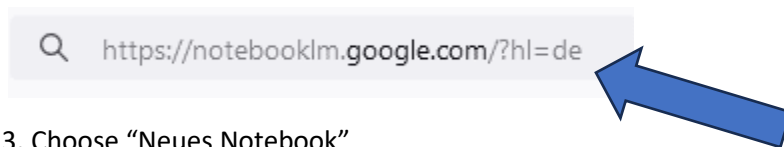


## Step-by-Step

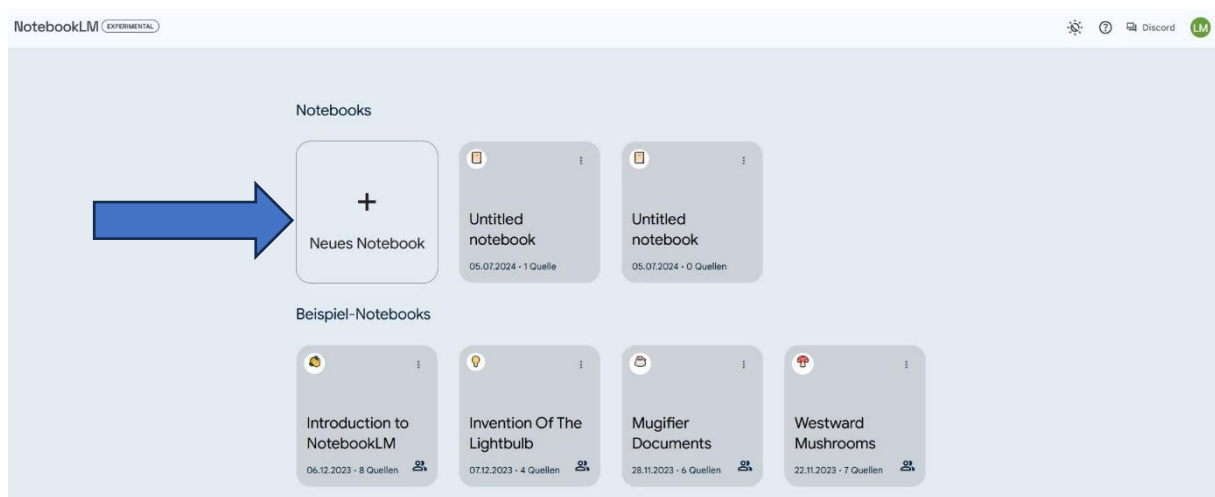
1. Log in to notebooklm.google

If we find an agreement, I will provide you an account to use, so that I can keep the notebooks after the task is completed.

