

Seven Steps to Mastering NotebookLM

For a complete novice starting with NotebookLM, follow these seven steps to effectively set up and use the tool:

1. **Access the Platform:** Navigate to notebooklm.google.com and sign in using your Google account. If you are using an institutional or educational account, ensure you use those credentials to access specific organizational features.
2. **Create a New Notebook:** Once on the home screen, click the **"Create new"** or **"New notebook"** button to begin a project focused on a specific topic. This acts as a dedicated workspace for the information you want to explore.
3. **Upload Your Sources:** Add the material you want the AI to learn from by clicking **"Add source"**. You can upload **PDFs, Google Docs, Google Slides, website links, YouTube URLs, or even audio files**. NotebookLM is "source-grounded," meaning its responses will be exclusively based on the documents you provide.
4. **Utilize "Deep Research":** If you do not have enough personal documents, use the built-in **Deep Research** tool. This feature autonomously scans the web for high-quality reports and white papers related to your topic, allowing you to import dozens of credible sources into your notebook instantly.
5. **Configure the Notebook's Role:** Click on **"Configure notebook"** to define a **custom conversational goal or role**. By setting a specific role—such as a "product marketing strategist" or "analyst guide"—you ensure the AI provides detailed, targeted insights rather than generic summaries.
6. **Interact with the Chat and Citations:** Type questions in the chat box to **summarize research, identify themes, or flag contradictions** between different documents. Always check the **citations** (reference markers) in the AI's response; clicking them will show you the exact quote and source used to generate the answer, ensuring accuracy.
7. **Generate Artifacts in the Studio:** Explore the **Studio panel** on the right side of the screen to transform your research into different formats. You can create **Audio Overviews** (AI-generated podcasts), **infographics, slide decks, briefing docs, or interactive quizzes and flashcards** to help you learn and share your findings.

