GOOGLE AI MASTERCLASS

Mastering Google Notebook LM For Business Productivity

"Harness AI-driven source analysis to streamline research, synthesize data, and accelerate decision-making."

Google NotebookLM: AI Research Notebooks

GEMINI-POWERED WORKSPACE | GROUNDED RESEARCH & SYNTHESIS

NotebookLM is Google's specialized AI notebook powered by Gemini. Unlike standard chatbots, it locks onto your specific uploaded documents to analyze and organize information without hallucination.

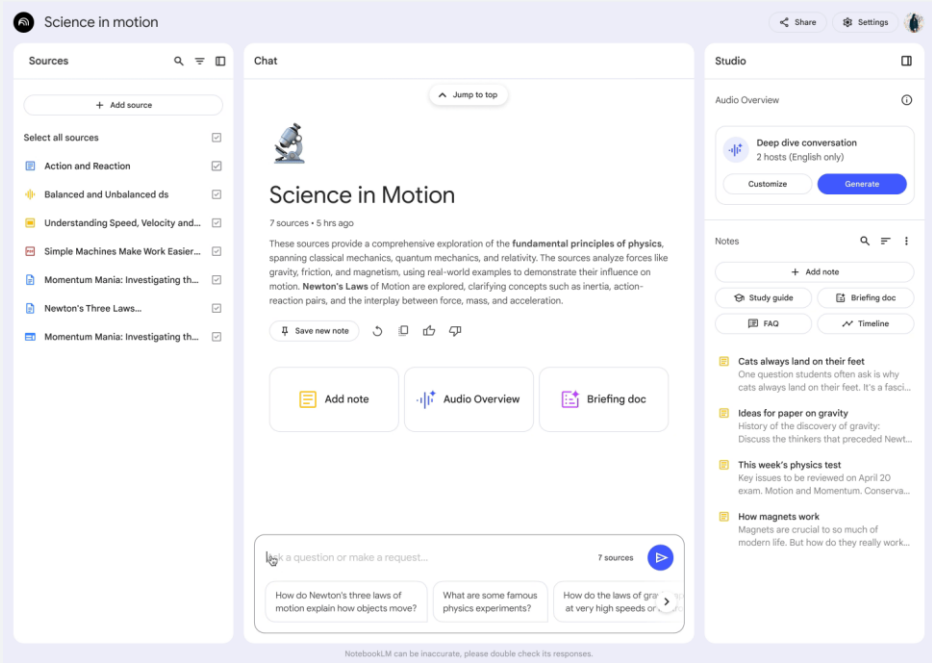
100% Source Grounded

Every answer provides clickable citation numbers linked directly to your uploaded quotes.

Multi-Format Sources

Up to 50 files per notebook: PDFs, Google Docs, Slides, web URLs, audio, and YouTube videos.

The NotebookLM workspace



Sources, chat, and studio side by side.

Why NotebookLM, Not Just a Chatbot

What you get here that a general AI chat window does not give you

A GENERAL AI CHAT

- Answers come from the open web — you cannot always know the source of where the information comes from.
- The conversation is the only home for your work; nothing is filed.
- Re-paste your documents into every new session.
- No shared team notebook, no reading or listening formats.

NOTEBOOKLM

- **Locked to your documents.** Every answer cites the exact line in a file you uploaded.
- **A notebook that persists.** Sources and saved notes stay put for the next session.
- **Share the whole notebook.** Colleagues get your sources and notes, not just a copied answer.
- **Turns work into formats.** Study guides, FAQs, timelines, and an audio overview from the same sources.

KEY DIFFERENTIATOR

It turns the documents a team already owns into a trusted, shareable knowledge base — answers you can verify and hand to someone else.

NotebookLM Interface & Audio Overview

Three panels students will use in every session

1

Sources Sidebar

Houses your uploaded reference documents. Toggle individual files on or off to precisely select what context Gemini uses.

2

Chat & Saved Notes

Ask questions and generate study guides, FAQs, and timelines. Turn answers into pinned note cards for custom briefings.

