

NotebookLM 2.0 Cheat Sheet

Everything that's new, 10 power prompts, and how to use it for your business | April 2026

WHAT IS NOTEBOOKLM?

NotebookLM is a free AI tool from Google that turns your documents into a searchable, question-answering knowledge base. Unlike ChatGPT or Claude, it **only** uses YOUR uploaded documents — no internet scraping, no hallucinations. Every answer includes clickable citations to your sources. Built on **Google Gemini 3**. Your data stays private and is never used to train Google's AI.

What you can upload: PDFs, Google Docs, Google Slides, Google Sheets, Website URLs, YouTube videos, Audio files, Word documents, Images, Text files

WHAT'S NEW IN 2026 (FEB - APRIL UPDATES)

V

Cinematic Video Overviews **NEW**

AI-generated animated short films from your docs — powered by Gemini 3, Veo 3 & Nano Banana Pro. (Ultra tier)

C

Canvas in AI Mode **NEW**

A creative workspace side panel for drafting docs, prototyping apps & building tools from your notebook's knowledge.

A

In-Chat Artifact Creation **NEW**

Generate structured reports & audio overviews directly from the chat box — no menu navigation needed.

H

Persistent Chat History **NEW**

Your multi-turn conversations now save across sessions. Close your browser, come back days later, pick up where you left off.

D

AI-Powered Data Tables **NEW**

Extract structured data from unstructured text. One-click export to Google Sheets with zero formatting loss.

S

Advanced Slide Decks **NEW**

Slide-by-slide prompt revisions + direct PPTX export. Fix one slide without regenerating the whole deck.

I

10 New Infographic Styles **NEW**

Bento Grid, Professional, Sketch Note, Kawaii, Scientific, Anime, Clay, Editorial, Instructional, Bricks.

F

Cloud File Integrations **NEW**

Pull files directly from Google Drive, Outlook attachments & Box — no manual uploading.

T

Persistent Study Tools **NEW**

Flashcards & quizzes now save progress across sessions with Got It / Missed It tracking.

E

One-Click Google Docs Export **NEW**

Export generated text reports and chat responses directly to Google Docs.

ALL FEATURES AT A GLANCE

Feature	What It Does	Best For
Chat + Citations	Ask questions, get cited answers from your docs	Daily lookups, research
Audio Overviews	Podcast-style discussions (Deep Dive, Brief, Critique, Debate)	Training, passive learning
Video Overviews	Cinematic AI-generated videos from your docs	Client content, training
Mind Maps	Interactive visual networks mapping themes across docs	Brainstorming, patterns
Data Tables	Extract structured data from unstructured text	Analysis, competitor intel
Slide Decks	Generate presentations with slide-by-slide revisions	Meetings, pitches
Infographics	Visual summaries in 10 custom styles	Reports, social content
Flashcards	Auto-generated study cards with progress tracking	Team training
Quizzes	Knowledge tests from your documents	Compliance, onboarding
Sharing	Viewer & Editor roles for team collaboration	Team knowledge bases

PLAN COMPARISON

	Free	Plus (\$19.99/mo)	Pro	Ultra
Sources / Notebook	50	100	300	600
Audio Overviews	Limited	5x more	More	Most
Cinematic Video	—	—	—	20/day
Queries / Day	Basic	More	More	500
Infographic Watermarks	Yes	Yes	Yes	Removed
Notebooks	Unlimited	Unlimited	Unlimited	Unlimited
Sharing & Collab	Yes	Yes	Yes	Yes
Data Tables + Export	Yes	Yes	Yes	Yes

For most small businesses, the free version is **MORE** than enough to get started. Upgrade to Plus when you hit the 50-source limit or need more Audio Overviews.

10 POWER PROMPTS FOR SMALL BUSINESS

Copy-paste these directly into your NotebookLM chat. Replace [bracketed text] with your specifics.

1. THE INSTANT FAQ

"Based on all uploaded documents, create a comprehensive FAQ with 15 questions a new customer would ask. Group them by category and include the source citation for each answer."

Use for: Customer service, website content, onboarding

2. THE COMPETITOR DECODER

"Build a comparison table with columns: Company Name, Key Strengths, Key Weaknesses, Pricing Model, Target Market. Include every competitor mentioned across all sources."

Use for: Sales prep, strategy, market research

3. THE SOP AUDITOR

"Review all uploaded SOPs and identify: (1) any gaps or missing steps, (2) contradictions between documents, (3) areas where instructions are vague or unclear. List each issue with the specific source and section."

Use for: Operations, quality control, compliance

4. THE MEETING PREP BRIEF

"Create a one-page executive briefing summarizing the key decisions, open action items, and unresolved issues across all uploaded meeting notes. Prioritize by urgency."

Use for: Leadership, project management

5. THE CONTENT REPURPOSER

"From the uploaded content, generate: 10 social media posts (mix of tips, questions, and bold statements), 3 email subject lines, and 1 blog post outline. Match the tone of the original content."

