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Confidently connecting
with technology

NotebookLM

SeniorNet Pakuranga Inc.

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Extracted from NotebookLM Help pages

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About NotebookLM

NotebookLM is an AI-powered research assistant designed to help you refine and organize your ideas. With NotebookLM, you can:

- Easily upload PDFs, websites, YouTube videos, audio files, Google Docs, or Google Slides or discover new sources.
- Experience Gemini's advanced reasoning and interaction capabilities across different ways of communication like text, graphs, images, audio, and in many languages.
- Chat with your notebook to get grounded information based on your sources with clear in-line citations for accuracy, transparency, and trust.
- Transform your sources into approachable formats such as study guides, briefings, audio overviews, mind maps, and more.

Availability

- NotebookLM currently supports [50+ languages](#).
- NotebookLM is available in browser to all users above 13 years of age (or the [applicable age in your country](#)) in the [180+ regions where the Gemini app is available](#). [Learn more about supported countries & territories for the NotebookLM mobile app](#).

- NotebookLM has stricter content policies that help prevent potentially inappropriate or harmful responses for users under 18. Certain features may only be available to users over 18. Currently, Video Overviews are available only to users over 18 but will become available to all users soon.
- Make sure you verify your age in your Google Account before accessing NotebookLM. To verify age, visit [Access age-restricted content and features](#).
- Most users with a business or school Google Account have access to NotebookLM. For Workspace for Education users, NotebookLM is available to users of all ages. [Learn more about using NotebookLM with a school or work account](#).
- NotebookLM currently supports [50+ languages](#).

Computer, Android, iPhone & iPad

What you need

- A personal Google Account you manage or a work or school Google Account.
- If you use a school or work-managed account, your organization's admin needs to [turn on access](#) to NotebookLM.
- You must be signed in to your Google Account.

Learn why NotebookLM is unable to answer your questions.

There are a few reasons why NotebookLM may not be able to answer your question:

- **Safety flags:** The content of your source contains language that triggers a safety flag. This can occur with sensitive topics like violence, sexuality, or obscenity, even in historical contexts.
- **Unclear phrasing:** When your notebook contains many sources, NotebookLM retrieves the most relevant information based on your question first, then builds a response with this information. Try to rephrase your question to be clearer or more specific. A more specific question helps NotebookLM locate the most relevant pieces of information.
- **Information not in sources:** NotebookLM is designed to answer questions based on the information provided in your uploaded sources.

Learn how NotebookLM protects your data.

For users accessing NotebookLM through your work accounts with a qualified Workspace edition, the [Google Workspace Terms of Service](#) apply. For users accessing NotebookLM through your Workspace for Education accounts, the [Google Workspace for Education Terms of Service](#) apply. For other users accessing NotebookLM, the [Google Terms of Service](#) apply to your use of NotebookLM. The below notice and our [Privacy Policy](#) describe how Google handles your data when you interact with NotebookLM.

We value your privacy and never use your personal data to train NotebookLM.

- If you are logging in with your personal Google Account and choose to provide feedback, human reviewers may review your queries, uploads, and the model's responses to troubleshoot, address abuse, or make improvements. Keep in mind that it's best to avoid submitting any information you wouldn't feel comfortable sharing.
- As a Google Workspace or Google Workspace for Education user, your uploads, queries and the model's responses in NotebookLM will not be reviewed by human reviewers and will not be used to train AI models.

Copyright

Respect copyright laws. Do not share copyrighted content without the necessary rights to do so. It's our policy to respond to clear notices of alleged copyright infringement. Repeated infringement of intellectual property rights, including copyright, will result in account termination.

Create a notebook in NotebookLM.

Important: At this time, the NotebookLM mobile app may have limitations to this feature. [Learn more about the supported features in the NotebookLM mobile app.](#)

In NotebookLM, you can create individual notebooks. A notebook is a collection of sources for a specific project.

Tip: Each notebook is independent. NotebookLM can't access information across multiple notebooks at the same time.

Get started with your first notebook.

