

---

# NotebookLM Collaboration Guide

<https://gemini.google.com/share/5f4af7506100>

This summary covers the mechanics of collaboration, the critical differences from Google Docs, and the step-by-step setup.

## 1. How Collaboration Works

Collaboration in NotebookLM is managed at the **notebook level**. When you invite others, they gain access to the entire environment, including all uploaded sources and pinned notes. Unlike a standard document, you are co-managing a **shared AI context**.

- **Sharing Mechanism:** Use the **Share** button in the top-right corner to invite via email or link.
- **Permission Levels:**
  - **Viewer:** Can read sources, view pinned notes, and ask the AI questions.
  - **Editor:** Can add/delete sources, edit notes, and reorganize the notebook.
- **Domain Restrictions:** Workspace (work/school) accounts are often restricted to internal sharing, while personal accounts have broader public sharing capabilities.

---

## 2. NotebookLM vs. Google Docs

The primary difference is that Google Docs is a linear editor, while NotebookLM is a collaborative research hub.

| Feature        | Google Docs                 | NotebookLM                                               |
|----------------|-----------------------------|----------------------------------------------------------|
| Primary Unit   | A single document.          | A "Notebook" (sources + notes).                          |
| Real-time Sync | Cursors and text typing.    | Shared notes and source list.                            |
| AI Interaction | Individual/Extension-based. | <b>Shared Chat:</b> Pinned responses are visible to all. |

|                           |                         |                                                        |
|---------------------------|-------------------------|--------------------------------------------------------|
| <b>Information Source</b> | Data is inside the doc. | Data is "grounded" in external PDFs, URLs, and Slides. |
| <b>Output Type</b>        | Text formatting.        | Audio Overviews, Study Guides, and FAQs.               |

## Critical Distinctions

1. **Shared Grounding:** If a teammate adds a source, the AI's knowledge base changes for the entire group.
2. **Pinned Logic:** Individual chat histories stay private until a response is "pinned" to the shared notebook.
3. **Source Independence:** Deleting a source removes that knowledge from the AI's memory for all collaborators.

---

## 3. Step-by-Step Setup

To collaborate with a group, follow these steps:

1. **Open the Notebook:** Navigate to [notebooklm.google.com](https://notebooklm.google.com).
2. **Click Share:** Located in the top-right corner.
3. **Invite Participants:**
  - **Direct Invite:** Type email addresses into the "Add people" field.
  - **Shareable Link:** Change general access to "Anyone with the link" for public sharing.
4. **Set Permissions:** Assign "Viewer" or "Editor" status.
5. **Collaborate on Outputs:**
  - **Shared Notes:** Save AI responses to the "Notebook Guide" so others can see them.
  - **Combined Actions:** Select multiple notes to create shared outlines or briefing docs for the team.

---

**Pro Tip:** If you generate an **Audio Overview** (AI Podcast), it can be shared and downloaded so your team can listen to the summary of your shared sources on the go.

Would you like me to help you draft an invitation email or a brief "Getting Started" note for your collaborators to explain how to use the notebook?

This document synthesizes the collaborative workflows of NotebookLM and Gemini,

highlighting the differences between subscription tiers for both technical development and general project management.

<https://gemini.google.com/share/e473a1d24775>

---

# The Collaborative Ecosystem: NotebookLM & Gemini

The synergy between these tools creates a **Hybrid Workflow** where NotebookLM acts as the team’s **grounded knowledge base** and Gemini serves as the **reasoning and automation engine**.

## I. Core Group Workflows

### 1. The "Source of Truth" (NotebookLM)

- **Centralized Research:** A project lead creates a notebook and uploads specific assets: documentation, meeting transcripts, PDFs, and architecture diagrams.
- **Active Contribution:** By granting **"Editor"** access, team members can concurrently upload sources and pin AI-generated notes. Changes sync in real-time, ensuring the AI only answers based on these specific files to prevent "generic" hallucinations.
- **Grounded Interaction:** The team can ask questions that are strictly limited to the uploaded project data, ensuring everyone remains aligned on the same facts.

### 2. The Reasoning Bridge (Gemini)

- **Action-Oriented Tasks:** Using direct integration, teams can "link" a NotebookLM notebook to a Gemini thread.
- **Execution:** Gemini handles open-ended tasks that NotebookLM cannot do alone—such as writing complex scripts, searching for external market trends, or exporting data tables into Google Sheets.
- **Contextual Assistance:** Developers can ask Gemini to write code that follows the specific architecture defined in the notebook while simultaneously checking the live web for the latest software updates.

---

## II. Tier Comparison: Free vs. Paid Subscriptions

The "Pro" features (found in **Google One AI Premium** or **Gemini for Workspace**) significantly expand the scale and security of group collaboration.

| Feature | Free Tier | Pro / Plus / Enterprise |
|---------|-----------|-------------------------|
|---------|-----------|-------------------------|

|                             |                               |                                              |
|-----------------------------|-------------------------------|----------------------------------------------|
| <b>Notebook Limits</b>      | 100 notebooks                 | <b>500 notebooks</b>                         |
| <b>Sources per Notebook</b> | 50 sources                    | <b>300 sources</b>                           |
| <b>Context Window</b>       | ~32,000 tokens                | <b>1 to 2 million tokens</b>                 |
| <b>Group Sharing</b>        | Individual emails (up to 50)  | <b>Google Groups / Unlimited</b>             |
| <b>Output Generators</b>    | 3 Audio/Video Overviews daily | <b>20+ Audio/Video Overviews daily</b>       |
| <b>Data Privacy</b>         | Standard terms                | <b>Enterprise-grade protection</b>           |
| <b>Sharing Modes</b>        | Viewer / Editor only          | <b>Chat-only</b> (Q&A without source access) |

### III. Strategic Differences for Professional Use

#### 1. Context & Depth

The **1 million+ token context window** in the Pro tier is a game-changer for large projects. It allows the AI to "read" an entire codebase or hundreds of meeting transcripts in a single session without losing track of the earlier details.

#### 2. Scalability

4. **Free:** You must manually invite each team member's email address to every notebook.
5. **Pro/Enterprise:** Supports **Google Groups**. If a new member joins the group (e.g., dev-team@company.com), they automatically inherit access to all relevant notebooks.

#### 3. Advanced Security & External Sharing

6. **"Chat-Only" Mode:** Paid tiers allow you to share a notebook with clients or stakeholders so they can ask the AI questions without seeing your raw internal documents.
7. **The Trust Boundary:** Enterprise tiers guarantee that proprietary code and internal project data are **not used to train** Google's public models.

#### 4. Deep Research

The Pro version includes **agentic web research**, allowing Gemini to perform multi-step

searches to supplement the internal data found in your shared notebooks.

---

**Would you like me to draft a "Getting Started" guide or a set of "Best Practices" that you can share with your team to help them set up their first shared notebook?**