Prostate Cancer Information Group

STEP-BY-STEP GUIDE

How to Use Google NotebookLM

Creating Notebooks, Analyzing Sources & Generating Podcasts — Step-by-Step

Create Notebooks | Analyze Sources | Generate Podcasts

Free with Google Account

Reference: How to Create a Full Podcast with NotebookLM (Step-by-Step Guide)

What is Google NotebookLM?

Your AI-powered research and knowledge assistant

01

Source-Grounded AI

All outputs are based strictly on **YOUR uploaded documents** — not general internet knowledge. Zero hallucination from outside sources.

02

Audio Overviews (Podcasts)

Transform any documents into a **natural two-host AI podcast** conversation — ready to listen, download, or share.

03

AI Chat and Q&A

Ask questions about your sources and get **cited, accurate responses** — every answer links directly back to the source passage.

04

Smart Summaries

Auto-generate **study guides, briefing docs, timelines, and FAQs** from your content — structured insights in seconds.

- Formerly **NotebookLM**, now also known as **Gemini Notebook** — available free at **notebook.google.com**

GETTING STARTED

Step 1: **Create Your Notebook**

Set up in under a minute

1

VISIT

Go to notebook.google.com

- Sign in with your Google account
- Free to use on the Standard plan
- Runs entirely in your browser

2

CREATE

Click "New Notebook"

- Give it a focused, descriptive name
- e.g., Q3 Report or Python Tutorial
- One topic per notebook = best results

3

READY

Your Workspace is Ready

Left Panel Your Sources → **Right Panel** Studio (Outputs)

- Add sources, run AI tools, generate podcasts

PRO TIP Keep each notebook focused on ONE topic for the best AI results — cross-topic notebooks dilute output quality.

STEP 2 OF 6

Step 2: **Add Your Sources**

NotebookLM works only from what **YOU** provide — quality sources equal quality output

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DOCUMENTS & TEXT

- PDF Files — .pdf
- Google Docs — Google
- Google Slides — Google
- Pasted Text or Notes — Plain text

LINKS, MEDIA & CLOUD

- Website URLs — https://
- YouTube Video Links — youtube.com
- Audio Files — .mp3 / .wav
- OneDrive & Dropbox Documents — Cloud

Each notebook supports up to 50 sources and 25 million words of content

Capacity

TIP Use clean, well-formatted PDFs with good OCR quality. Aim for 20–30 focused sources per notebook for best results.

3 STEP 3 OF 6

Explore AI-Powered Features

Once sources are added, these tools unlock **instantly**

01 Chat & Q&A

INSTANT ANSWERS

Ask any question and get cited answers pointing back to your **exact source documents** — no guessing, no hallucination.

02 Study Guide

AUTO-GENERATED

Auto-generates **key concepts, definitions, and practice questions** from all your sources in one click.

03 Briefing Doc

CROSS-SOURCE SUMMARY

Summarizes the most **important themes and insights** across all your sources in minutes — ready to share.

04 Timeline & FAQ

STRUCTURED EXTRACTION

Extracts **chronological events** or builds a full Q&A document automatically from all loaded sources.

All outputs are grounded in **YOUR documents** — no hallucinated facts from the internet. Every answer is traceable to a source.

"Think of it as two smart friends who pre-read all your PDFs and talk you through them on a commute."

— Google NotebookLM Help Center, 2026

Two AI hosts, natural conversation

80+ languages supported

Free on Standard plan

Launched September 11, 2024 — hosts connect ideas, ask each other questions, and reflect your source content objectively.

STEP 4 OF 6

Generate Your Audio Overview

Five steps to your AI podcast

1 — Open Your Notebook

Ensure all sources are added and the notebook is focused on your topic.

2 — Open the Studio Panel

Click **Audio Overview** in the right-side Studio panel to get started.

3 — Choose Format & Customize

Pick from **Deep Dive, Overview, Briefing,** or **Custom**. Add a prompt for focus and audience.