1. On your device, open [NotebookLM](#).
2. To create a new notebook, select  Create new notebook.
3. To add a source, in the pop-up window, select **Upload a source**.
4. Select the **sources** you want to upload for your notebook or discover new sources.
5. To start collaborating with NotebookLM:
 - The "Chat" panel displays a generated summary of all your sources. You can ask questions about your sources, give instructions to perform actions, or choose from suggested options. [Learn more about chats](#).
 - The "Studio" panel is where outputs based on your sources are generated. In the studio panel, you can create and view:
 - Audio Overviews. [Learn more about Audio Overview](#).
 - Video Overviews. [Learn more about Video Overviews](#).
 - Mind maps. [Learn more about Mind Maps](#).
 - Reports, choosing from FAQ, study guide, briefing document, or a timeline.
 - Notes. [Learn more about notes](#).

Tip: You can add or remove sources in your notebook by selecting **+ Add** or unselecting individual sources in the "Sources" panel.

Update Notebook Emoji

After you upload sources, NotebookLM will automatically assign an emoji to represent your notebook.

To update the emoji:

1. Open an existing notebook.
2. In the chat panel, select the current emoji.
3. Use the emoji search to choose a new emoji to represent your notebook.

Share notebooks privately.

1. Open a notebook.

2. Select Share .

You can grant "Viewer" or "Editor" access to another user by adding their email address.

- A viewer has read-only access to all the source documents and notes you shared with them in the shared notebook.
- An editor can view, add, or remove sources and notes in your shared notebook as well as share it further with other users.
- Notebook owners and editors who have upgraded NotebookLM to Pro can share a "Chat-only" notebook to viewers and set a welcome note for everyone who can access this notebook. [Learn about upgrading NotebookLM to Pro](#).

Tips:

- Personal Gmail accounts can share a notebook with up to 50 users but can't share with Google Groups.
- Enterprise and Education accounts, like email@mycompany.com or email@uni.edu, can share a notebook with an unlimited number of individual users and Google Groups within the same organization.
- When notebooks are shared with a group, users do not receive any welcome emails or notifications.

Share notebooks publicly.

You can make your notebook public and share a link with anyone with a Google account. [Learn how to share a notebook publicly in NotebookLM](#).

Usage analytics

As a Pro capability, users can check the past-seven-day usage analytics of their notebooks by selecting Analytics .

- 2 metrics are currently supported:
 - **Users per day:** The number of users who made at least one query per day. This includes the owner.
 - **Queries per day:** The number of queries made by the users per day. This includes the queries made by the owner.
- To get analytics, the notebook must be shared with at least 4 other users and have some chat activity within the past 7 days.
- Analytics update approximately every 24 hours.

About NotebookLM & NotebookLM in Pro responses

NotebookLM and NotebookLM in Pro answers and outputs, including Audio Overviews, are generated by AI based on user-provided sources and instructions.

NotebookLM may remove notebooks and Audio Overviews when our systems detect a possible violation of Google's [Terms of Service](#), including the [Prohibited Use Policy](#). Users with a Google Workspace or Google Workspace for Education account may be subject to different terms.

Don't rely on NotebookLM for medical, legal, financial, or other professional advice. Any content regarding those topics is provided for informational purposes only and isn't a substitute for advice from a qualified professional.

Use Chat in NotebookLM

Important: At this time, the NotebookLM mobile app may have limitations to this feature. [Learn more about the supported features in the NotebookLM mobile app.](#)

After uploading your sources, you can:

- Ask the model questions about your source material.
- Give the model instructions to perform actions.

NotebookLM uses direct quotes, text, and images straight from your sources as citations to answer your questions and perform actions. These citations help you check the accuracy of the response. You can hover over any citation to get the full quoted text right away. If you select a citation, NotebookLM automatically navigates to the location of the quote, so you can easily view it in context.

In your notebook, you can use the checkbox on each source to include or exclude certain sources the model should use to answer your question.

Tip: Chat responses in NotebookLM only use data from your sources. If you explicitly ask the model to do something more creative, like “rewrite the end of my short story,” you may receive, “NotebookLM can’t answer this question” as a chat response. Try to rephrase or ask a different question.

Use advanced chat settings in NotebookLM.

[With Pro capabilities in NotebookLM](#), you can customize your chat responses.