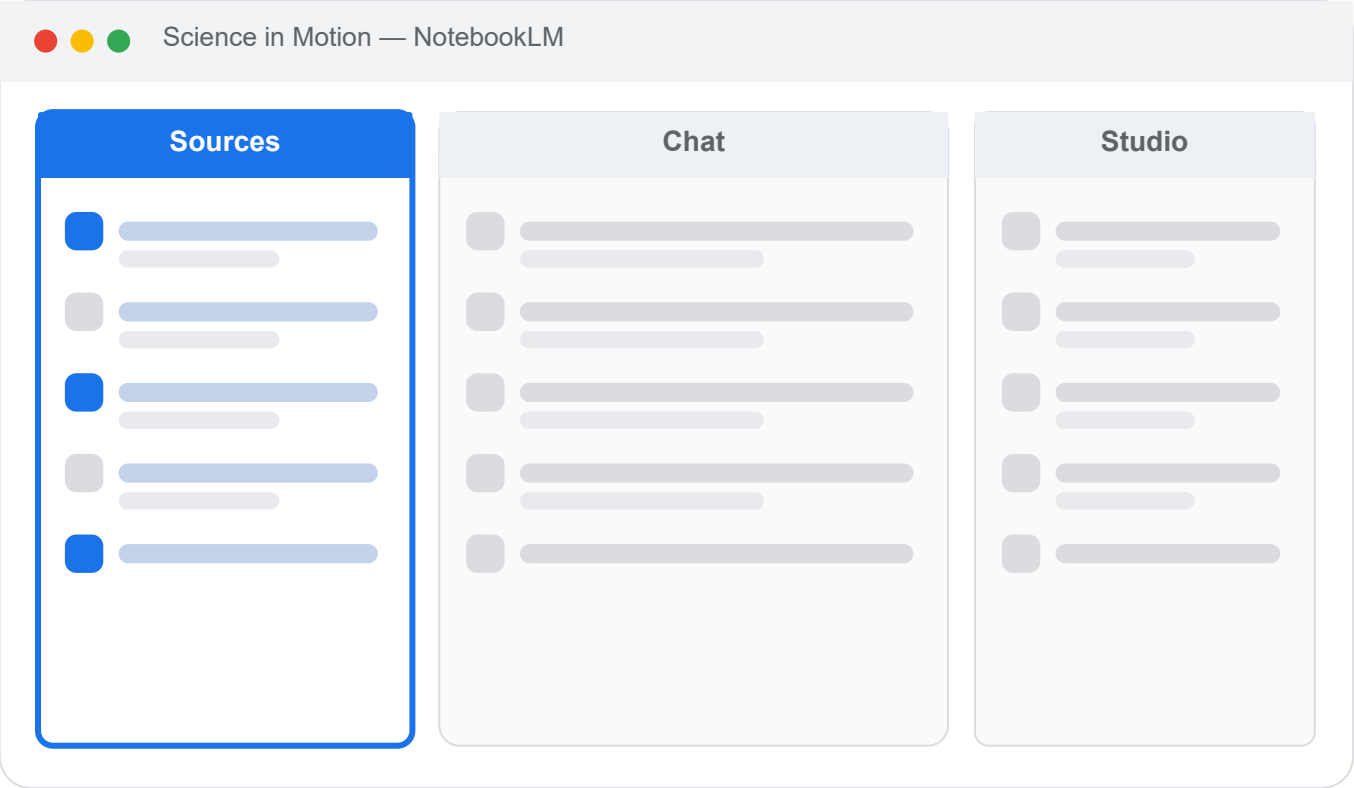
3

Audio Overview

One-click generation of a conversational, two-host AI podcast discussing all your sources — unique to Google.

Panel 1: The Sources Sidebar

Where everything you upload lives — the left-hand column



Add a source

Click + Add source to upload PDFs, Google Docs, Slides, web links, audio, or YouTube videos.

Tick to include

Each source has a checkbox. Ticked sources are the only material the AI is allowed to read.