4 — Click Generate

NotebookLM analyzes all sources and creates the episode. Takes just **a few minutes.**

5 — Play, Download, or Share

Listen in-browser, **download the MP3**, or share via a link with your audience.

Pro Tip: The more focused your notebook topic, the sharper and more engaging your generated podcast episode will be.

STEP 5

Customize Your Audio Overview

Make the podcast sound exactly the way you need it

Format Options

Deep Dive — Long-form detailed analysis across all your sources in depth

Overview — Broader, faster cross-source summary of key themes

Briefing — Concise, professional summary for quick consumption

Custom — You define the structure, rules, and direction entirely

Prompt Customization Tips

FOCUS

"Focus on the key differences between topics A and B"

AUDIENCE

"Explain this to a non-technical executive audience"

LENGTH

Shorter | Default | Longer

LANGUAGE — 80+ SUPPORTED

ES Spanish | FR French | DE German | JP Japanese

+ many more

Pro Tip: The more specific your customization prompt, the more targeted and useful the audio output will be.

Bonus Feature: Interactive Mode

NEW FEATURE

Stop listening and start **participating** in your AI podcast

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Join While You Listen

1

Tap **Join** during playback to enter the live conversation with the AI hosts — no setup required.

Ask Follow-Up Questions

2

The AI hosts acknowledge your question and answer it from your sources in real time — grounded in your documents.

Your Voice is Private

3

Your questions and voice are not stored or shared with anyone. Interactive sessions are fully private to you.

English Only Currently

4

Interactive Mode is English-only. Standard Audio Overview supports 80+ languages — Interactive Mode is expanding.

⚠ **Note:** People who open a shared link **cannot** use Interactive Mode — it is only available to the **notebook owner**. Shared viewers get listen-only access.

STEP 6 OF 6

Share and Export Your Podcast

Get your audio to your audience — three ways to distribute your Audio Overview

1

Share a Link

Share the Audio Overview URL directly with your audience. The notebook must be set to **Anyone with the link** for listeners to access your episode.

2

Download the Audio File

Click **Download** in the Audio Overview player to save the file locally. Share it on any platform, podcast host, or distribute via email or Slack.

3

Share the Whole Notebook

Share your entire notebook — including all sources and outputs — with collaborators for **full access**. Ideal for teams and co-researchers working together.

Public sharing is off by default

Shared viewers cannot use Interactive Mode

Mobile app download also supported

Best Practices for Great Results

Get the most out of NotebookLM and your podcasts

One Topic Per Notebook

01

Keep each notebook tightly focused. Cross-topic notebooks dilute AI output quality.

Use High-Quality Sources

02

Clean PDFs with good OCR, full documents rather than scanned images.

Write Specific Prompts

03

Direct the AI hosts with focus areas and audience context for sharper outputs.

20–30 Sources is the Sweet Spot

04

Too few means shallow output; too many means unfocused results.

Regenerate for Different Audiences

05

Generate multiple Audio Overviews with different prompts for different audience types.

Use First Episode to Find Gaps

06

Start short, identify what is missing, then go deeper with Interactive Mode.

Source quality is the number one factor in Audio Overview accuracy.

You Are Ready to Use NotebookLM!

Here is everything you can now do

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- Create a focused notebook at **notebook.google.com** — free with any Google account
- Add up to **50 sources** — PDFs, URLs, YouTube videos, Google Docs, and more
- Use **AI Chat, Study Guides**, and **Briefing Docs** to explore and analyze your content
- Generate a **custom Audio Overview podcast** from your sources in just a few minutes
- **Share, download**, or join your podcast live using **Interactive Mode**

Start Now — Visit **notebook.google.com** Free

with any Google Account · No credit card required

Free

Your NotebookLM Workflow

1. Create Notebook
2. Add Sources
3. Explore AI Features
4. Generate Podcast
5. **Share & Interact**

- Up to **50 sources** per notebook
- **80+** languages supported
- **Free** on Standard plan

Questions? Use the AI Chat feature inside your notebook!