1. In the “Chat” panel, navigate to Configure Chat .
2. Select a conversational style.
 - **Default:** Best for general purpose research and brainstorming tasks.
 - **Analyst:** Best for business-oriented strategy and decision-making.
 - **Guide:** Best for sharing your notebook as a group knowledge base or a help centre.
 - **Custom:** Best for choosing a specific style (“Respond like a PhD student”) or suggesting a role (“Pretend to be a role-playing game host.”).
3. Select a response length.
 - **Default**
 - **Longer**
 - **Shorter**
4. Select **Save**.

Tips:

- To pin NotebookLM chat responses to the note board for your reference later, select **Save to note**.
- When you save a response as a note, the original format—including tables and clickable inline citations—gets saved.
- To clear chat history, select Refresh  > **Continue**.
- In chat, to generate a note, select **Add a note**. You can also access features like **Audio Overview** and **Mind Maps** in chat.

Use Mind Maps in NotebookLM

Important: The NotebookLM mobile app does not support this feature at this time. [Learn more about the supported features in the NotebookLM mobile app.](#)

Mind Maps in NotebookLM visually summarize your uploaded sources, showing main topics and related ideas as a branching diagram.

When to use Mind Maps

- **Get a quick overview:** Understand the big picture and key themes of your source material quickly.
- **Explore and learn new things easily:** Get a clear entry point to new topics, making it easier to understand their main concepts before diving into the details.
- **Connect the dots:** Visually discover how different ideas relate to each other and identify links and associations that might not be obvious.
- **Organize your thoughts:** Use Mind Maps to structure information, to improve how you understand and remember it.

Generate a Mind Map

1. In [NotebookLM](#), open an existing notebook.
 - Or create a new notebook and upload sources.
2. In the chat, select the **Mind Map** chip.
3. In the “Studio” panel, you can find a new note with your generated Mind Map.
 - You can revisit your Mind Map at any time.
4. To regenerate, select More  **Delete note**.
 - This restarts the generation process.

Important: NotebookLM can be inaccurate; please double check its responses.

How to Interact with a Mind Map

- **Zoom in or out and scroll:** This allows you to navigate different parts of the Mind Map and focus on specific areas.
- **Expand or collapse branches:** You can expand branches to find more detailed sub-topics or collapse them to get a higher-level view.
- **Select nodes to ask questions:** Directly select a node in the Mind Map to ask questions in the NotebookLM chat about that specific topic.
- **Other:** To expand or collapse the view , download , or exit , look at the options in the top right corner.

How to save & share a Mind Map

- Option #1: Generate a Mind Map, then share the entire notebook with another user. They will be able to load the same Mind Map in the Studio panel.
- Option #2: Download the Mind Map by selecting **Download** within the Mind Map window and share the downloaded file.

Generate Audio Overview in NotebookLM

Important: At this time, the NotebookLM mobile app may have limitations to this feature. [Learn more about the supported features in NotebookLM mobile app.](#)

Audio Overviews are deep-dive discussions between AI hosts that provide in-depth summaries of the key topics in your uploaded sources. These overviews are designed to be an objective reflection of your source content, rather than subjective opinions from the AI hosts.

Generate an Audio Overview

1. Open an existing notebook or create a new one and upload sources.
 - To generate or delete an Audio Overview, you need **edit access** to a notebook.
2. In the "Studio" panel, select "Audio Overview" to generate. The audio will be generated in the background, so you can generate other artifacts concurrently or even navigate to other screens.

Within the generation panel, you can also express preferences to customize the audio.

- Choose a format.
 - **Deep Dive (default)** for an in-depth conversation. Two hosts unpack and connect topics from your sources in a lively conversation.
 - **The Brief** for a quick overview. A single speaker delivers the key takeaways of a document in under two minutes.
 - **The Critique** for critical feedback. Two hosts provide a constructive evaluation of material like an essay or design doc.
 - **The Debate** for exploring multiple perspectives. Two hosts engage in a formal, back-and-forth debate on the topic.
- Choose a language.
- Tailor the length, by choosing from Shorter, Default, or Longer (English Only).
- Input a prompt to provide instructions to focus on specific topics or adjust the expertise level.

