connect with other AI-savvy entrepreneurs

JOIN NOW