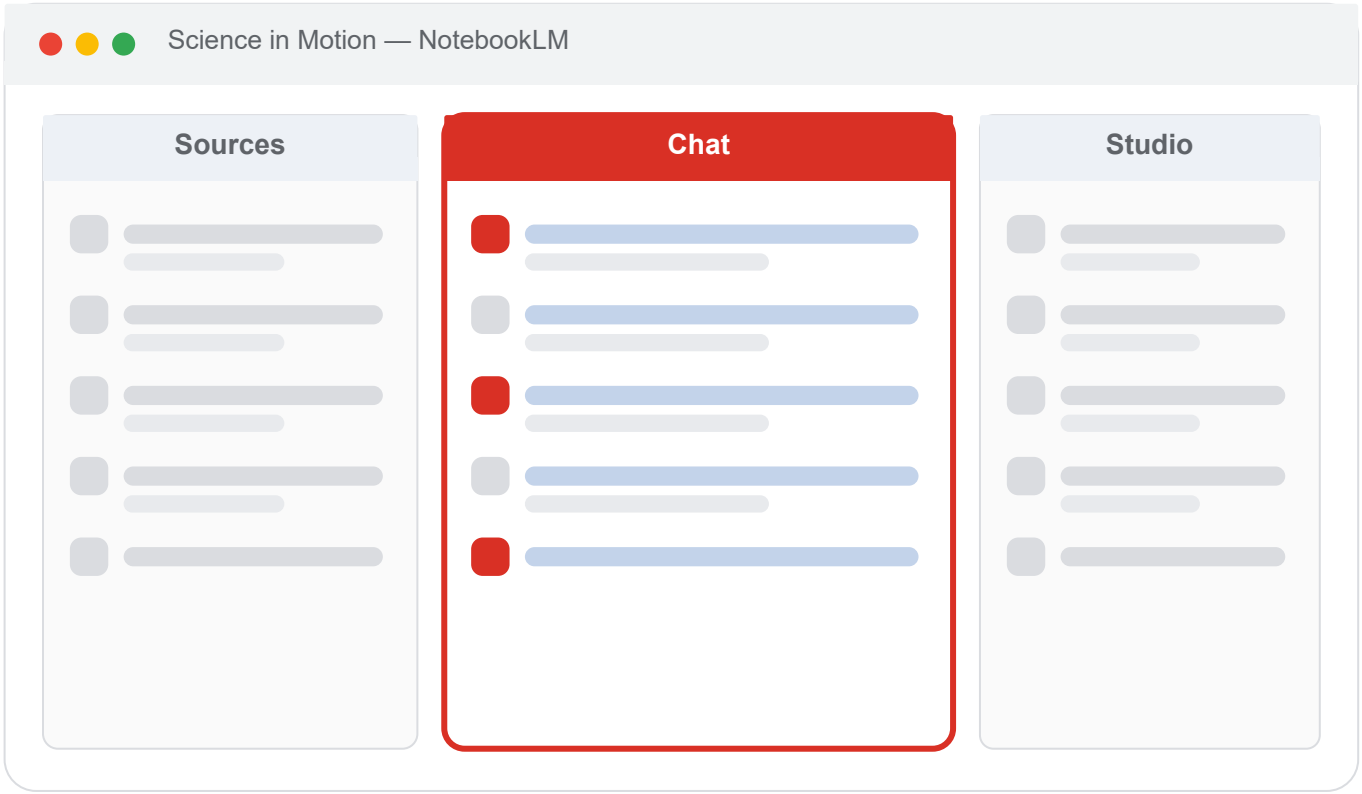
Up to 50 files

One notebook holds up to 50 sources, so a whole unit of study fits in one place.

Beginner tip: if an answer looks wrong, check which boxes are ticked first.

Panel 2: Chat & Saved Notes

The middle column — where you ask questions and keep the good answers



Ask in plain English

Type a question at the bottom. Answers come back with numbered citations you can click.

Check the citation

Clicking a number jumps to the exact sentence in your document that the answer came from.