Use for: Marketing, social media, content strategy

6. THE TRAINING QUIZ BUILDER

"Create a 20-question multiple-choice quiz based on these documents. Include 4 answer options per question, mark the correct answer, and cite which document each question comes from."

Use for: HR, onboarding, team training

7. THE POLICY SIMPLIFIER

"Rewrite our [policy name] in plain language that a brand-new employee with no industry experience could understand. Keep all key requirements but remove jargon. Flag any sections that seem contradictory."

Use for: HR, compliance, internal communications

8. THE DATA EXTRACTOR

"Extract every metric, statistic, dollar amount, date, and percentage mentioned across all uploaded documents. Organize them into a structured table with columns: Data Point, Value, Source Document, Context."

Use for: Reporting, analytics, audits

9. THE CLIENT PROPOSAL BUILDER

"Based on these project documents, draft a client proposal outline including: executive summary, scope of work, key deliverables, timeline, and relevant case study references from our uploaded materials."

Use for: Sales, client management, proposals

10. THE KNOWLEDGE GAP FINDER

"Analyze all uploaded documents as a complete knowledge base. What topics are covered thoroughly? What topics have gaps? What questions would someone have that these documents DON'T answer? Provide specific recommendations for additional documents to create."

Use for: Knowledge management, Company Cortex building

5 QUICK WINS FOR YOUR BUSINESS

1. Employee Onboarding Notebook

Upload: Employee handbook, training docs, SOPs, company policies, FAQ docs

New hires ask the notebook instead of you. Generate Audio Overviews for day-one listening. Create quizzes to verify comprehension — progress saves across sessions.

2. SOP & Operations Notebook

Upload: All SOPs, process docs, workflow guides, checklists

Instant answers to 'how do I...?' questions. Use the Knowledge Gap Finder prompt to spot missing procedures. Share as a team notebook with Viewer access.

3. Competitor Intelligence Notebook

Upload: Competitor websites (as URLs), product pages, reviews, industry reports

Build Data Tables comparing competitors — export to Sheets in one click. Generate Mind Maps to visualize the competitive landscape.

4. Client Knowledge Base

Upload: Meeting notes, project docs, email threads (as PDFs), proposals, deliverables

Share as a client portal (Viewer access). Clients ask questions 24/7 and get cited answers. Use Cloud Integrations to pull files from Drive automatically.

5. Content Repurposing Engine

Upload: Blog posts, video transcripts, podcast transcripts, newsletters, presentations

Generate social posts, email outlines, and blog drafts from existing content. Create Cinematic Video Overviews for social and ads.

JAY'S PRO TIPS

Tip #1: One Notebook Per Purpose — Don't dump everything into one giant notebook. Focused notebooks = better answers.

Tip #2: Add a Glossary Doc — If your business uses jargon or acronyms, create a glossary document and add it to every notebook.

Tip #3: Make Docs 'Cortex-Ready' — Clean headers, structured sections, specific language. Better documents = dramatically better AI output from every tool.

Tip #4: Use Viewer Roles for Sharing — Protect your source docs from accidental changes. Viewers can query but can't modify sources.

Tip #5: Export Everything — Data Tables to Sheets, Slide Decks to PPTX, Reports to Google Docs. NotebookLM is your starting point, not your endpoint.

Tip #6: Use the Debate Format — Before making a big business decision, generate a Debate Audio Overview. Hear both sides argued by AI before you commit.

Tip #7: Pair NotebookLM with Canvas — Google's new Canvas in AI Mode (google.com/ai) lets you prototype apps, draft docs, and build tools. Research in NotebookLM, then build in Canvas. They're separate tools that work beautifully together.

STOP WATCHING. START BUILDING. | BRAIN DUMP WORKSHOP | \$97

Tuesday, April 28th at Noon Eastern | 2 Hours | Only 30 Spots

A live, hands-on session where we take everything in your head and turn it into an AI-ready system your business can actually use. You walk out with:

1. Your Company Cortex — 5 notebooks built in NotebookLM with YOUR real content
2. Your first SOP — created live via AI-powered interview (no writing, just talking)
3. Full JourneyBuilder orientation — CRM, automations, AI bots, workflows
4. 15-minute next steps call with Jay (every attendee, live or replay)

Company Cortex course (\$47 value) included FREE with registration. Replay included.

Sign up now: jaytheaiguy.com/brain-dump

JUST WANT THE COURSE? THE COMPANY CORTEX — \$47 (WORKSHOP PRICE)

The Source Hygiene Protocol • Notebook Architecture Strategy • Cortex Architect Gem (custom AI prompt) • Departmental Templates for HR, Sales, Tech Support

Get Started Now: notebooklm.google.com

Connect with Jay the AI Guy:

Facebook Group: facebook.com/groups/jaytheaiguy | Instagram: @jay.vics | YouTube: @jvimobile

LinkedIn: linkedin.com/in/jayvics | TikTok: @jaytheaiguyofficial | X: @jvimobile

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