STEP-BY-STEP GUIDE

Using NotebookLM to Create Content

A simple 4-step process for turning your source materials into rich, visual learning content

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STEP ONE

📁 Create a Notebook & Upload Sources

Open NotebookLM and create a new notebook. Provide the content for your notebook by uploading your source materials — journal articles, photos, documents, and website links are all supported.

> **+ EXAMPLE**
>
> *To create an infographic for a doctoral education module on teaching philosophies and styles, several relevant journal articles and documents on these topics were uploaded to a new notebook.*

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STEP TWO

✅ Select Your Sources

Choose which uploaded documents you want NotebookLM to draw from. You can select all sources or just a targeted subset — this gives you control over the focus and scope of your generated content.

> **+ EXAMPLE**
>
> *For the first infographic, two documents focused specifically on teaching styles were selected, keeping the content focused and cohesive.*
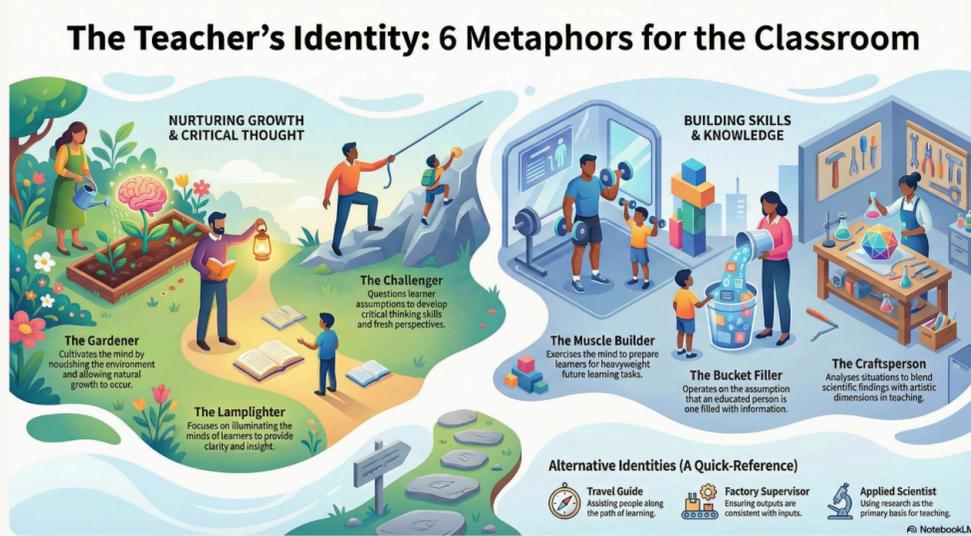
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STEP THREE

🎨 Choose Your Content Type

Select the type of content you want to generate from a rich menu of options — including infographics, audio, video, slides, quizzes, and more. NotebookLM will create content using the text and concepts from your selected sources.

> **+ EXAMPLE**
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> *Selecting "infographic" produced a visual titled The Teacher's Identity: 6 Metaphors for the Classroom — complete with illustrations depicting each teaching identity (The Gardener, The Challenger, etc.) drawn directly from the source documents.*
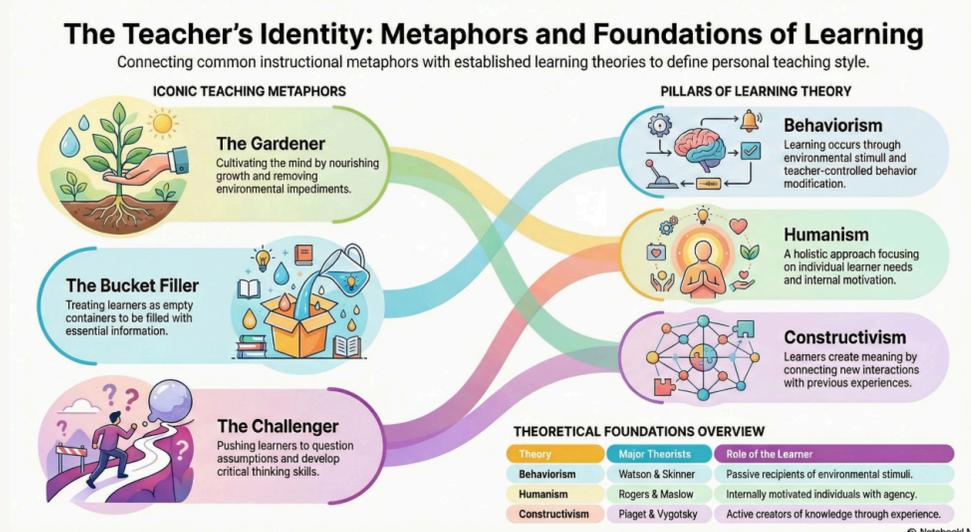

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STEP FOUR

➕ Add More Sources to Deepen Content

Go back and expand your source selection to build on or connect ideas across multiple documents. By adding more sources and generating new content, NotebookLM can synthesize richer, more layered material that bridges concepts.

> **+ EXAMPLE**
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> *To connect teaching identities to learning theory, two additional sources on Behaviorism, Humanism, and Constructivism were added (for a total of four). A new infographic was generated that visually linked the teaching metaphors to their theoretical foundations — demonstrating how selecting more sources creates more integrated content.*

💡 Tip: Repeat Steps 2–4 to keep building layered, connected content from the same notebook