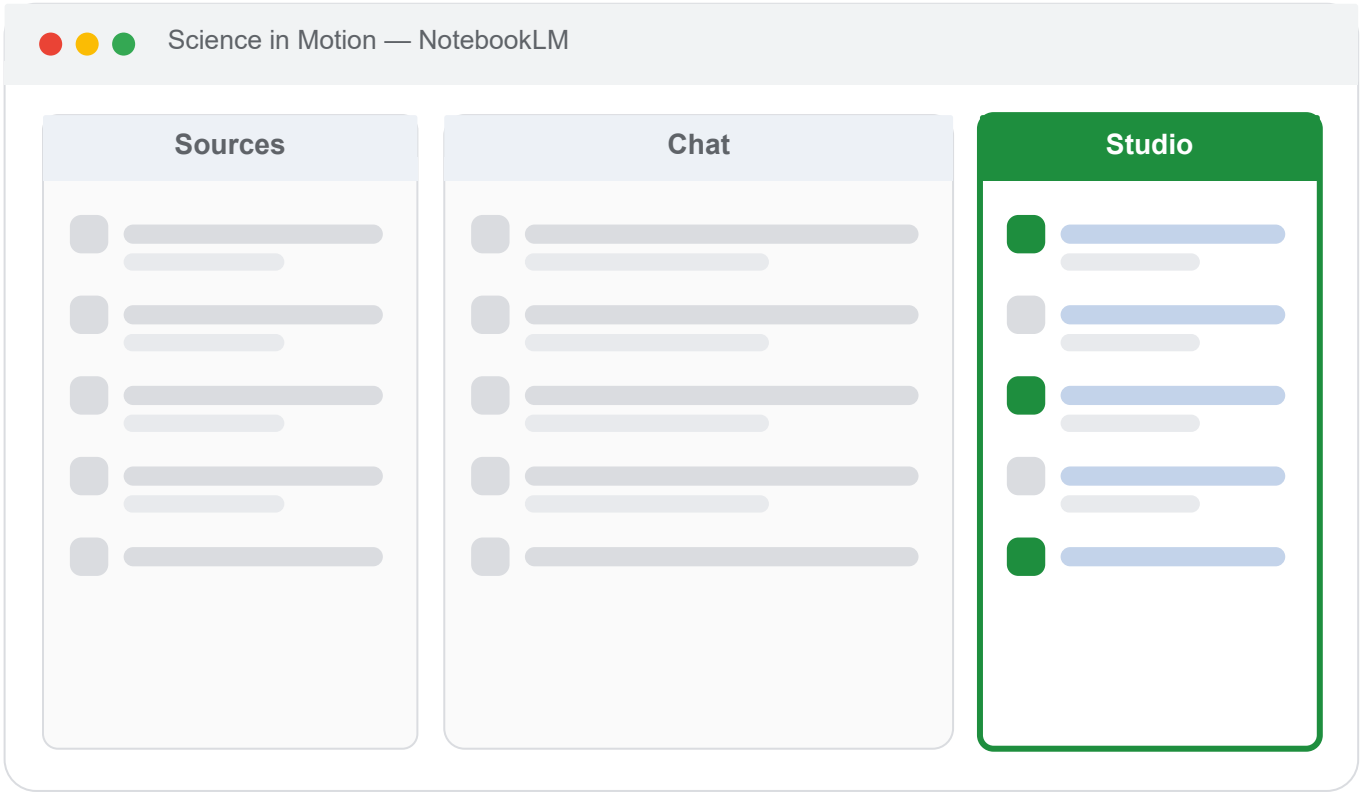
Save as a note

Turn any useful answer into a pinned note card, then build study guides, FAQs, and timelines.

Beginner tip: always click one citation before you trust an answer.

Panel 3: Audio Overview

The right-hand Studio column — turn your sources into a podcast



Open Studio

The right column holds the generated outputs: audio overviews, notes, and study aids.

Click Generate

One click creates a conversational audio overview from everything you have uploaded.

Listen to two hosts

Two AI voices discuss your sources in a few minutes — great for review or for the drive home.

Beginner tip: start the audio early — it takes a few minutes to finish.

Your First Notebook in Four Steps

From a blank screen to a working notebook in about ten minutes

1

Create the notebook

Go to notebooklm.google.com, sign in, and click Create new. Name it after the job, not the file — "Q3 Onboarding".

2

Add your sources

Upload the documents you already work from: PDFs, Google Docs, Slides, web links. Start with three to five, not fifty.

3

Ask, then verify

Ask a plain question. Click one citation number to see the exact sentence it came from before you use the answer.

4

Save and share

Pin the good answers as notes, then share the notebook so a colleague opens your sources, not just your conclusion.

Start small. One real task and a handful of documents teaches more than a perfectly organised empty notebook.

Where This Pays Off at Work

Four everyday business jobs a notebook does well

Onboarding and policy

Drop in the handbook, policies, and process docs. New starters ask their own questions instead of queuing for yours.

Meetings and follow-up

Add agendas, notes, and transcripts, then ask what was decided and what is still outstanding.

Contracts and proposals

Compare versions, pull out dates, obligations, and pricing, and cite the clause you are quoting.

Research and reporting

Turn a stack of reports into a briefing, a timeline, or an audio overview for the commute.

Pick one. Choose the job you repeat most often this month and build that notebook first.

Good Habits — and the Limits

What to do every time, and what a notebook will not do for you

DO THIS EVERY TIME

Good sources make good answers

Upload the final, approved version of a document. Old drafts produce confident answers to the wrong question.

Always click one citation

Before an answer leaves the notebook in an email or a deck, open the citation and read the original line.