2. Add '?hl=de', so that the language is changed to german

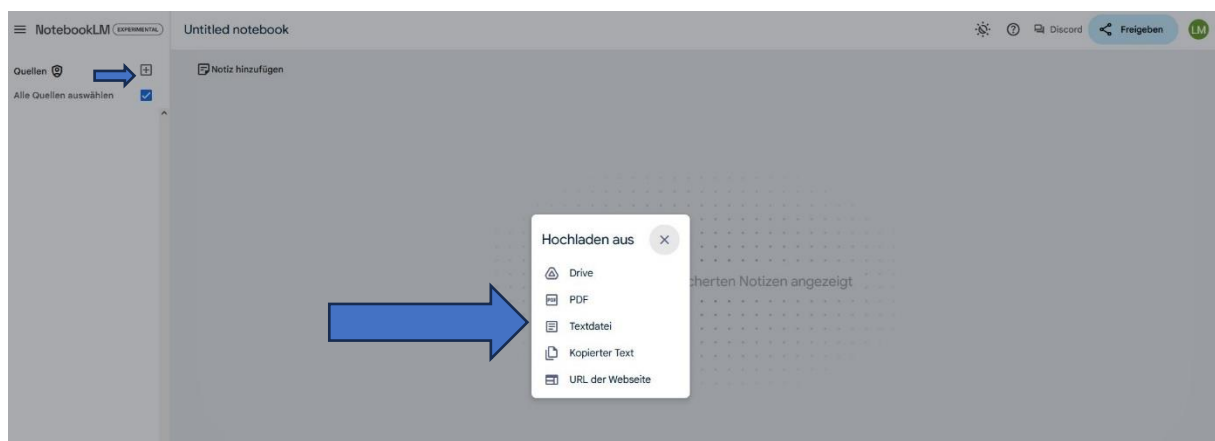


3. Choose "Neues Notebook"



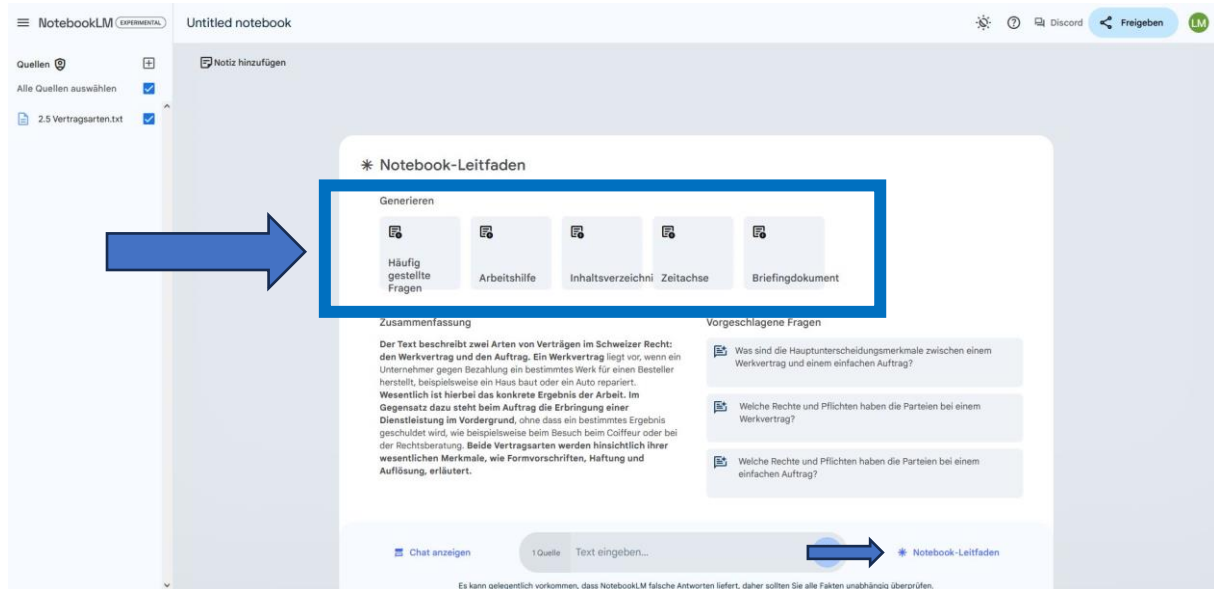
4. Choose "Hochladen aus: Textdatei". If the pop-up does not open, click on '+' at Quellen

Then upload the provided txt file. One file per Notebook

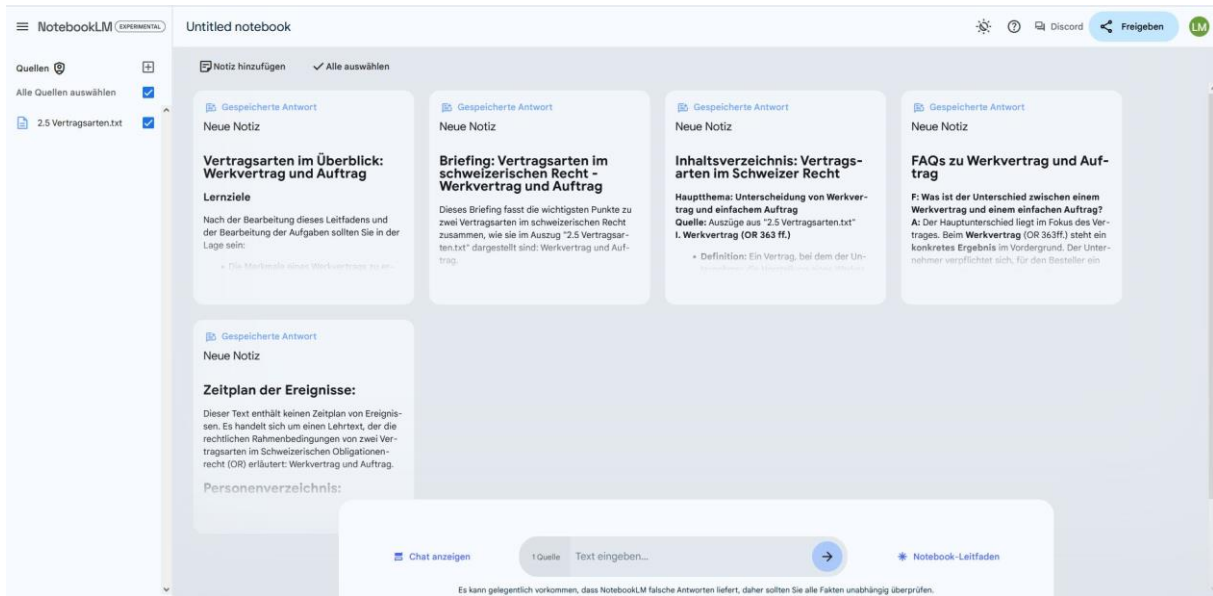


5. Generate the five documents listed under 'Notebook Leitfaden'.

- a) Inhaltsverzeichnis
- b) Arbeitshilfe
- c) Briefingdokument
- d) Häufig gestellte Fragen
- e) Zeitachse



7. After having notebookLM generating the documents, Copy-paste the content of each new document each in a new txt file named [originalname]-NUMBER.txt



If the original file is named “2.5 Vertragsarten.txt”, you generate the following 5 files

Document:	File Name
1. Inhaltsverzeichnis	2.5 Vertragsarten-1.txt
2. Arbeitshilfe	2.5 Vertragsarten-2.txt
3. Briefingdokument	2.5 Vertragsarten-3.txt
4. Häufig gestellte Fragen	2.5 Vertragsarten-4.txt
5. Zeitachse	2.5 Vertragsarten-5.txt

That’s it.