

Create and Verify Your First Gemini Notebook Audio Overview

Turn a trusted source into a podcast-like Audio Overview, then verify it without surrendering authority to the generated audio. By the end, you will have completed the workflow once and know how to repeat it with a chapter, report, or research packet.

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01 Create your first Audio Overview

You are about to give Gemini Notebook—Google’s tool formerly called NotebookLM—one public source and generate a podcast-like Audio Overview from it. The finish line is playable audio plus one source-checked claim.

Pre-flight

- Use the public companion article supplied below for this first run.
- Have access to Gemini Notebook and a browser window for the original article.
- Do not substitute private, confidential, or sensitive material during this test.

TEMPLATE

First source: <https://chuckgoetschel.com/ai-insights/start-here-with-ai-leverage>

1

OPEN

Open Gemini Notebook

Open Gemini Notebook in your browser. Sign in with your Google Account if prompted.

2

CREATE

Start a new notebook

Choose the option to create a new notebook. A notebook is the workspace that holds the sources Gemini Notebook will use.

3

ADD

Add the companion article

Open the source area, choose the option for adding a website or web URL, and paste the supplied URL. Confirm the addition.

4

LOOK

Confirm the source is present

You should see the article listed among the notebook’s sources. Do not generate the audio until the source appears there.

5

CREATE

Generate the Audio Overview

In the Studio panel, select Audio Overview. Leave Deep Dive selected for a podcast-like discussion, then choose Generate. An Audio Overview is an audio treatment based on the selected source; it is not automatically a finished podcast ready for public distribution.

6

PLAY

Listen to the beginning

When generation finishes, press play. You should hear an audio discussion of the article’s ideas without having recorded anything yourself.

Your first goal is not impressive production. It is a working source-to-audio process you can inspect.

02 Test the output

Keep the original article open while you listen. Use this supplied test instead of judging the audio by how polished it sounds.

CHECKLIST

- Central argument: Start with bounded work you understand, let AI prepare, and keep verification, judgment, and accountability human.
- Useful connection: A polished answer is not a verified answer; review requires comparison with an authoritative source.
- Claim to inspect: Listen for wording that turns “AI is often excellent leverage in preparation” into the stronger claim that AI should also handle judgment and accountability.

Pause after you hear a statement worth checking. Find the corresponding passage in the article and classify the audio statement as supported, needing qualification, or not found in the source.

What success looks like

- Technical pass: The source appears in the notebook and the audio plays.
- Comprehension pass: You can state the article’s central argument in source-supported language.
- Judgment pass: You check at least one audio statement against the original.
- Sharing pass: Before sharing or relying on the output, consequential claims have been verified.

Finding an overstatement does not make the exercise useless. It demonstrates the exact skill this workflow requires: letting AI accelerate orientation while you retain authority over meaning.

03 Nothing happened? Check these first

1. Confirm you are in the notebook where you added the article.
2. Check that the article appears in the notebook’s source list. If it does not, add the link again and confirm the addition.
3. Return to the Audio Overview area and confirm that you actually started generation.
4. Allow generation to finish before looking for a playable result; it may take a couple of minutes.
5. Reopen the notebook or Audio Overview area and check for the generated audio again.
6. If audio exists but does not play, check the player volume and the audio output selected on your device.

If the webpage cannot be added, use a permitted source document you already know well enough to evaluate, such as one familiar chapter or a public report. Confirm that the replacement source appears before generating again.

04 Review without surrendering authority

The audio's confidence, polish, or conversational rhythm does not prove accuracy. Review the meaning, not the performance.

Worked example: one small wording change

VERSION	MEANING	DECISION
AI should handle preparation, judgment, and accountability.	An absolute claim that transfers all three layers of the work to AI.	Reject unless the source explicitly supports it.
AI is often useful for preparation; judgment and accountability remain human.	AI can assist with the first layer while people retain responsibility for consequential decisions.	Use when this matches the source.

The difference between assisting with preparation and assuming judgment and accountability is not cosmetic. Compression can quietly turn a qualified idea into an absolute one.

CHECKLIST

Before relying on an Audio Overview, check:

- Did it preserve the central argument?
- Did it drop qualifiers such as *may*, *can*, *often*, or *more*?
- Did it blend separate ideas into one claim?
- Did it add a confident interpretation not supported by the source?
- Did it reproduce names, numbers, quotations, commitments, or policies accurately?

For consequential work, verify names, numbers, quotations, policies, medical or legal information, and anything that could create a commitment. Use only material you are permitted to process.

05 Improve the source and objective

A bounded source has a clear edge: one chapter, one report, one briefing, or one defined research packet. A source packet is simply a small, deliberate collection of materials used for one objective.

Choose one listening objective

- Understand the main argument.
- Prepare questions for a meeting.
- Refresh your memory before a discussion.
- Identify sections that deserve a closer read.

Use one objective per run. The clearer the objective, the easier it is to decide whether the Audio Overview helped.

METHOD	BEST JOB	LIMITATION
Read the original	Inspect evidence, wording, and consequential details.	Requires focused reading time.
Read a written summary	Scan a compressed version quickly.	Still requires reading and may lose nuance.
Use an Audio Overview	Hear the landscape, recurring ideas, and possible areas for inspection.	It can simplify, omit, blend, or overstate.

These methods are not competitors. Audio helps you enter the material; the original lets you inspect the foundation.

Use this operating rule: listen for the landscape, then read for the consequential details. New format, same authority.

06 Practice with another real source

Practice 1: A familiar chapter

1

CHOOSE

Use one chapter you have already read

Select a chapter you wrote, licensed, or are otherwise permitted to process. Familiarity makes it easier to notice missing nuance.

2

CREATE

Start a separate notebook

Create a new notebook so the chapter has a clear source boundary.

3

ADD

Add only that chapter

Use the notebook's source area to add the chapter, then confirm that it appears.

4

GENERATE

Create the Audio Overview

Generate the audio and listen with the chapter nearby.

5

VERIFY

Run the same three-part test

Identify the central argument, one useful connection, and one claim to inspect in the chapter.

Practice 2: Meeting preparation

Use one public report or a permitted internal briefing. Listen to understand the main argument and identify the places the team should inspect. Then return to the original for numbers, commitments, policy, and decisions.

Notice what changed

- A smaller source usually gives you a tighter listening target.
- A familiar source makes overstatement and missing qualifiers easier to detect.
- A clear objective gives you a practical standard for judging usefulness.

The point is not to avoid reading. It is to decide where reading matters most.

07 Save the repeatable workflow

CHECKLIST

1. Choose one bounded, trustworthy source.
2. Confirm that you have permission to process it.
3. Set one listening objective.
4. Add the source and confirm that it appears.
5. Generate the Audio Overview.
6. Listen for the central argument, one connection, and one inspectable claim.
7. Check surprising or consequential claims against the original.
8. Mark unsupported wording as unusable.
9. Return to the source for details that affect decisions or commitments.
10. Share only what survives review.

Your finish line

You have completed the guide when you have generated one Audio Overview, played it, identified its central argument, checked at least one claim against the source, and selected a permitted source for your next run.

You now have more than an interesting AI demo. You have a repeatable way to activate stored information while keeping human judgment in charge.

Want the full context behind the workflow?

Read the companion article for the reasoning behind bounded tasks,
source checking, and keeping judgment human:

<https://chuckgoetschel.com/ai-insights/start-here-with-ai-leverage>

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Change the format. Keep your hand on the wheel.