

CREATE

Beginner

15 MIN

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Turn a project notebook's sources into audio and video summaries.

Generate audio or video summaries from a Copilot Notebook's content for people who'd rather listen or watch than read.

MICROSOFT 365

OneNote

WORKS WITH

Copilot

Business Outcome

Project updates that reach people who don't have time to read the full notebook, without writing a separate summary.

Workflow Steps

Step 1: Decide what the summary needs to cover

OneNote

Pick the specific sources or sections in the notebook the summary should draw from — summarizing the whole notebook indiscriminately produces something too long to be useful.

Step 2: Generate the audio or video summary

Copilot

In the notebook's output options, choose audio when the content is mostly discussion and decisions someone could absorb during a commute, and video specifically when the notebook includes charts, screenshots, or diagrams that need to actually be seen to make sense.

Converting a visual-heavy notebook to audio-only tends to strip out exactly the content that mattered.

Step 3: Listen to or watch it before sharing

OneNote

Confirm it accurately represents what's in the notebook and doesn't flatten an important nuance into something misleading.

Step 4: Share it alongside, not instead of, the source notebook

OneNote

Let people who want the full detail still get to the source — the summary is a faster entry point, not a replacement.

✓ Check the work

- The summary's content matches what's actually in the referenced notebook sources.
- Nothing material was flattened or lost in the audio/video conversion.
- The source notebook remains linked for anyone who wants more detail.

Expected Outcome

An audio or video summary of the notebook's current content, ready to share with stakeholders who prefer listening.

Want help rolling this out across your team? [Go to Liminals.Tech](#) ■