Check what you may upload

Client data, HR records, and anything confidential follow your organisation's rules — ask before you upload.

KNOW THE LIMITS

It only knows what you give it

There is no wider web search. If it is not in your sources, the notebook will tell you it cannot answer.

It summarises, it does not decide

Judgement, negotiation, and the final call stay with you. Treat output as a first draft.

Keep notebooks focused

One notebook per project or topic. A notebook holding everything answers everything vaguely.

The rule of thumb: trust the notebook to find it, trust yourself to judge it.

Try It Now: Build Your First Notebook

Fifteen minutes, one real document from your own work

THE EXERCISE

3 min Open notebooklm.google.com and create a notebook named after a task you actually do.

4 min Upload two or three documents you already use — a policy, a report, a set of meeting notes.

5 min Ask three questions: one factual, one summarising, one that compares two sources.

3 min Click a citation to check one answer, then save that answer as a note.

No document to hand? Use a public annual report.

YOU ARE DONE WHEN

- Your notebook has a clear name.
- You opened one citation.
- One note is saved for later.

THEN DISCUSS

- Which answer surprised you?
- Did any citation not back the claim?
- What would you build next?

Key Takeaways

What to remember from this session

Grounded, not guessing

NotebookLM answers only from the sources you upload, with citations you can click and check.

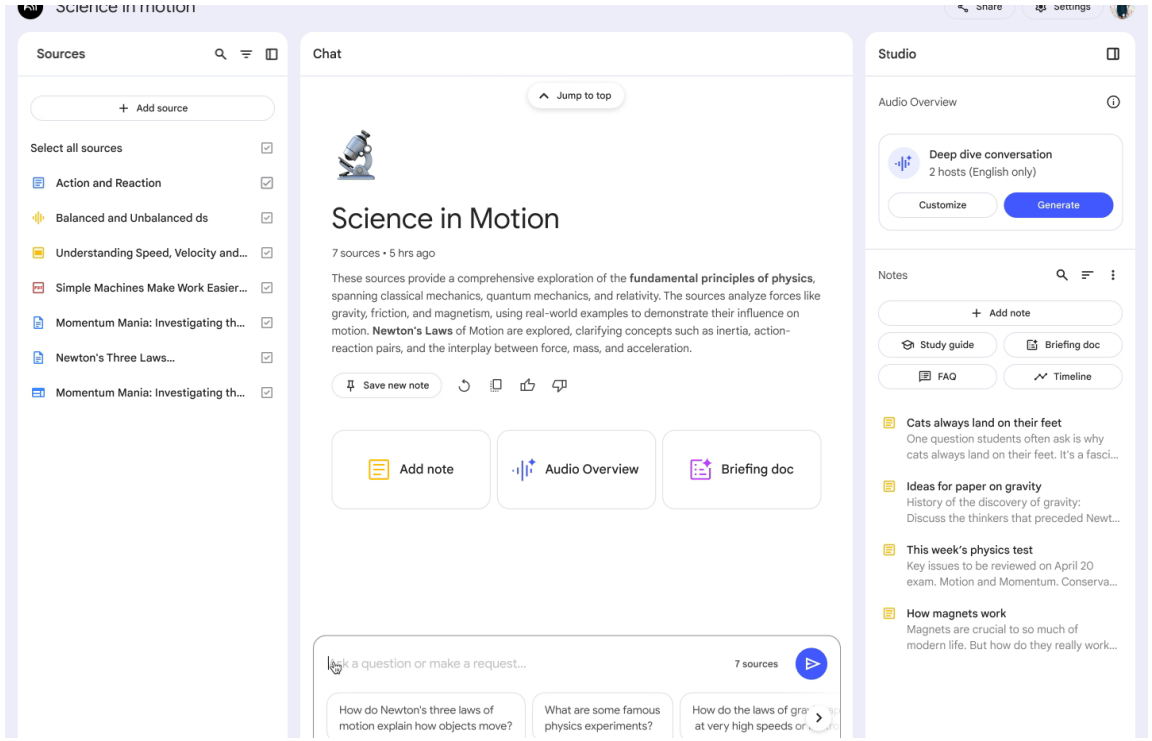
You control the context

Toggling sources on and off decides exactly what the AI reads before it answers.

From reading to listening

Study guides, FAQs, timelines, and a two-host audio overview come from the same source set.

Image Sources



NotebookLM three-panel interface