Important:

- Audio Overviews, including voices, are AI-generated and may contain inaccuracies or audio glitches.
- NotebookLM may take a couple of minutes to generate the Audio Overview.

Manage your Audio Overview:

- To change the playback speed, select More  Change playback speed .
- To send feedback, tap Thumbs up  or Thumbs down .

Tip: You can also listen to Audio Overviews while continuing to work within NotebookLM. You can explore relevant quotes, get citations, and query sources while listening to an Audio Overview in the background.

Load a previous Audio Overview

Important: This is only applicable to notebooks that have previously generated Audio Overviews.

1. Open an existing notebook.
2. In the "Studio" panel, find your previously generated audio.

3. Select **Load**.
4. Wait for the overview to load.

Share an Audio Overview

Option 1: Share a link.

1. Generate an Audio Overview.
2. In the audio player, select Share .
3. Confirm that the notebook is shared with the recipient or is made public (open to "Anyone with a link") and viewers have access to the "full notebook" (and not just "chat only").
4. Copy link to Audio Overview and share link with recipient.
5. Save to apply changes.

Important:

- Public notebook sharing is only enabled for consumer accounts. It's currently disabled for Workspace Enterprise or Education accounts.
- Only notebook owners and editors can make generated audio publicly available and manage its access. As an owner or editor, you can turn off public access by selecting a different Notebook access level in the sharing panel.
- Once an audio is deleted, any previously generated share link will no longer work.

Option 2: Share the entire notebook.

1. Generate an Audio Overview.
2. Share the notebook.
 - Other users can access the Audio Overview in the "Studio" panel.

Option 3: Download & share the Audio Overview

1. To download the Audio Overview, select Download .
2. Share the downloaded audio.

Learn about interactive mode.

You can join a conversation and interact with the AI hosts in Audio Overview. With your voice, you can ask the hosts for more details or to explain a concept differently.

Interact with an Audio Overview

Important: The interactive mode experience is currently available only in English.

To use interactive mode:

1. Create a new Audio Overview.
2. Select **Interactive mode**.
3. While you listen, select **Join**.
4. When the hosts call on you, ask your questions.
 - The hosts will respond with a personalized answer based on your sources. After answering the question, they'll resume the original Audio Overview.

Tips:

- Your voice and transcribed interactions with the hosts won't be stored or shared.
- To share and download your original Audio Overview, click **Share or Download**.
 - Other users won't be able to interact with your Audio Overview through the shared link.
- There may be a slight delay in starting to play the initial content, after you hit the join button, or after you speak to the hosts.
- You might experience some audio glitches like random speaker switches, third voice, or voice glitches.
- This feature is only available for newly generated Audio Overviews.
- You can rate the discussion with Thumbs up  or Thumbs down  and provide feedback.

Output language for Audio Overview

You can generate Audio Overviews in 50+ languages.

Tip: NotebookLM uses the preferred language from your Google Account settings as your default output language.

Add or discover new sources for your notebook.

Important: At this time, the NotebookLM mobile app may have limitations to this feature. [Learn more about the supported features in NotebookLM mobile app.](#)

A source is a static copy of the source document you import or upload to the app. When you use NotebookLM, the model uses the sources you upload to answer your questions or complete your requests.

Understand source types & limitations.

NotebookLM supports these source types:

- Audio files
- Copy and pasted text.
- Google Docs
- Google Slides
- Text, Markdown and PDF files
- Web URLs
- YouTube URLs of public videos

Each source can contain up to 500,000 words or up to 200MB for uploaded files. You can include up to 50 sources.

Tips:

- Avoid uploading documents you don't have rights to.
- You can copy and paste text to create a new source and add or edit the title upon creation.
- To chat with a specific set of sources in your Notebook, select them individually in the "Source" panel.
- When uploading multiple web URLs, separate links by a space or a new line.

Summarize a source.

NotebookLM offers 2 modes for summarizing sources. You can:

- Ask for a summary of specific topics from your source directly in chat.
- Find an auto-generated summary of the entire source in the Source Guide. In the left hand side source viewer, select "To open a source."

To get more focused summaries in the chat, ask specific questions about the information you're looking for. When multiple sources are selected, mentioning source names in your query helps NotebookLM narrow its search. For example, instead of "Summarize this source," try "What are the key findings about dog training in the 'Dog Training 101' document?"

