NotebookLM Manual

AI Tools for Teaching & Learning - Workshop @ SRC

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14.02.2026

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1 Purpose

This manual explains step-by-step how to use **NotebookLM** after uploading a book (PDF or text sources) to generate:

- Chapter-wise **summary** (for notes and slides)
- **MCQs** (exam/quiz-ready)
- **mindmap structure** (hierarchical concept map)
- Final outputs as:
  1. **LaTeX Notes** (Article) with **Table of Contents**
  2. **LaTeX Beamer PPT** (Madrid theme recommended)

2 Prerequisites

- A Google account (to sign in to NotebookLM).
- Your book in PDF (or multiple chapter PDFs).
- Overleaf account (recommended) or local LaTeX (TeXLive/MiKTeX).
- Basic LaTeX template files:
  - `main.tex` for notes (with ToC)
  - `slides.tex` for beamer presentation

3 Create a Notebook and Upload the Book

3.1 Create a Notebook

1. Open NotebookLM and sign in.
2. Click **Create new notebook**.
3. Enter a notebook title (example: `Course Notes -- Unit 1`).

3.2 Upload Sources (Book/Chapters)

1. In the notebook, locate the **Sources** panel.
2. Click **Add sources**.
3. Upload:
   - One full book PDF **or**
   - Separate chapter PDFs (recommended for cleaner chapter-wise outputs).
4. Wait until NotebookLM finishes indexing the sources.

Tip: If the book is very large, split into chapters and upload chapter-wise. This improves accuracy and reduces mixed-topic outputs.

4 Generate Chapter-wise Summary (for Notes and PPT)

4.1 Best Practice Prompt for a Clean Summary

Use the chat/prompt area in NotebookLM and paste this prompt:

> Generate a chapter-wise summary from the uploaded source. Format: 1) Learning objectives (5 bullets) 2) Key concepts (8 to 12 bullets) 3) Definitions (in 1 to 2 lines each) 4) Important formulae / rules (if any) 5) One real-world example / application Keep it strictly based on the uploaded content.

4.2 Convert the Summary into LaTeX Notes Format

Ask NotebookLM to output in LaTeX-friendly form:

> Rewrite the above summary as LaTeX notes using `\section`, `\subsection`, `\begin{itemize}`. Do not include any markdown. Output only LaTeX content.

4.3 Convert the Summary into Beamer Slides Format

Ask NotebookLM to output beamer frames:

> Convert the summary into LaTeX Beamer frames. Use: `\begin{frame}{Title}` and bullet points. Each frame must have 4 to 6 bullets, concise. Output only LaTeX code.

5 Generate MCQs (Quiz / Exam) from the Book

5.1 MCQ Prompt (High Quality)

> Create 25 MCQs from the uploaded chapter. Each MCQ must have 4 options (A to D) and exactly one correct answer. After each question, provide: Correct option and 1 or 2 line explanation. Difficulty mix: 10 easy, 10 medium, 5 hard. Strictly use only the uploaded content.

5.2 MCQs in LaTeX Notes (Article) Format

> Format these MCQs in LaTeX using: `\begin{enumerate}` Each question as `\item`. Options in `\begin{enumerate}[label=(\Alph*)]`. Output only LaTeX.

5.3 MCQs in LaTeX Beamer Format

> Convert these MCQs into LaTeX Beamer slides: One question per frame, options as bullets. After the question frame, add an answer frame with explanation. Output only LaTeX.

6 Generate a Mindmap (Concept Hierarchy) from the Book

NotebookLM typically generates mindmap-like content as a **hierarchical outline**. You can convert that into:

- A structured outline in notes
- A mindmap slide
- Or a TikZ mindmap (advanced)

6.1 Mindmap Prompt (Outline Style)

Create a mindmap outline of this chapter in 3 levels: Level 1: Main themes (5 to 8 nodes) Level 2: Sub-themes under each Level 3: Key points / keywords under each sub-theme Output as a clean hierarchical numbered outline.

6.2 Convert Outline into LaTeX Notes

Convert the mindmap outline into LaTeX using: `\section` for Level 1, `\subsection` for Level 2, bullets for Level 3. Output only LaTeX.

6.3 Convert Outline into Beamer Frames

Convert the mindmap outline into 3 to 5 beamer frames: Frame 1: Main themes Frame 2 to 5: Themewise sub-themes and keywords Output only LaTeX beamer code.

7 Quality Checklist (Before Final PDF/PPT)

- **Faithfulness:** Ensure content is from the uploaded source (no outside facts).
- **No duplication:** Avoid repeated bullets across frames.
- **Slide density:** Max 6 bullets per frame for readability.
- **MCQ correctness:** Verify answer keys and explanations.
- **Consistency:** Same notation, terms, and symbols throughout.
- **ToC correctness:** Use `\section` and `\subsection` consistently.

8 Common Errors and Fixes

8.1 LaTeX Compilation Errors (Typical)

Problem	Fix
Special characters #, %, &, _ break compilation	Replace with `\#`, `\%`, `\&`, `\_`.
Copying markdown instead of LaTeX	Ask NotebookLM: "Output only LaTeX. No markdown."
Long lines overflow in beamer	Split bullets, shorten text, or use `\small` within a frame.
ToC not appearing in beamer	Ensure you have `\begin{frame}{Outline}\tableofcontents\end{frame}`.

9 Ready-to-Use Prompt Pack (Copy-Paste)

Prompt 1: Chapter Summary (Notes)

Generate chapterwise summary strictly from uploaded content: Objectives (5), key concepts (10), definitions (8), applications (2). Then rewrite as LaTeX (article) using \section, \subsection, itemize. Output only LaTeX.

Prompt 2: Chapter Summary (Beamer)

Convert the chapter summary into LaTeX beamer frames. 4–6 bullets per frame. Use \begin{frame}{Title}. Output only LaTeX.

Prompt 3: MCQs (Notes + Key)

Create 25 MCQs from uploaded chapter. 4 options, one correct. After each question: Correct option with 1 or 2 line explanation. Format as LaTeX enumerate. Output only LaTeX.

Prompt 4: Mindmap Outline

Create a mindmap outline in 3 levels (Main theme ; subtheme ; keywords). Then convert to LaTeX notes using section/subsection and itemize. Output only LaTeX.