# NotebookLM (Gemini Notebook): add sources, check citations, make a Briefing Doc

Gemini Notebook, the tool Google used to call NotebookLM, answers from the sources you give it and cites every fact. Harbor Light Cleaning and Northgate Dental are made up.

## Add your sources

**Upload files**
A PDF, like the client's cleaning agreement.

**Drive**
A Google Doc, like the crew handbook. Drive files stay in sync after you import them.

**Paste link**
A web page, like your own services page.

## Ask, then check

```
[CLIENT] starts [DATE]. What does the agreement say we have to do each night, and does anything clash with our crew handbook?
```

Each small number is a citation. Click it: the Sources panel jumps to the passage, highlighted.

## Keep what's useful

- Click **Save to note** under an answer. Notes sit in the **Studio** panel.
- Notes are view only. **Convert to source** turns one into a source.
- Studio also makes an Audio Overview, Video Overview, Mind Map, Slide Deck, Flashcards, Quiz, Infographic or Data Table.

## Make a briefing

1. In **Studio**, click **Reports**, then **Document**, then **Briefing Doc**.
2. Change the description: who it's for, a short summary first, what to cover, "plain and short."
3. Open it from the top of the Studio list and read it before you pass it on.

**Remember:** Click the citation before you rely on an answer, and read the briefing before anyone else does.

Practice it free: NotebookLM (Now Gemini Notebook): Cited Answers and a Briefing from Your Docs at learn.ynteractive.com/modules/gemini-notebook. This sheet: learn.ynteractive.com/content/cheat-sheets/gemini-notebook. Harbor Light Cleaning is a made-up business from the lesson. By Robert Breen, October 20, 2026.