Add source.

Computer Android iPhone & iPad

1. On your computer, open [NotebookLM](#).
2. Select Add  button.
 - To discover a source: Select Discover  button.
3. Select all the sources you want to include in your notebook.

Import through Google Drive

- NotebookLM can't delete or edit your original files in Drive. When you import Google Docs or Google Slides, the app makes a copy of the original file. NotebookLM may reformat the content to analyse and understand the information.
- NotebookLM doesn't keep track of changes to the original doc automatically. You have to manually re-sync the imported Google Docs and Slides in the source viewer.
- You will only see the "Click to sync with Google Drive" button in the "Sources" panel, if the original file has been updated since the last time you viewed the current source.
 - Select **Click to sync with Google Drive** to update your source.
- **Limitations:**
 - **Click to sync with Drive** in NotebookLM is only displayed if you have write access to the original Google Drive file.
 - Other types of sources need to be manually deleted and uploaded again. NotebookLM only keeps a static copy of the file at upload time.
 - NotebookLM does not import footnotes from Google Docs.
 - While NotebookLM can understand your tabs in Google Docs, content within sub-tabs don't get imported.

Import through Web URL

- Only the text content of the given HTML webpage is scraped for use as a source. Images, embedded videos, or nested webpages are not imported. Paywalled webpages aren't supported.
- PDFs uploaded through URLs are treated as PDF sources and support both text and images.

Import through YouTube URL

- Only public YouTube videos with captions, either user-uploaded or auto-generated, are supported.
- Only the text transcript of the video is imported as a source.
- Videos uploaded less than 72 hours prior may not be available to import.
- Videos without speech aren't supported.
- If a video is deleted or made private, sources are auto-deleted from your notebook within 30 days.
- There is no limit for the length of the video unless the caption file contains over 500,000 words.
- Your import can fail for a number of reasons; the most common are:

- The YouTube link is invalid.
- The video is potentially unsafe.
- The content doesn't have a captions file.
- The video language is not currently supported.

Import a local audio file.

- The audio file is transcribed at the time of import, and its text is saved to use as a new source.
- Supported audio file types include MP3 and WAV, among others.
- Audios with no speech aren't supported.

Languages supported for audio import.

Tip: If the source content is too short, NotebookLM references the entire document without citing individual text from your source.

Generate Video Overviews in NotebookLM

Important: At this time, the NotebookLM mobile app does not support this feature. [Learn more about the supported features in NotebookLM mobile app.](#)

Video Overviews transform the sources in your notebook into a video of AI-narrated slides, pulling images, diagrams, quotes, and numbers from your documents. They distill complex information into clear, digestible content, providing a comprehensive and engaging visual deep dive of your material.

Generate a Video Overview

1. Open an existing notebook or create a new one and upload sources.
 - To generate or delete a Video Overview, you need edit access to a notebook.
2. In the "Studio" panel, select "Video Overview" to initiate generation of a new video. The video will be generated in the background, so you can generate other artifacts concurrently or even navigate to other screens.
 - To customize, open the three dots menu next to "Video Overviews" and select "Customize."
 - Select a language or input a steering prompt to provide instructions to focus on specific topics, target a specific audience, provide context, and more.

Important:

- Video Overviews, including voices and visuals, are AI-generated and may contain inaccuracies or audio glitches.
- NotebookLM may take a while to generate the Video Overview, feel free to come back to your notebook later.

Manage your Video Overview:

- To change the playback speed, select a different speed from "1x".
- Navigate forward or backwards in the video by using the playback slider, or by tapping "rewind" or "skip forward".
- Enter full screen mode by clicking on the full screen button.
- To send feedback, tap "good video" or "bad video".

Play a Video Overview

Important: This is only applicable to notebooks that have previously generated Video Overviews.

1. Open an existing notebook.

2. In the "Studio" panel, select the title of your previously generated Video Overview.
3. Once the video player opens, start the Video Overview by hitting "play".

Share a Video Overview

Option 1: Share a link.

1. Generate a Video Overview.
2. In the video player, select Share.
3. Confirm that the notebook is shared with the recipient or is made public (open to "Anyone with a link"), and viewers have access to the "full notebook" (and not just "chat only").
4. Copy link to Video Overview to share with recipient.
5. Save to apply changes.

Important:

- Public notebook sharing is only enabled for consumer accounts. It's currently disabled for Workspace Enterprise or Education accounts.
- Only notebook owners and editors can make a generated video publicly available and manage its access. As an owner or editor, you can turn off public access by selecting a different Notebook access level in the sharing panel.
- Once a video is deleted, any previously generated share link will no longer work.

Option 2: Share the entire notebook.

1. Generate a Video Overview.
2. Share the full notebook.
 - Other users can access the Video Overview in the "Studio" panel.

Option 3: Download & share the Video Overview

1. To download the Video Overview, select Download .
2. Share the downloaded MP4 video file.

Output language for Video Overview

You can generate Video Overviews in 50+ languages.

To set your desired output language:

- Navigate to Settings  > **Output Language**.
- Or choose your language when generating the video overview.

Tip: NotebookLM uses the preferred language from your Google Account settings as your default output language.

How to use Discover Sources

Important: The NotebookLM mobile app doesn't support this feature at this time. [Learn more about the supported features in the NotebookLM mobile app.](#)

Discover Sources is a convenient way to begin new notebooks and build comprehensive collections of materials. It helps you more easily find and import relevant sources from the web or your Google Drive directly into your notebook.

The Discover Sources button is in the Sources panel next to “Add source.”

1. **Initiate a source search:** In the Sources panel, select Discover Sources.
2. **Choose from Web or Google Drive:** designate where Discover Sources will pull in sources from.
3. **Prompt the Search (Web):**
 1. Enter a search query in the “Describe something you’d like to learn about” prompt box.
 2. To randomly bring in something new and exciting, select I’m feeling curious.
4. **Or prompt the Search (Drive):**
 1. Enter a search query like “Docs about Q4 planning,” “Slides from Claire,” or “Notes from Last week”.
 2. **Note:** Drive results pull from all sources you own or have access to, and the supported file types are currently docs and slides.
5. **Search and review results:** The most relevant search results are presented in a list and include:
 - The title
 - A brief description on how the source relates to your original query.
 - A link to open the full webpage in a new window.
6. **Select sources and import:** Select one or multiple sources from the search results to import into your notebook.
7. **Give feedback:** If you think a response generated in NotebookLM is offensive or unsafe, select the thumbs down button and choose **Offensive/unsafe** as the reason. To improve the safety of the model, the report is reviewed and we take appropriate actions. [Learn more about how to give feedback or report a problem.](#)

Create & add notes in NotebookLM.

Important: The NotebookLM mobile app does not support this feature at this time. [Learn more about the supported features in the NotebookLM mobile app.](#)

You can use notes to capture and organize information, identify key insights and interpretations from your sources, and add your own thoughts.

You can create new notes in 2 ways:

- **Write a new note:** In the “Studio” panel in the “Notes” section, select **Add note**.
 - You can write or paste text into this note.
- **Save a chat response to notes:** If you receive a response that you like, select **Save to Note**.
 - Saved response notes aren’t editable once created.

Tip: You can create up to 1,000 notes per notebook.

Convert notes to sources.

To convert a single note to a source:

1. Open the note.
2. Select **Convert to source**.

To convert all notes to sources:

1. In the “Notes” section within the “Studio” panel, click **More**.
2. Select **Convert all notes to source**.

Tip: You can find all your written and saved notes pinned to the noteboard space above the chat box.

Transform selected notes with quick actions.

You can choose from several actions in NotebookLM to transform selected text or notes.

- Gather all your notes into a single unified note with one click.
- Ask NotebookLM to give you constructive feedback on your prose or argument.
- Create a concise, easy-to-read overview of multiple notes.
- Convert your selected notes into an outline, organized around topics.
- Create a study guide based on your notes, including key questions and a glossary.
- Get prompts for related ideas from your sources, based on the content of the selected notes.
- Create a new source that includes all your current notes.

Tip: Note edits sync in real-time for all collaborators in the same open notebook. Only users added as an editor to a shared notebook can edit notes.